

Read the following pages carefully. These instructions contain information on the operation and handling of the lighting, sound and presentation equipment.

*Sound
technology*

Microphones

(1) Handheld microphone

The lectern is equipped with a wireless handheld microphone (Picture. 1), which must first be switched on (Picture 3). The microphone is attached to an adjustable microphone stand and can also be removed, if required. In this case, hold the microphone by the handle. When holding the microphone, do not cover the antenna at the bottom of the microphone so as not to interfere with the radio link to the control equipment.

The handheld microphone is connected to the mixing console on channel 1 and is muted by default, i.e. the MUTE button lights up red (-> Picture 7).

(2) Clip/collar microphones

The collar microphone (Picture 2) consists of a pocket transmitter with a strap and a clip-on microphone on a strap. Switch on the microphone (-> Picture 4) and hang the strap around your neck. Make sure that the microphone points upwards towards the mouth. The collar microphone is connected to the mixing console on channel 2 and is muted by default, i.e. the MUTE button lights up red (-> Picture 7).



Picture 1: Handheld microphone



Picture 2: Collar/clip microphone



Picture 3: Press and hold the ON/OFF key to switch on



Picture 4: Press and hold the ON/OFF key to switch on

External sources

Additional sources can be connected, e.g. tablets, laptops, etc. There are 2 connection options available for this: digital via HDMI or analogue via a mini-jack connection cable.

(1) PC HDMI

If an external device is connected to the lectern via the HDMI cable (-> Picture. 5), the audio signal is transferred to the sound system. The signal is connected to the mixing console on channel 3 and is muted by default, i.e. the MUTE button lights up red (-> Picture 7)



Picture 5: HDMI connection

(2) PC jack

If an external device is connected to the lectern via the jack cable (-> Picture. 6), the audio signal is transferred to the sound system. The signal is connected to the mixing console on channel 4 and is muted by default, i.e. the MUTE button lights up red (-> Picture 7)



Picture 6: Mini jack connector



Picture 7: Overview of channels and MUTE buttons

Batteries

The handheld microphone and the collar microphone are each powered by two rechargeable batteries. An indicator for the battery status is located in the display of the respective device. At the end of your lecture, or when the battery symbol starts flashing during the lecture, you should replace the batteries (-> Picture 8). The charger (-> Picture 9) for the batteries is located at the control station. Here you should also always find four charged batteries. A green or red LED on the top of the charger indicates which batteries are charging -> RED; or are fully charged -> GREEN.



Picture 8: To change the batteries:
Flip the collar microphone open;
unscrew the handheld mic at the
bottom



Picture 9: Battery
charger

Lighting technology

Stage lighting

Various spotlights are installed on the ceiling to illuminate the stage. They can be controlled by the light controller (-> Picture 10) on the control equipment. However, you only need the two spots directly in front of the stage.

Via controls 6 & 7 you can adjust the brightness of the individual spotlights and the overall brightness via the master control.



Picture 10: Light controller

Projector and displays

The control equipment contains two remote controls, one for the projector (-> Picture 11) and one for the two displays (-> Picture 12) in the side parts of the room. Turn on the devices and make sure that the correct inputs are selected: Projector -> DIGITAL LINK, Displays -> HDMI1.



Pict 11: Remote control projector



Pict. 12: Remote control displays

Connecting a laptop

There is an HDMI cable on the lectern, which is designed for connecting a laptop. From here, the signal is transmitted to the projector and displays. As already described in the chapter "Sound technology", you will also find a mini-jack cable to connect to the headphone jack of your laptop in case the audio transmission via HDMI does not work. There are also enough sockets under the lectern to power your laptop.

Common problems:

1. No sound from handheld microphone or clip-on microphone
-> Transmitter switched off or no batteries inserted; channel muted at the mixing console
2. No sound via HDMI
-> Wrong audio output selected on laptop; channel muted on mixing console
3. No image on projector or display
-> Device not switched on; incorrect input source selected