

## WI 3705 Lectern Operation (Blue) with Amplifier

### **Purpose:**

To provide Instructions for Operation of Lectern Theatre Equipment with Amplifiers specifically installed.

### **Process: LECTERN START-UP.**

- (1) Lower projection screen, pushing down on large rocker switch on wall beside Lectern titled; Screen. The screen will stop automatically at a preset level.
- (2) Push button on wall beside Lectern with red glowing light titled "Projector". Doing so, turns off the red light and provides the projector with four hours of power. DO NOT touch switch again until otherwise instructed.
- (3) The projector is now warming up, showing a countdown on the screen of 20 seconds. Please be patient and wait.
- (4) Scan over the cords going from the Lectern to the wall outlets, making sure nothing is hanging loose or looks out of place.
- (5) After the countdown has finished ensure the A/B switch, beneath the keyboard shelf, is on A (computer). Now turn on the power for the Lectern at the wall, this is the only power cord going from the Lectern. You will know it has power when the lamp on top of the Lectern turns on.
- (6) Turn the amplifier on by switching the power buttons next to the tags; Amp 1 and Amp 2. To control the volume, simply toggle the left & right sound controls on Amp 1.

YOU NOW HAVE 3 CHOICES; WHICH PIECE OF EQUIPMENT DO YOU WISH TO OPERATE

### **1. INBUILT COMPUTER STARTUP & PROJECTION**

### **2. LAPTOP SETUP & PROJECTION**

### **3. VIDEO (VCR) SETUP & PROJECTION**

#### **1. INBUILT COMPUTER STARTUP & PROJECTION**

(a) Turn the power on for the computer. When loaded you will be prompted to enter the username and password, the username is "lecture", the password is "lecture" and the building number in which you are located. Please see example below for clarification.

Username: lecture  
Password: lecture22

(b) If at this point, the projector IS shooting the computers image, please proceed with your presentation. If not, please perform the following instructions.

- The remote attached to the top of the Lectern is the projector's
- Find the button tiled computer and press (remember to aim at projector), this will bring up the computers image onto the projection screen.
- Proceed with your presentation.



## 2 LAPTOP SETUP & PROJECTION

(a) Connect the power supply for your laptop. Place the laptop on top of Lectern, using the cords available plug them into their corresponding ports. Turn on the laptop.

(b) Locate the A/B control below the keyboard and turn to B (laptop). If your laptop image is now being projected onto the screen continue with your presentation. If NOT, please follow the instructions below.

- Every PC laptop has a [Fn] key at the bottom left hand side of the keyboard.
- Scan through the F1 – F12 keys at the top of your keyboard, ONE of them will have either; two square symbols, the words CRT/LCD or a mixture of the two. Please see examples below;



- While holding down the [Fn] key, press the F# key once containing the corresponding information (CRT/LCD or two computers).
- The computer now has to recognise a secondary out put, again allow 10 seconds or so. This toggle step you just completed has 3 stages.
  - Only laptop (CRT),
  - Laptop and projector (CRT/LCD)
  - Only projector (LCD).
- If your laptop isn't projecting, toggle the [Fn] and F# key again, giving the laptop time to process.
- Continue with your presentation.

## 3 VIDEO (VCR) PRESENTATION

(a) Turn VCR machine on.

(b) Using the projector remote attached to the top of the Lectern, select the Video button, allowing 10 seconds to change inputs

(c) Insert the video into the VCR player, using the remote attached next to the VCR player to control the unit.

(d) Sound is controlled by the left & right toggle switches on AMP 1.

## LECTERN & PROJECTOR SHUT DOWN

(a) Using the remote on top of Lectern, press the on/off button twice, prompting the projector to initiate a 2 minute cool down.

(b) Shutdown the computer as you would any other: START – SHUTDOWN – YES.

(c) Once the computer has completely shutdown, turn the power for the Lectern off at the wall.

(d) This should have provided the projector with enough time to cool down. PLEASE check that there are solid red and green lights (not flashing) on the bottom of the projector. If not, wait a moment. Once both lights are present please press the projector timer on the wall next to the Lectern. A red light should appear on the timer once you press it. THANKYOU & SEE YOU NEXT TIME.