
Power

The power supply for the lectern is controlled by the PHONIC unit at the top of the cabinet. The rocker switch to the right of the unit will be illuminated RED when the power is on.

Projector



To switch the projector ON: point the projector remote control handset at the projector and press the remote's blue power button.

NB: When the projector is warming up (or cooling down) the projector remote cannot be used until the warming\cooling has finished.

To use the PC or a Laptop, the projector must be using the source Computer-1. If you do not see the PCs display being projected then use the projector remote and press **Computer 1** on the remote.



To switch the projector OFF: point the projector remote control handset at the projector and press the remote's blue power button. A confirmation appears on-screen – press the same button again to confirm you wish to switch off the projector.

PC

The PC is located in the lectern and must be switched on manually. Also switch on the monitor. See "Projector" above for operating the projector.

USB devices can be connected to the sockets on the front of the PC.



If no signal or image is displayed,
you may need to set your laptop
to video out

LAPTOP

Plug your laptop into the VGA+audio cable that is available on the top of the lectern. When there is a device connected to this cable it over-rides the signal from the PC in the lectern – therefore to operate the projector and amplifier follow the same instructions as for PC.

NOTE: For connecting iPads or Apple Mac laptops you may require a VGA adaptor. The SIZ desk in the Learning Resource Centre has a limited number of adaptors for loan which **may** suit your device.

AMPLIFIER / AUDIO

The audio volume is controlled by the Denon amplifier in the lectern. Make sure it is powered ON and its Input Select control is set to CD\AUX for use with the computer. For use with a DVD player (if present) then set the Input Select control to DVD\AUX.

Control the volume with the large rotary control.

DVD

Some rooms may still contain a dedicated DVD player unit – other rooms require the PC to be used.

DVDs on the PC

To play DVD films etc, login to the PC and place the DVD into the PC's DVD drive. On *Windows 10* PCs *VLC Media Player* should auto start – if it doesn't then launch *VLC Media Player* from the Start Menu.




DVDs on a DVD player unit


Check the unit works by pressing the eject button to load your DVD. You will need to set the Projector to show the DVD player – to do this point the projector remote at the projector and press Video.


SMART BEHAVIOUR

For those rooms which incorporate a Smartboard, please be aware of the following:

TOUCH ACCURACY – if this is not perfect then "Orient" the board – this is a simple process. In the SMART menu (see below) choose Orient. A series of targets appear – touch the very centre of each target-shape as it appears.


 **SMART MENU** – to access the SMART menu, click the up arrow  bottom-right of screen near the clock. Then in the pop-up menu that appears click on the Smart icon .

 **SMART TOUCH Tool** – this floats on-screen and can be moved as desired. Touch the hand to expand its options and choose what type of tool you want when you use your finger (not pens) on the board.

 **PEN SELECTION** – picking up a pen from the tray will normally activate pen mode and you will see the Pen icon. Tap the pen icon with the pen to select what you want to do when use the pen (not your finger).

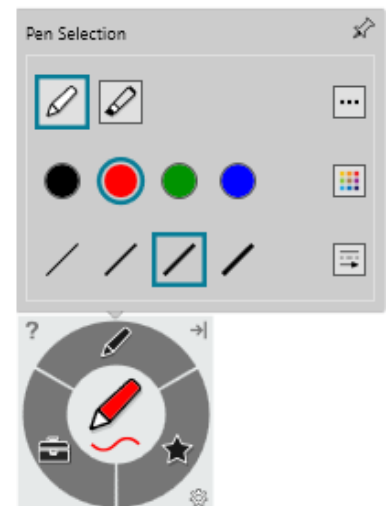
Writing on the screen outside an application area (ie directly onto the desktop) will produce a Smart window.

Writing on the screen within an application area will write onto that application's window and therefore move with it if you move the window.

 **SMART NOTEBOOK** – in this software remember when pressing on the toolbar options to use a smart pen to change the Pen tool, and your finger to change the Touch tool !

Note that the behaviour of the pens differs between the use of *Smart Ink* and *Microsoft Ink* and only one of these can be in operation at once.

POWERPOINT TOOLBAR – when *Microsoft Powerpoint* is running a presentation a Smart toolbar will appear by default although this can be switched off in the Smart Ink Settings if preferred. (SMART Menu > Smart Ink Settings > Microsoft Office Settings)



Powerpoint toolbar

For Emergencies where there is a fault call the SIZ on (01243 81) 6222

Please report any non-urgent issues via Support Me > Self Service Portal on the Intranet