THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Audiovisual System Instructions

Fremantle Campus

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 Audio visual 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.

Venue / Room listing (left and right panels combined):

BUILDING	ROOM	VENUE DESCRIPTION	DESKS & CHAIRS	TABLETS	BENCHES	CHAIRS ONLY	EXAM MODE	OHP	PC	PROJ	TV	VCR	DVD	Microphone	WHEEL CHAIR ACCESS	Elluminate	Is Darkening Possible?	PROJECTOR NOTES and OTHER NOTES	UNIVERSITY BUILDING
1	103	TIERED Lecture Theatre		120		4		#	Y	Y	Y	Y	Y	Y	Y	Y	Y	Laptop point	Lecturer Theatre
1	106	Lecture		210			140	#	Y	Y	Y	Y	Y	Y	Y	Y	N	Laptop point	Foley Hall- Main Admin Building
3	101	Media / Comms Lab	32					#	Y	Y	Y	Y		Y		Y		Laptop point	Comms Lab- Prindiville Hall
3	102	Studio / Theatre		26				Y	Y	Y	Y	Y		Y		N		Laptop point	Theatre Studies- Prindiville Hall
4	101	TIERED Lecture Theatre		348				#	Y	Y	Y	Y	Y	Y	Y	Y		Laptop point	Education Building
4	201	Lecture	75			125		#	Y	Y	Y	Y	Y	Y		Y		Laptop point	Education Building
4	202	Lecture	100					#	Y	Y	Y	Y	Y	Y		Y		Laptop point	Education Building
4	203	Computer Lab & Tutorial Room	25 Computers					#	Y	Y	Y	Y	Y	Y		Y		Laptop point *Larger desks with enough space to work with books during tutorials	Education Building
4	301	Lecture	100			125		#	Y	Y	Y	Y	Y	Y		Y		Laptop point	Education Building
4	302	Lecture	100					#	Y	Y	Y	Y	Y	Y		Y		Laptop point	Education Building
4	303	Computer Lab	36 Computers					#	Y	Y	Y	Y	Y	Y		Y		Laptop point	Education Building
5	106	Lecture	40					#	Y	Y	Y	Y		Y		Y		Laptop point	P & O Hotel
5	113	Lecture	68					#	Y	Y	Y	Y	Y	Y	Y	N		Laptop point	P & O Hotel
6	100	Gym- Student Recreation Hall				230								Y		N			
11	101	Lecture	98			65		#	Y	Y	Y	Y		Y		N		Laptop point	Law Building
11	202	Lecture	40						Y			Y	Y		Y		N		TV/VCR combo player on stand	Law Building
11	203	Lecture	30						Y			Y	Y		Y		N		TV/VCR combo player on stand	Law Building
14	117	Lecture	25						Y	Y		Y	Y				N	N	Computer + Monitor	Law Building
16	100	Lecture	35							Y	Y						N	N	Laptop point	Medicine Building
16	108	Tutorial	20						Y								N	N		Medicine Building
16	110	Tutorial	20						Y								N	N		Medicine Building
16	201	Lecture	96**			69		#	Y	Y		Y	Y	Y		N		Y	Laptop point - **avoid putting maximum number into 16/201 when Projection required, due to the shape of room we where restricted as to size of screen.	Medicine Building
16	202	Lecture	120			90		Y	Y	Y		Y		Y		N	Y	N	Laptop point	Medicine Building
21	101	Lecture	46						Y	Y		Y	Y		Y				Laptop point	St John of God Hall
21	102	Lecture	80						Y	Y		Y	Y	Y	Y				Laptop point	St John of God Hall
21	103	Lecture	56						Y	Y		Y	Y		Y				Laptop point	St John of God Hall
21	104	Lecture	28						Y	Y		Y	Y		Y				Laptop point	St John of God Hall
21	106	Lecture	56						Y	Y		Y	Y		Y				Laptop point	St John of God Hall
21	107	Lecture	64						Y	Y		Y	Y		Y				Laptop point	St John of God Hall
21	108	Lecture	48						Y	Y		Y	Y		Y				Laptop point	St John of God Hall
22	100	Courthouse		24				#	Y	Y		Y	Y	Y				N		Courthouse
25	100	Lecture	300			300		#	Y	Y		Y	Y	Y	Y				Laptop point	Drill Hall
25		*Not used for teaching from 11S1. Only for Exams, Graduation, One off Bookings and External Bookings*																		
28	201	Counselling Room		15					Y							N		Y		Physiotherapy
28	201	Counselling Room		15					Y			Y	Y			N		Y		
28	111	Physio Lab														N		Y		
31	101	Physio Lab		20					Y	Y	Y		Y			N		Y	Laptop point	
31	105	Computer Lab	28 Computers						Y	Y		Y	Y			N		Y	Laptop point	
31	203	Tutorial	25						Y							N		Y		
31	208	Counselling Room		12												N		Y		
32	102	Microscopy Lab							Y		Y		Y	Y		Y		Y	Network Projector + Laptop point	Arts Building
32	104	Analytical Lab								Y		Y	Y		Y		Y	Network Projector + Laptop point	Arts Building
