

# ITS user guide and more... www.uws.edu.au/it Audio Visual Lecterns

## Audio Visual Lecterns

Contact the **IT Service Desk** (ext 5111 or 02 9852 5111) to arrange:

- **Demonstrations** of the features of the lectern systems on your campus.
- **Support** for using the lectern system.
- **Room Linking** (where available).
- Pre-booking of **wireless microphones**.
- **Logging faults** with the lectern equipment.

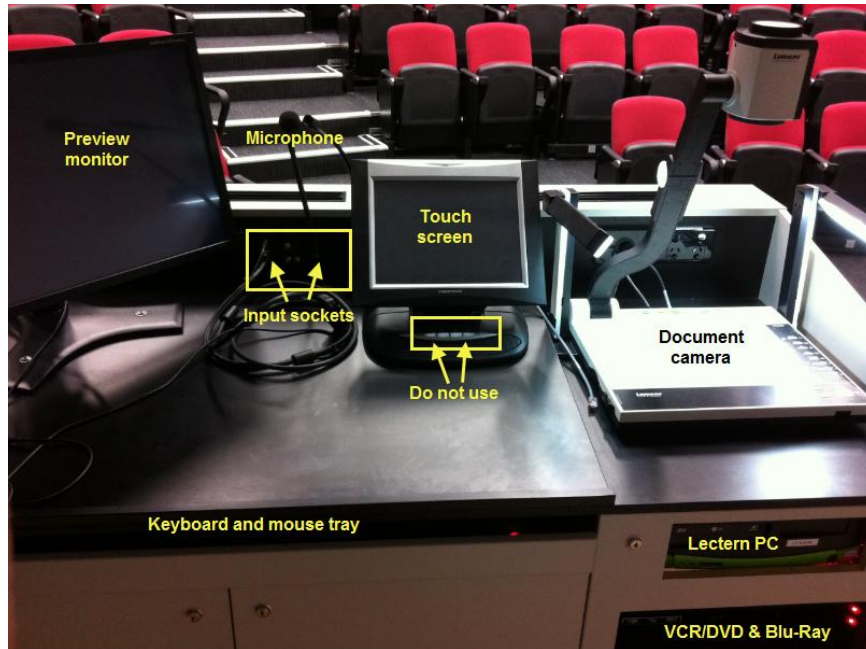
Pre-book **lecture recording** through **vUWS** (Lectures Online Scheduling Form).

Casual room bookings are made online at <http://wrb.uws.edu.au>.

To take best advantage of the wide screen, ITS recommends formatting your presentation materials in a **16 x 9 widescreen** display format.

Most lecterns also include a phone to connect you directly to the IT Service Desk or Security.

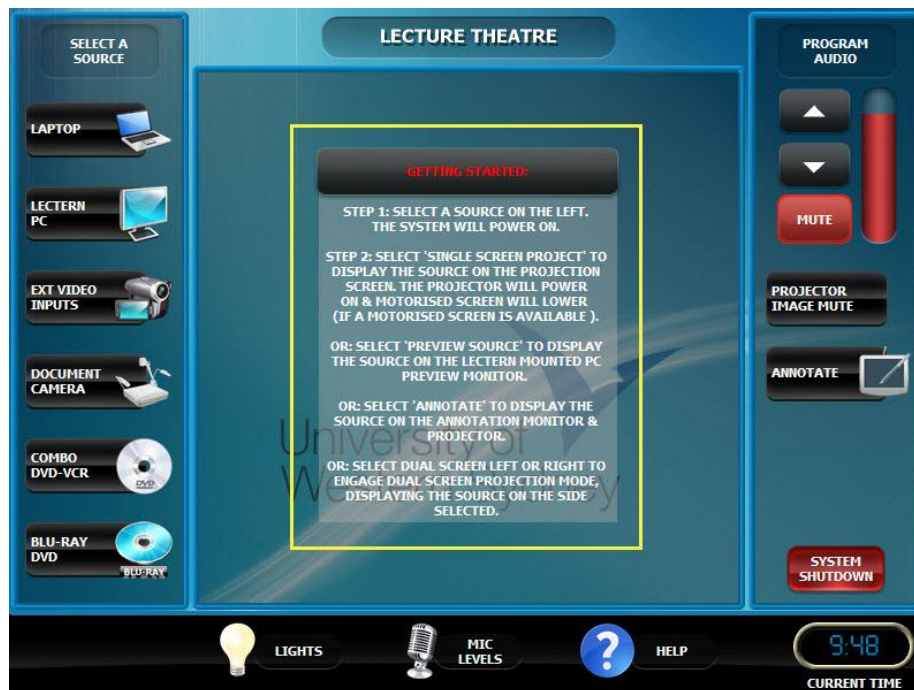
## Start



*A typical lectern*

**If the touch screen is black (sleeping), use your finger to tap it firmly in the centre.**

The touch screen will awaken. Basic instructions appear in the centre panel:



*Initial screen*

The left and right panels and bottom icons are always displayed. The centre panel changes depending on the selected source. The left panel selects your projection source(s); the right panel controls master audio volume, image mute, annotation, the screen (if used) and system shutdown.

