Using the AV and in-room PC

To turn the screen on

To turn on the screen, press the green button on the Sony remote

To use a laptop

1. Plug the HDMI lead into the HDMI socket on your laptop or into an adaptor if required

2. Press the 'HDMI 1' on the Sony remote to select the laptop input

You may need to select the external display screen on your laptop by pressing 'Fn' + 'F8' (on Dell PC's) or a similar keypress on other makes

To use the in-room PC

1. Press the 'HDMI 2' on the Sony remote to select the desktop input

2. Use the wireless keyboard and mouse to login with your MSD username.

IMPORTANT

When you have finished with the AV please ensure you log off the desktop (if you used this) and turn off the display using the green button on the Sony remote.

Visitor access

If you have a visitor who needs to use the AV setup and who does not have an MSD account, see overleaf for details

Visitor account for AV PC

To allow visitors to use the AV PC without an MSD account a built in local user is available. To use this select the 'Computer only logon' underneath the username/password prompts and enter the user `DisplayUser` with no password

The built in user account provides access to the PC and general internet services only, no drives or network shares are available. Please ensure you **DO NOT** leave **ANY** files on the desktop, My Documents etc. and that you **fully log out of any services or websites you may use**. Anyone using this account after you would have access to files left on the machine

Use of the visitor account is **NOT RECOMMENDED FOR PHC STAFF**. You should use your own MSD username and password to access the local PC.

Troubleshooting tips

Keyboard/mouse not working

If you find the keyboard or mouse not responding, check they are both switched 'on' underneath each device

Keyboard power switch	Mouse power switch

If this does not help, try moving close towards the screen as the wireless signals from the keyboard and mouse can be affected by how far away you are from the screen.

Screen not turning on

Make sure there is a white light at the bottom of the screen underneath the 'Sony' logo. If not, press the power button on the remote while pointing it at the screen. Check the light comes on.

Help

If you need further help please let the PHC IT Team know by email (ithelp@medsci.ox.ac.uk)