Instructions for Presenters

1. Ensure laptop is turned off
2. Connect the video cable to your computer, using adapters if needed. (Two video cables labelled “A” and “B” are available which can be switched via the switchbox on lower right of the lectern)
3. Touch lectern display to wake, then select “Power” then “On”.

   *The screen will automatically drop and the audio system will turn on.*

4. Turn on projector using remote labelled “Epson”.
5. Turn on computer.
6. Confirm computer’s display is mirrored to projected screen. Change display preferences if needed. If no picture is displayed: check A/B switch is set correctly on lower right of the lectern.
7. If required, a radio mic can be found on the lectern. Open front flap and press “On” button (left hand side). Test for sound. Check mute button on top if no sound is heard. Clip the unit to waist and position the mic around 10cm below chin.
8. Audio volume can be adjusted using the two buttons on left hand side of the lectern display.
9. Lighting can be adjusted using the two buttons on right hand side of the lectern display.
10. When finished: On the lectern display, select “Power” then “Off”.

   *The screen will automatically rise and the audio system will turn off.*

11. Turn off projector using remote labelled “Epson”.
12. Remove and take away any leads or adapters you own. Tidy up after yourself and put away carefully.