

# LT6 Operational Guide: AV System

## Using the projectors

There are three 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 left and right would overlap the centre screen.

Use the touch control panel on the lectern to select either single or dual display mode by pressing the relevant button. You'll be taken to the operation screen after a few seconds where you will be able to power ON the projector(s) by pressing the relevant button. You should hear a beep if the room is quiet enough and the projector(s) will begin warming up. It will take a few minutes to get to full brightness.

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## 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. It is in the rack underneath the worktop. 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.

The audio output level of the PCs can be adjusted using the up/down and mute buttons on the 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, then 'Sign Out'. This enables the next user to be able to log in without waiting for the PC to start up from scratch.

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## 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 five 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.

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## Using microphones

The microphones should be sat inside the charging dock. Lift the required microphone out of the dock and check the indication light on its front. After a couple of seconds the light should turn to solid green, meaning that the mic is now live.

The pendant style microphones should be worn around the neck. The length of the cord can be adjusted by altering the amount secured by the clip. Ideally the mic body should sit against your chest around 20cm below your mouth.

Check the microphone by speaking at your usual level. Bear in mind that when the lecture theatre is full, the level of chattering audience can sometimes exceed what is audible through the speakers. If you are unsure if you can hear yourself, try moving closer to one of the speakers to check. Please don't blow into or tap the microphones.

Pressing the mute button will mute the microphone and turn the indication light red. Press again to unmute – the light will turn back to green.

Please place the microphones back into the charging dock after use. They will automatically power off when you do this and ensure that they will stay charged ready for the next user. Total battery life is around 12 hours, so there should be more than enough life for an entire day's use.

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## 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.