Operating Instructions

Users will be presented with the Birkbeck logo on approach to the touch screen. Please touch on the power button in the centre of the screen to start using the system. From here, the user will be presented with various options, selecting one of the sources will turn on the projector automatically. Note, that it can take up to 3 minutes for the projector to warm up and stabilise.

PC – select PC to operate the fixed PC in the lectern. *Birkbeck internal staff can use their ITS username and password, regular external clients can use the logins which have already been provided to them and other external clients will need to contact main reception.*

Laptop – select Laptop for devices with a VGA output. The VGA cable is located in the Cable Cubby on top of the lectern. Please note that we do not supply adapters for Apple devices.

Blu-ray – select Blu-Ray to operate the fixed Blu-Ray player located within the lectern. Please use the controls on the touch screen to operate Blu-Ray discs, DVD's and CD's.

HDMI – select HDMI for use with laptops, Macs or other devices with an HDMI port. The HDMI cable is located in the Cable Cubby on top of the lectern.

Visualiser – select Visualiser to operate the visualiser located on top of the lectern. Please use the controls on the visualiser to operate. Press the large grey button to turn on. Note, that there will be a delay when the unit is warming up, please wait for the light to turn blue before using the equipment.

Blank Screen / Image On – select options to hide or show the image on the projector screen

Screen – select Screen to show controls for raising or lowering the projector screen.

PC/DVD Vol – use the Up or Down buttons to adjust the main system volume.

Mic Volume – use the Up and Down buttons to adjust the microphone volume for the fixed lectern mics, and portable mics. *Wireless microphones need to be requested in advance.*

System Off – shuts down the system, confirm action by pressing the green 'Power Down' button.