INSTRUCTIONS FOR USING THE AUDIO-VISUAL EQUIPMENT IN
WESFARMERS AND ERST & YOUNG LECTURE THEATRES

To use the built-in computer or laptop (this has not changed):

1. Turn audio-visual equipment “on” as per normal.
2. To use the computer, select “COMP”.
3. If only one screen comes on, press the “DISPLAY ON BOTH SCREENS” icon on the touch panel to display the computer image on both screens.

To use the Visualiser (or DVD/VHS devices in the AV Cabinet)

1. Select “VOHP” (OR DVD) on the touch panel then press “IMAGE ON”. The visualiser’s image will appear on the right-hand-side screen as you face the front.
2. If you want to display the visualiser’s image on both screens, press the “DISPLAY ON BOTH SCREENS” icon on the touch panel.

   **NB.** If there is no image displayed and the visualiser is on, check that both the “EXT1” and “EXT2” indicator lights are off. To turn these lights off, use the “INT/EXT” button next to the indicator lights to toggle between the settings.

3. To display the computer image, select “COMP” and turn “IMAGE ON”. The computer image should now appear on the left-hand-side screen as you face the front. Press the “DISPLAY IMAGE ON BOTH SCREENS” icon on the touch panel to display the computer image on both screens.

   **NB.** The last device selected becomes the so-called “active” device. The image from this device will be displayed on both screens when that option is selected and if you are playing a video or audio clip through a device, then it needs to be “active” before sound will come through the speakers. If there is no sound coming from the clip, make sure that you have selected the appropriate device and pressed “IMAGE ON” to activate it.

You are now able to use the right-hand-side screen to simultaneously display a second set of presentation slides/images (excluding video/audio clips) by connecting a laptop directly to the visualiser.

1. Connect a laptop to the cable labelled “VISUALISER LAPTOP CONNECTION” coming from the back of the visualiser (this is different to the existing cable to connect a laptop to the main system).
2. Press the “INT/EXT” button on the visualiser to toggle until the “EXT2” indicator light comes on.
3. Select visualiser on the main touch panel by pressing “VOHP” then “IMAGE ON”.
4. Second set of slides on the laptop should now be displayed through the visualiser.

   **NB.** There is no sound available through the visualiser and so video and audio clips played through a laptop connected in this manner cannot play sound through the main speakers.