

WI 3706 Lectern Operation (Crème). Red 6.02, 03, 04 & 05

Purpose: To provide Instructions on the Operation of Classroom Lecterns in Red 6 Rooms 02, 03, 04 & 05

Process:

LECTERN & PROJECTOR START UP

- (1) Lower projection screen by 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 "Projection Timer". 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. Be patient and wait.
- (4) Run your eyes over the cords going from the lectern to the wall outlets, make sure nothing is hanging fowl or looks out of place.
- (5) Plug in you power supply for the laptop. Place the laptop on top of lectern, using the cords available (3.5mm headphone jack, standard serial laptop plug and network cable) plug them GENTLY into their corresponding ports, now turn on the laptop.
- (6) Log on and load your computer's presentation. If projector is not shooting the image please carry out the following bullet points:
 - The remote attached to the top of the lectern is the projector's, place the control in your hand and press the menu button, (remember to aim at projector)
 - Using the up, down & select buttons on the remote, scroll down and select Computer 2, and then select RGB
 - Press the Menu button again to close the menu bar.
- (6) If still no image please carry out the following bullet points:
 - Every PC laptop has a [Fn] key at the bottom left hand side of the keyboard
 - Now look through your F1 – F12 keys at the top of your keyboard, ONE of them will have either; two whole computer monitors, the words CRT/LCD or a mixture of the two.
 - While holding down the [Fn] key press the F# key **once** that had the corresponding information (CRT/LCD or two computers).
 - Wait, your computer now has to recognise a secondary out put, give it ten seconds or so. This toggle step you just carried out has 3 stages. Only laptop(CRT), laptop and projector(CRT/LCD) or only projector(LCD). So if your laptop isn't projecting simply toggle the [Fn] and F# key again, giving the laptop time to think.
- (7) Proceed with Your Presentation.



LECTERN & PROJECTOR SHUT DOWN

- (a) Using the remote on top of lectern, press the on/off button twice, this prompts 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) You should have given the projector 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 little while longer, 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.**

