Communications Building
Lectern Training Manual

Lecture Hall
Room 101
Morgan State University

MORGAN
STATE
GATEWAY TO OPPORTUNITY
STAIRWAY TO EXCELLENCE

Communication Building Lecture Hall

Contents:

Guide to Symbols:

Information: Provides general hints or information about equipment or settings!

Trouble Shooting Tip. Try this if something does not work properly!

Communication Building Lecture Hall

Your Lectern System

Lectern microphone

Control Panel

Phone to Call the Sub Center

Tilt-n-Plug for your laptop
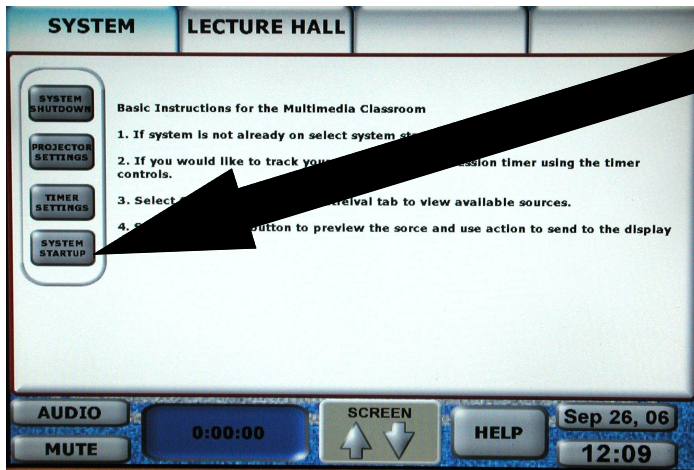
Communication Building Lecture Hall

Starting the System

Tap the blank lectern screen. You should see the "Morgan State University" image

Tap the screen again to begin.

The lectern system relies on a touch screen panel to control your classroom.

Tap the "System Startup" button. The system will power up, the screen will lower, and the projector will power up. Projector settings are set automatically, there's no need to adjust them.
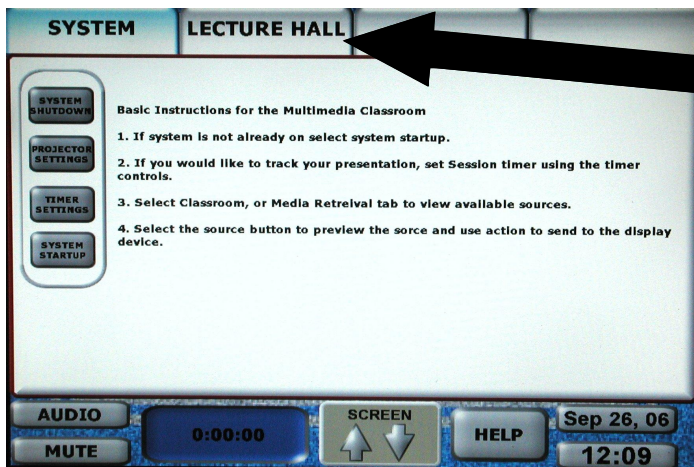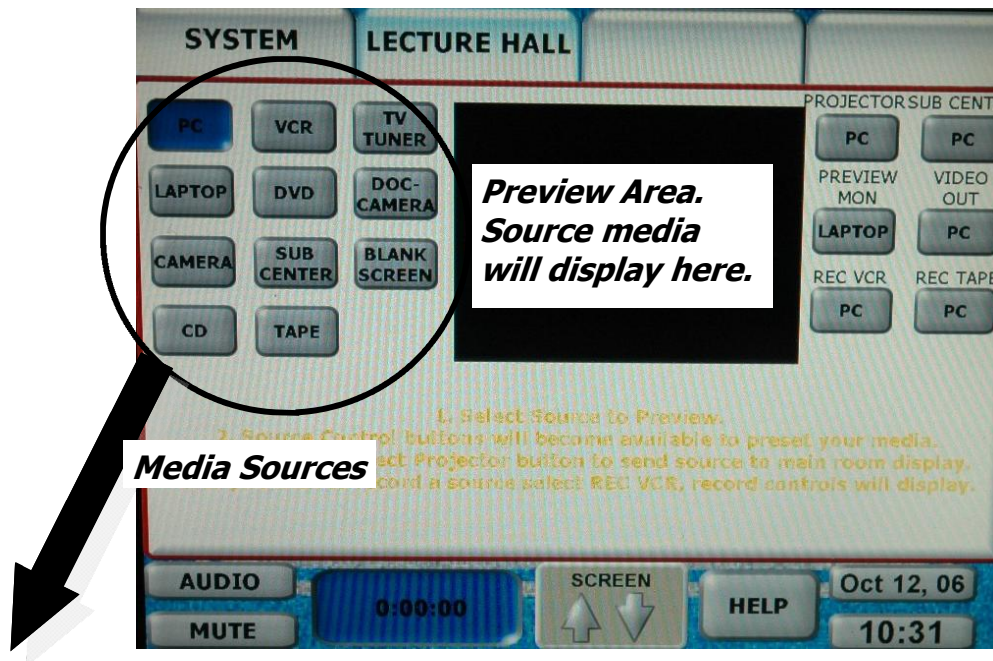

