Dear Staff

This Document has been designed to assist and support lecturing at the University of Notre Dame Australia. It includes an overview of all Audiovisual resources available in the major lecture venues. It outlines how to use the equipment within a particular venue. Please be reminded that each school has laptops and data projectors for portable use in smaller venues. These are administered by the respective school administrative staff.

To supplement this booklet, an A4 copy of the same instructions has been placed within the respective teaching venues. As with all lecturing, staff need to ensure that they have done their own preparation and/or familiarisation with a particular venue and equipment therein. Should an update or run through with the use of a particular venue and its equipment be required, please book a time emailing the IT Service Desk at fremantle.it@nd.edu.au.

The success of the AV and IT reliability relies on staff being conscious that others will be following them into venues. Please do not change settings, remove connections or alter any of the equipment. This can lead to frustration for fellow lecturers and support staff.

Should staff experience any difficulties with a venue please call the IT Service Desk on 2999 or email fremantle.it@nd.edu.au.

The Service Desk has been instructed that teaching support comes first above all other support at the University. If there are further concerns with the system or support structure, please report them to the Dean. The reliability and quality of teaching venues is of the highest priority and is not negotiable. The focus is on teaching and learning and the resources that support this.
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Not used for teaching from 17.30, Only for Exams, Graduation, One Off Bookings and External Bookings.

Document camera feeds through projector (i.e instead of OHP's people could show page of book, printed sheet or transparency)
Using The ND1/103 Audiovisual System

To turn system on
Use the touch screen located next to the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located under the lectern. Turn on the computer.
To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer. You can adjust the PC volume on the left side of the touch screen.

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.
To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen.

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source. Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you need assistance or to report faults call the Service Desk on x2999 or email fremantle.it@nd.edu.au

Using The ND1/106 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use. The Rack PC is located under the lectern. Turn on the computer.
To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer. You can adjust the PC volume on the left side of the touch screen.

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.
To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen.

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source. Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you need assistance or to report faults call the Service Desk on x2999 or email fremantle.it@nd.edu.au
Using The ND3/101 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source. Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

Using The ND3/102 Audiovisual System

To turn system on
Use the touch screen located at the top of the rack. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use. The Rack PC is located next to the rack. Turn on the computer.

To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer. You can adjust the PC volume on the left side of the touch screen

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source. Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
Using The ND4/101 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located under the lectern. Turn on the computer.
To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.
To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source. Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

Using The ND4/201 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located under the lectern. Turn on the computer.
To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.
To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source. Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
Using The ND4/202 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located under the lectern. Turn on the computer.
To Log in, use your university username and password.
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Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen.

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source. Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

Using The ND4/203 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located under the lectern. Turn on the computer.
To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen.

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen.

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source. Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
Using The ND4/301 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located under the lectern. Turn on the computer.
To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.
To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source. Once selected the controls for each will be displayed. Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

Using The ND4/302 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located under the lectern. Turn on the computer.
To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.
To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source. Once selected the controls for each will be displayed. Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
Using The ND4/303 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located under the lectern. Turn on the computer.
To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.
To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source. Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

Using The ND5/106 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located under the lectern. Turn on the computer.
To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.
To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source. Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
Using The ND5/113 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located under the lectern. Turn on the computer.

To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen.

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen.

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source. Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

Using The ND11/101 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located under the lectern. Turn on the computer.

To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen.

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen.

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source. Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
Using The ND16/100 Audiovisual System

To turn system on
Use the push button controller on the wall next to the screen. Press the SYSTEM ON button. When the system has warmed up it will switch automatically to the Local PC.

Using the local PC
On the push button controller select PC.
The local PC is located on the desk next to the screen. Turn on the computer.
To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the right side of the push button controller.

Connecting your laptop
On the push button controller select LAPTOP.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the PC desk. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.
To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the right of the push button controller.

IMPORTANT: Do not disconnect any cables from the computer.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the SYSTEM OFF button on the push button controller. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

Using The ND16/201 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located under the lectern. Turn on the computer.
To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.
To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

Please remember to turn the system off at the end of your lecture

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source.
Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
Using The ND16/202 Audiovisual System

To turn projector on.
You can turn it on using the ORANGE power button at the top of the projector remote control.

To use the local PC
The computer is located on the desk next to the AV rack. Once the projector is turned on, turn on the computer. Press the COMP1/2 button located on at the top of the projector remote to bring up the computer screen.

