Audio Visual equipment in this theatre

Please use the touch panel to control all resources including the document camera and Blu-ray player

Use the Extron Panel to select the device to be used

Projector On/Off controls

Press and hold the increase or decrease volume buttons.

Hide screen from audience view

This central area will change to correspond to the chosen device

Use the audio mute buttons to Mute the Microphones and/or Programs NB: Lecture capture records even if this is off.

Use the theatre PC and projector

1. Press the Start button on the Extron Touch Panel (The Lilliput panel manages lecture capture)

2. Turn the PC on. (It may be in low-power mode and can be woken by moving the mouse. Otherwise, press the blue flashing power button on the base unit under the lectern).

   Also, the monitor may need to be turned on independently.

3. Press **CTRL + Alt + Del** and log in using your IT Services username and password.*

   These monitors are interactive (SMART podium PC monitor) and can be used with the stylus attached to the monitor. Without the Smartboard software being active the stylus behaves like a mouse. Activate the Smartboard software to use the Smartboard tools.

4. Turn on the projector by pressing **ON** in the Display area to the left of the screen.

5. Press **PC** button on the Extron panel to ensure it is the active device.

6. When finished, ensure that you **log off the PC** Only turn off the projector if no one is waiting to use the room. Press **OFF** in the **Display** area to the left of the screen.

If logins are not available contact 8022 for information on how to login locally

Use your own Laptop

1. Press the Start button on the Extron Touch Panel (The Lilliput panel manages Lecture capture)

2. Turn on the projector by pressing **ON** in the Display area to the left of the screen.

3. Connect to your laptop to the projector system using the loose VGA, HDMI and audio fly leads.

   Some newer laptops and most Macbooks don't have VGA sockets, so use an appropriate adapter for the laptop's video output socket or one of the auxiliary connections (DVI/HDMI).

4. Press **Laptop** on the Extron panel.

5. If the projector does not automatically display your laptop image, you may have to press a keyboard combination (often something like fn+f5) or change the display properties. We advise you consult your laptop manual for this.

6. Volume levels for laptop audio can be adjusted using the volume controls on the Extron panel. (Ensure one of the loose mini-jack leads (either standard or digital) is connected to your laptop headphone socket and ensure the laptop volume is turned up.

7. Only turn off the projector if no one is waiting to use the room. Press **OFF** in the **Display** area to the left of the screen.

For **technical support** call extension **8022** using the internal phone. IT Services also run regular training sessions on using AV equipment.

Using the Blu-Ray player

It is not necessary to login to the PC to use the Blu-Ray player.

1. Press the Start button on the Extron Touch Panel (The Lilliput panel manages Lecture capture)
2. Turn on the projector by pressing **ON** in the Display area to the left of the screen.
3. Using the lectern touch panel select Blu-Ray.

   All controls for using the Blu-Ray are shown on the lectern touch panel.
4. Use the lectern touch panel to open the drawer and insert your media.
5. Continue to use the lectern touch panel to Play, Pause, Skip, Search and navigate.
5. Volume levels can be adjusted using the volume area of the touch panel.
6. When finished eject the media.
7. When finished, ensure that you **log off the PC** Only turn off the projector if no one is waiting to use the room. Press **OFF** in the **Display** area to the left of the screen.

Use the Document Camera

It is not necessary to login to the PC to use the document camera

1. Press the Start button on the Extron Touch Panel (The Lilliput panel manages Lecture capture)
2. Turn on the projector by pressing **ON** in the Display area to the left of the screen.
3. Press the **DOC CAM** on the lectern touch panel. Once it has warmed up an image is displayed.
4. Place the object, picture, page etc on the flatbed.
5. Use the touch screen controls to zoom etc leaving the Focus on Auto.
6. When finished, ensure that you **log off the PC** Only turn off the projector if no one is waiting to use the room. Press **OFF** in the **Display** area to the left of the screen.

Using the Auxiliary connections

1. Press the Start button on the Extron Touch Panel (The Lilliput panel manages Lecture capture)
2. Turn on the projector by pressing **ON** in the Display area to the left of the screen.
3. Select the input and audio type reqired and connect your hardware e.g. video camera.

Network Access

Wireless is available throughout the building. The network points on the lectern are also active and can be used if your laptop has already been setup to use the Sussex wired network (Resnet).

Lectern USB Ports

USB devices can be plugged in to the USB ports on the lectern large console.

For **technical support** call extension **8022** using the internal phone.
IT Services also run regular training sessions on using AV equipment.

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