Tap the Lecture Hall Tab
to
Continue!

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Media Sources in the Lecture Hall

> ℹ️ *The Lecture Hall control panel has two sides: Source & Destination. From the Left side of the Panel — select the media source you need. From the Right side of the Panel — select the destination for your media.*

PC: Computer located in the lectern
Laptop: Your laptop attached to the Tilt-'n Plug on the top of the lectern
Camera: Camera will record front area of the lecture hall.
CD: CD inserted in CD player in back of lecture hall
VCR: Video inserted in VCR in lectern
DVD: DVD inserted in DVD player in back of lecture hall
TV Tuner: will appear when building is wired with cable access
Doc Camera: Document camera next to lectern
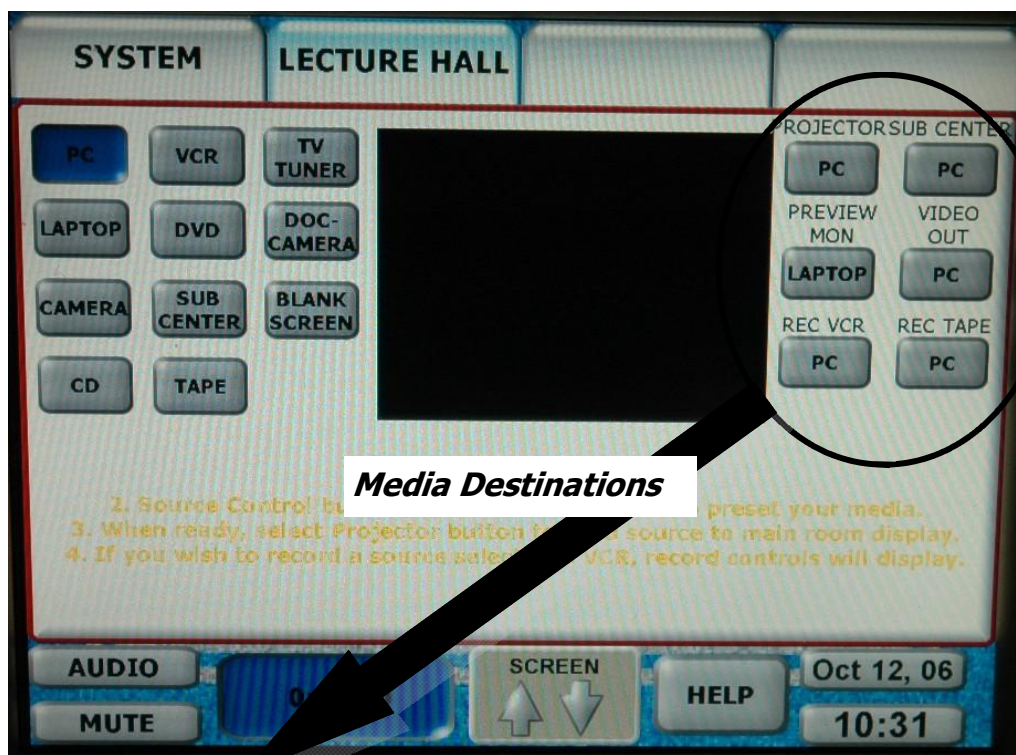**Blank Screen:** Shows blue screen.
Tape: Cassette tap recorder in back of lecture hall

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Media Destinations in the Lecture Hall

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Use the right side of the control panel to choose where to send the media sources. For example, you may send the PC images to the projector.

