FASS AV SYSTEM OPERATION MANUAL

Switching ON Procedure

STEP 1
Please Switch On The ‘Av Switch’ On The Lecturer’s Console

STEP 2

To use Computer (PC)
1) Switch On the PC.
2) Enter the correct passwords when prompted.

To use Notebook (NB)
1) Connect the ‘NB’ cable and ‘NB Audio’ cable accordingly to the notebook.
2) Switch On the notebook.

To use VCR
1) Switch On the VCR player.
2) Insert the video tape into the VCR.

To use External AV devices (eg. DVD, Video camera)
1) Connect the ‘EXT’ cables accordingly to the External AV devices.
2) Switch On the AV device.

STEP 3
Switch On the ‘Projector Power’ on the Extron MLC 206
(Please allow the blinking lights to end to have the LCD projector fully switched on)

STEP 4
Select the preferred source by pressing the appropriate button on the Extron MLC 206

For PC
Press PC

For Notebook
1) Press NB
2) Toggle the notebook to project display to the LCD Projector.

For VCR
1) Press VCR
2) Proceed to operate the VCR.

For External AV devices
1) Press EXT
2) Proceed to operate the AV device.

STEP 5
Adjust the Volume level on the Extron MLC 206 according to your requirement.

Switching OFF Procedure

STEP 1
Switch Off the ‘Projector Power’ on the Extron MLC 206

STEP 2
Shut down the equipment in use
(If you are using VCR or External AV devices, do remove the media like video tapes, discs etc from the devices)

STEP 3
Disconnect the cables
(if you are using Notebook and External AV devices)

STEP 4
Ensure the blinking light on the Extron MLC 206 stops completely

STEP 5
Switch off the ‘AV Switch’

Note:
1. Microphone will be on loan basis
2. Unauthorized personnel are not allowed to use this AV system
3. For AV assistance, please contact FASS Technical Support Officer at 6-516-3807

Breakdown of Services (OED 24-Hours Service)
Air Con / Lighting / Water Mains: 6-516-1515
Security / Lifts / Fire Alarm: 6-516-1616