Using lectern computer or laptop

**Lectern computer use:**
Press the button located on the centre of the touch panel screen. The system will automatically default to starting up the projector, displaying the lectern PC, turning on the lectern microphone and having a preset volume level.

**PLEASE NOTE:** Make sure there is signal coming from the lectern computer by moving the mouse as the screen does go into sleep mode.

**Laptop use:**
1. Plug in your laptop using the appropriate provided cables (VGA, Audio Jack and Network).
2. Touch the LAPTOP button below the Lectern PC button to project the image on your laptop and send the audio to the theatre speakers.
3. At this point you will need to make sure the laptop is sending a video signal to the projector. Press the “Fn” key on your laptop and the corresponding Function key. A picture of a screen or the text “CRT/LCD” on the “F” key will indicate the correct key you should press with “Fn”.

### Playing a DVD or VHS Tape

**DVD Use:**
1. Insert your DVD into the DVD player.
2. Press the **DVD** tab located at the top of the touch panel.
3. Press the **PLAY** button on the touch panel to begin playing the DVD.
4. Use the controls displayed to play/stop/skip etc.

**VCR Use:**
1. Insert the VCR tape into the VCR player.
2. Press the **VCR** tab located at the top of the touch panel.
3. Press the **PLAY** button on the touch panel to begin playing the VCR.
4. Use the controls displayed to play/stop/skip etc.

### Using a Lapel Microphone
1. Get the lapel microphone from the wall mounted cabinet and turn it on.
2. The lapel mic is automatically recognized and there is no need to adjust volume.
3. Turn off the lapel mic and place it back in the cabinet when finished.

### Recording an iLecture
Press the **iLECTURE** tab located at the top of the touch panel. This page will provide a link to book a recording [http://ilectures.curtin.edu.au/booking](http://ilectures.curtin.edu.au/booking). If you have already arranged an iLecture and are in the process of recording a lecture, the iLecture tab will flash red and pressing the **iLECTURE** tab will display three buttons. The PAUSE button on the left will pause the recording, and the recording will not resume until the **RESUME** button in the middle is pressed. If you run overtime, the **EXTEND 5 MINS** button on the right will extend your recording by 5 minutes every time it is pressed.

### Blanking the Screen
If you are doing a presentation and would like to blank the screen/image being projected, press the **VIDEO MUTE** tab located on the left side of the touch panel.

### Volume Control
To increase the volume, use the volume up and down arrows located on the right side of the touch panel to adjust. To increase individual microphone volumes, press the **MICROPHONES** tab located at the top of the touch panel and use the relevant volume up and down arrows.

### To turn the system off
Press the **Power** button located at the bottom left of the touch panel. Then press **ACCEPT**, to turn off the system.

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**FOR FURTHER SUPPORT CALL**
**EXTENSION 9000**