Media Destinations

Projector: Source media will display through the projector
Sub Center: Source Media will display in the Sub Center Rm# 113
Preview Monitor: Source media will display in the preview monitor located at the back of the lecture hall (this monitor is not visible from the front of the room)
Video Out:
Rec VCR: Source media may be recorded onto video

Communication Building Lecture Hall
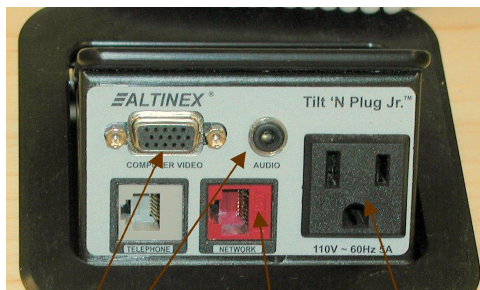
Using the Computer & Projector
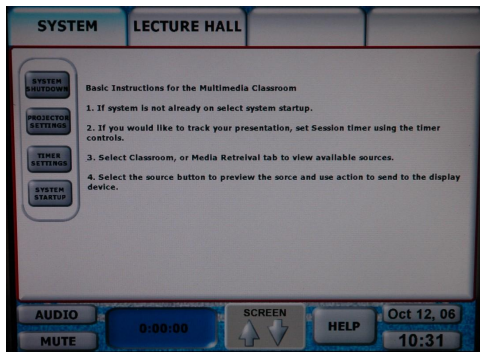
1. Tap the **Lecture Hall** tab on the top of the screen.

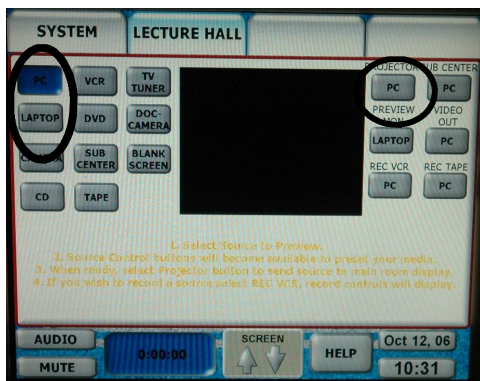2. Open the podium unit and turn on the computer.

Connect your laptop to the "tilt 'n plug" panel in the top of the lectern.

**Video/Audio   Network   Power
For your Laptop Computer!**

*Obtain an Ethernet, audio and video cable (pictured at right) from the Sub Center, Room 113.
Make sure you arrange for these items in advance — especially if you teach after regular business hours.*
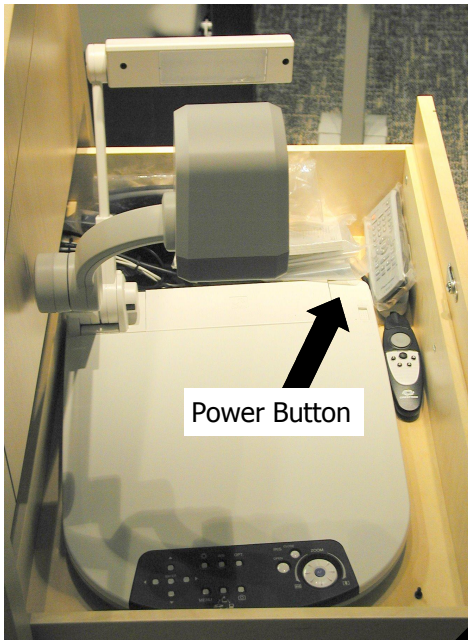

