

Guide to Seminar Room A/V

Presentation

Carefully wheel the lectern out to the required position. In front of you is a small control panel, two video sockets (HDMI digital and an VGA analogue) and a single UK power outlet. At the control panel, press the ON button. The screen will come down and projector will turn on.

Check that the correct room size for the event is selected using the buttons:

- Combine Room – Partition is open, full room.
- Separate Room – Partition is closed, half-size room.

Select the input type and plug in your computer:

- HDMI (preferred)
- VGA

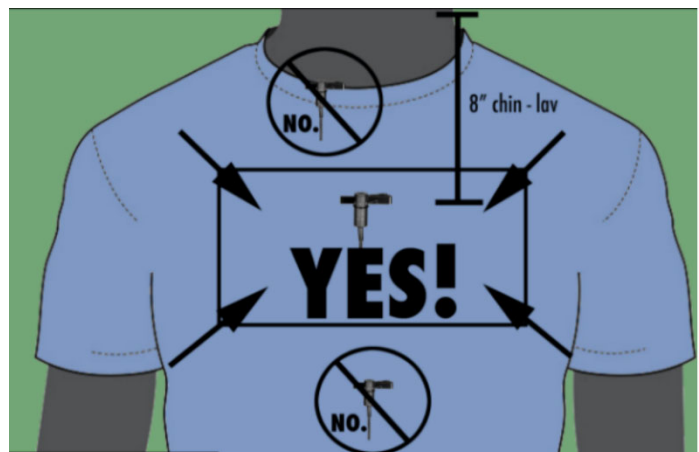
Optional – Connect your power adapter to the power outlet.

Your computer display should now be mirrored onto the screen. Check your computer settings. Restarting your computer whilst connected can sometimes help.

Audio

We have mics available if needed. These can be found on the shelf below; one lapel and one standard. Lift the lapel unit out of the charger cradle, open the cover and turn on, clip it to your person and check the mute switch.

The standard mic can be used as a second walk-about mic. For example: for the audience members to ask questions or the chair to introduce speakers. Slide it towards you out of its cradle. Press and hold the small red button to turn on. Mute/unmute using the mic button on the side.



When Finished

Unplug all your cables, adapters and power supplies.

Press the OFF button on the control panel.

Turn mics off and return to their charging cradles.

Return the lectern to the cupboard being careful not to damage the cable.

TV

We have a 50" TV mounted to the wall. This is for TV use only and cannot be used to presentations.

Turn on TV using Pioneer remote and select Input 3.

Turn on FreeView HD using remote.

Use FreeView remote to control change selection and volume.

Note: The lectern control panel must be in the OFF position for audio to work. The lectern and TV cannot be used at the same time.