Audio Visual Panel (Basic Functions)

**Waking up the Panel**
If the Panel is dark, simply touch the screen to wake it up.

**Turning on the Projector**
Press the START button to turn on the projector. After a brief warm-up period, the projector will automatically show the display of the Lectern PC.

**Selecting between Lectern PC and Laptop**
The Lectern PC is the default display shown on the projector.

To connect a laptop:
1. Press the Computer tab at the top of the panel.
2. Plug supplied cables into laptop: VGA or HDMI.
3. Select either VGA or HDMI on the panel, depending on which cable you have plugged in.

**Adjusting the Speaker/ Microphone Volume**
Use the controls on the right side of the lectern panel to adjust the volume.

Remember that the Lectern PC or laptop will have their own volume controls as well.

**Using the Document Camera**
Select the Document Camera from the top of the panel.

ZOOM +/- adjusts the magnification
ZOOM RESET returns magnification to 100%
LAMP ON/OFF enables/disables the LED light in the head of camera
FREEZE puts the camera in ‘still’ image mode
AUTO FOCUS initiates automatic focus

**Turning off the Projector**
Press the **Power** button on bottom left of the Panel.

Press the **Confirm** button to turn off the projector.

See instructions for advanced functions over the page.

For support from CITS Audio Visual Services, call 9266 9000. Press “1” for AV Support.
Audio Visual Panel (Advanced Functions)

Using the Wireless Presenter

Allows laptops to display on the projector screen without using cables.

Monitoring Your iLecture

Tap the iLecture icon to view the status of your recording. The iLecture tab flashes during recording, with the unit title displayed in the green box. Alternatively, check the colour of the iLecture status light, which displays red when recording. Or click on Monitor My iLecture icon on the computer desktop.

Video Mute

To briefly hide the projector image, press the Video Mute tab. Press again to unhide.

Click Pause, Resume or Extend buttons to control recording.

Projector Selection (if available)

To display different images on projectors:

1. Click the Projector Selection tab.
2. Select projector e.g. Far.
3. Select source to display e.g. Document Camera.

Tap the Projector Selection tab and select Follow Main Screen to show the main image on all projectors.

Video Conference (if available)

Click the Video Conf tab to display the video conferencing image onto the projector.

Basic: Select call destination and press Dial. To end the call press the Hang Up button.

Advanced: Refer to CITS website or call CITS Audio Visual Services for support (see below).

For more detailed instructions go to the Audio Visual Services section on the CITS website: cits.curtin.edu.au.

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