

Shutting down

Log off (don't shut down) the PC, and remove any USB memory sticks/CDs/DVDs/VHS tapes that have been used. Use the display off [2] button to turn the projector off, and the monitor power [7] button to turn the monitor off. The PC will be turned off automatically at the end of the teaching day, and the projector will be turned off if left on. Please do not turn off the trolley at the wall, as we have tests that run overnight.

Need more help?

If you need urgent assistance, please call the on call technician on x3036 from the phone in the room. This will be transferred to a mobile phone after 30 seconds.

If you have equipment booking queries, please consult the attributes list on the web, or call x3033 .

If you have technical queries, please call the workshop on x3035.

Please report all faults with this equipment as soon as possible, to enable us to repair them quickly.

Common Problems

No buttons illuminated on control panel

Turn trolley on at wall switch

Logging on - Where is "delete" key?

Top right hand corner of keyboard

Can't get logged on

Use your email address as username (e.g. ozw1@york.ac.uk), and your computing service password

Keyboard typing gibberish

Numlock is on. Hold down Fn and press Insert

No display on monitor

Turn monitor on using button at base

Safety Warning – use the side shelf only for laptops & notes. Take care when moving the trolley – ensure the umbilical cable does not get caught, and that the shelf is folded down.



Equipment Trolley Operating Instructions

Equipment available:-

- Networked Windows XP PC, with Office 2003 & USB port
- Data Projector & Speakers
- VHS & CD/DVD player
- Laptop connections (power, sound, picture, network)
- Monitor for lecturer

AV Workshop - 01904 43 3035

On call technician - 01904 43 3036 (diverts to mobile phone)

Data Projector

The data projector is controlled from the button panel on top of the trolley.

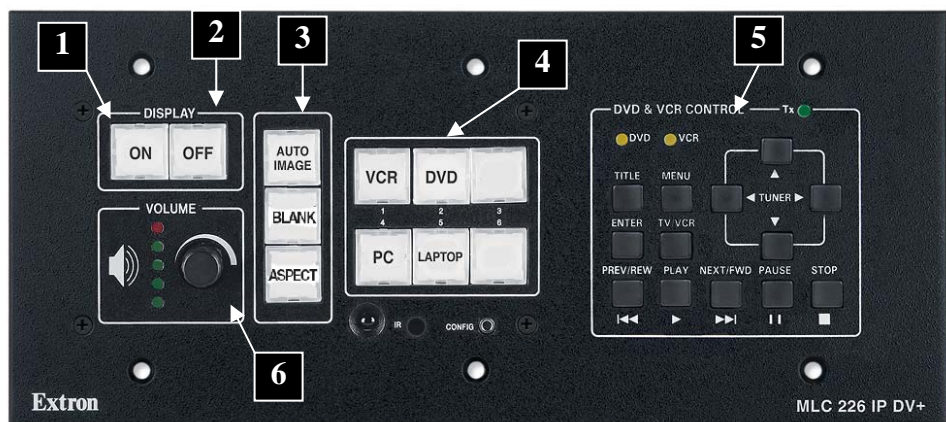


Figure 1 - Projector Control Panel



Figure 2-
Typical Projection
Screen Switch

Turn the projector on using the display **on** [1] button in the top left hand corner. The projector will take up to 1 minute to warm up, during which time the on button will flash.

The **projection screen** is lowered & raised using an up/down switch located on the wall.

Input Selection

Choose **PC**, **Laptop**, **VCR**, or **DVD** on the input select [4] buttons. The currently selected source will illuminate. Certain trolleys have extra inputs available (e.g. Biology rooms have Biology & Campus PCs). The **pic mute/blank** [3] button will temporarily blank the projected picture. The monitor on top of the trolley will remain active, so you can make adjustments without the class observing. The **auto image** [3] button will correct a picture where the edge is missing on the projector.

Monitor

If no picture is displayed on the monitor on top of the trolley, press the **power** button at the bottom in the centre of the monitor [7].



Campus PC



Figure 3 - Campus PC

Use the power button [8] to turn on the PC. Log in using your computing service username & password. Check that "Log on to" is set to "CSRVADYORK". A USB port is located on the front panel.

Video/CD/DVD Player

Use the VCR button [4] to select the video player, or the DVD button [4] to select the CD/DVD player. The player can be controlled with the menu & Rev/Play/Fwd/Pause/Stop controls [5]. If a DVD image appears stretched or ~~quashed~~, this can be corrected with the aspect button [3].



Figure 4 - VHS/DVD Player



Sound

Speakers are fitted in every room, and the volume can be adjusted with the control [6].

Laptops

Connection leads are provided on top of the trolley for picture, sound, network and power. These should be connected to the respective ports on your laptop as required. You might need to enable external display on your laptop, using eg: "Fn" and "F5", "Fn" and "F8", or a similar key combination depending on the manufacturer.



The network lead is connected to the NAS system and a setup guide is available at <http://www.york.ac.uk/services/cserv/net/nas/>.