Small Tutorial Room

Overview

This guide provides basic instructions for the audio visual system. The system features a short-throw, interactive projector and whiteboard. The user can hold presentations from a laptop computer.

Presentation Procedure

Press the **POWER** button to turn the projector on and off.
Press the **AV MUTE** button to blank the display while the projector is on.
Press the **HDMI** button to display a connected laptop.
Press the **WIRELESS** button to display the Wireless Presenter.
Press the **AUDIO MUTE** button to mute the audio.
Press the **VOL UP** button to increase the volume level.
Press the **VOL DOWN** button to decrease the volume level.

Connecting a Laptop/Document Camera

Connect a laptop or document camera to the 'Laptop' input located underneath the whiteboard using a HDMI cable.
Turn on the **Laptop** or **Document Camera**.
Configure the laptop to direct the video image to an external display. E.g. By selecting Function (Fn) + F3 or F5 or ⊞ + P on the laptop.
Consult the laptop's help files for more information.
Use the document camera controls to operate the document camera.

Connecting to the Wireless Presenter

See Instructions sheet:- **Wireless Presenter**

Shutdown

To ensure longevity of the audio visual equipment please double check the system is turned off prior to leaving the room (POWER indicator lights are blue).

To ensure the equipment is ready for use by the next lecturer/presenter:

Press **Power** button to turn off the system, ensuring the **Power** button is **blue**.

For assistance, please contact ITMS Technical Support
Phone: 8946 6291 or Ext: 6291