



## BTI Audio/Visual Equipment — Auditorium Instructions for Presenters

Version: February 20, 2013

**Objective:** To provide sufficient background for a first-time presenter at BTI to utilize effectively the audio visual equipment in the auditorium. The auditorium is located on the first floor -- upon entering at the main entrance turn right.

### Outline:

- 1) The auditorium overview and setting.
- 2) The podium-based presenter controls
  - Lighting controls (room and podium)
  - Control console and projector
  - Computer Presentations
    - Laptop setup, wireless microphone, wireless remote control
  - DVD/VHS Presentations

**Note: Report any problems to:**

[btihelp@cornell.edu](mailto:btihelp@cornell.edu) or

Joan Curtiss, [jcc25@cornell.edu](mailto:jcc25@cornell.edu), 254.4758, 254.1250, Room 200



## The Auditorium

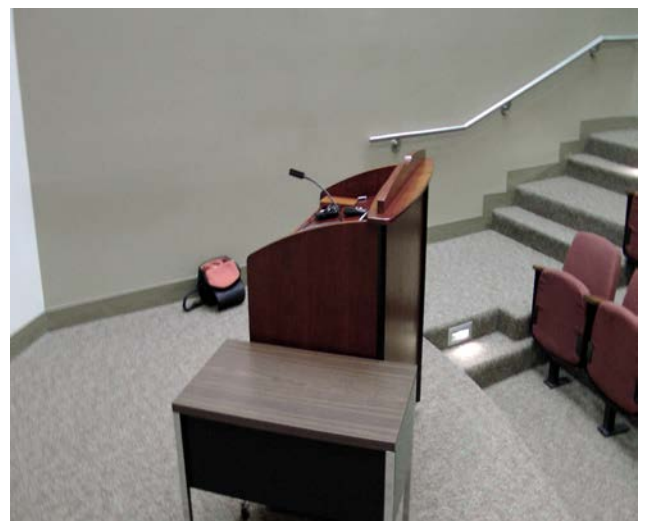


This 99-seat auditorium has a sloping floor. The wall at the front serves as the projection screen.

**From the lectern**, the presenter controls the dimming of the lights, operation of the projector, changing of the slides using a wireless remote (or from your laptop) and the DVD/VHS player.

A wireless microphone is provided. The acoustics are good, but hearing impaired members of the audience may prefer that the public address system be used.

**Verify that you know how to operate this system before your presentation to leave time for unanticipated problems!!!!**



## Controls at the Podium

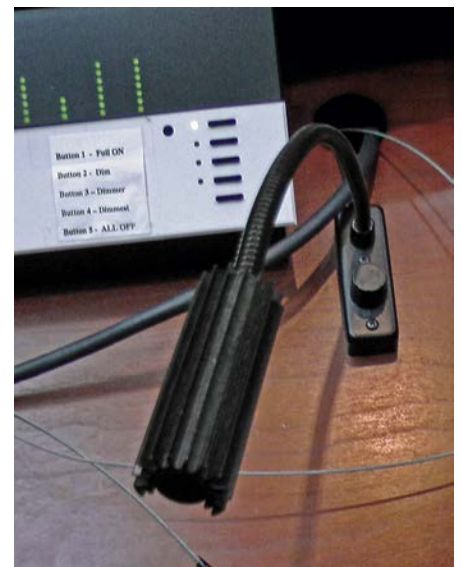


**Important:** Do NOT adjust the projector, which is located at the back of the room (the user controls are at the podium). Do NOT open the transparent door at the podium and tamper with these settings; all presenter controls are external to this area.

## Lighting controls

Room lighting controls are located at the top-right of the lecturn (above). Five (5) levels of lighting intensity may be selected (on the console at bottom-left): Full ON, Dim, Dimmer, Dimmest or ALL OFF (except safety lights on the side walls and on steps). If the presentation is not being video recorded, the “ALL OFF” gives best visibility of the screen at the front of the auditorium. However, if the presentation is being video-recorded, Dim (Button 2) provides a better recording without washing out the projected images.

