USING THE PC TO SHOW A POWERPOINT PRESENTATION

1. Switch the PC on by pressing its on/off button. (The PC is housed at the top of the right hand equipment cabinet).
2. Switch the CRESTRON touch panel on using the small button switch located half way down its left hand side. If it’s already on but the panel’s screen is blank simply touch the screen to “waken it up”.
3. On this panel select the System on icon.
4. Now select the Media Server icon.
5. The projector will now switch on and after about 30 seconds will display the PC image on the main screen.

CONNECTING A LAPTOP

- Connect your laptop either by using VGA and sound cables or by a HDMI cable. The sockets for making these connections are situated on the left hand side of this cabinet under the overhang of the worktop where there is also a mains power socket.
- Now carry out steps 2 and 3 above.
- On the Crestron touch panel select the appropriate icon to display the laptop on the screen.
- If the laptop does not display try pressing keys Fn and F5 together on the laptop to send out the signal. (This is the usual combination of keys however some laptops may be different but they are usually clearly marked).

TO USE THE IPOD/IPHONE Dock

Place ipod/iphone in the docking cradle in the cabinet, press ‘SYSTEM ON’ and then the ‘IPOD’ button on touch screen. Music from the ipod/iphone can now be heard through the room speakers and videos can be viewed on the screen. Volume control is adjusted on the panel.

USING THE DOCUMENT CAMERA

The camera is mounted in the ceiling space and points down onto the top surface of the cabinet. Any material which is being shown should be placed in a region slightly to the right hand side of centre as shown. In order to make full use of this facility its remote control should be obtained from the Library Help Desk.
Trouble shooting

The equipment is switched on but the PC is not displaying on the screen:

First check again that the PC is switched on. If it is then it may have gone to “sleep”. Move the mouse or tap any keyboard key to “waken” it up.

My laptop is not showing up on the screen:

Check that you have chosen ‘Laptop’ and that the cable is firmly seated at both ends. If you have chosen correctly and you still can’t see your display on the screen press Fn/F5 to toggle between the settings.

No sound is coming out of the screen from my laptop.

Check that the sound cable is plugged into the cabinet along with the VGA cable. Check that the cable is in the correct port.

Any further problems;

Please contact the Information Centre located on level 2 of the Library.

Telephone: 01786 467250 Email: information.centre@stir.ac.uk