3. Select your Source from the buttons on the left — Select PC or Laptop.
4. Tap the "Projector" button on the right until either PC or Laptop appears. This will send the image from the PC or Laptop to the Projector.
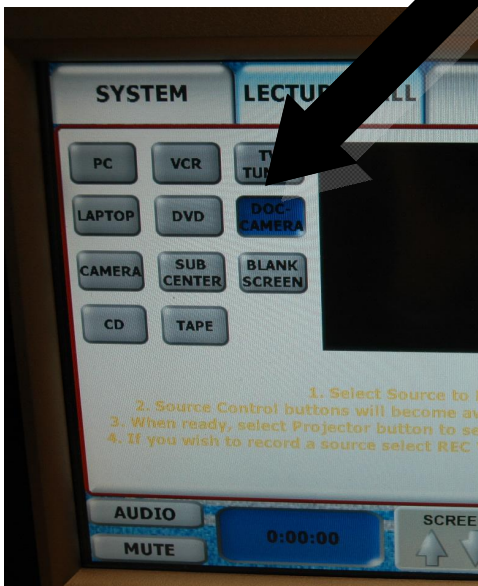
Communication Building Lecture Hall

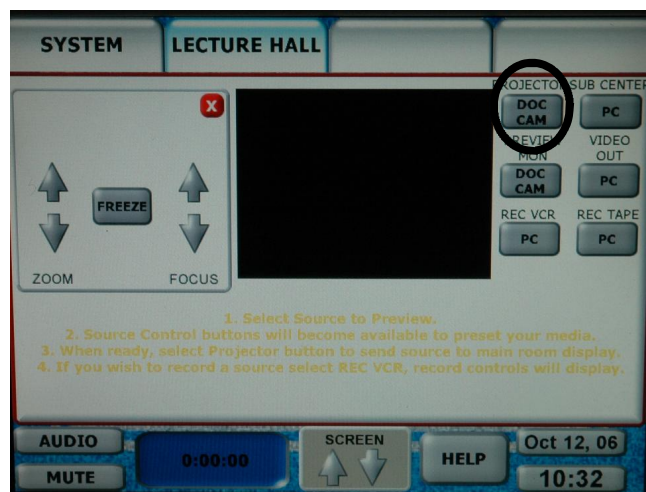## Using the Document Camera (Elmo)

Power Button

The document camera is located on the side of the lectern. Unlock the side panel, and slide out the document camera drawer. Lift the light and head of the document camera. The camera can display any type of object (photos, coins, papers, etc).

Press the power button to turn the document camera on.

From the left side of the panel select Document Camera. This will allow you to preview the document camera image.

To project the document camera:
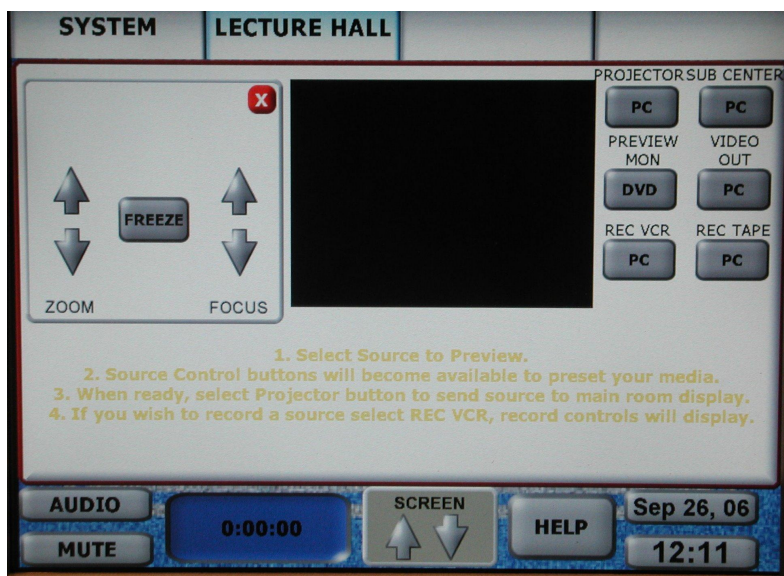From the right side of the panel, tap the button under "projector" until the document camera label displays.

