

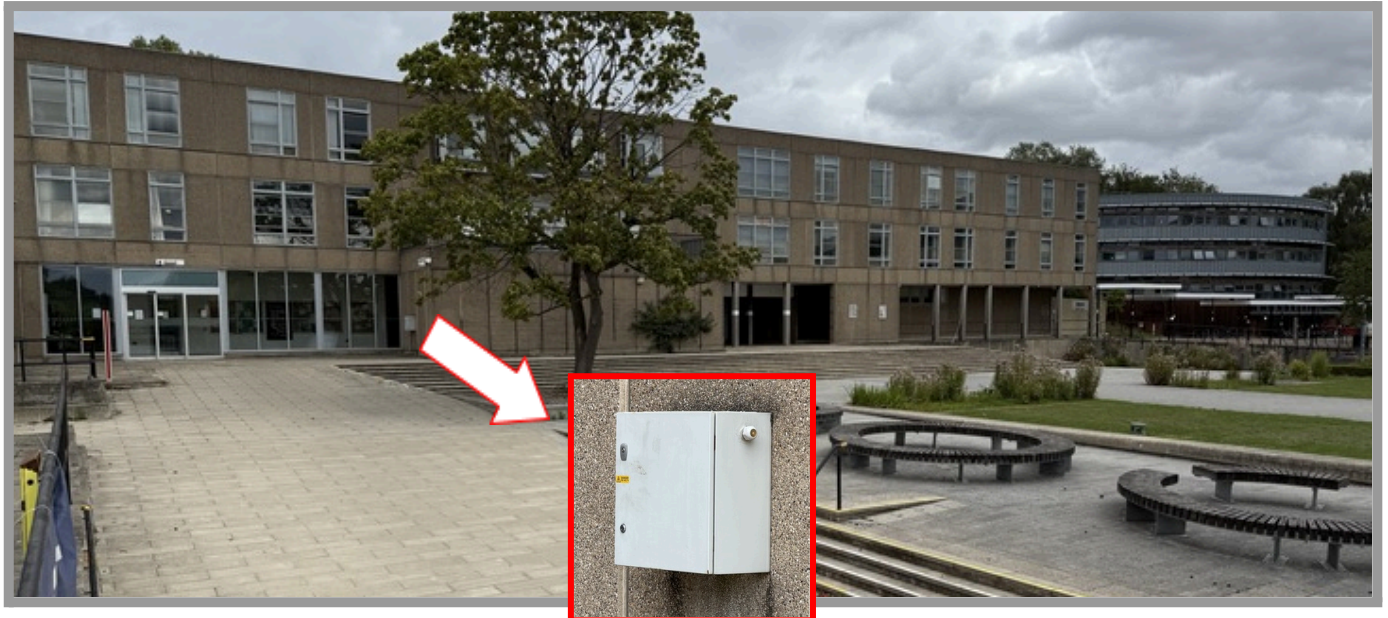
# GREG'S PLACE AV

## Operation Instructions



### To gain access to the screen's AV controls:

Go to the Vanburgh reception (in the Information Centre) and request **Key No VG33**. This will unlock the AV box on Greg's Place. There is a key lock and a utility latch. Both need to be unlocked to open the box.



### To use the screen:

The AV box offers the following options for connecting AV equipment:

- HDMI for connecting a video source.
- XLR / 3.5mm Jack / Bluetooth for connecting an audio source which could be a microphone / phone / laptop.
- There are also 2 university network sockets and some 13a power outlets available

All connections have a pre-installed cable for your convenience. These can be unplugged should an alternative cable be required.



Plug your source (usually a laptop) into the box using the HDMI input cable / socket.

**You must plug your source in before using the control panel, or the LED screen may break.**

**Make your audio connections:**

XLR and 3.5mm Jack simply plug in and the levels can be set by turning the corresponding knob on the audio panel above the relevant socket. To connect via Bluetooth, press the circular button, which should start flashing. At this point, the Bluetooth device is 'Discoverable' and the connection named 'WP225' should be detectable on other bluetooth devices. Note that Bluetooth is intended for close range use and the connection will drop out if you move away from the AV box.



Before playing audio, turn the volume on your source right down. Then start playing audio and turn it up to suit.

**Select the video source button:**

**DigiSign** is the default option and displays University Signage throughout the day.

**HDMI** relates to the HDMI connection mentioned above and is probably the option for most users.

**Inside** relates to a Video over IP connection only available in the rack room inside the building.

Do not use the volume up and down buttons on this panel.

If your event starts before 6pm and ends after 6pm, also press the 'ON' button, otherwise, the screen will turn off at 6pm. At the end of your event, please press the 'OFF' button and then unplug your device. It might also be a good idea to remove or 'forget' the bluetooth connection on your source device to avoid accidentally connecting to it in future.

**Unplugging your device without pressing the off button first may break the screen for the next user.**

**Please ensure you lock the AV box using both the key and utility latch.**

**For further assistance call Audio Visual on 01904 32 3036**

Technicians are onsite during office hours only, except by prior arrangement.