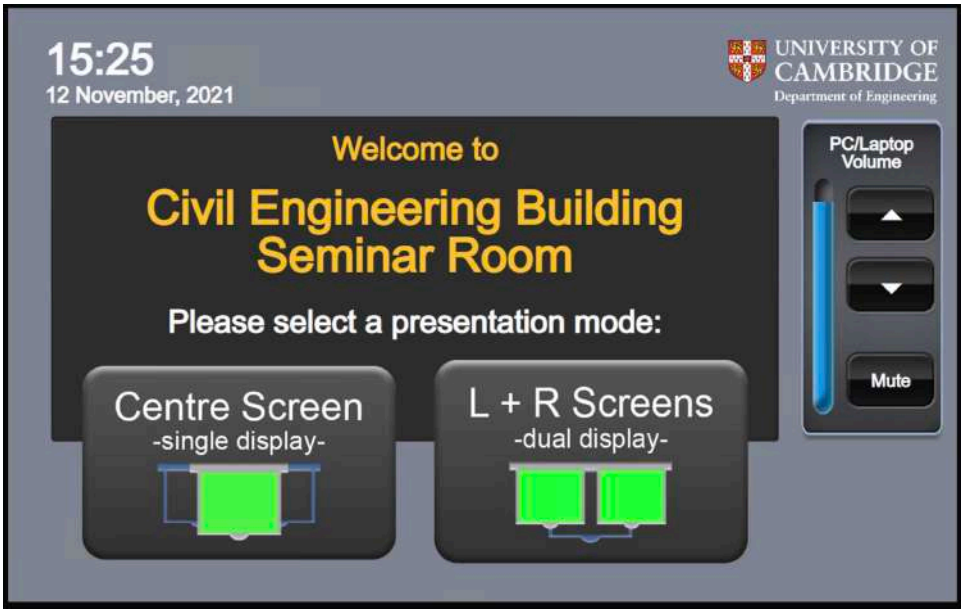
Civil Engineering Building
Seminar Room CE1

Audio-visual Operation Guide

Switching on the system:

