

# JDB-Seminar Room

## Operational Guide: AV System

### Using the projector

Use the touch control panel on the lectern and press the power 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. The screen will also lower automatically.

---

### Using the lectern PC

Use the touch control panel on the lectern to select PC by pressing the button labelled PC in the source selection.

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.

To use this PC you will need your Engineering AD or teaching login. If you have forgotten your password you will need to contact the IT Helpdesk. If you are a visitor to the Department you can obtain a guest login from Reception in the Baker Building. Once logged 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 touch control panel.

The Logitech Spotlight presentation clicker available in the room is connected to the lectern PC. This is a software based presentation tool and creates an overlay of a laser pointer or highlighting effect, enabling recordings or hybrid/online feeds of the projectors to capture the interaction. It is always best to test with your PowerPoint/pdf prior to the presentation.

When the presentation is finished, please log out of the PC by clicking on Start/Windows logo then the User icon – top of the list - then 'Sign Out'. This enables the next user to be able to log in without waiting for the PC to start up from scratch.

---

## Using a laptop

Use the touch control panel on the lectern to select your laptop by pressing the button labelled Laptop in the source selection button group.

There is a VGA and HDMI cable available for laptop connections on the lectern, with a MiniDisplayPort to VGA & a USB-C to HDMI adaptor on a securing ring. Some laptops will require an alternative display adapter to be able to connect. Contact AV Support if you are unsure.

Locate the VGA or HDMI laptop cable and plug this into any required adaptor, then connect the adaptor or cable into your laptop. At this point, the laptop should automatically detect the displays and output accordingly. If it doesn't, try unplugging, pausing for 5 seconds 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 presentation clickers 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 AV Support or the IT Helpdesk.

When the presentation is finished, you can disconnect the VGA/HDMI cable and proceed with the projector shut down. Please return any borrowed devices to the respective team.

---

## Using microphones

The microphones should be sat inside the charging dock. Lift the required microphone 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, do not blow or tap the top of the microphones themselves. 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 and recharge ready for the next user.

---

## Switching off the system

Use the touch control panel on the lectern and press the red END SESSION button. Confirm your choice and the system/projectors should switch off and the screens will retract.