The bottom icons access lighting, microphones and system help. If you see a room link icon here, lecturers are able to present in this theatre, and have their presentation streamed live to other linked theatres (and vice versa). If required, contact the IT Service Desk to **pre-book** this service.



## Selecting a Projection Source

Tap a **projection source** on the left of the touch screen. The centre panel will change to show what you can do and/or provide control options.

### Display Options

After selecting a source, choose a **display option** from the buttons available.



*Display options - single screen plus preview selected*

After choosing a display option, the projector will take 60 seconds to warm up, and the system should lock you out until it is ready.

- **Single Screen Project** - projects across the entire screen.
- **Preview Source (on Lectern Monitor)** - displays your projection on the lectern monitor. Used in conjunction with other display options.
- **Dual Screen Project (Left Side)** - projects the selected source on the left side of the screen.
- **Dual screen Project (Right Side)** - projects the selected source on the right side of the screen.



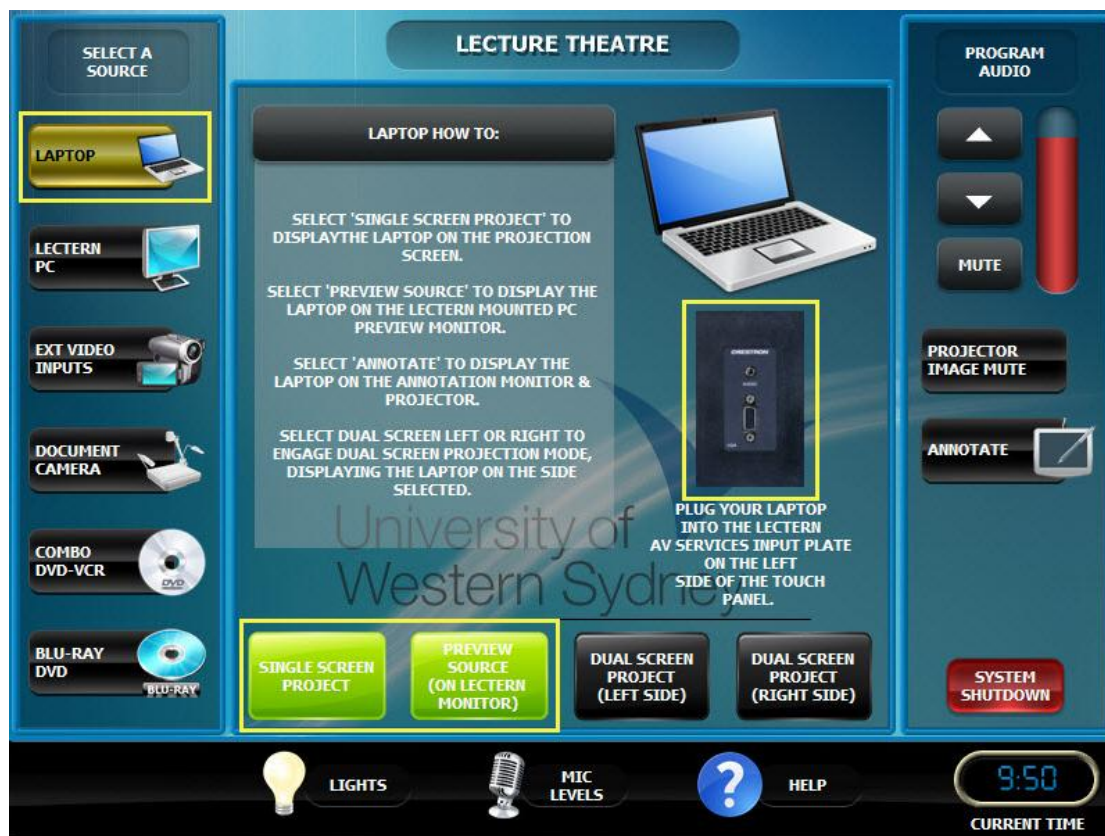
To present in dual screen, select a source and set the projection display to Dual Screen, left side. Select the secondary source and set projection Dual Screen, right side. Both presentations will display side by side. You can also press Preview Source to display the dual screens on the lectern monitor.