1. Choose between single or dual display presentation modes and press the relevant button to power on the AV system.

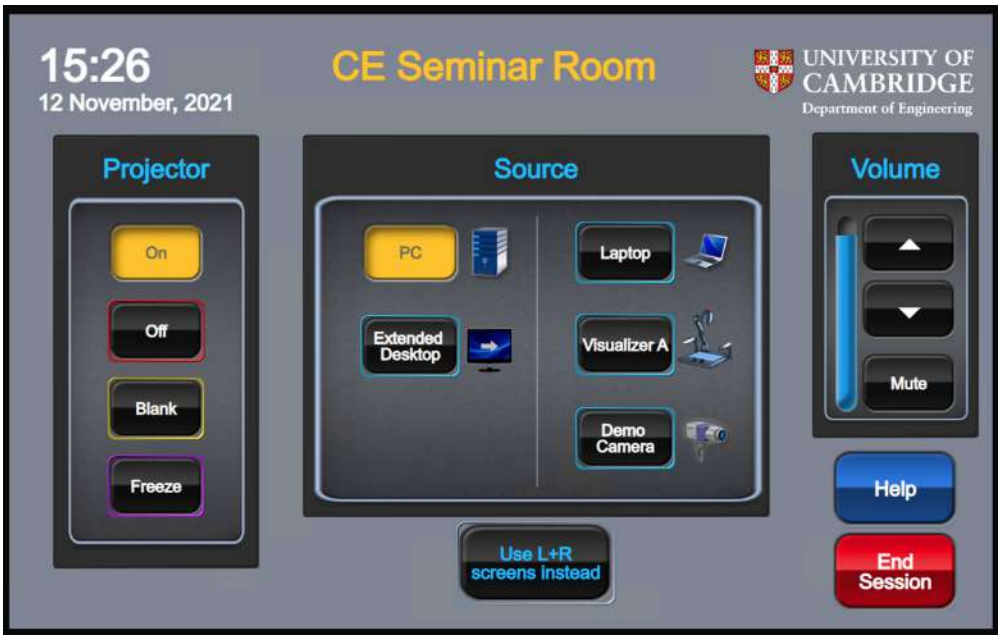


Then…

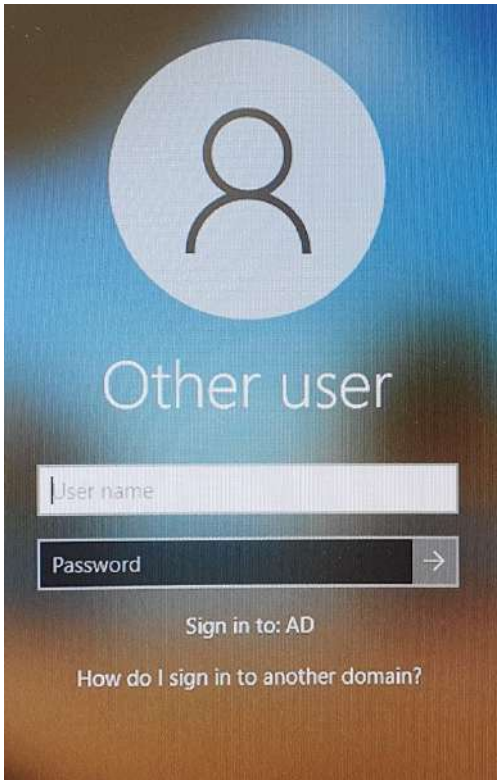
Displaying the lectern PC:

1. Ensure the lectern PC is switched on

2. Select PC as a system source



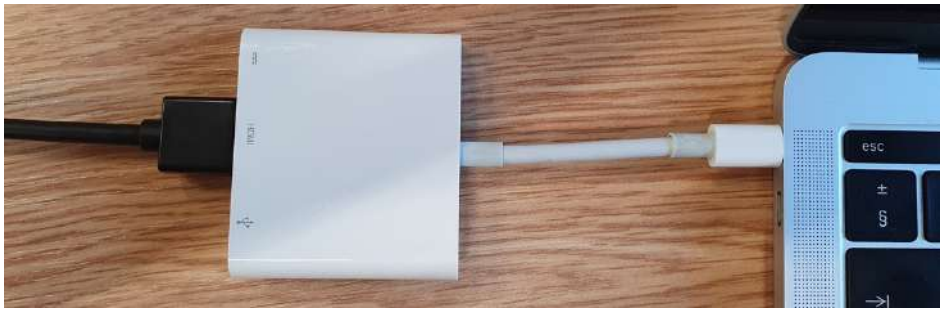
3. Log into the lectern PC using your Engineering credentials (contact local IT team for help with this if needed).



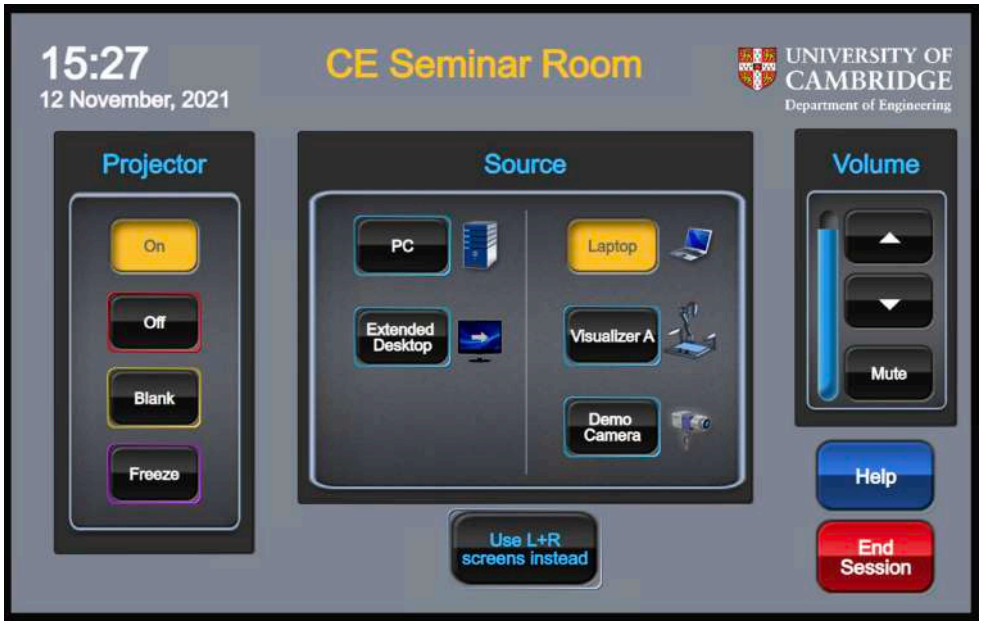
Displaying a laptop from the lectern:

1. Ensure your laptop is switched on. A power socket is available on the lectern.

2. Connect your laptop to the laptop (HDMI or VGA) inputs on the lectern.

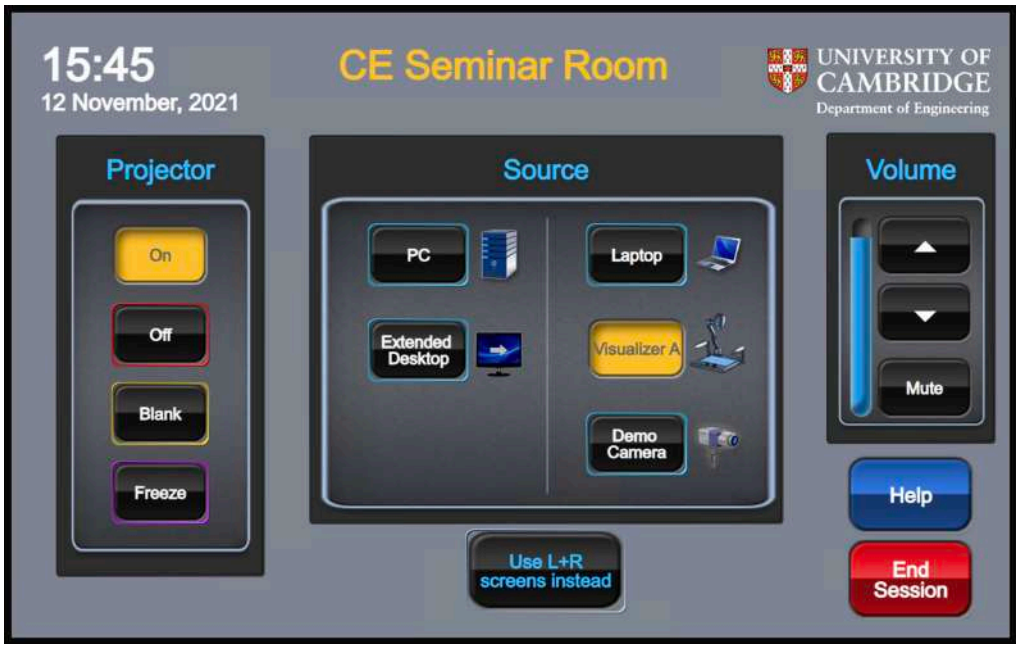


3. Select ‘Laptop’ as a system source.



Displaying the lectern visualizer:

1. Select visualizer as a system source.

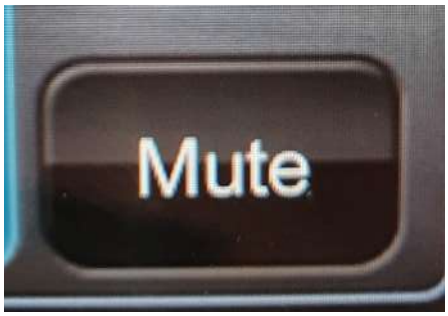


2. Use the zoom in/out functionality on the visualizer as required.

Adjusting the volume:

1. Use the up and down arrows on the lectern touch panel to adjust volume up and down accordingly.

2. Use the mute button to mute the volume completely.



Using the in-room camera and ceiling microphones:

These can only be used on the lectern PC

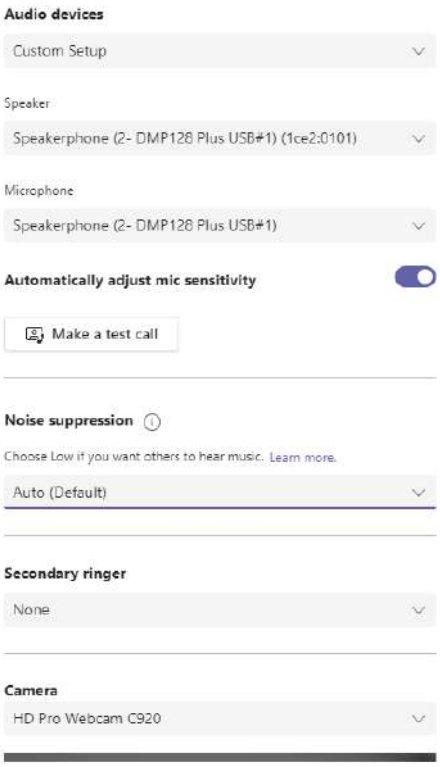
Refer to the **'Displaying the lectern PC'** instructions at the start of this guide then:

1. Start your Zoom or Teams meeting from the lectern PC.

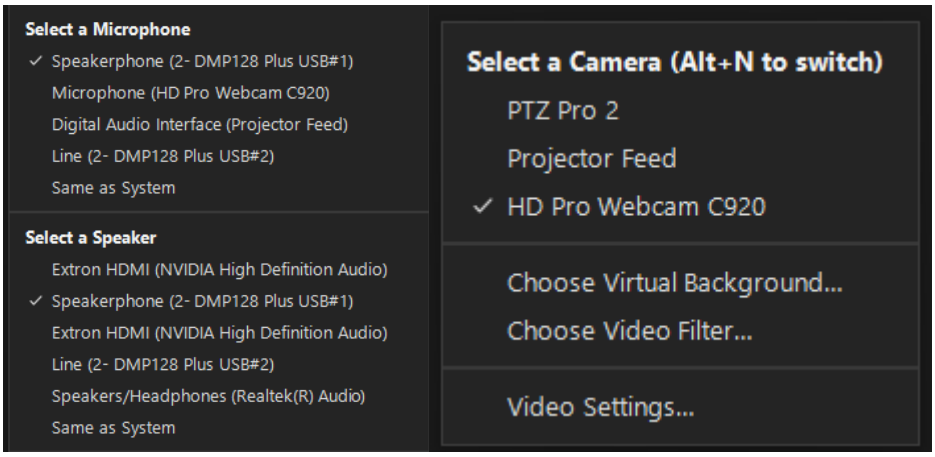
2. Ensure the settings in Zoom/Teams are as follows:

    i. Camera: **HD Webcam C920** (for presenter) or **PTZ Pro 2** (for audience)
    ii. Microphone: **Speakerphone (2- DMP128 Plus USB#1)**
    iii. Speakers: **Speakerphone (2- DMP128 Plus USB#1)**

On Teams:

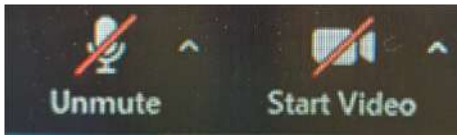


On Zoom:



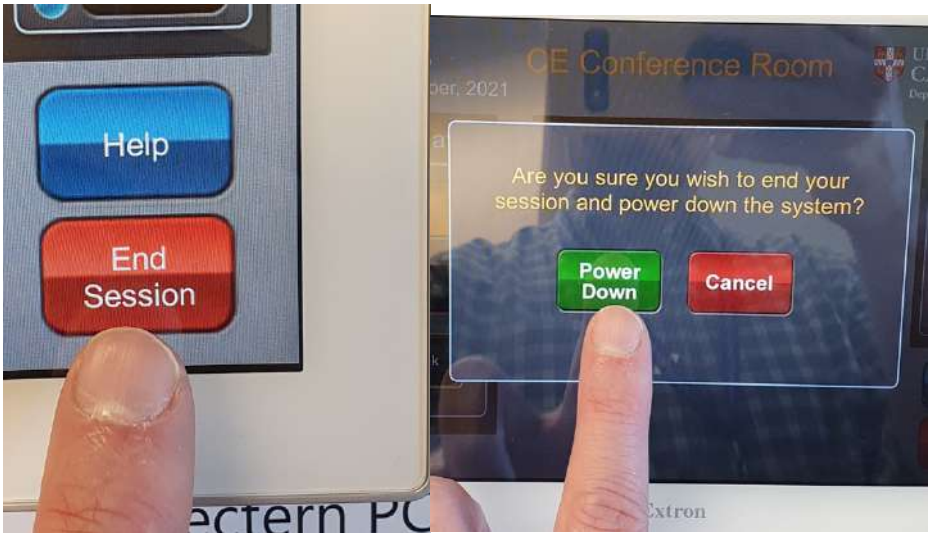
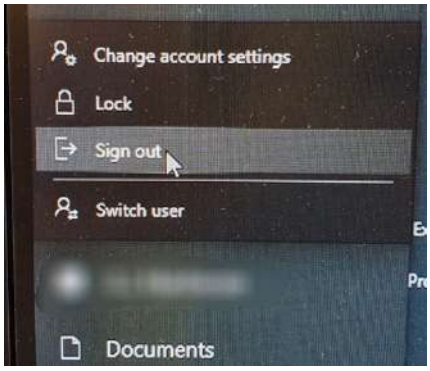
3. If required, use the camera remote control to position the camera (on the screen wall in the far corner) appropriately.

4. If there are laptop users in the room who want to join from their laptops, please ensure that they keep their laptop microphones and/or cameras muted during the call- this causes feedback in the room otherwise.



Switching off the system:

1. Press the 'End session' button on the touch panel controller. This will power down the system.



2. Sign out of the lectern PC if it was used.