OPERATING THE DESK CONTROL WITHIN THE LECTURE THEATRES AT CRAIGLOCKHART

This document describes how to use the Desk Control Panels and the Belkin interface within the 2 Lecture Theatres at Craiglockhart.

Belkin Interface	Desk Control Panel

From the Desk Control Panel and Belkin interface you can control:

1. The PC with built-in DVD player.
2. A Laptop.
3. A Visualiser.
4. The volume level.
5. The microphones and lights.
6. The blinds and projector screen.

To switch on the Desk Control Panel:

- Activate the Desk Control Panel by pressing anywhere on the touch screen.

If you are using a PC:

- Switch on the PC.
- On the Desk Control Panel select PC or DVD. The PC, monitor and projector will start.
- On the Belkin interface select PC.
- Log in to the PC and insert your disk if required. The image on your PC will be projected on to the screens within the lecture theatre.

If you are using a Laptop:

- Connect the VGA flying lead to the laptop.
- Switch on the laptop.
- On the Desk Control Panel select PC.
- On the Belkin interface select laptop.
- The image on your laptop will be projected on to the screens within the lecture theatre.
If you are using a Visualiser:

- **Switch on** the Visualiser.
- **On the Belkin interface** select **Visualiser**.
- Place the **paper or object** on to the Visualiser. The image of your paper or object will be projected onto the screens within the lecture theatre.

To adjust the **sound**:

- Use the volume control on your device. Make sure the sound is active for your device on the **Belkin interface**.

To adjust the **lights, blinds and projector screen**:

- On the Desk Control Panel select **Microphones and Lights**. This gives you access to adjust the lighting, open and close the blinds as well as moving the projector screen up and down.

Once you have **finished**:

- **Switch off** the equipment you are using. Remember to remove any CDs or USB sticks belonging to you.
- On the Desk Control Panel press the **End Session button**. This button turns off the Data Projector and Desk Control Panel (this process takes around 2 minutes).

If you need **further help or information**:

- Contact **IT Support** on ext. 3000 or e-mail **itsupport@napier.ac.uk**