Language Lab Meeting Room Operational Guide- AV System

Using the projector

Use the button control panel on the lectern and press the ON button. You should hear a beep if the room is quiet enough and the projector will begin warming up. It will take a few minutes to get to full brightness.

Using the lectern PC

Use the button control panel on the lectern to select PC by pressing the button labelled PC.

Switch the PC on if it isn't already on. You should begin to see the various boot screens as it starts up. It will automatically boot into Windows after a short time but feel free to press enter to speed things up. It is normal for the display to go on and off during the boot process since it's switching between different graphics modes but all should be stable by the time you get to the login screen.

On the login screen, select LECTURER. There is no password on this account and it will let you straight in. You should now see both the projector screen and the lectern screen displaying the Windows Desktop.

Set the Windows volume to 100% and test with a random song from Windows Media Player. Adjust the loudness in the room by using the volume control on the lectern button control panel.

The laser presenter/presentation clicker available in the room is connected to the lectern PC. Ensure the switches on the sides of the presenter are set to ON and to presenter mode (both should be pushed towards the front of the unit) and test with your PowerPoint/pdf prior to the presentation

When the presentation is finished, please shut down the PC.

Using a laptop

Use the button control panel on the lectern to select your laptop by pressing the button labelled Laptop.

There is a VGA and HDMI cable available for laptop connections on the lectern. Some laptops will require a display adapter to be able to connect- these are available to borrow from the IT Helpdesk by the DPO if you don't already have one.

Locate the VGA or HDMI laptop cable and plug this into your laptop with the adapter if required. At this point, the laptop should automatically detect the displays and output accordingly. If it doesn't, try unplugging and plugging in again.

You may need to make changes to the display configuration on the laptop to ensure that it is displaying in mirrored/duplicate or extended desktop as needed. The most suitable resolution for lecture display is selected as default by the AV system.

If your presentation has sound and you are using the HDMI cable, this will automatically connect the sound from the laptop. If you are using the VGA cable you will need to connect the minijack plug attached to the VGA cable into the headphone socket on your laptop. Set the laptop volume to 100% and test with a random song from Windows Media Player/iTunes/YouTube.

The laser presenter/presentation clicker available in the room will only work with the lectern PC. If you don't have your own for use with your laptop, you can borrow one from the IT Helpdesk by the DPO.

When the presentation is finished, you can disconnect the VGA/HDMI cable and proceed with the projector shut down. Please return any VGA/HDMI convertors to the IT Helpdesk.

Switching off the system

Use the button control panel on the lectern and press the OFF button. The system/projector should switch off.