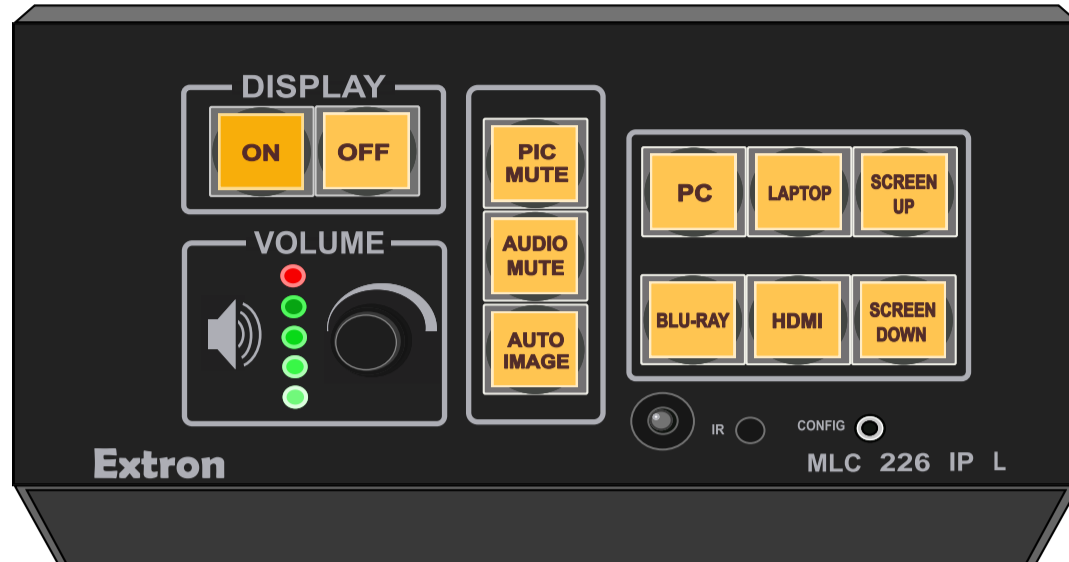


# USING THE AUDIO-VISUAL EQUIPMENT

**PLEASE READ THROUGH THESE INSTRUCTIONS CAREFULLY BEFORE YOU BEGIN**

To use the PC or for Internet access you will need a Birkbeck IT Services or Eduroam log in - ask the AV/IT Support Team

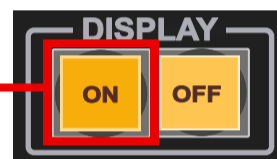


## EXTRON CONTROL PANEL

The panel in this room may not look exactly as shown here but all the essential functions will be available

### PRESS THE ON BUTTON

unless you are using a Laptop



The projector will now activate and the ON button will continue to flash until it has finished warming up

Please be patient - this process can take longer than a minute to complete

The projector will then be ready to display whichever function you select from the panel

After connecting or logging on you can switch between sources as often as you wish during your presentation

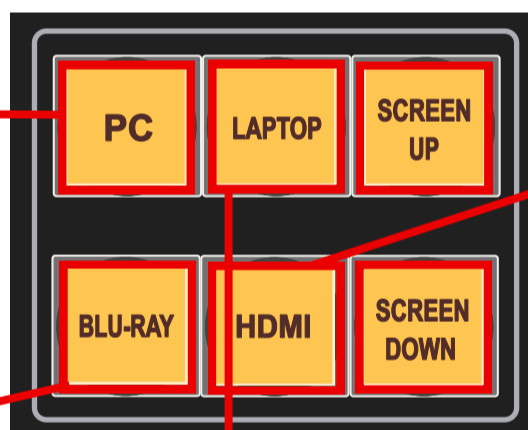
### USING THE PC

The PC is in the cabinet

Make sure it is ON before continuing

#### PRESS THE PC BUTTON

Log on using your user name and password



### USING HDMI

Connect the device to the HDMI cable and switch it on

#### PRESS THE HDMI BUTTON

### USING THE BLU-RAY

Make sure the BLU-RAY Player is switched ON

#### PRESS THE DVD BUTTON

Select BLU-RAY on the Remote

Use the Volume Control on the panel to set the sound

### USING A LAPTOP

**DO NOT PRESS THE EXTRON ON BUTTON YET**

Connect the laptop to the data cable and switch it on

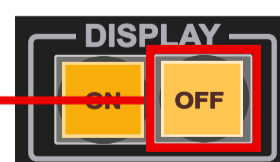
#### NOW PRESS THE ON BUTTON

Wait for the ON button to stop flashing

#### PRESS THE LAPTOP BUTTON

## AT THE END OF YOUR SESSION

### PRESS THE OFF BUTTON



CALL EXTENSION

**3456**

FOR AV/IT SUPPORT

**NEED MORE  
HELP?**

CALL EXTENSION

**6031**

FOR RECEPTION