In all cases, if you are unable to see the display after the projector has warmed up, check that the source device is physically switched on.

## Laptop Projection

Connect your laptop via the supplied VGA cable to the socket on top of the lectern (the centre panel shows what to look for). **Don't forget** to set your laptop to **run an external monitor**, so the image is sent to the projector. Connect your laptop's audio output to the system by connecting the supplied audio cable between your laptop's headphone and the lectern sockets.

From the left panel, press **LAPTOP** and choose your display option(s).



*Plug in, select LAPTOP, and choose display option(s)*

## Lectern PC Projection

The built in Windows computer is similar to those in the IT labs - staff can access their files after logging in, although some software may not be available.

From the left panel, press **LECTERN PC** and choose your display option(s). The PC's keyboard and mouse are hidden in a slide out tray on the lectern.

When finished with the lectern PC, **log out** to prevent anyone accessing your files. Please log out only, **do NOT shutdown** the lectern PC.



Select **LECTERN PC** and choose display option(s)

## Projecting an External Video Source

Plug your device into the **RCA or HDMI sockets** on the top, upright panel of the lectern (the screen display shows the RCA sockets). Cables are NOT provided - **you must provide the correct cable** to connect your device to the lectern's RCA or HDMI sockets.

From the left panel, press **EXT VIDEO INPUTS** and choose your display option(s). Control playback from the external video device.



*Plug in, select EXT VIDEO INPUTS and choose display option(s)*

## Document Camera Projection

From the left panel, press **DOCUMENT CAMERA**. The centre panel will change as shown. Turn the lamps on or off or zoom in and out with the appropriate buttons. Choose your display option(s).



*Select DOCUMENT CAMERA and choose your display option(s)*

Place the item to be displayed on the camera surface. If there is no display, check that the document camera is physically powered on, as well as on the touch screen. The document camera is easily turned off by accident.

## DVD – VCR Projection

From the left panel, press **COMBO DVD-VCR**.

The DVD-VCR controls will appear in the centre panel. Press the on screen **eject button** and load your DVD or VHS cassette into the combination DVD-VCR player situated in the right-hand cut-out of the lectern. Gently press the disc tray to close it.



*Select COMBO DVD-VCR, then DVD or VCR and choose your display option(s)*

Press **DVD** or **VCR** as required and choose your display option(s). Use the touch screen buttons to control DVD/VCR playback.

## Blu-Ray Projection

Blu-Ray projection is in full high definition (1920x1080), which means it must run as a single screen project.

From the left panel, press **BLU-RAY DVD**. Press the on screen **eject button** and load your Blu-Ray disc into the Blu-Ray player situated in the right-hand cut-out of the lectern. Gently press the disc tray to close it and choose your display option(s). Use the touch screen buttons to control Blu-Ray playback.



*Press BLU-RAY DVD to access Blu-Ray controls - both single screen and preview have been selected*

**NOTE:** Blu-Ray equipment is slow to load. Please be patient.

## Annotation

Annotate the current display by pressing the right panel's **ANNOTATE** button.

You can write or draw with the special pen provided, or with your finger. Write directly on to the surface of the lectern's **large LCD monitor**.

Select an ink colour by pressing the colour palette. Choose thick, medium or thin line as required. Remove **all** annotations by pressing **CLEAR**, or press the **ERASE** button to use the pen as an eraser.

To use annotation like a whiteboard, press **WHITEBOARD** and a white background will be projected. Use as described above.



*Press ANNOTATE to access annotation controls*

## Microphone Levels

To adjust microphone levels, press the microphone icon at the bottom of the touch screen. Individual levels can be adjusted by the sliders in the centre panel. ITS recommends **muting** microphones you aren't using.

**Users of LecturesOnline** need to be especially conscious of audio settings. To clearly capture audio for LecturesOnline:

- Ensure the microphone volume is set to at least 75%.
- Use a **wireless microphone** positioned close to your mouth.
- Stay within 1 - 1.5m of the lectern microphone while speaking (if used).
- Place the Lavelier microphone within 30 cm of your mouth (if used).



*Press the MIC LEVELS icon to adjust microphone levels*

The microphone volume won't sound loud to you, as it's designed so your audience hears your voice as though you are next to them. Generally, 75 to 100% is the most appropriate microphone level - check with your audience. If you hear feedback, reduce the volume.