To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

Connecting your laptop
Use the COMP1/2 button on the projector remote to bring up the computer input screen.

You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, there is a small cable attached to the VGA cable and plug into the headphone socket on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

To show a Video or DVD
Once the projector is on, use the projector remote and switch the projector to VIDEO by using the VIDEO1/2 button located at the top of the remote.

On the front of the player is a button marked DVD/VCR ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked DVD/VCR – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture
To turn projector off
You will need to press the power OFF button the projector remote TWICE.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

Using The ND21/101 Audiovisual System

To turn projector on.
You can turn it on using the ORANGE power button at the top of the projector remote control.

To use the local PC
The computer is located on the desk next to the AV rack. Once the projector is turned on, turn on the computer. Press the COMP1/2 button located on at the top of the projector remote to bring up the computer screen.

To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

Connecting your laptop
Use the COMP1/2 button on the projector remote to bring up the computer input screen.

You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, there is a small cable attached to the VGA cable and plug into the headphone socket on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

To show a Video or DVD
Once the projector is on, use the projector remote and switch the projector to VIDEO by using the VIDEO1/2 button located at the top of the remote.

On the front of the player is a button marked DVD/VCR ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked DVD/VCR – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture
To turn projector off
You will need to press the power OFF button the projector remote TWICE.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
Using The ND21/102 Audiovisual System

To turn projector on.
You can turn it on using the ORANGE power button at the top of the projector remote control.

To use the local PC
The computer is located on the desk next to the AV rack. Once the projector is turned on, turn on the computer. Press the COMP1/2 button located on at the top of the projector remote to bring up the computer screen.

To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

Connecting your laptop
Use the COMP1/2 button on the projector remote to bring up the computer input screen.

You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, there is a small cable attached to the VGA cable and plug into the headphone socket on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

To show a Video or DVD
Once the projector is on, use the projector remote and switch the projector to VIDEO by using the VIDEO1/2 button located at the top of the remote.

On the front of the player is a button marked DVD/VCR ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked DVD/VCR – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

To turn projector off
You will need to press the power OFF button the projector remote TWICE.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

Using The ND21/103 Audiovisual System

To turn projector on.
You can turn it on using the ORANGE power button at the top of the projector remote control.

To use the local PC
The computer is located on the desk next to the AV rack. Once the projector is turned on, turn on the computer. Press the COMP1/2 button located on at the top of the projector remote to bring up the computer screen.

To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

Connecting your laptop
Use the COMP1/2 button on the projector remote to bring up the computer input screen.

You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, there is a small cable attached to the VGA cable and plug into the headphone socket on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

To show a Video or DVD
Once the projector is on, use the projector remote and switch the projector to VIDEO by using the VIDEO1/2 button located at the top of the remote.

On the front of the player is a button marked DVD/VCR ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked DVD/VCR – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

To turn projector off
You will need to press the power OFF button the projector remote TWICE.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
**Using The ND21/104 Audiovisual System**

**To turn projector on.**
You can turn it on using the ORANGE power button at the top of the projector remote control.

**To use the local PC**
The computer is located on the desk next to the AV rack. Once the projector is turned on, turn on the computer. Press the COMP1/2 button located on at the top of the projector remote to bring up the computer screen.

To Log in, use your university username and password.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

**Connecting your laptop**
Use the COMP1/2 button on the projector remote to bring up the computer input screen.

You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, there is a small cable attached to the VGA cable and plug into the headphone socket on your laptop, ensure volume on laptop is turned up.

**IMPORTANT: Do not disconnect any cables from the computer.**

**To show a Video or DVD**
Once the projector is on, use the projector remote and switch the projector to VIDEO by using the VIDEO1/2 button located at the top of the remote.

On the front of the player is a button marked DVD/VCR ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked DVD/VCR – do not adjust Main volume or turn amplifier off.

**Please remember to turn the projector off at the end of your lecture**

**To turn projector off**
You will need to press the power OFF button the projector remote TWICE.

**DO NOT UNPLUG ANY CABLES FROM RACK OR WALL**
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

**Using The ND21/106 Audiovisual System**

**To turn projector on.**
You can turn it on using the ORANGE power button at the top of the projector remote control.

**To use the local PC**
The computer is located on the desk next to the AV rack. Once the projector is turned on, turn on the computer. Press the COMP1/2 button located on at the top of the projector remote to bring up the computer screen.

