Using this “Smart Shelf”

Please turn the projector ON by pressing the power button on the panel before starting.

Using the Built In computer:
1. Ensure the Projector is ON
2. Log onto the computer using your university name and password
3. Wait for the computer to start. If nothing appears on the projector screen for a few seconds press COMP until the computer display is shown
4. Where using memory sticks please use any of the USB slots on either the front of the computer or on the right hand side panel.

Using your own laptop:
1. Lift the shelf flap to the horizontal position; you will hear a clunk as it locks in place.
2. Place your laptop on the shelf. DO NOT switch on your laptop until the projector is on.
3. Using the supplied cables, connect your laptop to the shelf.

Using the DVD player:
1. Switch on the Computer, as shown in the First section.
2. Open the DVD Drive by pressing the small black rectangular button on the front of the computer.
3. Place the DVD in the drive and close it.
4. Go to my computer, and double click on the DVD drive, Alternately, right click and select play from the menu.

When you have completed your presentation:
1. Remember to Remove any media you have left inside the Computer
2. Log off the computer
3. Turn off the Projector by pressing the power button twice.

If you encounter any problems using any of the above equipment please contact Audio Visual Services on EXT.3220.