PRESENTATION EQUIPMENT HANDLING RULES

2019-02-13

Room #402 – TECHNICAL INSTRUCTIONS – Start / End the presentation

*(see the **Lectern Control Panel** screenshots on the backside of this manual for further details)*

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 ON/OFF the Lights and Shades** *(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 **Reset to default**	③ **After your presentation, <u>turn off</u> the equipment:** ▫ Touch button **"Power OFF"** at the upper right corner *("Power Control" menu appears)* ▫ Touch button **"System OFF"** in the middle of the screen to completely shut down AV equipment ▫ Turn off the presentation PC eventually *(placed in Lectern)* **To reset to DEFAULT (start-up) setup:** turn the System OFF, wait for 2 minutes and turn it ON again ◊ Note: **There is 2 minutes cool-down period** after you turn projectors off *(it is NOT possible to turn projectors ON again before they properly cools down)*

DO NOT MOVE ANY PIECE OF EQUIPMENT FROM ITS ASSIGNED ROOM

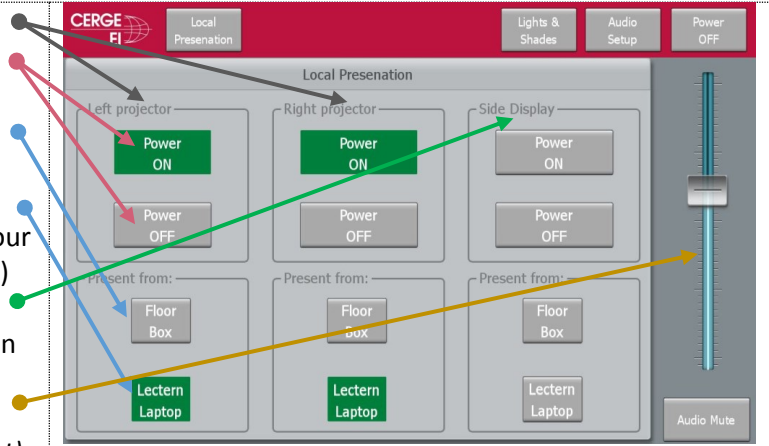|	
Computer	▪ **Turn on Lectern PC** *Open the Lectern cabinet (use the classroom key) to get to the presentation PC* ▪ **Sign yourself on/off** *Type your name into the welcome dialog and eventually write a remark on any problem before you shut down.* ▪ **Turn off PC afterwards** *Do not leave the computer powered on or in a sleep mode.* ▪ You may connect your own USB disk containing your presentation *USB cable connected to the presentation PC available at the Lectern.*
B.Y. Own Laptop	▪ You may connect your own laptop via HDMI in two ways: ▫ instead of presentation PC – "Lectern" HDMI input (auto switch between PC and Laptop) ▫ connect to the "Floor box" – use HDMI input available at the first row desk. ▪ You may use power outlet available either at the Lectern stand, or Floorbox
Laser pointer /clicker	▪ **Keep the local pointer/clicker in the room** (local clicker is dedicated to the presentation PC only) ▪ **Be sure to turn the clicker off when you are finished** ▪ You can borrow the pointer/clicker for your laptop at the reception *Replace the USB receiver in the clicker before returning the borrowed unit back to the reception.*
Video adaptors	▪ **Video adaptors** for your own notebooks are **available at the reception** ▪ You can borrow **MicroHDMI**, **USB-C**, **DVI** and **Apple** adaptors ▪ **Return the adaptors back to the reception** after you finish your presentation
Sound	▪ **Volume adjustment:** You may adjust master volume at the Lectern Control Panel ▪ **Sound source selection:** last connected device is automatically selected as the sound source
Projectors / Side Display	▪ Use Lectern Control Panel to set-up the presentation equipment (turn it on and off, select individual screen sources (Lectern PC, Laptop, Floorbox laptop)) ▪ If you rearranged the Side Display position (swivel), return it back to the flat position at the wall ▪ **Turn the projectors and side display off after you finish your presentation** ▪ **There is 2 minutes cool-down period after you turn projectors off** (instant turn-on not possible)

Lectern Control Panel screenshots

Left / Right projector column

▪ **Power ON / OFF** – operates the respective projector
▪ **Present from:**
  ▫ **Floor Box** - you may connect your own laptop to the HDMI input available at the first row desk ("Floor box")
  ▫ **Lectern PC/Laptop** – presentation PC is connected DEFAULT as the presentation source. You may connect your own laptop instead (it switches to its HDMI automatically)

Side Display

Power ON the side display and select desired presentation source (**Floor Box** or **Lectern PC/Laptop**)

Volume adjustment - You may adjust master volume and Mute audio *(see Audio Setup page for detailed adjustment)*

Lights & Shades screen

▪ **Lights** – you can individually turn ON/OFF light sections
▪ **Shades** – Shades can be operated (up/down) individually, or ALL at once.

◊ Note: **After the presentation ends shades are rolled UP** (If "System OFF" button pressed)

◊ Note: **Lights are not turned off by default**, so please TURN OFF lights manually. Either from Control Panel, or by wall switch next to entrance door.

Audio Setup screen

▪ **Presentation** – volume of Presentation PC / Notebook
▪ **Microphones** – volume levels of microphones
  ▫ **Hand microphone**
  ▫ **Belt-pack microphone**
  ▫ **Table microphone**

▪ **Overall Volume adjustment:** You may adjust master volume and also completely Mute audio