32	108	Computer Lab	30 Computers							Y		Y	Y		Y		Y	Laptop point	Arts Building
32	202	Anatomy & Physiology Lab							Y		Y		Y	Y		Y		Y	Network Projector + Laptop point	Arts Building
32	203	Environmental Lab								Y		Y	Y		Y		Y	Network Projector + Laptop point	Arts Building
35	301	TIERED Lecture Theatre		200				#	Y	Y		Y	Y	Y	Y	Y	Y	Laptop point	Medicine Building
35	321	Lecture		35				#	Y	Y		Y	Y	Y	Y		N		Laptop point	Medicine Building
36	102	Lecture	35					#	Y	Y		Y	Y			N		Y	Laptop point	His Majesty's-Education Building
36	103	Lecture	45					#	Y	Y		Y	Y			N		Y	Laptop point	His Majesty's-Education Building
36	111	Lecture	31						Y	Y						N		N		His Majesty's-Education Building
36	117	Lecture	35					#	Y	Y		Y	Y			N		Y	Laptop point	His Majesty's-Education Building
36	118	Tutorial	25						Y	Y						N		Y	Laptop point	His Majesty's-Education Building
36	119	Computer Lab	30 Computers					#	Y	Y		Y	Y			N		Y	Laptop point	His Majesty's-Education Building
37	103	Nursing/Phys Lab	0					#	Y	Y		Y	Y	Y		N		N	Laptop point	Nursing Buidling
37	110	Nursing Lab	0					#	Y	Y		Y	Y	Y		N		N	Laptop point	Nursing Buidling
37	112	Nursing Lab	0						Y	Y		Y	Y			N		N	Laptop point	Nursing Buidling
43	102	Lecture	60						Y	Y		Y	Y			N		Y	Laptop point	Nursing Buidling
43	201	Lecture	50						Y	Y		Y	Y			N		N	Laptop point	Nursing Buidling
43	301	Lecture	50						Y	Y		Y	Y			N		Y	Laptop point	Nursing Buidling
46	202	Tutorial - Used in conjuction with 46/204	20													Y		Y	For use by Health Sciences only	Health Sciences Research Building
46	204	Biomechanics & Exercise Studio														Y		N	For use by Health Sciences only	Health Sciences Research Building
46	209	TIERED Lecture Theatre		150				#	Y	Y		Y	Y	Y	Y	Y	Y	Laptop point	Health Sciences Research Building
46	302	Health Sciences Computer Lab & TIERED Lecturer Theatre		38				#	Y	Y		Y	Y			Y		Y	PRIORITY TO HEALTH SCIENCES. Health Sciences have 20 laptops for use by their students as instructed by the Lecturer. Data points located at benches to connect these laptops to the Internet.	Health Sciences Research Building
46	309	Neurology Lab							Y	Y			Y			Y		Y	Laptop point	Health Sciences Research Building
46	313	Physio Lab	21						Y	Y			Y			N		Y	Laptop point	Health Sciences Research Building
46	319	Physio Lab	16						Y	Y			Y			N		Y	Laptop point	Health Sciences Research Building

#Document camera - feeds through projector *(ie 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

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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.

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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.

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 ND4/203 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.

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 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 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.

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 STANADBY** 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 STANADBY** 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 STANADBY** 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 STANADBY** 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 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

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 ND37/110 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

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 ND37/112 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.
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 ND43/201 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.

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.