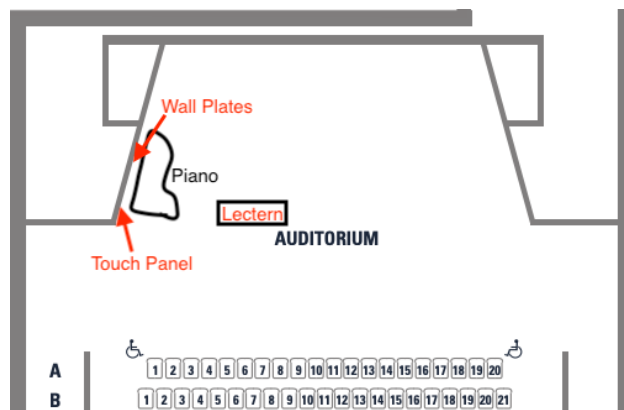


How to Guide

Concert Hall Setup – Lectern & Screen

This lectern setup is intended to be Stage Right (the side closest to the main entrance to the auditorium). All wall plates and controls are located on this western wall of the room

Please note this system is intended for potential upgrades in 2022 and this guide may be superseded.



<p>Step 1</p>		<p>Turn System On</p> <ol style="list-style-type: none"> 1. Touch panel is located inside the auditorium on the wall adjacent the piano 2. Tap Screen to wake panel up 3. Tap again to start system (no code is required) <ul style="list-style-type: none"> ○ Note that this system can only process 1 command at a time, so over the remaining steps, please do only 1 action at a time and wait until it is complete before undertaking the next step.
<p>Step 2</p>		<p>Turn on Lights</p> <ol style="list-style-type: none"> 4. On system start-up, some lights will automatically turn on in the building, however some lights will manually need to be turned on 5. Select "Lighting" 6. Press "All On" to enable foyer lights 7. "Press "Assembly" to adjust lights in auditorium so that the projector can be seen more easily 8. Press the physical "Home" button at the bottom centre of the panel

How to Guide

Concert Hal Setup – Lectern & Screen

Step 3



Turn on Projector

9. Press "Projector"
10. Press "Power On" – this will turn the projector on and lower the projector screen
 - Wait until this is fully complete before undertaking any further actions
11. Source can be selected by pressing the "Video Source" button
 - Note that the onstage HDMI does not work in this venue. For school devices from the stage, follow steps 12-14 for wireless connection. For non-school laptops or wires connections, follow steps 15-18

Wireless Connection from Stage

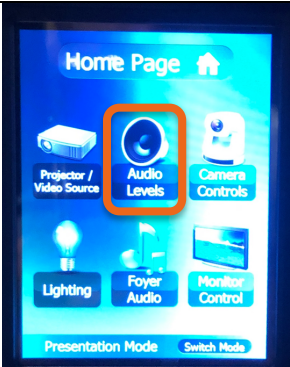


12. Ensure "Video Source" is selected as "Apple TV" – this will activate the ScreenBeam
13. Connect your laptop
 - BPAC Laptop login credentials are
UN: hire
PW: hire1234
 - Email address logged in on BPAC laptops in Outlook (for sending files) is dutytech@brighton.sa.edu.au
14. Press the physical "Home" button at the bottom centre of the panel

Wired Connection from Control Room

15. For HDMI connection, ensure "Video Source" is selected as "Control Box HDMI"
16. Enter the control room and locate the HDMI cable labelled "HDMI 1"
17. Connect your laptop
18. Press the physical "Home" button at the bottom centre of the panel

How to Guide

Concert Hal Setup – Lectern & Screen

Step 4		Plug in Lectern <ol style="list-style-type: none"> Connect microphone cable to wall plate halfway back along western wall (power is also located here for laptop chargers) Ensure cables are connected on lectern
Step 5		Check Audio <ol style="list-style-type: none"> Press “Audio Levels” Unmute “Lectern Microphone 1” and “A/V” <ul style="list-style-type: none"> Note that an occasional fault is that the buttons already appear unmuted before you press it. They are not and automatically start muted. Pressing the button a couple of times will reset it. It will display red for muted Adjustments to volume can be made using the + or – keys Press the physical “Home” button at the bottom centre of the panel
After the event		Shutdown System <ul style="list-style-type: none"> Go to “Lighting” then select “All Off” to turn off all lights in the building Press the physical power button on the bottom right of the panel  Press “Confirm” – all audio will turn off and projector screen will pack away