LR10 Operational Guide: AV System

Switching on the projector

There is a remote control close to the lectern. Aim this at the projector and press the red ON button.

The projector will switch on and begin warming up. It will take a few minutes to get to full brightness.

Using the lectern PC

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

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 50% and test with a random song from Windows Media Player. Adjust the loudness in the room by using the speaker icon volume control on the PC on the taskbar by the clock.

The laser pointer and Logitech Spotlight presentation clickers available in the room are connected to the lectern PC. Ensure the switches on the sides of the laser pointer are set to ON and to presenter mode (both should be pushed towards the front of the unit). The Logitech Spotlight presentation clicker 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 your preferred control device 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 the visualiser

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.

On the visualiser base there is a power button – gently press your finger on this and the unit should power up and connect to the projector. Use the dial on the head of the unit to control the zoom function. Only raise or lower the head unit when not being used by using the looped handle on the arm.

Once finished with, gently press the power button on the visualiser base to turn it off.

Using a laptop

There is a floating VGA cable available for laptop connections with a MiniDisplayPort to VGA, a USB-C to VGA & HDMI to VGA adaptors 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 floating VGA laptop cable (it is labelled at the laptop end and connected to the visualiser) and plug this into your laptop with the adapter if required. The visualiser will need to be turned on and connected to the projector, and then select the left hand 'laptop' button. At this point, the laptop should automatically detect the displays and output accordingly. If it doesn't, try unplugging and plugging in again. Any problems call AV Support using the telephone next to the lectern.

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 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 pointer and 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 AV Support or the IT Helpdesk.

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

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.