To Log in, use your university username and password.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

**Connecting your laptop**
Use the COMP1/2 button on the projector remote to bring up the computer input screen.

You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, there is a small cable attached to the VGA cable and plug into the headphone socket on your laptop, ensure volume on laptop is turned up.

**IMPORTANT: Do not disconnect any cables from the computer.**

**To show a Video or DVD**
Once the projector is on, use the projector remote and switch the projector to VIDEO by using the VIDEO1/2 button located at the top of the remote.

On the front of the player is a button marked DVD/VCR ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked DVD/VCR – do not adjust Main volume or turn amplifier off.

**Please remember to turn the projector off at the end of your lecture**

**To turn projector off**
You will need to press the power OFF button the projector remote TWICE.

**DO NOT UNPLUG ANY CABLES FROM RACK OR WALL**
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
Using The ND21/107 Audiovisual System

To turn projector on.
You can turn it on using the ORANGE power button at the top of the projector remote control.

To use the local PC
The computer is located on the desk next to the AV rack. Once the projector is turned on, turn on the computer. Press the COMP1/2 button located on at the top of the projector remote to bring up the computer screen.

To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

Connecting your laptop
Use the COMP1/2 button on the projector remote to bring up the computer input screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, there is a small cable attached to the VGA cable and plug into the headphone socket on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

To show a Video or DVD
Once the projector is on, use the projector remote and switch the projector to VIDEO by using the VIDEO1/2 button located at the top of the remote.
On the front of the player is a button marked DVD/VCR ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked DVD/VCR – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

To turn projector off
You will need to press the power OFF button the projector remote TWICE.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

Using The ND21/108 Audiovisual System

To turn projector on.
You can turn it on using the ORANGE power button at the top of the projector remote control.

To use the local PC
The computer is located on the desk next to the AV rack. Once the projector is turned on, turn on the computer. Press the COMP1/2 button located on at the top of the projector remote to bring up the computer screen.

To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

Connecting your laptop
Use the COMP1/2 button on the projector remote to bring up the computer input screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, there is a small cable attached to the VGA cable and plug into the headphone socket on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

To show a Video or DVD
Once the projector is on, use the projector remote and switch the projector to VIDEO by using the VIDEO1/2 button located at the top of the remote.
On the front of the player is a button marked DVD/VCR ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked DVD/VCR – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

To turn projector off
You will need to press the power OFF button the projector remote TWICE.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
Using The ND25/100 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located under the lectern. Turn on the computer.

To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page. Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

Using The ND31/101 Audiovisual System

To turn projector on.
You can turn it on using the ORANGE power button at the top of the projector remote control.

To use the local PC
The computer is located on the desk next to the AV rack. Once the projector is turned on, turn on the computer. Press the COMP1/2 button located on at the top of the projector remote to bring up the computer screen.

To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

Connecting your laptop
Use the COMP1/2 button on the projector remote to bring up the computer input screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, there is a small cable attached to the VGA cable and plug into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

To show a Video
Once the projector is on, use the projector remote and switch the projector to VIDEO by using the VIDEO1/2 button located at the top of the remote.
Insert tape and press play, to adjust volume level use control marked DVD/VCR – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

To turn projector off
You will need to press the power OFF button the projector remote TWICE.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
Using The ND31/105 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located under the lectern. Turn on the computer.
To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen.

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.
To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen.

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source. Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

Using The ND32/102 Audiovisual System

To turn projector on.
You can turn it on using the ORANGE power button on the projector remote control.

Connecting your laptop
Use the COMPUTER button on the projector remote to bring up the computer input screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP that is found plugged into the wall near the Screen. There will be only one point for you to plug in your laptop.
Turn on your laptop.

To show a Video or DVD
Once the projector is on, use the projector remote and switch the projector to VIDEO by using the VIDEO button located near the top right hand side of the remote.
On the front of the player is a button marked DVD/VCR ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked DVD/VCR – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

To turn projector off
You will need to press the ORANGE STANDBY button the projector remote.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
Using The ND32/104 Audiovisual System

To turn projector on.
You can turn it on using the ORANGE power button on the projector remote control.

Connecting your laptop
Use the COMPUTER button on the projector remote to bring up the computer input screen.

You can plug your laptop into the projector using the VGA cable marked LAPTOP that is found plugged into the wall near the Screen. There will be only one point for you to plug in your laptop.

Turn on your laptop.

To show a Video or DVD
Once the projector is on, use the projector remote and switch the projector to VIDEO by using the VIDEO button located near the top right hand side of the remote.

