

## 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 [5] 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 sound**

Turn the lectern power on using the switch on top

### **Can't get logged on**

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

### **No display on monitor**

Turn monitor on using button at base



**Projector and PC Operating Instructions**  
e.g. PC Classrooms

### **Equipment available:-**

- **Networked Windows XP PC, with Office 2003 & USB port**
- **Data Projector & Speakers**
- **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 lectern.

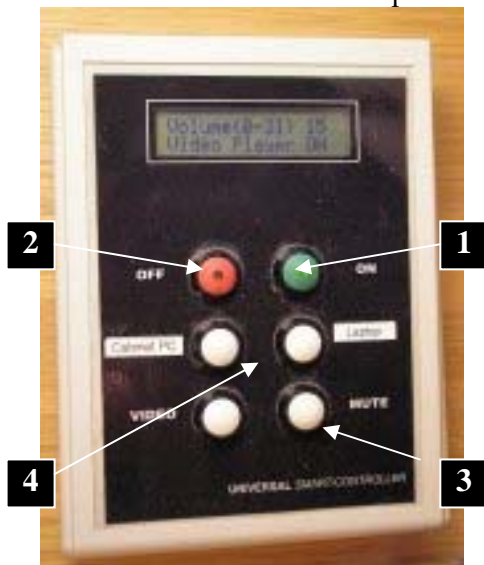


Figure 1 - Projector Control Panel



Figure 2-  
Typical Projection  
Screen Switch

Turn the projector on using the green on [1] button in the top left hand corner. The projector will take up to a 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 lecture room wall or the smart controller.

## Input Selection

Choose **PC**, **Laptop** or **Video** on the input select [4] buttons. The currently selected source will illuminate.

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.

## Monitor

If no picture is displayed on the monitor on the lectern, press the **power** button at the bottom in the centre of the monitor [5].



Campus PC



Figure 3 - Campus PC

Use the power button [6] to turn on the PC. Log in using your computing service username & password. Check that "Log on to" is set to "CSRVDYORK". A USB port is located on the front panel. In most of these rooms, the PC is provided by Computing Service rather than AV.

## Video/CD/DVD Player

A small number of these rooms also have a Video / DVD player. Press the Video button [4] to select the video / DVD player,



Figure 4 - VHS/DVD Player



## Sound

Speakers are fitted in most of these rooms, and the volume can be adjusted using the control panel. Rooms with a lectern may have the volume control on the amplifier inside the lectern.

## Laptops

Connection leads are provided for audio and video (VGA). 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.

