

How to operate the large screen in Greg's Place

To gain access to the screen:

Go to the Vanburgh reception (in the Information Centre) and request key number 79. This will unlock the box on Greg's Place:



To use the screen:

Plug your source (usually a laptop) in to the box. There is an HDMI input cable (for modern laptops) and a VGA + 3.5mm audio input cable (for older laptops) available.

There are also some power sockets.

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



Select the source that you have plugged in to on the control panel.

If your event starts before 6pm and ends after 6pm, also press the 'ON' button. Otherwise, the screen will turn off at 6pm.

Before playing audio, turn the volume on your source right down. Then start playing audio and turn it up to suit. Do not use the volume controls on the panel.

At the end of your event, please press the 'OFF' button and then unplug your device.

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

For further assistance:

Call 01904 32 3036. Technicians are onsite during office hours only, except by prior arrangement.