**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**

Select your source.

**Computers**

**Resident PC**

Ensure computer and monitor are on. Press COMPUTERS, then press RESIDENT PC. Login using the password found underneath the keyboard.

**Laptop**

Connect laptop using VGA or HDMI laptop display cable. Press COMPUTERS. Press LAPTOP VGA or LAPTOP HDMI.

**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.

---

**Destination**

Press PREVIEW (if available) to see image on computer monitor.

Press PROJ / PROJECT to project image onto large screen.

---

**Microphone**

**Wireless mic** is in the charger.

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.