**Swipe**

Swipe card and pull the upper lectern door out at the same time. This will activate the lectern and give you access to the Computer and Blu Ray / DVD player.

Swipe card once to activate lectern for 1½ hours or twice for 3 hours. Tap touch screen if blank.

The figure next to the hourglass symbol gives you the amount of time remaining.

Up to 4.5 hours (3 swipes) may be added. Wait 20 seconds between each swipe.

**Source**

Select your source.

**Computers**

- **Resident PC**
  - Ensure computer is on.
  - Press COMPUTERS Login using the password found in the slide-out drawer of the lectern.

- **Laptop**
  - Connect laptop using laptop display cable.
  - Press COMPUTERS

**Blu Ray / DVD**

- Press Blu Ray / DVD
  - The control buttons (Eject, Play, Stop, Volume etc) will be displayed at the centre of the touch screen.

**Visualiser**

- Press VISUALISER
  - Use controls on the machine.

**Destination**

Press PREVIEW to see image on computer monitor
Press PROJECT to project image onto large screen

It will take a little while to warm up the projector.

**Microphone**

- **Lectern** and **wireless** mics are available.
  - **Lectern mic** will be on automatically.
  - **Wireless mic** is in the charger in the keyboard slide-out drawer.

Press the ON/OFF button at the top of the wireless mic, and a green light should come on. Check that the MUTE button is switched off. **Return the mic to the charger after use** and an orange light should come on. It will automatically switch off when inserted in the charger.

**IMPORTANT:** Do not put wireless mic receiver inside your pocket. It is best to clip it on the outside of your pocket or on a belt.

**Record**

- If you have booked an Echo360 Lecture Recording, your lecture will be recorded automatically.

You can pause the recording by pressing the RECORD PAUSE button on the touch screen. Press the same button to resume recording.

Training is available for lectern users. Please contact AVTS on 7571.