Lavelier and wireless microphones are **wearable**, but the Lavelier is cabled to the lectern. Wireless microphones are recommended if recording the lecture and must be **pre-booked** through the IT Service Desk, and collected from the local IT lab support office. Plate input microphones are not used.

## Lighting

Most theatres have adjustable lighting, although the available options vary. To adjust the lights, press the **LIGHTS** icon at the bottom of the screen and make adjustments using the touch screen's centre panel buttons.

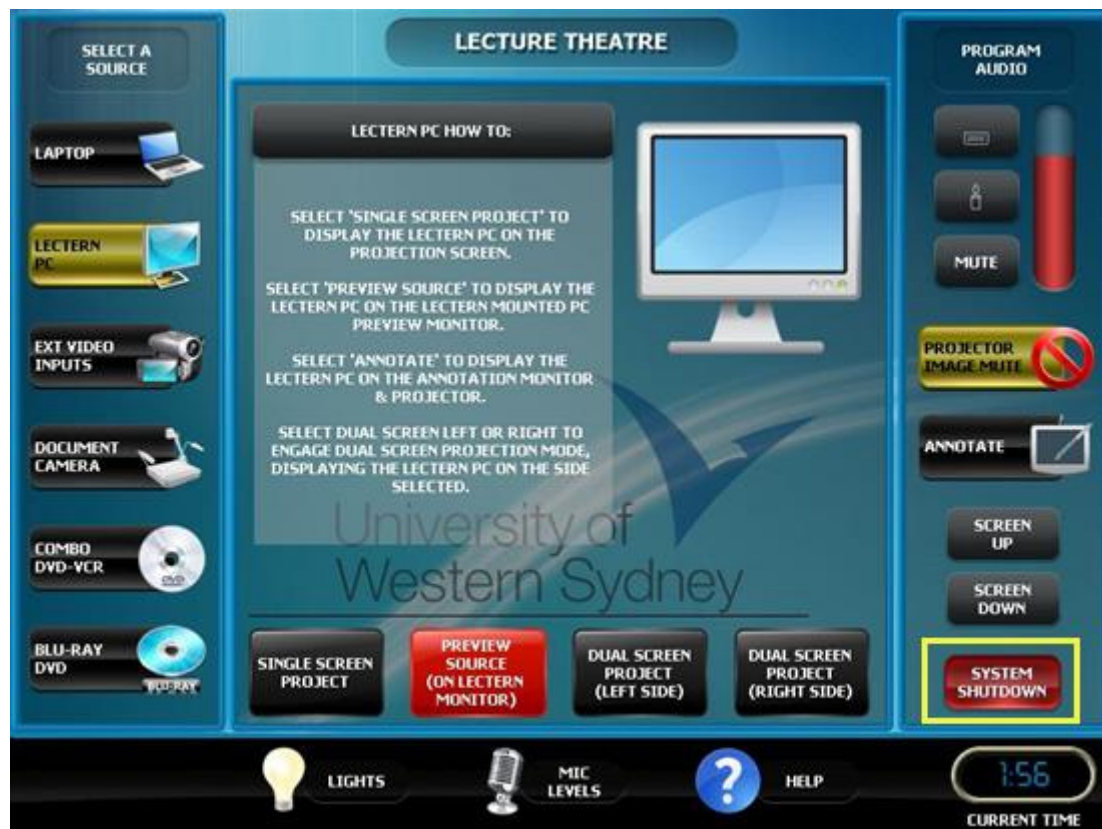
Lights may also be adjusted at the wall mounted control plate.



*Press the LIGHTS icon to adjust the lighting*

## End Session

Don't forget to log out if you used the lectern PC, but do **NOT** shutdown the lectern PC. When your lecture finishes, press the right panel **SYSTEM SHUTDOWN** button to turn off the projector and leave the system ready for the next user. Press **SHUT DOWN** when the warning message appears.



*Press SYSTEM SHUTDOWN when your lecture has finished*

## Help

For help in using these lecterns, please contact the IT Service Desk:

Phone	02 9852 5111 (ext 5111)
Fax	02 9678 7191 (ext 7191)
Email	servicedesk@uws.edu.au
Online job logging	<a href="http://itsm.uws.edu.au">http://itsm.uws.edu.au</a>
Web	<a href="http://www.uws.edu.au/itservicedesk">http://www.uws.edu.au/itservicedesk</a>