**Swipe**

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 & Destination (cont’d)**

**DVD**

Press DVD

The control buttons (Play, Stop, Volume etc) will be displayed at the centre of the touch screen.

Press PROJ

**Microphone**

The Cord mic is on automatically.

Put the cord mic around your neck.

**Computers**

**Resident PC**

Ensure computer is on.

Press COMPUTER

Login using the password found in the slide-out drawer of the lectern.

Press RESIDENT COMP PROJECT

**Laptop**

Connect laptop using laptop display cable.

Press COMPUTER

Press LAPTOP PROJECT

**Record**

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

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

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