

AV Equipment - Room #402

["One Pager" PDF available for download](#)

...contains complete AV equipment handling overview. Also available in paper form in the classroom.

TECHNICAL INSTRUCTIONS - Start / End the presentation

Start presentation

- ① Touch the Lectern Control Panel – it wakes up immediately
- ② Press the button **“Press for local presentation”** to start...
 - Left and Right projectors are turned on automatically, Lectern PC/Laptop is selected as a source of the presentation
 - During the presentation you may:
 - Turn ON/OFF the Side Display and then select its signal source (HDMI) (*see column “Side Display” → “Power ON/OFF” + select signal source with “Present from”*)
 - Adjust Master Volume and Mute sound (*Slider at the right side of the Control Panel*)
 - Turn the Lights and Shades ON/OFF (*touch button “Lights & Shades” to see the sub-menu*)
 - Adjust audio Setup to change sound levels of presentation etc. (*touch button “Audio setup”*)

End presentation

- ③ **After your presentation, turn off the equipment:**
 - Touch **“Power OFF”** button at the upper right corner (*“Power Control” menu appears*)
 - Touch **“System OFF”** button in the middle of the screen to completely shut down AV equipment
 - Finally turn off the presentation PC (*placed in Lectern*)

Reset EVERYTHING to DEFAULT

To reset to DEFAULT (start-up) setup: turn the System OFF, wait for 2 minutes and turn it ON again

Note: There is a 2 minutes cool-down period after you turn projectors off (*it is NOT possible to turn projectors ON again before they properly cool down*)

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