**FASS AV SYSTEM OPERATION MANUAL**

**Switching ON Procedure**

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

2. **STEP 2**
   - **To use Notebook (NB)**
     1) Connect the ‘NB’ cable and ‘NB Audio’ cable accordingly to the notebook.
     2) Switch On the notebook.
   - **To use Computer (PC)**
     1) **Switch On** the PC
     2) Enter the **correct** passwords when prompted.
   - **To use External AV devices**
     1) Connect the ‘EXT’ cables accordingly to the External AV devices.
     2) **Switch On** the AV device.

3. **STEP 3**
   - Switch On the ‘Projector Power’ on the Extron MLC 104 IP PLUS.

4. **STEP 4**
   - Select the preferred source by pressing the appropriate button on the Extron MLC 104 IP Plus:
     - **For PC**, **Press PC**
     - **For Notebook**, **Press NB**
     1) **Press NB**
     2) Toggle the notebook to project display to the LCD Projector.
     - **For External AV devices**, **Press EXT**
     1) **Press EXT**
     2) Proceed to operate the AV device

5. **STEP 5**
   - Adjust the Volume level on the Extron MLC 104 IP Plus according to your requirement.

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**Switching OFF Procedure**

1. **STEP 1**
   - Switch Off the ‘Projector Power’ on the Extron MLC 104 IP PLUS

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

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

4. **STEP 4**
   - Ensure the blinking light on the Extron MLC 104 IP PLUS stops completely

5. **STEP 5**
   - Switch off the ‘AV Switch’

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**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

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