

LT2 Operational Guide- AV System

Using the projectors

There are 3 projectors to choose from- left, centre and right (from the audience perspective). In most cases the centre projector will suffice. It is the largest of the three and ideal for a regular single screen presentation. The left and right projectors can be used if you wish to display two different sources side by side. Note that all three cannot be used at the same time as the L+R would overlap the C screen.

Once you've decided on the projector(s) ensure the fabric screens have been lowered. There are some labelled switches in the middle of the bench that operate the screens- just press and hold to raise or lower.

There are labelled remote controls close to the lectern. Select the relevant remote(s) (remember, left and right are from audience perspective!). Aim this at the projector 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.

Alternatively, there is a blue button control panel in the middle of the bench. It is more complicated to use but allows the switching ON/OFF of the screens. Please follow the instructions on the bench for operational guidance.

Using the lectern PC

Single (Centre) Projector

On the blue button control panel on the bench, follow the instructions to ensure that the centre projector is assigned to display PC-A/Laptop. It usually is already but it's worth checking anyway.

At the lectern, ensure that the button on the grey Kramer switching box (next to the left PC A) is set to the IN position. The box is labelled to help with this. Ignore the right PC B.

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.

Ensure the minijack speaker cable is connected to the green/headphone output of the PC and that the speakers are powered on. Set the Windows volume to 50% and test with a random song from Windows Media Player.

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.

Dual (L+R) Projectors

On the blue button control panel on the bench, follow the instructions to ensure that the left projector is assigned to display PC-A/Laptop and the right projector is assigned to display PC-B. It usually is already but it's worth checking anyway.

At the lectern, ensure that the button on the grey Kramer switching box (next to the left PC A) is set to the IN position. The box is labelled to help with this.

Switch the PCs on if they aren'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 displays 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.

Ensure the minijack speaker cable is connected to the green/headphone output of the PC A and that the speakers are powered on. Set the Windows volume to 50% and test with a random song from Windows Media Player.

The laser presenter/presentation clicker available in the room is connected to the lectern PC A. 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 PCs.

Using a laptop

On the blue button control panel on the bench, follow the instructions to ensure that the required projector is assigned to display PC-A/Laptop. It usually is already but it's worth checking anyway.

At the lectern, ensure that the button on the grey Kramer switching box (next to the PC) is set to the OUT position. The box is labelled to help with this.

There is a floating VGA cable available for laptop connections. Many 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 floating VGA laptop cable (it is labelled at the laptop end and connected to the Kramer box) 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 to ensure that it is displaying in mirrored/duplicate or extended desktop as needed. You may also need to manually set the display resolution on the laptop to avoid stretching/skewing. Please refer to the 'Connecting a laptop' guides in the rooms for further details on this process.

If your presentation has sound, you will need to disconnect the minijack speaker cable from the back of the PC-A and plug it into your laptop. Ensure the minijack speaker cable is connected to the green/headphone output of the laptop and that the speakers are powered on. Set the laptop volume to 50% 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 cable and proceed with the projector shut down. Please return any VGA convertors to the IT Helpdesk.

Using microphones (if present)

The microphone should be sat inside the charging dock. Lift it out and check the small screen. If nothing displays and no lights appear on the unit then it will need to be switched on by pressing and holding the red power button on the side (for a lapel unit) or by pushing and holding the white power button upwards (on a handheld unit). Powering on the handhelds can be tricky so keep trying. Note that it can take up to 10 seconds for the microphone to become active when first switched on.

Once switched on, a green light means it's live and you can begin using it straight away- check 1-2. If the light is yellow it means that the microphone is set to MUTE. You must slide the switch on top of the unit to unmute- the light turns green. On the handheld unit, there is a MUTE ON/OFF button on the handle itself. Use as appropriate.

Place the microphones back into the charging dock after use. They will automatically power off when you do this.

Switching off the projector

Using the same remote control as for switching on, aim it at the projector and press the red OFF/Standby button. You will need to press this again to confirm shutdown as per the on-screen message.