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Freeze the Document Camera Image

You can freeze the document camera image, so that students do not see you switch to a different image on the camera itself.

Tap the freeze button.

Image currently being projected will freeze on the screen.

Adjust or switch the picture or object on the camera.

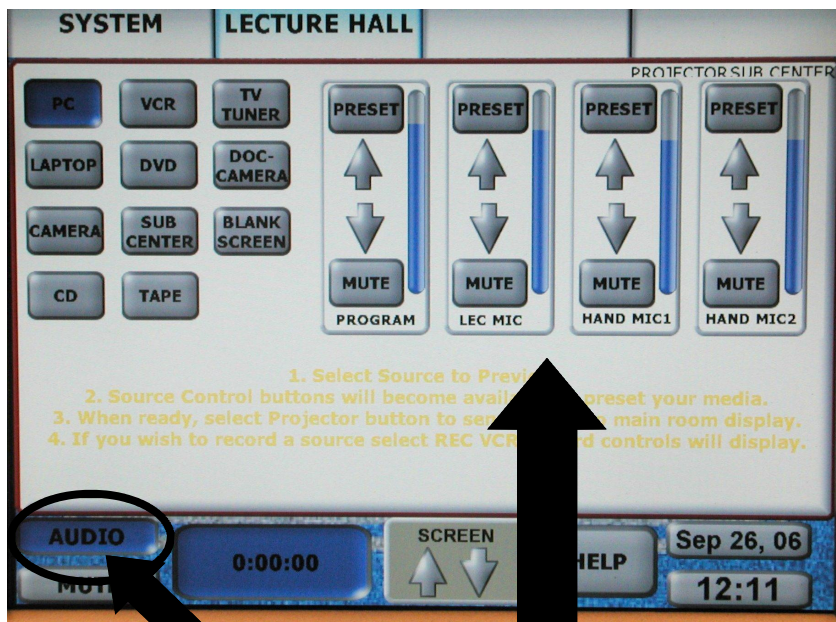Tap the Freeze button again.

Students will now see the new image.

Click the red X in the corner to close the "freeze" window.

Communication Building Lecture Hall
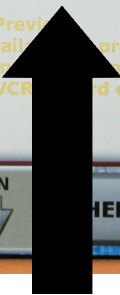
Audio Settings

The lecture hall is equipped with a lectern microphone and a wireless microphone. The audio settings will enable you to adjust volume of this and other microphones in the room.

Tap the audio button at the bottom of the lecture hall screen.

Adjust the level either lower or higher.

Program: Levels for audio devices such as a DVD, CD, Computer, VCR etc
Lec Mic: Microphone on the lectern
Hand Mic1: Wireless microphone plugged into the lecturn
**Hand Mic2:** Wireless or wired microphone plugged into wall plate

Problem: Students cannot hear the media you are playing.
Solution: Lower than raise the Program audio level!