On the front of the player is a button marked DVD/VCR ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked DVD/VCR – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

To turn projector off
You will need to press the ORANGE STANDBY button the projector remote.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

Using The ND32/108 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located under the lectern. Turn on the computer.

To Log in, use your university username and password.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

You can adjust the PC volume on the left side of the touch screen

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen.

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source.
Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
Using The ND32/202 Audiovisual System

To turn projector on.
You can turn it on using the ORANGE power button on the projector remote control.

Connecting your laptop
Use the COMPUTER button on the projector remote to bring up the computer input screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP that is found plugged into the wall near the Screen. There will be only one point for you to plug in your laptop. Turn on your laptop.

To show a Video or DVD
Once the projector is on, use the projector remote and switch the projector to VIDEO by using the VIDEO button located near the top right hand side of the remote.
On the front of the player is a button marked DVD/VCR ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked DVD/VCR – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

To turn projector off
You will need to press the ORANGE STANDBY button the projector remote.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

Using The ND32/203 Audiovisual System

To turn projector on.
You can turn it on using the ORANGE power button on the projector remote control.

Connecting your laptop
Use the COMPUTER button on the projector remote to bring up the computer input screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP that is found plugged into the wall near the Screen. There will be only one point for you to plug in your laptop. Turn on your laptop.

To show a Video or DVD
Once the projector is on, use the projector remote and switch the projector to VIDEO by using the VIDEO button located near the top right hand side of the remote.
On the front of the player is a button marked DVD/VCR ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked DVD/VCR – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

To turn projector off
You will need to press the ORANGE STANDBY button the projector remote.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
Using The ND35/301 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located under the lectern. Turn on the computer.
To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.
To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source.
Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

Using The ND35/308 Audiovisual System

To turn system on
Use the touch screen located at the top of the rack. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located next to the lectern. Turn on the computer.
To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.
To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source.
Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
Using The ND35/310 Audiovisual System

To turn system on
Use the touch screen located at the top of the rack. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located next to the lectern. Turn on the computer.
To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen.

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.
To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen.

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source. Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture
To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

Using The ND35/321 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located under the lectern. Turn on the computer.
To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen.

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.
To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen.

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source. Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture
To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
Using The ND36/102 Audiovisual System

To turn system on
Use the touch screen located at the top of the rack. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC. The Rack PC is located next to the lectern. Turn on the computer.
To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen.

Connecting your laptop
On the main selection page select PC.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen.

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source. Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera. Ensure you switch the camera on via the switch at the back. The document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

Using The ND36/103 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located under the lectern. Turn on the computer.
To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen.

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.
To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen.

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source. Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
Using The ND36/111 Audiovisual System

To turn system on
Use the push button controller on the wall next to the screen. Press the SYSTEM ON button. When the system has warmed up it will switch automatically to the Local PC.

Using the local PC
On the push button controller select PC. The local PC is located on the desk next to the screen. Turn on the computer.

To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the right side of the push button controller.

Connecting your laptop
On the push button controller select LAPTOP.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the PC desk. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the right of the push button controller.

IMPORTANT: Do not disconnect any cables from the computer.

Please remember to turn the system off at the end of your lecture
To turn the System off
You will need to press the SYSTEM OFF button on the push button controller. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

Using The ND36/117 Audiovisual System

To turn system on
Use the touch screen located at the top of the rack. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC. The Rack PC is located next to the lectern. Turn on the computer.

To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen.

Connecting your laptop
On the main selection page select PC.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen.

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source.
Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera. Ensure you switch the camera on via the switch at the back. The document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture
To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
Using The ND36/118 Audiovisual System

To turn system on
Use the push button controller on the wall next to the screen. Press the SYSTEM ON button. When the system has warmed up it will switch automatically to the Local PC.

Using the local PC
On the push button controller select PC. The local PC is located on the desk next to the screen. Turn on the computer.

To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the right side of the push button controller.

Connecting your laptop
On the push button controller select LAPTOP.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the PC desk. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the right side of the push button controller.

IMPORTANT: Do not disconnect any cables from the computer.

Please remember to turn the system off at the end of your lecture
To turn the System off
You will need to press the SYSTEM OFF button on the push button controller. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

Using The ND36/119 Audiovisual System

To turn system on
Use the touch screen located at the top of the rack. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC. The Rack PC is located next to the lectern. Turn on the computer.

