**Audio Visual Panel**

**Waking up the Panel**
If the Panel is dark, simply touch the screen to wake it up.

**Turning on the Projector**
Touch the screen to turn on the projector. After a 30 second warm-up period, the projector will automatically show the display of the Lectern PC.

**Selecting between Lectern PC and Laptop**
The Lectern PC is the default display shown on the projector.
To connect a laptop:
1. Press the PC tab at top of the Panel.
2. Plug supplied cables into laptop. The projector will automatically show the laptop display (ensure ‘monitor’ output function is selected on laptop).
3. If provided, select the Laptop button on Panel.

**Playing DVD or a Video Tape**
Press the DVD/VCR tab at top of the Panel. Then select either the DVD or VCR button.
The Panel will show the appropriate navigation buttons such as Play, Stop and Pause etc. The Eject button will open the DVD tray or eject VCR tape. DVD menu controls are available by pressing the Menu button.

**Controlling the Speaker Volume**
Use the up and down buttons to control volume. Remember that the Lectern PC or laptop will have their own volume controls as well.

**Monitoring an iLecture Recording (if provided)**
The iLecture tab will flash when an iLecture recording is active. Press the iLecture tab at top of the Panel to see the name of the unit in the black box. Press the Pause, Resume or Extend buttons to control recording time.

**Turning off the Projector**
Press the Exit tab at top of the Panel.
Press the Yes button to turn off the projector.

For support from CITS Audio Visual Services, call 9266 9000. Press “1” for AV support.

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