# During Your Induction You Have Been Shown:

* How to turn the system on and off, including the projectors where appropriate.
* If required, how to use the video and audio routing controls.
* How to log in to and control the PC(s)
* Where auxiliary audio and video inputs are.
* How to use the lighting controls.
* How to operate the volume controls.

# During Your Induction You Have Been Informed:

* Contact details for Audio Visual, Conference Office, the Hub Manager and the CTC as appropriate.
* That no food or drink is permitted in the space, including the control room.
* That users are not permitted to disconnect or connect any cables in the space without first discussing changes with the Audio Visual Department.
* That appropriate warnings should be given if their content includes loud or disorienting sound effects, or flashing or disorienting visualisations.
* Excessive volume levels may not be used.

In the event of technical problems, please contact the Audio Visual Department. Support is available from 9am – 5pm on week days (excluding bank holidays) unless by prior agreement.

In the event of any other problems please contact the Duty Porter, Conference Office, The Hub Manager or your contact in the CTC as appropriate.