



CHEC OTH.96 Theatre Lectern AV Operation Guide

Source/Input Selection to Preview

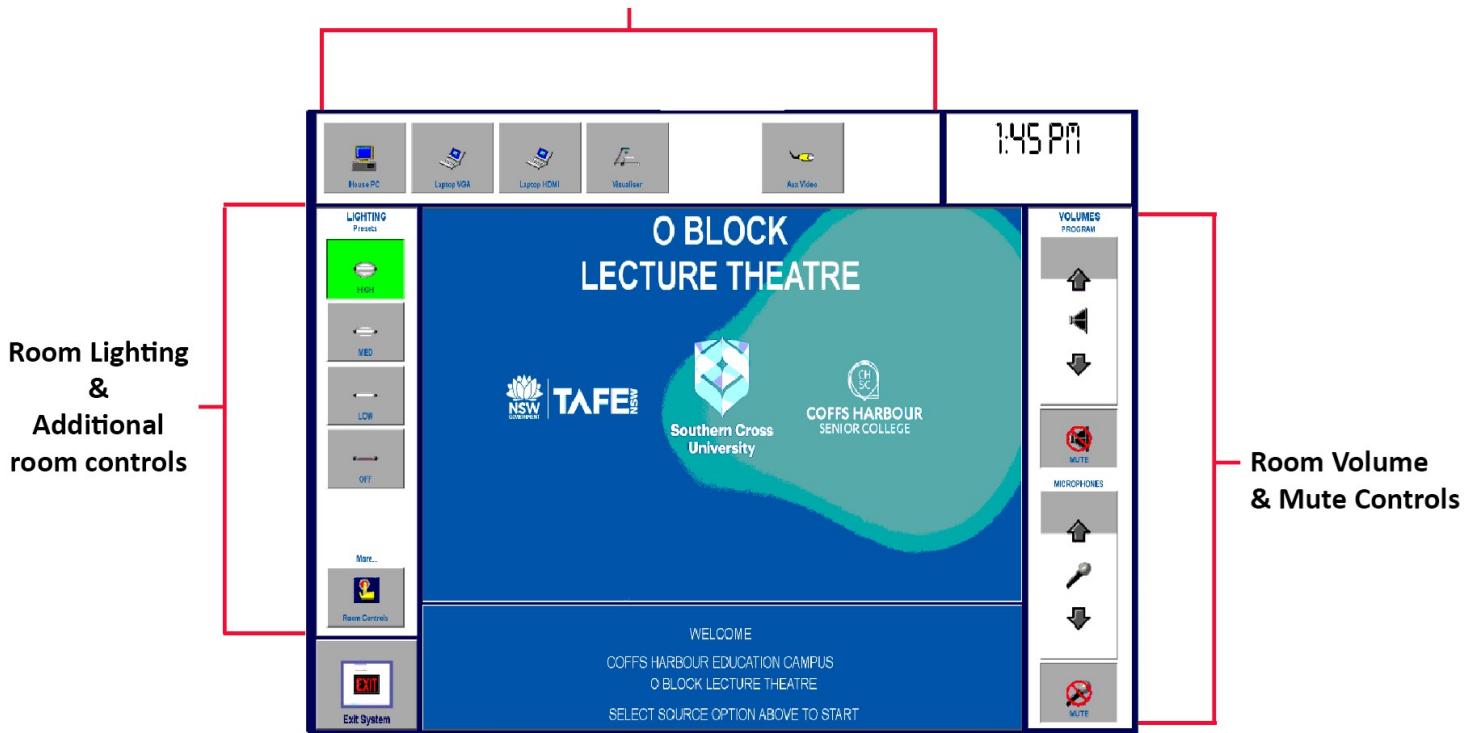


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1 Lectern AV Facilities

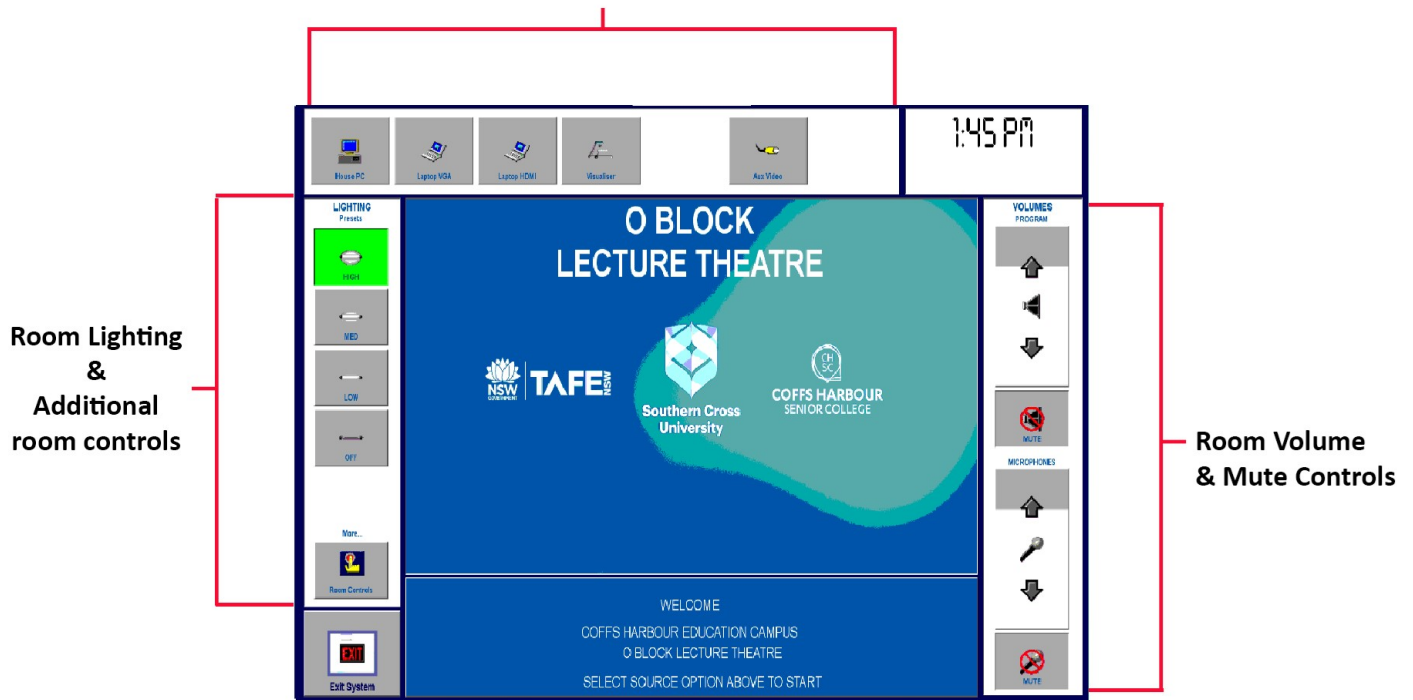
OTH.96 lectern is equipped with the following AV facilities.

- **AV Control Touch Panel:** control AV system and functions.
- **1 x Projector & Projector Screen**
- **BYOD Laptop Connections:** HDMI & VGA are supported only.
- **House PC** (Assessible by CHEC Staff/Students only)
- **Document Camera**
- **Microphones:**
 - 1 x Lectern Hardwired Microphone.
 - 1 x Wireless Lapel Microphone.
 - 1 x Wireless Hand Held Microphones.
- **Stage / Theatrical Lighting:**
 - Stage / Theatrical Lighting is NOT available for control from the Lectern.

2 Start Up Screen

INPUT SOURCES: The top of the screen contains the buttons to select the chosen image source. These will be explained further in this document.

Source/Input Selection to Preview



This is the main control screen. The centre of the screen displays the start up image. The screen is “touch” sensitive. Controls are operated by touching the buttons on the perimeter of the monitor display. Touching a button selects the chosen activity.

LIGHTING:

House & Theatre lighting is controlled by selecting the chosen light level button(s) located on the left of the screen (This may not be available in all Rooms).

Room Controls:

