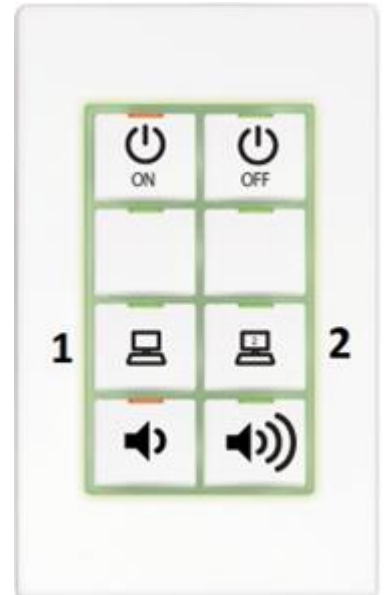# Pink 7.1.05

Overview
This guide provides basic instructions for the audio visual system. The system features a projector. The user can hold presentations from the Lectern PC or a laptop computer/document camera.

Presentation Procedure

Press the **ON** button to turn the projector on.
Press the **OFF** button to turn the projector off.
Press the **COMPUTER 1** button to display a connected laptop.
Press the **COMPUTER 2** button to display the PC.
Press the **VOL DOWN** button to decrease the speaker level.
Press the **VOL UP** button to increase the speaker level.

Connecting a Laptop/Document Camera

Connect a laptop or document camera to the 'HDMI 1' input located underneath the Keypad using a HDMI cable.
Turn on the **Laptop** or **Document Camera**.
Configure the laptop to direct the video image to an external display. E.g. By selecting Function (Fn) + F3 or F5 or ⊞ + P on the laptop.
Consult the laptop's help files for more information.
Use the document camera controls to operate the document camera.

Shutdown

To ensure longevity of the audio visual equipment please double check the system is turned off prior to leaving the room (Keypad indicator lights are green).

To ensure the equipment is ready for use by the next lecturer/presenter

1. Press **OFF** button to turn off the system

For assistance, please contact ITMS Technical Support
Phone: 8946 6291 or Ext: 6291