To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen.

Connecting your laptop
On the main selection page select PC.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen.

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source.
Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera. Ensure you switch the camera on via the switch at the back. The document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture
To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
Using The ND37/103 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located under the lectern. Turn on the computer.

To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source. Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

Using The ND37/110 Audiovisual System

To turn system on
Use the touch screen located at the top of the rack. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located next to the lectern. Turn on the computer.

To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source. Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
Using The ND37/112 Audiovisual System

To turn projector on.
You can turn it on using the ORANGE power button at the top of the projector remote control.

To use the local PC
The computer is located on the desk next to the AV rack. Once the projector is turned on, turn on the computer. Press the COMP1/2 button located on at the top of the projector remote to bring up the computer screen.

To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

Connecting your laptop
Use the COMP1/2 button on the projector remote to bring up the computer input screen.

You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, there is a small cable attached to the VGA cable and plug into the headphone socket on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

To show a Video or DVD
Once the projector is on, use the projector remote and switch the projector to VIDEO by using the VIDEO1/2 button located at the top of the remote.

On the front of the player is a button marked DVD/VCR ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked DVD/VCR do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

To turn projector off
You will need to press the power OFF button the projector remote TWICE.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

Using The ND43/102 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located under the lectern. Turn on the computer.

To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source.
Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
Using The ND43/201 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located under the lectern. Turn on the computer.
To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.
To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source.
Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

Using The ND43/301 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located under the lectern. Turn on the computer.
To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.
To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source.
Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
Using The ND46/209 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use. The Rack PC is located under the lectern. Turn on the computer. To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.
To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source.
Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

Using The ND46/302 Audiovisual System

To turn system on
Use the touch screen located at the top of the lectern. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use. The Rack PC is located under the lectern. Turn on the computer. To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.
To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

To show a DVD, Video or use the external AV input
On the touch screen select DVD/VCR this will bring up a selection page, select desired source.
Once selected the controls for each will be displayed.
Connect external AV equipment to the front of the DVD/VCR player and select EXTERNAL on the selection page Volume is controlled on the left side of the touch screen.

To show a document.
On the main page select DOC to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
**Using The ND46/309 Audiovisual System**

**To turn system on**
Use the touch screen located at the top of the rack. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

**Using the local PC**
On the main selection page select **PC** and a choice of computer screen is shown. Select which computer to use.
The **Rack PC** is located in the rack. Turn on the computer.
To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen

**Connecting your laptop**
Use the **LAPTOP** button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located on top of the rack. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.
To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

**IMPORTANT: Do not disconnect any cables from the computer.**

Please remember to turn the system off at the end of your lecture

**To turn the System off**
You will need to press the **RED POWER** button the left side of the touch screen, followed by the **RED YES**. If you have the last lecture for the day please turn off the computer as well.

**DO NOT UNPLUG ANY CABLES FROM RACK OR WALL**
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.

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**Using The ND46/313 Audiovisual System**

**To turn system on**
Use the touch screen located at the top of the rack. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

**Using the local PC**
On the main selection page select **PC** and a choice of computer screen is shown. Select which computer to use.
The **Rack PC** is located in the rack. Turn on the computer.
To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen

**Connecting your laptop**
Use the **LAPTOP** button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located on top of the rack. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.
To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

**IMPORTANT: Do not disconnect any cables from the computer.**

Please remember to turn the system off at the end of your lecture

**To turn the System off**
You will need to press the **RED POWER** button the left side of the touch screen, followed by the **RED YES**. If you have the last lecture for the day please turn off the computer as well.

**DO NOT UNPLUG ANY CABLES FROM RACK OR WALL**
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.
Using The ND46/319 Audiovisual System

To turn system on
Use the touch screen located at the top of the rack. If the touch screen is blank then touch to wake up then press again to turn system on, once the system has warmed up you will see the main selection screen.

Using the local PC
On the main selection page select PC and a choice of computer screen is shown. Select which computer to use.
The Rack PC is located in the rack. Turn on the computer.
To Log in, use your university username and password.
You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.
You can adjust the PC volume on the left side of the touch screen

Connecting your laptop
Use the LAPTOP button on the PC page of the touch screen.
You can plug your laptop into the projector using the VGA cable marked LAPTOP this is located on top of the rack. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.
To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

Please remember to turn the system off at the end of your lecture

To turn the System off
You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL
If you have any problems or to report faults, please call the IT Service Desk on ext 2999.