Audio – Visual system short user guide

The system is started by selecting:

Normal User

Choose this if you only have basic knowledge, and you only need one source on the projector.

OR

Advanced User

Several sources on the projector (windowed) - password protected
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Normal User

Start Up / Close Down

Normal User layout.

Press [Start up or Close down] to activate the system.
This menu lets you start or end a meeting.

Select to power on the projector and the sound system.

To END a session press
Presentation from the Podium

To make a Presentation from a portable computer (laptop or Mac) connect this to the cables on the Podium (lectum, speaker stand) – or on one of the two panel desks.

If you have connected Your Laptop on the Podium:

Press in the Select Source menu on the left.

If you have connected to one of the panel tables select the corresponding button (Panel 1 or Panel 2).

Remember to activate Your PC’s External monitor output.

Press to see a preview on the podium touch monitor.

If you want to see the preview enlarged to full screen on the monitor press the center of the image.

Press to show the image on the projector.

Please Note that the PC Rack and MAC buttons connects the projector with the two computers located in the projection room.

Sound level can be controlled from the AUDIO menu on the right.
**Document camera**

To use the document camera on the projector select \[ \text{Doc. Cam.} \] in the Select Source menu on the left.

Press \[ \text{Show Preview} \] to see a preview on the podium touch monitor.

If you want to see the preview enlarged to full screen on the monitor press the center of the image.

Press \[ \text{ON} \] to activate the document camera if it's not all ready on.

Use the Zoom and Focus buttons to adjust the image.

Press \[ \text{Show Projector} \] to get the image up on the projector.

It is also possible to control the Document Camera by selecting Doc. Cam. in the Operate Equipment bar.

You will get this Document Camera control menu:
**How to play a DVD**

The DVD player is located in the Projection Room. Turn on the power of the DVD player and eject the disc tray. Place the DVD in the tray and press Eject again. Control from the touch panel is now possible.

To use the DVD player on the projector select in the Select Source menu on the left.

Please note that it is not possible to show a preview of the DVD player on the touch monitors.

Press to get the DVD player on the projector.

Control the DVD by selecting DVD in the Operate Equipment bar.

Then you will get this menu:

Sound level can be controlled from the AUDIO menu on the right of the screen.
How to play a VHS video tape

The VHS player is located in the Projection Room. Insert the tape in the VHS player. Control from the touch panel is now possible.

To use the VHS player on the projector select Video in the Select Source menu on the left. Please note that there currently is no antenna connected to the TV function of the system.

Press Show Preview to see a preview on the podium touch monitor. If you want to see the preview enlarged to full screen on the podium monitor press the centre of the image.

Press Show Projector to get the VHS player on the projector.

Control of the VHS player is also possible by selecting Video/TV in the Operate Equipment bar.

You will get this menu: Use the buttons on the left to control the VHS. Use the buttons on the right to control the TV function.

Sound level can be controlled from the AUDIO menu on the right on the screen.
**How to use the Video Camera**

The Video Camera is located in the Projection Room window. It is possible to Zoom in and show a person in “close up” standing on the podium. Control the Video camera from the touch panel.

To use the Video Camera (installed in the projector room) on the projector select in the Select Source menu on the left.

Press to see a preview on the podium touch monitor.

Press to activate the Camera. Use the arrows to pan and tilt the camera. Use + and – to zoom in and out.

If you want to see the preview enlarged to full screen on the podium monitor press the centre of the image.

Press to get the Video Camera on the projector.

Control of the Video Camera is also possible by selecting Camera in the Operate Equipment bar.

Then you will get this menu:
**Light and Curtains**

Control the Light and the Curtains by selecting this button in the Operate Equipment bar:

![Operate Equipment Menu]

You will get this menu:

![Curtain and Light Menu]

To turn on the light press

To turn off the light press

The Blackboard light can be turned on or off by pressing
Sound level – Audio menu

Sound level from the Selected Source can be adjusted using the Audio menu.