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Wireless Microphone

Obtain the wireless microphone from the Sub Center, Room 113. Clip the pack onto your belt, or place in your pocket. Make sure you turn it on! Clip the microphone to your color or shirt. Use the Audio adjustments on the control panel if needed.
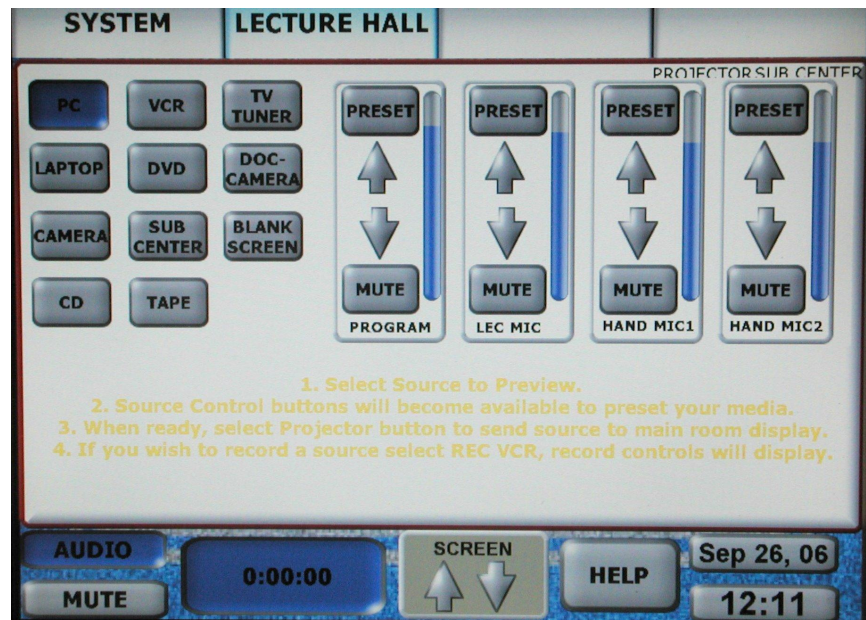
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Assisting Hearing Impaired Students

> **Obtain equipment for hearing impaired students from the Sub Center, room 113.**

Distribute the equipment to student. He/she can adjust the volume as needed.

This equipment works in conjunction with the microphone(s); make sure you use the lectern or wireless microphone.

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Timer Settings

Keep track of your presentations! The timer will count down the number of hours/minutes remaining. Timer area will flash when time has run out.
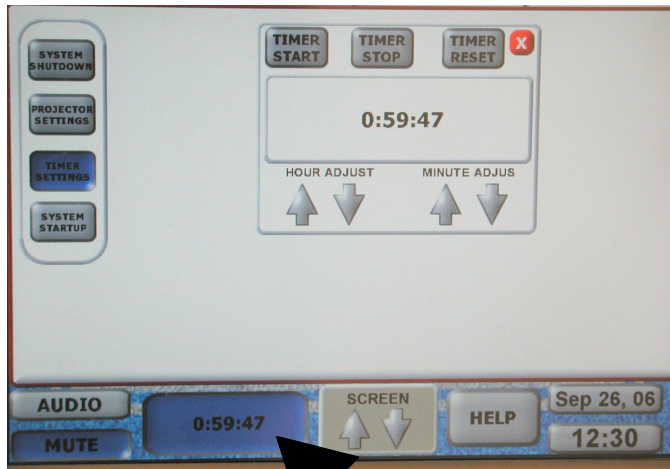
From the System Tab, select "Timer Settings."

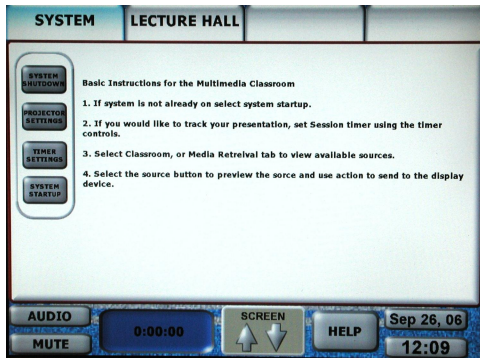Adjust the hours and/or minutes needed using the arrow keys.

Tap the "Timer Start" button.

Click the Red X to exit the timer.

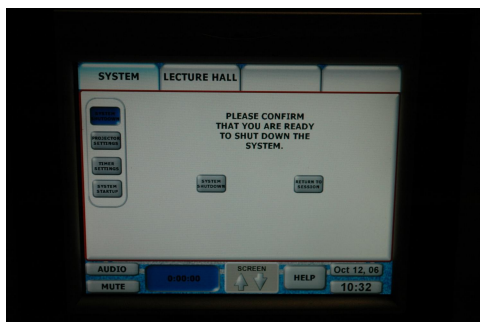Time left on the timer will display at the bottom of the screen.

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System Shut Down

Tap the System Tab.

Tap the System Shut Down Button

Tap the System shutdown button to confirm.

__Please make sure you shut down the system! Light bulbs in the projectors will burn out with extended use, and the system will cease to function properly.__