User’s Guide for Using AV Equipment at 40-seater classrooms (B4701,B4702,G4701,G4702)
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**AV CONTROL PANEL**

**PC**
To use the network computer installed at the Teacher’s Desk.

**Notebook**
To use a notebook Computer.
(User must connect the VGA cable or HDMI cable provided at the Teacher’s Desk to Notebook Computer first.)

**DVD**
To use DVD Disc Player installed at the AV Cabinet, for playing DVD,VCD or CD.

**HDMI**
To use user’s notebook computer or AV equipment with HDMI socket.

**Visualizer**
To use the Visualizer (document camera) on the teacher’s Desk.

**Aux In**
To use user’s portable AV equipment.

**Volume**
To increase, decrease or mute the sound level except the Microphone volume.

**DVD Control menu**

**Projector menu** (To Control projectors directly, e.g. power on/off, video mute, screen up/down, etc.)

**System OFF**
To power off the AV system.
(Please remember to press this button before leaving the Lecture Theatre.)
Way to display the Network Computer image

1. Press the icon “PC”.

2. Icon “PC” will turn red and the projector is powered on.

3. Turn on the Network Computer.

4. Wait for around 40 seconds for projector warm-up.

5. After use, press the icon “System Off” to power off the AV system.
Way to display the Notebook Computer image with VGA connector

1. Connect the VGA and audio cable to your Notebook Computer.
2. Press the icon “Notebook”.
3. Icon “Notebook” is turn red and the projector is powered on.
4. Wait for around 40 seconds for the projector to warm-up.
5. After use, press icon “**System Off**” to power off the AV system.
Way to display the Notebook Computer image with HDMI or Display port output

1. Connect the HDMI cable to your Notebook Computer; if your Notebook computer has Display Port socket, you must bring your adaptor cable of Display Port to HDMI socket.

2. Press the icon “HDMI”.

3. The icon “HDMI” will turn red and the projector is powered on.

4. Wait for around 40 seconds for the projector to warm-up.

5. After use, press icon “System Off” to power off the AV system.
Way to display the Visualizer image

1. Press the icon “Visualizer”.

2. The icon “Visualizer” will turn red and the projector is powered on.

3. Wait for 40 seconds for the projector to warm-up.
   - The Visualizer will turn-on automatically. Please select the appropriate lighting mode of the Visualizer (over the Stage, beneath the Stage, or light-off).
   - Please refer to P8 and P9 for more details.
   - Place the object/document/transparency onto the Stage, adjust the viewing area using the Zoom buttons [IN] & [OUT], and press the Auto Focus button [AUTO] for focusing.

4. After use, press the “System Off” icon to power off the AV system.
Camera Head

Lighting

Column

Stage

Column lock release button to raise/fold the column

Upper lighting for stage

Front Operation Panel
### Front Operation Panel

<table>
<thead>
<tr>
<th>Part Name</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Lighting Buttons</td>
<td>To turn ON/OFF the lighting unit (upper/base/off) Base lighting is used for transparency</td>
</tr>
<tr>
<td>16 Input Selection Buttons</td>
<td>To change the input line. Main is the camera head, RGB1, RGB2 are external VGA signals</td>
</tr>
<tr>
<td>17 Zoom Buttons</td>
<td>To change the image size</td>
</tr>
<tr>
<td>18 Focus Buttons</td>
<td>To adjust focus manually (powered)</td>
</tr>
<tr>
<td>19 Auto Focus Button</td>
<td>To adjust focus automatically after press this button once.</td>
</tr>
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</table>
Way to playback DVD, VCD or CD by using the DVD Player

1. Press the icon “DVD”.

2. The icon “DVD” will turn red and the projector is powered on.

3. Wait for around 40 seconds for projector warm-up.

4. Press the icon DVD, the “DVD Control” menu appear.

9. After use, press the “System Off” icon to power off the AV system.
5. Press the “POWER” button on the DVD Player’s front panel to turn it ON.

6. Open the Disc Tray and place the disc on the disc tray.

7. Press the “PLAY” button to start playback.

8. After use, press the “STOP” button, the playing Disc will stop.
DVD Control
1. Connect your composite video cable and audio cables from the wooden cable cubby to your AV equipment.

2. Press the icon “Aux In”.

3. The icon “Aux In” will turn red and the projector is powered on.

4. Wait for around 40 seconds for projector warm-up.

5. After use, press the “System Off” icon to power off the AV system.
**Way to control the projector**

1. Press the icon “Projector” then the projector menu is appeared

2. Select the desired function of projector control
   - to power on the projector
   - to power off the projector
   - mute the projector image
   - unmute the projector image
   - adjust the projector image to match the computer resolution and frequency

Screen — raise the motorized screen
Screen — lower the motorized screen
Screen — stop the screen

Main Page – close this projector control menu and go back to the main page