

MIL Meeting Room- Baker Building

Operational Guide- AV System

Switching on the projector

There is a remote-control present. Aim this at the projector and press the red ON button.

The projector will switch on and begin warming up. It will take a few minutes to get to full brightness.

Using a laptop

There is a floating VGA cable available for laptop connections. Many laptops will require a display adapter to be able to connect- these are available to borrow from the IT Helpdesk by the DPO if you don't already have one.

Locate the floating VGA laptop and plug this into your laptop with the adapter if required. At this point, the laptop should automatically detect the display and output accordingly. If it doesn't, try unplugging and plugging in again.

You may need to make changes to the display configuration to ensure that it is displaying in mirrored/duplicate or extended desktop as needed. You may also need to manually set the display resolution on the laptop to avoid stretching/skewing. Please refer to the 'Connecting a laptop' guides in the rooms for further details on this process.

When the presentation is finished, you can disconnect the VGA cable and proceed with the projector shut down. Please return any VGA convertors to the IT Helpdesk.

Switching off the projector

Using the same remote control as for switching on, aim it at the projector and press the red OFF/Standby button. You will need to press this again to confirm shutdown as per the on-screen message.