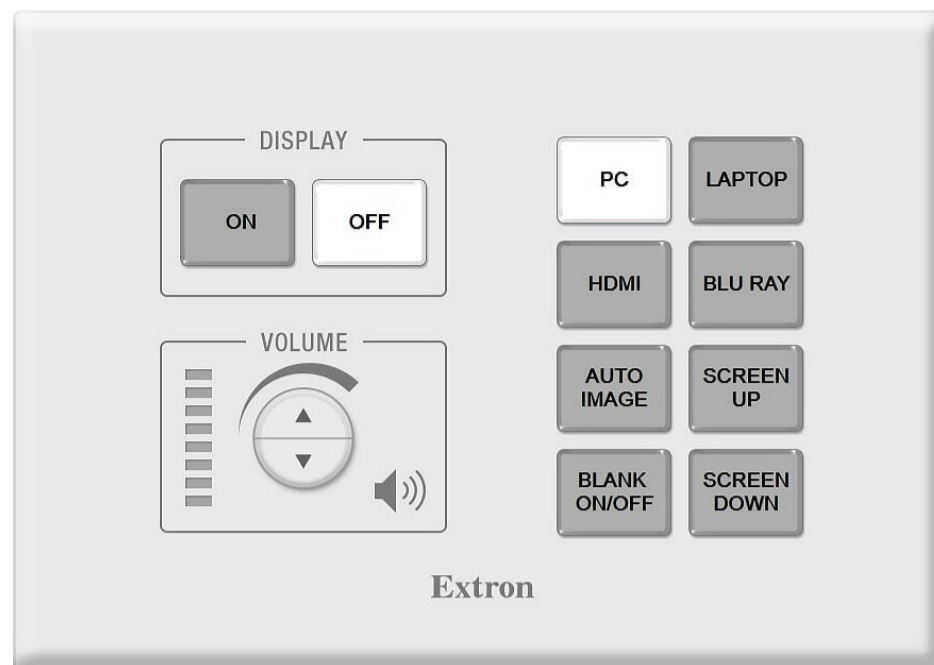# USING THE AUDIO-VISUAL EQUIPMENT

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

A Staff, Student or Birkbeck guest account is required to sign in and use the onsite PC.

**EXTRON CONTROL PANEL**

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

## PRESS THE ON BUTTON
Turns on the Data Projector or Display

The *projector* or *display* will present whichever source you select from the input panel.

You can switch between sources as often as you wish during your lecture.

The selected source will be lit once selected.

## VOLUME
The volume potentiometer controls the dB output of the selected input.

## PC
The PC is in the cabinet, make sure it is ON before continuing

**PRESS THE PC BUTTON**

Log on using your username and password

## LAPTOP
Connect the provided **VGA cable** to the laptop and then ensure that it is powered on.

**PRESS THE LAPTOP BUTTON**

## HDMI
Use the provided **HDMI cable** to connect a Laptop or portable device .

**PRESS THE HDMI BUTTON.**

## BLU-RAY
Make sure that the BLU-RAY Player is ON

**INSERT THE BLU-RAY OR DVD**

Use the remote control provided in the AV cabinet to operate the device

## AUTO IMAGE
Adjusts the ratio of the projected/displayed image

## BLANK ON/OFF
Mutes or unmutes the image on the projection screen.

## SCREEN UP / SCREEN DOWN
Automatically raises or lowers the projection screen

**AT THE END OF YOUR SESSION PRESS THE OFF BUTTON**

CALL EXTENSION
## 3456
FOR AV SUPPORT

## NEED MORE HELP?

18/01/2022