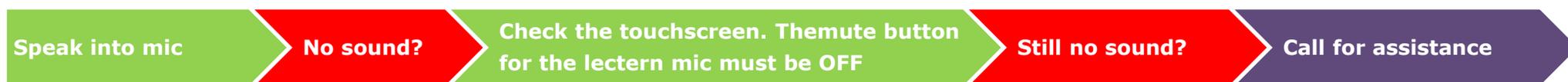


Instructions

1. [Using the microphones](#)
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1. Using the microphones

Lectern microphone



The lectern microphone is fixed at the lectern (suitable if you speak only from the lectern)

- There is no on/off button. You should be able to just speak into the mic and be heard instantly.
- If there is no sound, check the mute button is not on. (You should mute any mic you aren't using. In some venues the touchscreen presents three microphone options. Touchscreen/lapel mic 2 is
- If the problem persists, call for assistance.

Radio microphone (Always use a radio microphone if you are recording the lecture or move around while speaking.)



The microphone (mic) is kept in a drawer (usually on the right.)

- Turn the mic on at the top of the transmitter.
- The green light on the front will signal it is working.
- If no green light appears, insert spare batteries (in drawer) into the back of the transmitter.
- If there's still no sound, check the mute button on the lectern is not on for the mic you are using.

Note Additional handheld microphones (controlled with radio/lapel mic 2 in the image) are available in some venues on request.

Note The microphones in the venues with smaller touchscreens are different and simpler. They are kept in a dock behind the touch screen. Switch them on (at the front of the mic) and wait until the light ceases to flash and glows steadily red. (You can see more detail in the 'virtual lectern'.)



Microphone transmitter

2. Accessing the internet on the Lectern PC

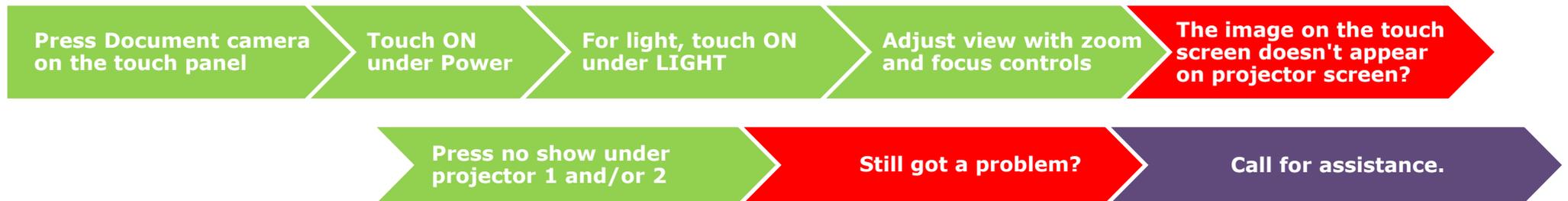


Netlogin icon

To use the internet from the Lectern PC, double click on the Net login icon and sign in as you would on any university PC. (Note: you should do this before you open a browser.)

- Press **Local PC** on the lectern.
- Touch for full screen as instructed on the screen.
- Double click on the **Net login** icon to the left of the desktop.
- Enter your Username and password (ie. your regular university upi, eg. jbro123, and password).
- Click on the **browser** icon on the desktop.
- If still not connected to the internet, check you have not exited the Net login box (you can minimise it but not exit)
- If problem persists, call for assistance.

3.How to use the document camera

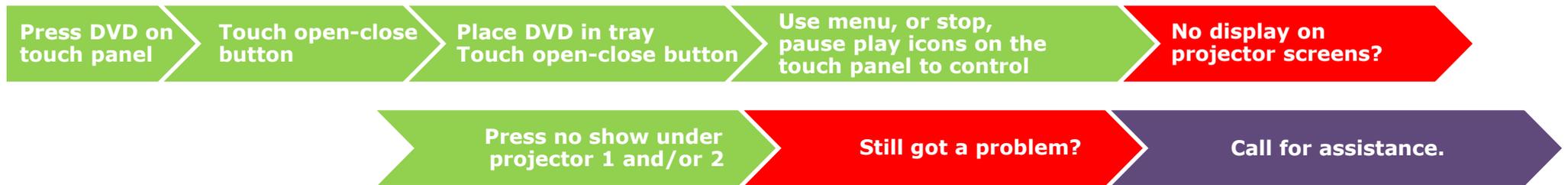


The Document camera (Doc cam) is to the left of the lectern.

- Go to the touch panel on the lectern.
- Select this function by pressing **Document Camera** button on the top left of the screen.
- Press the **ON** button under Power.
- An image of what is on the Doc cam will appear on the touch panel preview screen.
- Adjust how you see the object on the doc camera by using the **zoom** and **focus** buttons on the touch screen.
- If light is needed touch the **ON** button under LIGHT on the right of the touch panel. Adjust brightness with the arrows under BRIGHT.
- Use PAGE Portrait and Landscape for orientation.
- To display what is shown on the preview screen on the large projectors, use the Display section at the bottom of the touch screen: press the **no show** button of the projector you require, the no show should turn to Document Camera and touch screen preview will be projected on to the large screens.
- To turn off the image on the large projectors press the button under projector 1 or 2 and no show should appear indicating the image is no longer projected.
- If a problem occurs, call for assistance.



4. Playing a DVD



The DVD player is found in the lectern below the touch screen

- Go to the touch panel on the lectern.
- Select DVD by pressing the **DVD** on the left of the screen.
- Once DVD options have appeared select the **open-close** button on the top right side. The DVD loading tray on the DVD player should open.
- Place the DVD you wish to play in the tray and re-touch the **open-close** button on the touch panel. (Do not force the DVD tray back into the player by pushing with your hand.)
- Look at the preview screen on the touch screen and wait for the DVD to load.
- Play the DVD by using the DVD menu: press the **menu** button on the touch screen. Or use the **stop, pause, play** buttons, also on touch panel.
- To display what you see on the preview screen onto the large projectors, use the Display section at the bottom of the touch screen: press the **no show** button of the projector you require, the no show should turn to DVD and touch screen preview will be projected on to the large screens.
- To turn off the image on the large projectors press the button under projector 1 or 2 again and no show should appear indicating the image is no longer projected.
- If a problem occurs, call for assistance.



VLC icon

Note: DVDs can be made in a variety of ways and zoning and incompatible formats may cause issue . VLC player will resolve most of these issues and is installed on the local PC. Click on the VLC icon on the desktop. You are also welcome to [request technical help](#) when playing a DVD for the first time.