

How to operate the AV Equipment in Queen Anne 175

Please Note

If the PC is already logged on by a previous user you will need to restart it by pressing and holding the silver power button on the front of the PC until it powers off, then press again to restart it. For additional help you can contact the [Help Desk](#) Monday - Friday (**EXT: 7555**) between 9:00am and 5:00pm.

Logging On / Logging Off

Logon to the PC using your university Staff account or the Visitor account (Username: “\Visitor” without the quotes; Password: Greenwich2012)

*****IMPORTANT*****

Log Off when your session is completed

The PC

The PC is located in the cabinet and accessible through the front, if the PC is not on press the silver button to start it.



The Doc Camera

Turn on the power to the Document Camera (Doc Cam)
The on switch is located on the round control panel of the Doc Cam.



The SMART Monitor

Power on the desktop monitor by pressing the button on the left bottom corner.



The Podium

The podium is height adjustable, the Up/Down buttons are located on the front left area of the cabinet door.

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Controlling the system from the touch panel display

First:

From the top row, choose the device on the control panel you wish to display content from:
(PC; Laptop-VGA; Laptop-HDMI; Doc Cam; Desks)

Next:

From the second row, choose the device you want the content to display to:
(Preview; Left Projector; Right Projector)

The **Preview** option projects the content from the source device onto the desktop monitor



Blanking Buttons

There is a blanking button for each of the screens.
These are located on the bottom right corner of the control panel display.



The Projectors

The projectors will power on automatically when chosen as the output destination, there will be a slight audible beep from the projector as it comes on.

On the touch panel display, beneath the projector button you have selected, the words **“Warming, Please Wait”** will be displayed for about a minute, as the projector warms up.

Audio

Audio will be presented through the speakers suspended from the ceiling when a device is routed to one of the projectors.

*****IMPORTANT*****

The sound is taken from the last device selected e.g.
If the last device selected is the PC and displayed to one of the projectors, the sound will come

*****IMPORTANT*** Power Off the system**

Touching the bottom left icon on the control panel  will display several options for shutting down parts or all of the system

