

# Instruction Audiovisual System

For questions, contact the Service Desk.

1. Insert **console key** to unlock AV system. Key is available at Service Desk.



2. **Tap operation panel.** Please wait while AV system starts up.



3. The **Quad Screen Presentation** menu appears:
  - a) The hall computer controls the AV system. You need to log in with personal **NetID**.
  - b) Select **laptop** to present with BYOD (your laptop). Connect the appropriate **cable** (HDMI, VGA+audio jack, USB-C).



Select **Full Screen** to present one source.



Select **Audio** to adjust the volume of room microphones. Microphones are available at the Service Desk.



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The **Streaming** menu is for transmitting audio and video to another room. Facility Management will start stream for you. To **end** stream in corresponding room: press the icon marked blue or insert console key.



**Recording** shows the state of the Collegerama recording.



Select **Help** to see room location and phone number of Service Desk.



**Have you finished your presentation?**

1. **Sign out to deactivate** your NetID session.
2. **Do not shut down the hall computer.**
3. **Stop AV system** with the Shutdown button. Confirm to stop the system.
4. **Bring back console key** to Service Desk.

## Tips & tricks

- Touch the display of hall computer with your finger to **fetch the mouse pointer** in case you have lost track of the pointer.
- The **USB connections** on the operation assembly are connected to the hall computer.
- The **SMARTboard** is active only after log-in. Use SMART Notebook software for best results.
- **Be safe!** If you leave the room temporarily, **lock the hall computer** with “Windows  + L” combination.
- Be aware that hall computer **automatically locks** after 45 min of inactivity.