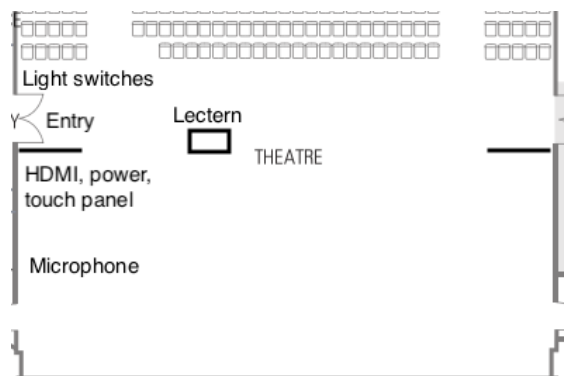


How to Guide

Theatre Setup – Lectern & Large Screen

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

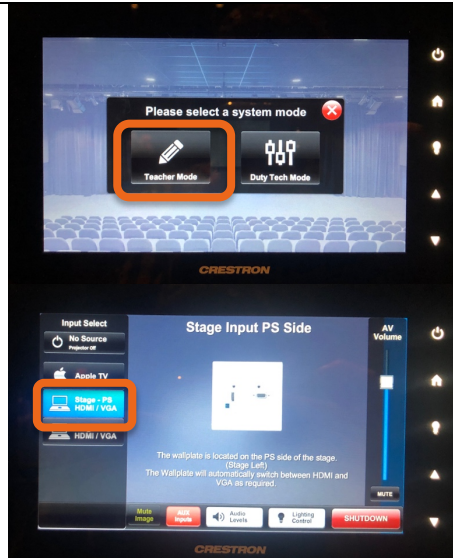


<p>Step 1</p>		<p>Plug in Lectern & HDMI</p> <ol style="list-style-type: none"> 1. Connect HDMI to wall plate near front curtain (power is also located here if required) 2. Connect microphone cable to wall plate halfway back along the same wall 3. Ensure cables are connected on lectern 4. Access touch panel on wall
<p>Step 2</p>		<p>Turn System On</p> <ol style="list-style-type: none"> 5. Touch panel is located behind the front curtain near the main entrance 6. Tap Screen to wake panel up 7. Tap again to login 8. Enter code 0803, then press enter

How to Guide

Theatre Setup – Lectern & Large Screen

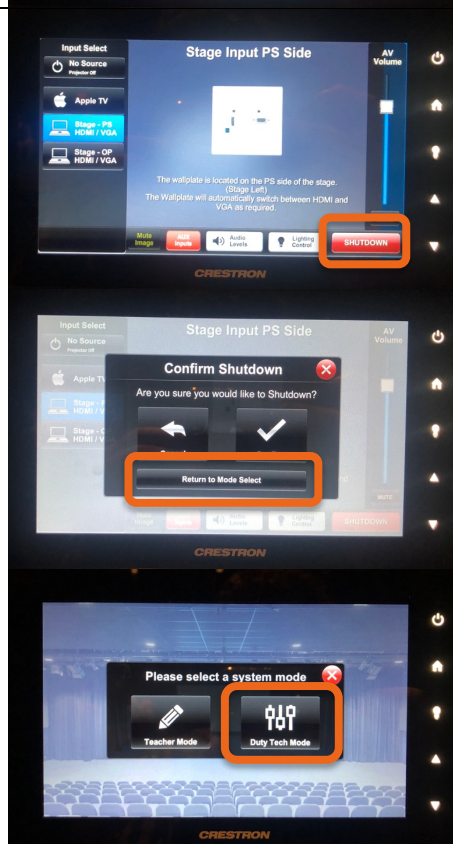
Step 3



Projector Power Up

9. Select "Teacher Mode"
10. Click "Stage – PS HDMI/VGA" on the left side of the screen
 - Note this will activate Screenbeam by default or the HDMI cable if plugged in
11. 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

Step 4



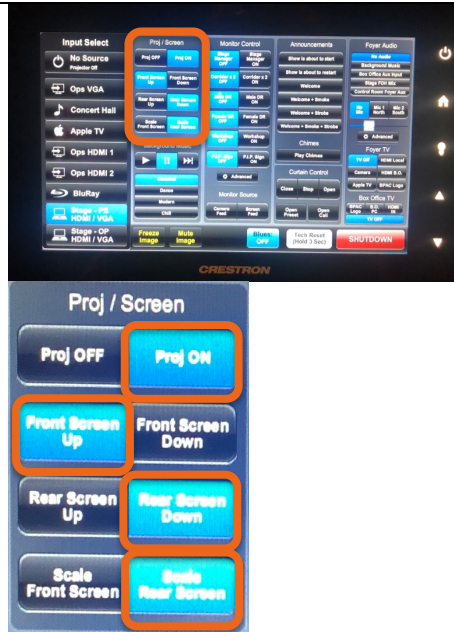
Change Modes

12. Click "Shutdown" in the bottom right corner
13. Click "Return to Mode Select" in the centre of the screen
14. Select "Duty Tech Mode"
 - NB lots of buttons will appear on the screen and the system might make some loud noise – this is normal