To turn on the sound from the selected source in the auditorium

Press

The X on the speaker symbol will now disappear.

Press the arrows up or down to increase or decrease the sound level.
The actual sound source is showed in the yellow bar in the top.

Microphone level is not influenced by this menu.

Advanced user note: It is possible to change the sound, so that the sound heard is different from the displayed by using manual audio select.
**Microphones**

Control the Microphones by selecting the Microphone button in the Operate Equipment bar:

You will get this menu:

The Podium microphone built in the speaker stand is normally connected to “Cable 1”.

To turn on the microphone you wish to use press [ ]. The X on the speaker symbol will disappear.

Press the arrows up or down to increase or decrease the sound level.

To use the Handheld Wireless microphone, power on the microphone by pressing the button in the buxom and adjust sound as described above.

To use the Clips/Ear hanged Wireless microphone, power on the microphone on the belt pack and adjust sound as described above. Make sure that the microphone is close to the mouth on your cheek.
Sound in the Foyer

Control the sound level in the Foyer by selecting Foyer in the Operate Equipment bar:

You will get this menu:

To turn on the sound in the Foyer
press
The X on the speaker symbol will disappear.
Press the arrows up or down to increase or decrease the sound level.
The actual sound source is showed in the yellow bar in the top.

Sound played is always microphones and the sound selected from the source menu.
Advanced User

Please refer to the Normal User section for operation of the Equipment.

Advanced User layout

Please start up the system as described in the Normal User section.

The difference between the menus is that, in the normal user mode it is only possible to display one source - where as in the Advanced user mode it is possible to display several sources at the same time.

Computer sources can be routed with the input buttons to Input 1+2 on the projector.
The DVD player is routable to Input 3 only.
The Video (VHS) /TV are routable to Input 3 only.
The Camera is routable to Input 4 only.
Example: Laptop on Podium and Document Camera displayed side by side on the projector


→ Press

Press Layout 5 to display the two images...

Please be patient – it might take up to 20 seconds to display the image.

Please note that is not possible to display Panel 1 and Panel 2 at the same time.
System Setup (Password required)

Access System Setup by selecting it in the Operate Equipment bar:

You will get this menu:

From here it is possible to switch between Normal User and Advanced User.

Please do not try to change the setup of the other 3 functions.
SHORT instruction to how it all works

How do I:

- Get going?
  Press Normal User
  Press start all
  Wait.
  You MAY want to check projector: Press P Crack – press show
  projector. The welcome picture should appear. If not you are in trouble.

- Connect my labtop?
  1) You may connect through VGA at either the speakers stand
     (PODIUM) or at one of the desks (PANEL 1 or PANEL 2).
     Notice which cable you use. The cables are all labelled as above.
  2) Set your computer for external monitor (usually Fn and F4 or F5 or
     F6 or something)
  3) Press PODIUM, PANEL 1 or PANEL 2 (which did you use..?)
     followed by “display monitor”
     For Macs you need an adapter which you have to borrow from a Mac
     freak.

- Change the lights?
  Press button in upper horizontal panel showing a lamp / a set of curtains

- Get the sound going?
  You may use three microphones:
  - Fixed mic at speakers stand
  - handheld mic
  - lavaliere mic (for clipping to your collar. Not very sensitive, so as close
     to the mouth as possible)

  1) For portable (handheld or lavaliere) mic: turn it on. Notice the red light
     on mic. If no red light, it means batteries are dead and should be
     replaced.
  2) In any case (wireless or not): press Microphone (top panel)
  3) Press button at the bottom so the X disappears over the loudspeaker
     for the mic or mics you want to use.
  4) Regulate level.

- Make a good presentation?:
  This topic is not covered by the present manual, but in general: make it
  short.

- Go Home?
  Switch off all wireless mics (no red LED).
  Press Startup or close down
  Press End all.
  Turn off the light at the entrance of the auditorium when you leave.