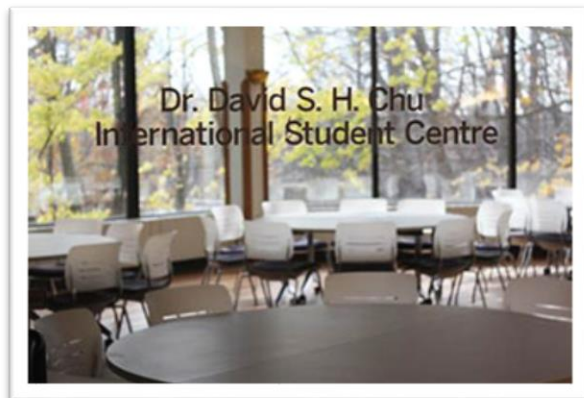
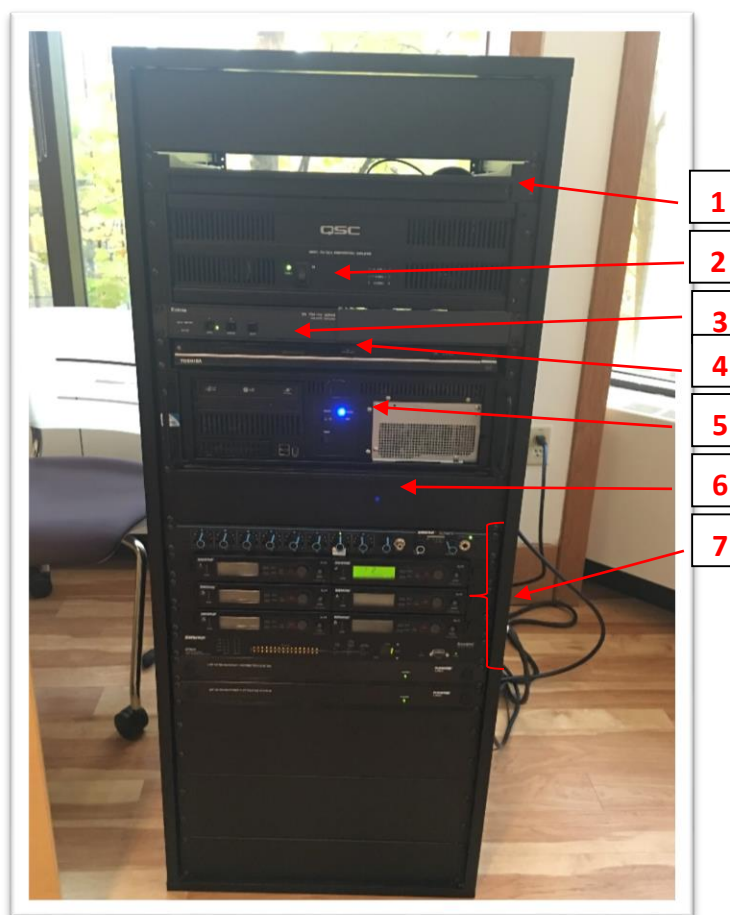


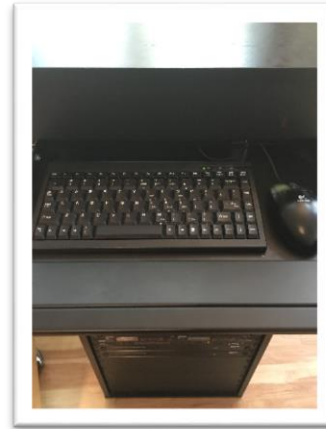
Chu Centre Audiovisual Equipment Instructions



AV unit (Black Unit)



Block 1: This drawer contains the keyboard and mouse



Block 2: On/Off switch for the unit

Please turn off this switch when finished using the equipment.



Block 3: Switcher for Computer Mode (Mode 1) or Laptop Mode (Mode 2)



If using a laptop for a presentation:

- a. Do not start the computer on the black unit until the laptop has been connected with the available cables.
- b. The Chu Centre does not count with Apple adapters. If the speaker wishes to use a Mac but does not have an adapter, a USB driver is the best alternative.
- c. The remote clicker/slider has an antenna that may be connected to the laptop. When using a laptop, remember to choose Mode 2 on the black unit

Block 4: DVD Player



Block 5: Turns the computer on/off (blue light). It also has a CD player and 2 USB ports

Please turn off this switch after using the computer



Block 6: The bottom drawer contains microphones, remotes, and the clicker/slider

Please turn off the microphones off and any other equipment powered by batteries after use



Block 7:

#1-6 knobs are microphone controls. Each microphone is labeled with a number that corresponds to the numbers on the knobs

The blue Knob **#7**, controls audio volume from the computer
There are also 6 different audio panel, one per microphones



Other important instructions:

1. **Projector:**

- a. Use the remote **green button** to turn on the projector. It takes a few minutes to warm up.
- b. If a blue screen shows up on the pull-down screen, use the button **Input** on the remote until you find the right input for the equipment you are using.
- c. When the finished, use the remote **green button** to turn off the projector.



2. **Login** options on the screen: Once the computer has started, choose the **USER** icon to log in. The computer has PowerPoint, Word, and internet.
3. There is a **clicker**/slider available. It only works with the black unit computer (not on a laptop).



4. **Microphones:** There are six mics available in the drawer. Each mic is labeled with a number from 1 to 6. On the black unit there are 6 knobs (one for each mic) numbered from 1 to 6. The number on the mic matches the number on the knob that controls the volume for that particular mic.

Mics do not work for Skype calls, only for in-room presentations. If a mic is needed for a Skype call, please contact ITS for assistance.

Remember to power on the audio panel that corresponds to the mic(s) being used.



Handheld mic



Table mic

5. Please supply batteries, markers and any other item needed for your event.

**For technical support call ITS Helpdesk at 519 661-3800 or Ext. 83800
<http://www.uwo.ca/its/helpdesk/>**