Quick Start Guide

Press one of the buttons below to start the system:

Speech Lift
Use the Speech Lift section to adjust the audio from the lectern and wireless microphones. Select Enable if you would like the microphones to be heard through the ceiling speakers, and select Disable to stop sending the microphone audio to the ceiling speakers. Use the Raise and Lower icons to adjust the volume level of these microphones within the room.

Mixing Console
Press the Enable button to set the system up for using the mixing console. Press the Disable button to return the system to the default user mode.

Microphones

Wireless Presenter Microphone
There are (2) Lapel/Bodypack Microphones and (2) Handheld Microphones available for the presenter. There is a on/off switch located on the body of each of the microphone. Once they are turned on, the audio from any of the wireless mic’s will be played through the ceiling speakers.

Note:
These Mic’s have 9V batteries that need to be replaced when the battery icon on the units display is low. Consult a Harvard AV technician to make adjustments to the levels.

General Controls

Volume Control
Use these buttons to raise and lower the audio level in the room.

Speaker Mute
Use this button to turn off the speakers in the room.

Main Menu
Use this button to turn the system off or switch sources.

View Laptop
Press this button to display laptop presentation

Watch Television
Press this button to watch cable television

Play DVD or Blu-Ray
Press this button to watch a DVD or Blu-Ray

Play Music
Press this button to listen to Music

Note:
These adjustments are only available via in advanced mode.

Harvard University
McKinlock House
Library Theater
After selecting **View Laptop** from the Main Menu shown on the front page, the following touchscreen will be shown. From here, plug your laptop or other media device into the connection at the back of the room or at the lectern. Once your laptop is connected and configured, your device will be displayed on the screen and audio will be played through the room speakers.

### Laptop Connections

**Connect the VGA or HDMI cable to your laptop Video port.**

If your presentation requires audio, connect the headphone cable attached to the VGA cable to the headphone jack of your laptop. If you are using the HDMI cable, the audio is part of the HDMI signal. You can use the volume control on your laptop to adjust the audio level. The audio will be played through the ceiling speakers.

If your laptop has a **DisplayPort** connection, use the adapter connected to the HDMI cable.

### Laptop Configuration

Configure your laptop to display on the Video port. On newer laptops with Windows 7 or higher, the laptop will automatically detect the connection and display your laptop image. If not, press and hold the Windows button and tap P.

With laptops that run on Windows XP or older, you may need to press and hold the Function button while pressing one of the function keys.

Most laptops have 3 modes that are cycled through as you press the function + monitor button:

- Laptop display only
- VGA Port and laptop display
- VGA Port Only

### Press/Hold

A window will appear on your laptop screen with options for displaying your image.

**Press/Hold**

### Press the **Main Menu** button to turn the system off or switch sources.

The page to the left will be displayed. Press the Shutter button to turn the system off. Press the View Laptop to return to the presentation. **Watch Television** to watch cable television, or **Play DVD or Blu-Ray** to watch a DVD or Blu-Ray.

### Watch Television

After selecting **Watch Television** on the touchscreen, the television tuner will display on the projection screen. Select one of the 6 present buttons to go directly to that TV channel, use the number pad to enter a channel directly, or use the cursor pad to navigate the on-screen display.

### Watch a DVD or Blu-Ray

After selecting **Watch a DVD or Blu-Ray** from the Main Menu shown on the front page, the touchscreen to the left will be shown. From here use the transport controls (Play, Stop, Pause, FF, Rew) to control the Blu-Ray player.

Use the Menu, Exit and Navigation controls to operate the on-screen display of the DVD/Blu-Ray player.

### Listen to Music

After selecting **Play Music** from the Main Menu shown on the front page, the following touchscreen will be shown. From here, plug your laptop or other media device into the headphone connection at the back of the room or at the lectern. Once your device is connected the audio will be played through the room speakers.