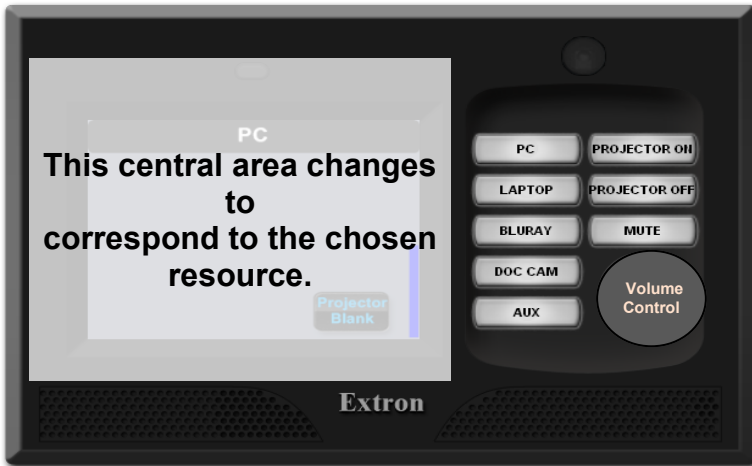


Freeman-Audio Visual equipment in this room



- Use the buttons on the lectern panel to switch to the resource to be used.
- Use the lectern touch screen to control all resources including the document camera and Blu-ray player
- Volume bar appears as a blue bar on right of display moves up with increased volume.
- Use "Image Blank" on the lectern touch screen to blank the projector screen but leave the PC screen visible.
- Press Mute to mute sound.

Projector

1. Press the **Display On** button on the lectern panel. The button flashes until the projector is ready.
2. When finished, unless someone is waiting to use the room, press the **Display Off** button on the lectern panel and **press Projector Off** on touch panel.

Lectern PC

1. Press the **PC** button on the lectern panel.
2. Press **CTRL + Alt + Del** and log in using your IT Services username and password. This PC functions exactly the same as the cluster room PCs.
(It may be in low-power mode and can be woken by moving the mouse. Otherwise, press the on button on the base unit under the lectern.)
3. When finished, ensure that you **log off the PC**. Please do not shut down, the PC it will hibernate if not used.

Wireless Keyboard—if available

1. Use as you would a standard keyboard.
2. **Ensure number lock is off (FN+NumLock)**

Additional functions

Left Panel: Top circle, Scroll up and down, Left and right mouse click

Volume controls on the left, Page up, Page down and Home for column on the right for use on documents and web pages

Right Panel: Mouse roll ball with left & right click plus play, pause, etc controls for Media player functions.

Your Device (Lectern or Device Dock)

Your laptop can be connected at the lectern or Device Dock (located within one of the seminar room tables) using the VGA or HDMI with the mini-jack lead in the headphone socket. The HDMI does not carry sound in this instance*.

Connecting MacBooks, iPads or Android tablets is possible if you have the correct HDMI adaptor and where the application supports VGA eg, slideshow, free PowerPoint app for iPads.

Press the one touch start button on the VGA or HDMI cable to start the projector and switch projector over to your device.

*If the projector does not automatically display your laptop screen change your display output settings. Often a keyboard combination (something like fn+f5) or change the display properties. Consult your laptop manual for this.

Interactive White Board

The interactive white board can be used in conjunction with the Lectern PC. Ensure that it has been turned On (button on the board tray) and that the light is green (not flashing).

The logo for the University of Sussex, consisting of the letters 'US' in a stylized, serif font.

University of Sussex
IT Services

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

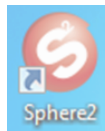
Freeman Seminar room, Oct 2014 v2

Wireless Document Camera

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

1. Turn on document camera and wait 10 sec until the blue light is showing.
2. Meanwhile press the **Doc Cam** button on the lectern panel.
3. Zoom and brightness controls are available on the lectern touch panel. Only Zoom controls are available via the camera base unit.

Alternatively the document camera may be used in a window. Double click on the Sphere 2 icon on the lectern PC. This allows access to additional controls such as rotation.

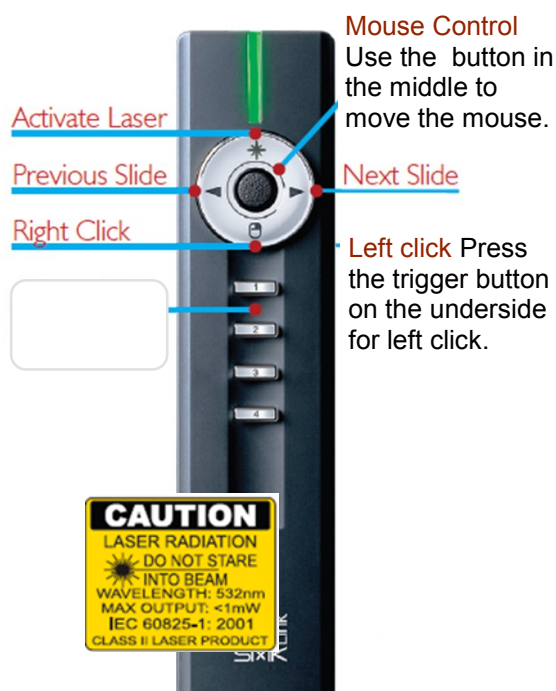


Please replace and plugin after use

Security code available from IT Services on 8022

Cordless Clicker—if available

A cordless clicker is provided as an alternative to the mouse or keyboard.



Mouse Control
Use the button in the middle to move the mouse.

Activate Laser

Previous Slide

Right Click

Next Slide

Left click Press the trigger button on the underside for left click.

CAUTION
LASER RADIATION
DO NOT STARE
INTO BEAM
WAVELENGTH: 532nm
MAX OUTPUT: <1mW
IEC 60825-1: 2001
CLASS II LASER PRODUCT

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 University of Sussex wired network (Resnet).

Lecture Capture

Lecture capture is available using the Lilliput touch panel. Please see separate wall mounted Lecture Capture instructions

Blu-Ray player

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

1. Press the **Blu-Ray** button on the lectern panel.
All controls for using the Blu-Ray are shown on the lectern touch screen.
2. Use these to open the drawer and insert your media. (*The player is below the PC base unit.*)

Web Cam/Skype

1. These rooms have been equipped with a webcam which can be used for Skype sessions.
2. The ceiling microphones are used to record sound and it is possible to choose between the camera mounted above the white board and camera used for lecture capture.

Auxiliary connections (eg video camera)

1. Press the **Auxiliary** button on the lectern panel.
2. Connection is done using the sockets on the far right of the lectern console.

Wireless equipment is restricted to work solely within the specific seminar room