User’s Guide for Using AV Equipment at C Y Sun Lecture Theatre (LT3) and Mr & Mrs David TF Chow Lecture Theatre (LT4)
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**AV CONTROL PANEL**

Please press source below

- **PC**: To use the network computer installed at the Teacher’s Desk.
- **Laptop**: To use a Laptop Computer.
  (User must connect the VGA or HDMI cable provided at the Teacher’s Desk to Laptop Computer first.)
- **Visualizer**: To use the Visualizer (document camera) on the teacher’s Desk
- **Aux In**: To use user’s portable AV equipment.
- **DVD**: To use DVD Disc Player installed at the AV Cabinet, for playing DVD, VCD or CD.
- **Video Net**: For routing of AV signals for special Events.
- **Room Control**: To select one of the six pre-set light settings.
- **System Off**: To switch off the power of the AV system.
  (Please remember to press this button before leaving the Lecture Theatre.)
- **Sound Volume**: To increase or decrease the sound level except the Microphone volume.
- **Projection Control**: To Control projectors directly. (e.g. Display Ratio 4:3 or 16:9, video mute, etc.)
Way to playback DVD, VCD or CD by using the DVD Player

1. Please press source below
2. Press the projector(s) below for DVD display
3. No source is selected
4. No source is selected
5. DVD Control
6. Main Page
7. DVD Control
8. DVD Control
9. DVD Control

STOP
PLAY
OPEN/CLOSE
1. Press the icon “**DVD**”.

2. Press the projector(s) for “**DVD**” display

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

4. Press “**DVD Control**” to control the DVD Player.

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.

9. Press the “**System Off**” icon to turn off the Video Projector.
Way to display the video using Ext. AV Equipment

1. Connect the AV cables to your AV equipment.
2. Press the icon “Aux In”.
3. Press the projector(s) for “Aux In” display
4. Wait for around 40 seconds for projector warm-up.
5. After use, press the “System Off” icon to turn off the projector.
Way to display the Network Computer image

1. Press the icon “PC”.

2. Press the projector(s) for “PC” display.

3. Turn on the Network Computer.

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

5. After use, press the “System Off” icon to turn off the projector.
1. Connect either VGA or HDMI cable to your Laptop Computer.

2. Set the resolution of your Laptop Computer to **1280x768** pixels or below when connecting HDMI cable.

3. Connect the audio cable to your Laptop Computer (when connecting VGA cable), if there is audio signal in the presentation material.

4. Press the icon **“Laptop”**.

5. Press the projector(s) for **“Laptop”** display.

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

7. After use, press **“System Off”** icon to turn off the projector.
Way to display the Visualizer image

1. Press the icon “Visualizer”.
2. Press the projector(s) for “Visualizer” display.
3. Wait for 40 seconds for the projector to warm-up.
   When projector is just switched off from previous user, it requires a “cool-down to warm up” time of around 4 minutes.
   • 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 the “Visualizer-Operation Guide” on P14-15 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 turn off the projector.
Visualizer

3. Camera Head
7. Lighting Unit Arm
8. Lighting Unit

7. Lighting Unit Arm
2. Column

4. Close-up Lens Holder
Attach this holder for normal use. Swing away this holder for viewing a far-away object.

14. Monitor Bracket Socket
6. Power Switch
10. Carrying Handle

5. Column Lock Release Button
Press this button to raise/fold the Column.

1. Stage
9. Front Operation Panel

Front Panel of the Visualizer

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## 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.</td>
</tr>
<tr>
<td>16  Input Selection Buttons</td>
<td>To change the input line.</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 (powered).</td>
</tr>
<tr>
<td>19  Auto Focus Button</td>
<td>To focus automatically. This is of one-shot auto focus system (FOCUSFREE).</td>
</tr>
<tr>
<td>20  Monitor output Buttons</td>
<td>To select the signal to be output to the NTSC/PAL monitor.</td>
</tr>
<tr>
<td></td>
<td>To change the Monitor output mode (NTSC/PAL) using the built-in camera button.</td>
</tr>
</tbody>
</table>
Way to set room lighting

1. Press “Room Control” icon then
2. Select the desired light presets
Way to control the projectors

1. Press “Projectors Control” icon then

2. Select the desired function of projectors