Using the Laptop for Assembly

Step 1: You need to sign out the below lead and remote from the ICT Resource Room. Booking the equipment in the Support Help Desk.

- VGA Projector cable and Sound cable (all in one) (dark grey lead/thin black lead)
- Remote control

Step 2: To bring down the electric overhead screen. (Button behind the curtain). Press the button downwards as shown by the arrows displayed on the button and Press the button upwards to bring the screen back up again but remember to press the button in the middle to stop the screen even when the screen is fully up as don't want the screen electric mechanism broken.

Step 3: Turn on the Sound System at the plug on the wall and the switch at the back of the system. Turn the sound marked **Power AMP OutputLevel** which is located on the right hand side to level 7. The laptop lever should be moved upwards on the sound system if not done so and the two speakers levers as well. They are marked on the sound system. It might be already set by previous assembly hall event.

Step 4: Take out laptop and plug in the power adaptor.

Step 5: Plug the network cable into data point 133 and into the back of the laptop.

Step 6: Plug in the sound cable. The lead is a thin black lead (part of the VGA Lead). Put the shorter lead into labelled PC Audio on the wall below the stage. Put the other end of the lead which is longer into the side of the laptop that has a symbol of headphones beside it.

Step 7: Plug the projector lead into the wall below the stage and the other end into the back of the laptop (match up the blue end of the lead to the blue point at the back of the laptop.

Step 8: Turn on the Projector by pressing the power button on the remote control.

Step 9: Turn on the laptop. If you see **No Input from RGB** on screen when the laptop is fully booted up e.g. Username and Password screen press Fn + f8 (only for new teacher laptops as it might be a different function key for another type of laptop) and the screen should change.

Step 10: Log in as normal and select main site and click ok when prompted.

When Finished

Please remember to turn the sound marked Power AMP Output Level which is located on the right hand side back to 0, turn off the Sound System off by pressing the button at the back of the Sound System, turning of the plug on the wall, bring the screen back up again and bring the leads and remote back up to the ICT Resource Room, please.