Abstract
Quick start guide covering the basic operation on the various lecterns throughout the University.
Designed for University of Worcester Staff, June 2016
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Introduction
The University of Worcester uses various control systems to operate the AV equipment in each centrally supported room. In most cases this can be separated into two categories: touch panel control and button panel control. The design of these rooms differs due to the date they were installed, or the equipment within but this guide is designed to give a rough overview of the two categories.

Touch panel lecterns
Many of the large lecture theatres in the University use Crestron touch screens control panels mounted on the lectern to control the audio visual equipment in the room. The layout of the panel may change depending which room you are in, but the key elements shown in this guide apply to all.

Turning on & selecting the PC
Lightly touch the Crestron screen to start, if the Crestron screen is black, lightly touch to turn off the power save. Touch the PC icon on the Crestron panel, this will turn on the projector, lower the screen (if the room has one) and turn on the speakers. Please note you will need
to manually turn on the PC (mounted inside the lectern), Crestron will not turn it on for you.

**Selecting other inputs**
To change which input is being displayed, simply press on the desired icon e.g. Blu-ray, document camera or laptop (this enables the VGA/HDMI cable on the desk so you can plug in your own devices). Please note different rooms have different cables and equipment, check with room booking if you require specific equipment.

**Using your own laptop**
If you wish plug in your own laptop or other device, use the various cables that are supplied on the lectern (e.g. VGA & HDMI). Select the appropriate cable and press the corresponding input icon on the touch panel. Please note if you are using a mac, you need to bring your own adapter cable.

**Using the Blu-Ray/DVD**
If you want to use the in lectern Blu-ray/DVD player, select it as the input. The controls for the player will appear on the touch screen and work in the same way as your home remote.

**Adjusting the volume and lectern microphone**
The volume can be altered from any of the chosen input screens by pushing the volume up & down icons. Audio can also be muted by pressing the corresponding volume mute icon. If the lectern has microphone, this can be muted/unmuted by pressing the mic mute icon. Please note not all lecterns have mics.
Turning the system off
To shut down the system press the red power icon on the Crestron touch panel. If prompted press the green tick box to confirm the system shutdown. This will turn the projector off, raise the screen (if the room has one) and turn off the speakers. Please note you will have to turn off devices such as the PC and Document camera separately. Please ensure the system is shut down in this manner, as this saves electricity, lamp life and filters.

Button panel lecterns
Many of the medium/small lecture theatres in the University use Crestron button panels mounted on the lectern to control AV in the room. The design of the button panel may change depending which room you are in but the key elements shown in this guide apply to all.

Turning on & selecting the PC
Press the PC button. The Crestron panel will turn on the projector, lower the screen (if the room has one) and turn on the speakers. Please note you will need to manually turn on the PC, Crestron will not turn it on for you.

Selecting other inputs
To change which input is being displayed, simply press on the desired input button e.g. Blu-ray, document camera or laptop (this enables the VGA on the desk so you can plug in your own devices). Please note different rooms have different rooms and equipment, check with room booking if you require specific equipment.
Using your own laptop
If you wish plug in your own laptop or other device, use the various cables that are supplied on the lectern (e.g. VGA & HDMI). Select the appropriate cable and press the corresponding input icon on the touch panel. Please note if you are using a mac, you need to bring your own adapter cable.

Using the Blu-Ray/DVD
If you want to use the in lectern Blu-ray/DVD player, use the play, pause, <<, >>, menu and arrows buttons. The controls for the player work in the same way as your home remote.

Adjusting the volume
The volume can be altered by using the rotary dial to the right. The bar lights above it give a rough indication of the overall volume. Audio can also be muted by pressing the corresponding mute button.

Turning the system off
To shut down the system press the system off button. This will turn the projector off, raise the screen (if the room has one) and turn off the speakers. Please note you will have to turn off devices such as the PC and Document camera separately. Please ensure the system is shut down in this manner, as this saves electricity, lamp life and filters.

Further information
If you require further information or training, please log a job on the ICT service desk or call Ext.7500