USING THE AUDIO-VISUAL EQUIPMENT

PLEASE READ THROUGH THESE INSTRUCTIONS CAREFULLY BEFORE YOU BEGIN

A Staff, Student or Birkbeck guest account is required to sign in and use the onsite PC.

EXTRAN CONTROL PANEL

The panel in this room may not look exactly as shown above but all the essential functions will be available.

PRESS THE ON BUTTON
Turns on the Data Projector or Display.

VOLUME
The volume potentiometer controls the dB output of the selected input.

PC
The PC is in the cabinet, make sure it is ON before continuing.

PRESS THE PC BUTTON
Log on using your username and password.

HDMI
Use the provided HDMI cable to connect a Laptop or portable device.

PRESS THE HDMI BUTTON.

AUTO IMAGE
Adjusts the ratio of the projected/displayed image.

BLANK ON/OFF
Mutes or unmutes the image on the projection screen.

LAPTOP
Connect the provided VGA cable to the laptop and then ensure that it is powered on.

PRESS THE LAPTOP BUTTON

BLU-RAY
Make sure that the BLU-RAY Player is ON.

INSERT THE BLU-RAY OR DVD
Use the remote control provided in the AV cabinet to operate the device.

SCREEN UP / SCREEN DOWN
Automatically raises or lowers the projection screen.

The projector or display will present whichever source you select from the input panel.

You can switch between sources as often as you wish during your lecture.

The selected source will be lit once selected.

NEED MORE HELP?

CALL EXTENSION 3456 FOR AV SUPPORT

AT THE END OF YOUR SESSION
PRESS THE OFF BUTTON

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