Swipe

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

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 mics are in the charger next to the touch screen.
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.

Source

Select your source.

Computers

Resident PC
Ensure computer is on.
Press COMPUTERS, then press RESIDENT PC.
Login using the password found in the slide-out drawer of the lectern.
USB ports are on the Resident PC front panel.

Laptop
Connect laptop using laptop display cable.
Press COMPUTERS
Press EXTERNAL LAPTOP
Press the CHANGE TO THIS SOURCE button to change the audio output if you have changed the device.

Blu Ray / DVD
Press BLU RAY to play Blu Ray or 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.

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