



DESK CONTROL PANEL OPERATION ROOM 2/10 CRAIGLOCKHART CAMPUS

Switch on the Data Projector

- The Desk Control Panel has developed a fault, please use the **red button** on the Remote Control to switch on the 3 data projectors.



Under no circumstances should you touch the Data Projector.

If you are using the PC (this includes the DVD player):

- Switch on the PC.
- On the Desk Control Panel select PC1.
- Log in to the PC.
- Insert your CD or DVD or USB stick or open up relevant document.

If you are using a Laptop:

- Connect the VGA and Sound flying leads to the laptop.
- Switch on the laptop.
- On the Desk Control Panel select Laptop.



If you are using the Visualiser:

- Switch on the Visualiser.
- On the Desk Control Panel select Laptop.
- Place the paper or object on to the Visualiser.

To adjust the sound:

Use the up and down push buttons on the Desk Control Panel. If there is no sound ensure that the **AUX** option is selected on the amplifier (under the desk) using the **Selector** control on the left of the amplifier and check that the **Volume** control is turned up, but no higher than half way.



If you need further help or wish to report a problem please contact the IS Service Desk:

Email: ISServiceDesk@napier.ac.uk

Telephone: Ext 3000 or (0131) 455 3000 from an external line.

Troubleshooting

If the Data Projector shuts down whilst in use, please follow these instructions:

1. The orange light on the projector will be flashing, please note that it will flash for up to 2 minutes.
2. Once the light stops flashing, press the **red button** on the remote control and the Data Projector will power up.
3. If the volume is intermittent, check volume on PC and on amplifier, ensuring at least 3 bars on PC and dial on amplifier no higher than half way.

Please switch off the Data Projector before you leave

Switching off the Data Projector and logging off the PC

1. The Desk Control Panel has developed a fault, please use the **red button** on the Remote Control to switch off the 3 data projectors.
2. Log off the PC.
3. Remember to remove any disks/CDs or USB sticks belonging to you.



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