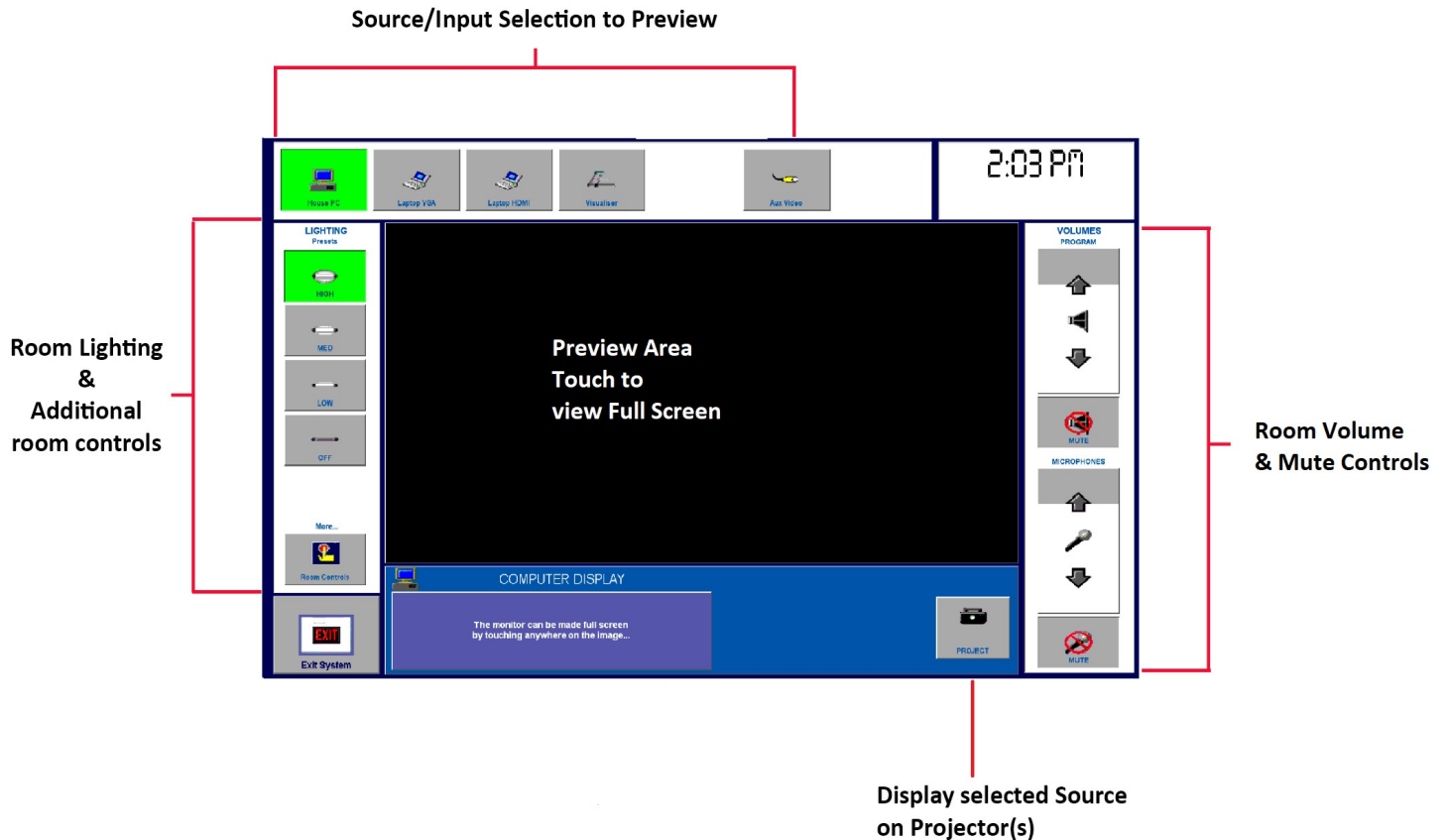
The Room Controls button allows manual control of screens.

Volume/Mutes:

Program Volume/Mute. The buttons on the right of the screen are the volume controls for what is heard in the room. The Program volume adjusts volume for the last input source projected (House PC/ Laptop Etc).

Microphone Volume/Mute. These buttons control the volume for microphones lectern, cordless and lapel as **heard in the room only**.

3 Computer (House PC)



To select the computer, touch House PC button –



The House PC button changes from grey to green when selected. This will result in the screen changing to display the PC. Click the mouse to begin login. If the screen is black, the PC is turned off.

To make the computer display full screen on the touch panel, touch the screen anywhere within the computer display, to return touch the screen anywhere.

To display the PC on the projector screens, press **PROJECT** button on the lower right. The projector screen will come down and projector will turn on. The Project button will illuminate green to indicate the select source is being shown on the projector. Use the.

4 Laptop PC

To connect and display a laptop, locate the provided HDMI or VGA cable and connect it to your Laptop:

Note, If your laptop does not have these connections, you will need to provide your own adaptor to convert to either VGA or HDMI.



Laptop VGA + 3.5mm Audio Cable



Laptop HDMI Cable

Press the Laptop VGA' or 'Laptop HDMI' source button at the top of touch screen:



This button will change to green when selected. This will result in the preview area of the screen changing to display your laptop

To make the laptop full screen on the touch panel , touch the screen anywhere within the computer display, to return touch the screen anywhere.

Log onto the computer in accordance with the standard theatre log in procedures

To display the laptop on the projector screens, press **PROJECT** button on the lower right. The projector screen will come down and projector will turn on. The Project button will illuminate green to indicate the select source is being shown on the projector. Use the.

5 Visualiser

To select the Visualiser, touch the Visualiser button



This button will change to green when selected.



Note

The visualiser is adjusted by the local controls (on visualiser) and needs to be turned on/off. There are several other adjustments for the visualiser for zoom, light and brightness which you will need to familiarise yourself with. The console controls do not control visualiser operation only the projection of the visualiser image

6 Finish

Upon finishing your session:

- Remove any CDs, USB drives and personal property.
- Log off the House PC (Do not shut down).
- Shut down the AV system by pressing the **“EXIT SYSTEM” Button**.

This will turn off Projectors, Raise screens and Turn off any Theatrical Lighting

After hours USE - IMPORTANT

An automatic timer will turn off all items after a predetermined time.

The timer turns the image sources off at 7:00pm.

This Feature can be turned off via the **“Room Settings”** Page and selecting **“Override”**

Additional Help:

Internal CHEC Staff/Students:

Phone: Use the phone in the room and select the “Service Desk” speed dial button.

Or Phone. 02 66593080

External(Hire) Clients:

Contact AV support agent as advised with room hire agreement.