OPERATING THE DESK CONTROL PANEL WITHIN THE CLASSROOMS

This document describes how to use the Desk Control Panels within all of the classrooms seating 20 or more at the main campuses.

From the Desk Panel you can control:
- The PC
- A Laptop (if used)
- A Visualiser (if available)
- The Video Player (if available)
- The volume level

Before you start:

1. Ensure the mains is on (this should be left on at all times)
2. Ensure the device you are using is switched on (e.g. video, PC etc)
   Instructions on how to use the devices can be found on the reverse of this sheet
3. The Data Projector may need reactivated from Sleep Mode
   Do not reactivate the Data Projector until you are ready to start (it only takes 30 seconds to heat up).

   To reactivate the Data Projector:
   - Press the ON/OFF button on the Desk Control Panel
   - Wait until the light on the Control Panel stops flashing
   - Press the ON/OFF button again. The projector will start.
     If it does not start contact the IT Support Desk on ext 3000.

   Under no circumstances should you touch the Data Projector. Contact the IT Support Desk on ext 3000 if you have any problems.

To switch on the Data Projector:

1. Press the power On/Off button. The power button will flash whilst it warms up. Do not switch on the Data Projector until you are ready to start (it only takes 30 seconds to heat up).

Instructions on how to use the different devices can be found on the reverse of this sheet.

Once you have finished you MUST switch off the Desk Control Panel even if there is someone waiting to enter the room after you:

1. On the Desk Control Panel press the power On/Off button. This button turns off the Data Projector and Desk Control Panel (this process takes around 2 minutes)
2. Shut down and switch off the PC
3. Remember to remove any cassettes/disks/CDs or USB sticks belonging to you.
If you are using a PC (this includes the DVD player):

1. Switch on the PC
2. On the Desk Control Panel select PC1
3. Log in to the PC, wait until it is fully logged in
4. Insert your CD or DVD or USB stick or alternatively, open up a File or PowerPoint Presentation. The images on your PC Monitor will be projected on to the screens within the classroom.

If you are using a Laptop:

1. Connect the VGA and Sound flying leads to the laptop
2. Switch on the laptop, wait until it is fully booted
3. On the Desk Control Panel select Laptop. The image on your laptop screen will be projected on to the screens within the classroom.

If you are using the Video Player (where available):

1. Switch on the Video Player
2. Insert the cassette
3. On the Desk Control Panel select VCR. The video will be projected on to the screens within the classroom
4. Use the Play/Stop buttons on the Desk Control Panel or the FF/Rewind controls on the Video Player.

To adjust the sound:

1. Use the up and down push buttons on the Desk Control Panel.

If you are using a Visualiser (where available):

1. Switch on the Visualiser
2. On the Desk Control Panel select Laptop
3. Place the paper or object on to the Visualiser. The image of your paper or object will be projected onto the screens within the classroom.

If you need further help or information:

- Contact the IT Support Desk on ext 3000 or email itsupport@napier.ac.uk
- Visit the “Classroom and Meeting Room Services” pages in the Information Services – IT section of the Staff Intranet.