Manual for AV equipment use in the halls C.122, C.123, B.103a, B.103b

The technology in the auditoriums is controlled using a control system through the control display on the lectern.

To turn on the technique, select the presentation method on the display. You can switch to English with the flags in the upper left corner.
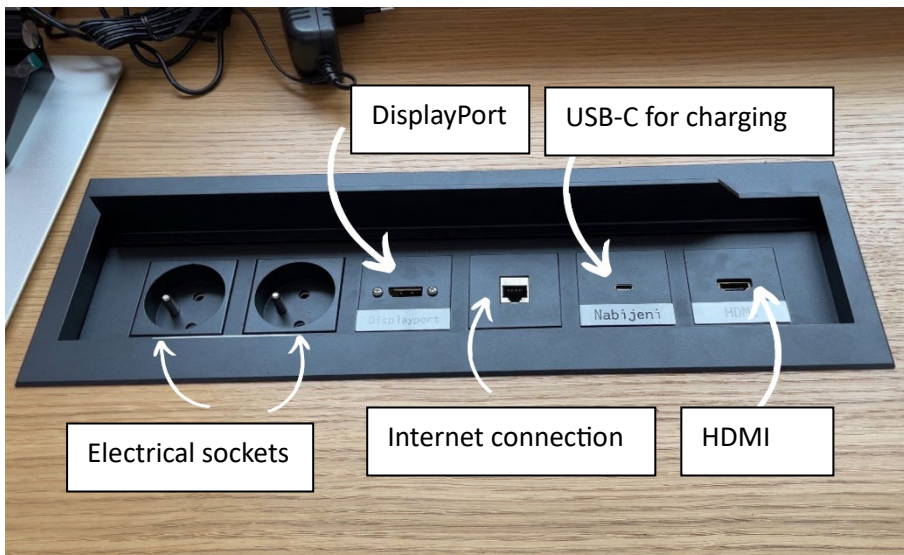

Presentation

On the presentation tab, choose its mode:

Local PC – turns on the projection and camera. The image directly from the computer is displayed on the projection.

Doc camera – turns on the projection and camera. The image from the Doc camera is displayed on the projection. The Doc camera must be turned on directly on the device so that the green diode lights up.

AuxPlate right – click to turn on the projection. The screen displays the image from the connected computer from the appropriate location of the HDMI or Display port connectors.

Connecting point

For connecting your own device or charging, the following are available at the connection point:

2 electrical sockets

DisplayPort

USB-C port for charging

HDMI

+ input for internet connection

Projection

Screen Control Buttons – pull up/pull down the projection screen.

On the projection tab, you can turn **image freezing** on or off.

When frozen, the still image that was projected at the moment the button was pressed remains projected. "*Freeze*" is shown on the projection.

By turning on the **black image**, only a black area appears on the screen, but the projector does not turn off.

Volume

On this tab, you control the volume of the sound that goes along with the image, i.e. from the presenting PC/laptop.

You can also set the microphone volume here, which is set independently of the presentation volume.

You can mute the volume completely with the button above the slider.

Microphone

Two microphones are available in the auditorium.

You turn the microphones on/off with the red button on the bottom of the microphone.

For the temporary mute function, just press the **"MIC" button** on the top of the microphone. Just press it again to restore the sound. This function is used, for example, to put aside the microphone on the lectern during a lecture.
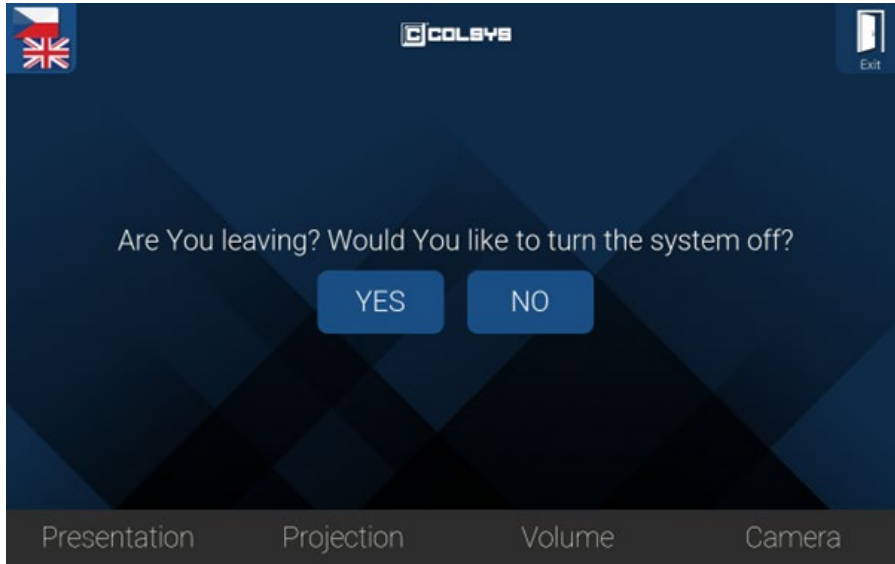

Camera

On this tab, you can control the camera that is connected to the fixed PC of the classroom. **Camera rotation and zoom** can be controlled here. Use the number buttons to move the camera to the preset position.

1 – whole lectern with the projection

2 – projection / board

3 – lecturer in front of the PC

The camera can be adjusted here using the arrows and +/- symbols, or the camera can be turned off/on. During a video conference, both the desk microphone and the wireless microphone are active, and the sound is transmitted to the listeners on the other side of the call.

Leaving

After the end of the presentation, select the Exit button in the upper right corner and turn off the equipment.