These instructions relate to the Standard Classroom but there may be minor variations. Each room will have specific instructions in it above the AV cabinet.

**TO OPERATE PROJECTOR**
Press the “ON” button on the control panel (Fig 1). To turn on the ceiling projector. The flashing light indicates the data projector is warming up.

**IF USING THE PC**
1. You will need to get the key for the video cabinet, from reception.
2. Make sure the PC is switched on.
3. When the “ON” button has stopped flashing, press the “PC” button on the control panel (Fig. 1).
4. CCS/ITS account holders can log on to the computer, external users will need to contact reception for log-in details.

**IF USING LAPTOP**
1. Switch on your laptop and then connect the data cable provided (Fig. 2).
2. When the ‘ON’ button has stopped flashing, press the PC button on the control panel.

**IF USING VIDEO OR DVD**
1. You will need to get the key for the video cabinet, from reception.
2. Make sure the VCR/DVD Player is switched on.
3. When the ‘ON’ button has stopped flashing, press the VCR/DVD button on the control panel.
4. Make sure you press VHS or DVD on the remote, depending on what you are using.
5. Use the volume control to adjust the volume (Fig 3.)

**WHEN FINISHED**
Press the “OFF” button on the control panel (Fig 1.) to turn off the ceiling projector and return the key to reception if it has been collected.

If you still need help, please contact the Audio-Visual Technicians on ext. 6220.