BTI Audio / Visual Equipment -- Auditorium

What's Available:
Digital projector
DVD / VHS players
Laptop connection
Wireless remote control for presentations
Wireless microphone
Controlled lighting
Control console – mounted in podium

FOR POWERPOINT / OTHER COMPUTER PRESENTATIONS:

1.   **Connect your laptop:**
use 15-pin VGA video cable on top of podium
(you must provide your own adapter if your laptop does not have this type of connection)

2.   **Power ON projector**
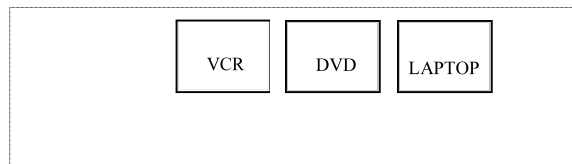Press **ON** button at the podium to turn on projector
ON button light will flash until the projector has warmed up

3.   **Turn on laptop**

PROJECTOR
| ON | OFF |

Volume

** Wait until the projector is on and the light has stopped flashing
before selecting the equipment at the console **

4.   **Choose equipment you will be using – press button on the podium console:**

| VCR | DVD | LAPTOP |

5.   **Use wireless microphone if desired – stored on top shelf beneath podium**
Attach wireless receiver to belt using clip – or slip into jacket pocket
Unwind microphone and clip to your lapel / collar
Turn on - press and briefly hold the power button on the receiver – located on top of unit
Green ready light will appear

5.   **Use remote control for presentation if desired – stored on top shelf beneath podium**
Place the USB key into a USB port on your laptop
Use the forward/reverse arrows to advance slides
To make the screen black press the monitor button

6.   **Launch your PowerPoint presentation**

SHUTTING DOWN:

1.   **Shut down computer**

2.   **Power down projector**
Press **OFF** button on podium console
OFF button light will flash until the projector has turned off

3.   **Disconnect cable from computer**

4.   **Place USB key and wireless microphone on top shelf beneath podium**

5.   **LEAVE POWER ON** to all other devices

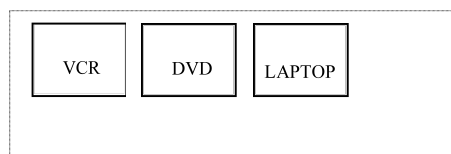**6.**   **TURN OFF** the lights

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DVD OR VCR OPERATION:

PROJECTOR
ON   OFF
Volume

1.   **Power ON projector**
Press **ON** button at the podium to turn on projector
ON button light will flash until the projector has warmed up

** Wait until the projector is on and the light has stopped flashing
before selecting the equipment at the console **

2.   **Choose equipment you will be using – press button on podium console:**

VCR	DVD	LAPTOP

3.   **Insert DVD or VCR tape into player**

4.   **Press PLAY button on podium console**

5.   **Use podium controls for DVD or VCR player – not buttons on the actual equipment.**

TROUBLESHOOTING TIPS:

Projector ON button on the podium console does not stop flashing and projector doesn't project image
Have you waited more than 2 minutes?
Press the OFF button, wait for it to stop flashing, press the ON button again

Laptop screen not projected
If you have a PC – press Function key plus the F8 key

Nothing works after removing a laptop and connecting a different machine
Restart the computer
If that fails – turn off projector and computer and start over

Loud noise coming from speakers – but no sound is called for
Unplug the computer's power supply and run on battery power

Buttons on podium console do not work for DVD or VCR player
Turn projector off and back on
Switch to Laptop and then back to DVD or VCR

The remote does not respond
Verify that the USB key is securely plugged into the laptop
Verify that nothing is blocking the signal between USB key and the remote
Replace the battery in the remote (spare is on top shelf beneath podium)

The wireless microphone does not work
Make sure unit is ON and not simply muted
      Press and hold the power button – green ready light should appear
Amber light = mute
Glowing red light = low batteries
Pulsing red light = batteries are dead
REPLACE batteries:
      Remove microphone cable velcro'ed to front of receiver
      Pinch sides, lift and swing bottom of case outward
      Replace AA batteries (spares on top shelf beneath podium)

WHEN IN DOUBT – press the OFF button on the podium console, wait for button to stop flashing and start over.

LIGHTING CONTROLS

Many options are available for auditorium lighting. Controls are mounted on the podium and also on the wall inside the entrance doors.

Podium Controls:

Lighting

Dimmed Audience/Dimmed Podium
Dimmed Audience/Bright Podium
Dimmed Audience/No Podium
No Audience//Bright Podium

All Lights Off

Wall Mounted Controls:

Dimmed Audience/Dimmed Podium	1
Dimmed Audience/Bright Podium	2
Dimmed Audience/No Podium	3
No Audience//Bright Podium	4
All Lights Off	OFF