

# Lecture Hall Instructions

Rooms 124, 125, 127 and 131

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## Audio-Visual Procedures

The new audio visual system is now operational! With the new system, a touch screen capability allows easy access to the system and the controls necessary for you to make your presentation efficiently. Following are a few guidelines to ensure a smooth presentation:

### PLEASE DO:

- 🔥 take advantage of the all the features of the Windows 7 Operating System (speed, resolution clarity, etc.)
- 🔥 take advantage of the Document Camera feature for any pre-printed presentations
- 🔥 take advantage of being able to use your notebook, thumb drive, or disks for your presentations with greater ease
- 🔥 take advantage of the “independent” mouse if you need flexibility with the mouse movement during your presentation
- 🔥 shut down the system and computer when finished.

### PLEASE DON'T:

- 🔥 adjust any system settings or controls
- 🔥 adjust any microphone controls (Microphones are set to carry your voice - You do not need to hear yourself for them to be adjusted correctly)
- 🔥 unplug ANY equipment currently configured for the smooth operation of the system (use your wireless feature on your notebook for network access, if you use your notebook for the presentation)
- 🔥 save any files onto the computer (the computer “refreshes” (deletes) files after each presentation or use)
- 🔥 leave the remote microphone on at the end of your presentation - this will help preserve the batteries.

### TO START THE SYSTEM:

1. Tap the A/V system console screen (not the white buttons) located to the right of the lectern to light up the screen.
2. Touch the “Home” button if not on the System Power Screen and then touch the “On” button (the system will power on, screen will descend).
3. Power on computer located inside the lectern behind the double doors on the right. (You will be automatically logged in as “Instructor”).
4. If you have a transparency or paper presentation, press Document Camera, then press the power button to turn on the flatbed located in drawer on the right side of the lectern.
5. If you have a notebook, press the “laptop” button (you will need to connect the notebook to the console with the cables provided for operation).
6. If you are using the computer, press the “PC” button.
7. If you are using a Flash Drive, securely plug it into the USB port located on the lectern next to the monitor.
8. Please turn the system off when finished by touching the home button and then the “Off” button.

### OTHER THINGS YOU CAN DO:

- 🔥 Adjust the volume
- 🔥 Use the Blu-ray Disc player for your DVDs and Blu-ray discs located in the bottom right side of the lectern at the top.
- 🔥 Use the timer to keep track of your presentation
- 🔥 Annotate the presentation with the touch screen monitor.

Please double click the “Dental Informatics Help” icon on the computer desktop or call Dental Informatics at 502-852-7156 if you experience difficulties with system operation.

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