Lectern Quick Start Guide

**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 is on.
  - Press COMPUTERS, then press RESIDENT PC.
  - **Login** using the password found underneath the keyboard.
  - USB ports are on the Resident PC front panel.

**Laptop**
- Connect laptop using laptop display cable.
- Press COMPUTERS, then press EXTERAL 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.

**Visualisers**
- Press the On/Off button on the visualiser.
- Press VISUALISERS and select visualiser #1 or #2
- Adjust the zoom and focus using the dial on the visualiser head.

**Destination**
Press PREVIEW to see image on computer monitor
Press **PROJ #1** or **PROJ #2** to project the image onto Screen #1, Screen #2, or both large screens.

**Microphone**
- **Lectern** and **wireless** mics are available.
- **Lectern mic** will be on automatically.
- **Wireless mic** is in the charger behind 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.

**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.