How to Guide

Theatre Setup – Lectern & Large Screen


Step 5



Setup Large Screen

15. In the Proj/Screen Panel (second from the left), press “Front Screen Up”

16. Press “Rear Screen Down”

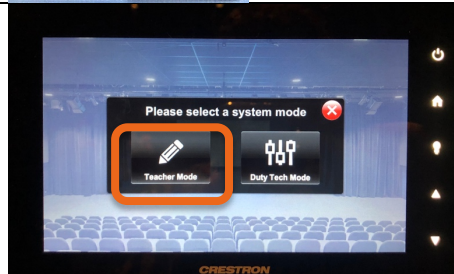
- If  is displayed, press and hold for 10 second on this button to reveal the “Rear Screen Down” option

17. Enter code **8269**, then press enter

18. Screen will start to low – this will take a few seconds

19. Check the projector image on the screen/back wall – if it is not projecting the full size of the screen, press “Scale Front Screen”, then Press “Scale Rear Screen”

Step 6



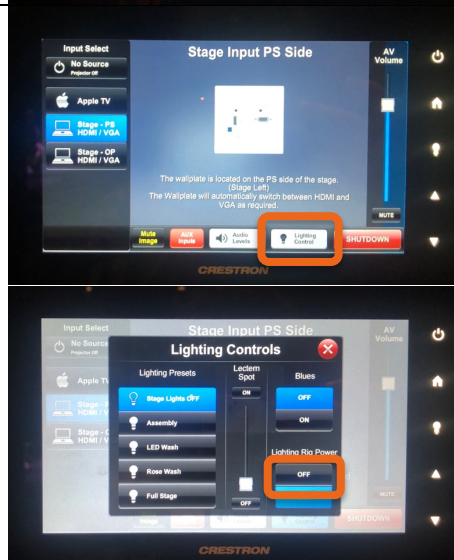
Change Modes

20. Click “Shutdown” in the bottom right corner

21. Click “Return to Mode Select” in the centre of the screen

22. Select “Teacher Mode”

Step 7



Disable lighting

23. Click “Lighting Control” at the bottom of the screen

24. Set Lighting Rig Power to “Off”

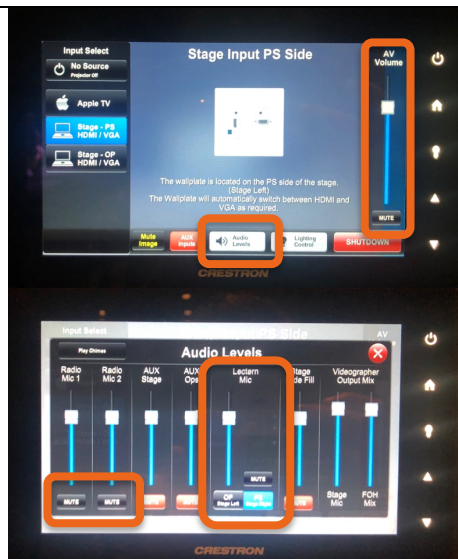
25. Press the red cross to close the lighting control panel

26. For better visibility of the projected image, use the light switches near the door to turn off the south bay of doors, you may even want to turn the next bay off too

How to Guide

Theatre Setup – Lectern & Large Screen

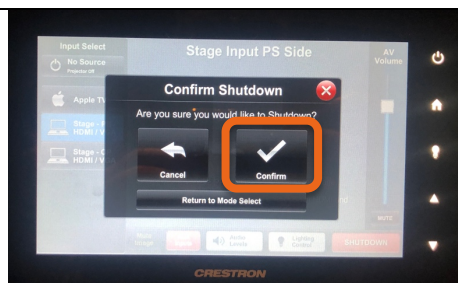
Step 8



Check Audio

27. Volume from your laptop can be adjusted using the “AV Volume” slider on the right of the screen
28. Select “Audio Levels” on the bottom control bar
29. Tap “Mute” under Radio Mics 1 & 2
30. Adjustment to Lectern Volume can be done using the Lectern Mic slider (Selected to PS Stage Right)

After the event



Shutdown System

- Press “Shutdown” in the bottom right corner
- Press “Confirm” – all audio will turn off and projector screen will pack away
- Turn lights off at switches near door