







PRESENTATION EQUIPMENT HANDLING RULES







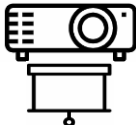
2019-02-14

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

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

 <p>Start presentation</p>	<ol style="list-style-type: none"> 1 Touch the *Lectern Control Panel – it wakes up immediately 2 Press the button “Press for local presentation” to start... <ul style="list-style-type: none"> ▪ Left and Right projectors are turned on automatically, Lectern PC/Laptop is selected as a source of the presentation ▪ During the presentation you may: <ul style="list-style-type: none"> ▫ Turn ON/OFF the Side Display and then select its signal source (HDMI) <i>(see column “Side Display” -> “Power ON/OFF” + select HDMI signal source with “Present from”)</i> ▫ Adjust Master Volume and Mute sound <i>(Slider on the right side of the Control Panel)</i> ▫ Turn the Lights and Shades ON/OFF <i>(touch button “Lights & Shades” to see the sub-menu)</i> ▫ Adjust audio Setup to change sound levels of presentation etc. <i>(touch button “Audio setup”)</i> 	
 <p>End presentation</p>	<ol style="list-style-type: none"> 3 After your presentation, turn off the equipment: <ul style="list-style-type: none"> ▫ Touch “Power OFF” button in the upper right corner <i>(“Power Control” menu appears)</i> ▫ Touch “System OFF” button in the middle of the screen to completely shut down AV equipment ▫ Finally turn off the presentation PC <i>(placed in Lectern)</i> 	
 <p>Reset to default</p>	<p>To reset to DEFAULT (start-up) setup: turn the System OFF, wait for 2 minutes and turn it ON again</p> <p>◊ Note: There is a 2-minute cool-down period after you turn projectors off <i>(it is NOT possible to turn projectors ON again before they properly cool down)</i></p>	

DO NOT REMOVE ANY EQUIPMENT FROM ITS ASSIGNED ROOM

 <p>Computer</p>	<ul style="list-style-type: none"> ▪ Turn on Lectern PC <i>Open the Lectern cabinet (use the classroom key) to get to the presentation PC</i> ▪ Sign yourself in/out <i>Type your name into the welcome dialog and eventually write a remark about any problem before you shut down.</i> ▪ Turn off PC afterwards <i>Do not leave the computer powered on or in sleep mode.</i> ▪ You may connect your own USB disk containing your presentation <i>USB cable connected to the presentation PC available at the Lectern.</i>
 <p>B.Y. Own Laptop</p>	<ul style="list-style-type: none"> ▪ You may connect your own laptop via HDMI in two ways: <ul style="list-style-type: none"> ▫ instead of the presentation PC – “Lectern” HDMI input (auto switch between PC and Laptop) ▫ connect to the “Floor box” – use the HDMI input available at the first row desk. ▪ You may use the available power outlet either on the Lectern stand, or Floor box
 <p>Multi-presentation</p>	<ul style="list-style-type: none"> ▪ Multiple devices presentation set-up is possible: Laptop connected to “Floor box” + Lectern PC <ul style="list-style-type: none"> ▫ Select which HDMI is assigned to which projection screen via <i>Control Panel</i> -> “Present from” ▫ Sound source is always from the last chosen presentation source <i>(“Present from”)</i>
 <p>Laser pointer /clicker</p>	<ul style="list-style-type: none"> ▪ 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 a pointer/clicker for your laptop from reception <i>Replace the USB receiver in the clicker before returning the borrowed unit to reception.</i>
 <p>Video adaptors</p>	<ul style="list-style-type: none"> ▪ Video adaptors for your own notebooks are available at reception ▪ You can borrow MicroHDMI, USB-C, DVI and Apple adaptors ▪ Return the adaptors to reception after you finish your presentation
 <p>Sound</p>	<ul style="list-style-type: none"> ▪ Volume adjustment: You may adjust the master volume on the Lectern Control Panel ▪ Sound source selection: the last selected device is automatically chosen as the sound source
 <p>Projectors / Side Display</p>	<ul style="list-style-type: none"> ▪ Use the Lectern Control Panel to set-up the presentation equipment (turn it on and off, select individual screen sources (Lectern PC, Laptop, Floor box laptop)) ▪ If you rearranged the Side Display position (swivel), return it back to the flat position on the wall ▪ Turn the projectors and side display off after you finish your presentation ▪ There is a 2-minute cool-down period after you turn projectors off (instant turn-on not possible)

Lectern Control Panel screenshots

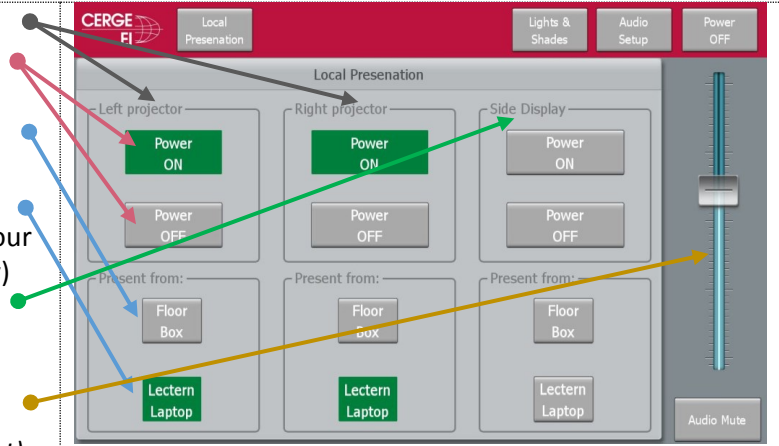
Left / Right projector column

- **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 by 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 the 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 the 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 the Control Panel or the wall switch next to the 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 the master volume and also completely Mute audio