A podium light for use by the speaker (bottom-right) has an adjustable brightness knob on the lecturn. (Sometimes this light is mistakenly believed to be a microphone.)



## Setup Procedures

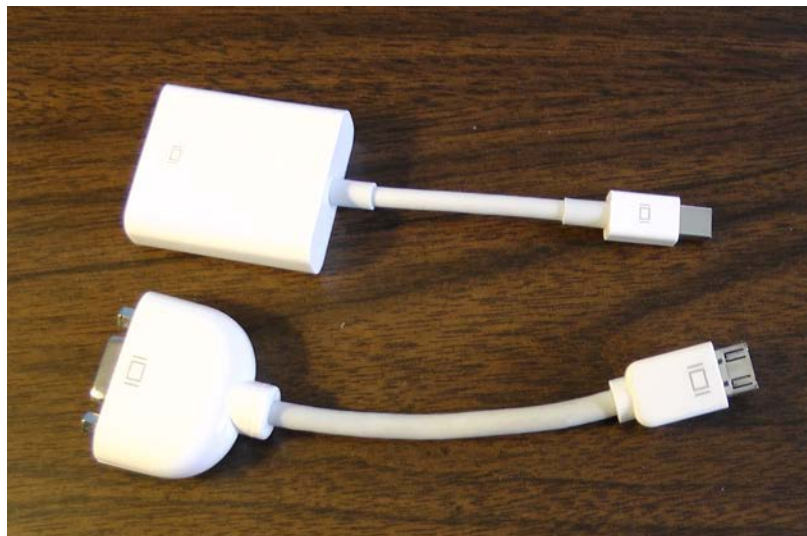
### A. Laptop Computer for PowerPoint/Keynote or other computer-based video presentations

#### 1. Connect your laptop (A terse summary for repeat users follows this section:

**BEFORE turning the power on for your laptop or for the projector**, you must connect your computer output to the VGA cable to the projector (and audio cable if needed).



The video and audio connectors at the podium are shown above. THE PRESENTER is responsible for providing the proper connector between his/her laptop and this 15-pin VGA video cable. The newest (thinnest) Macintosh laptops use a “Mini DisplayPort to VGA Adapter;” older Macs use



a different adapter. Immediately below: (upper: newer); (lower:older). The end that connects to BTI’s VGA is shown at lower left corner (newer on left and older on right). The end that connects to the Mac is shown at lower-right (older on left and newer on right).

If you will be using audio output from the computer, connect the small audio cable to the audio output (earphone) from your computer.

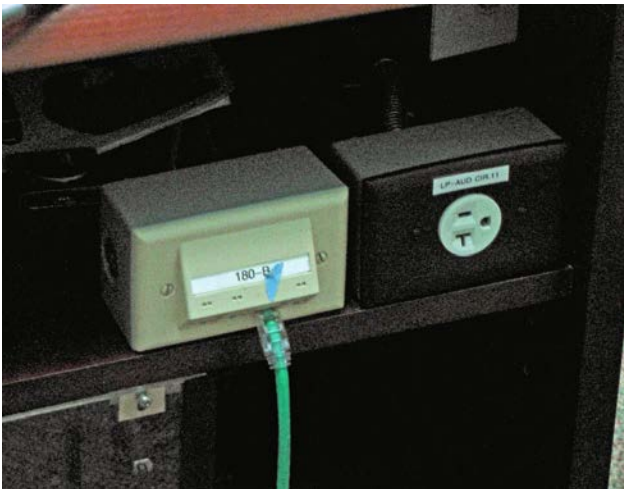


## 2. Power ON projector:



The projector off/on button is at the top-left of the control console. Pressing the ON button turns the projector on. The “ON” button will flash until the projector has warmed up.

The volume control for the audio is immediately below the Projector controls.



## 3. Turn on your laptop:

Plug your laptop power cord into the ac outlet (at the right of the image at left).

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

## 4. Choose the equipment you will be using.

Press the button on the console (third cluster of controls in the top photo) — VCR, DVD, or LAPTOP — to chose the equipment. In this instance, choose “Laptop.”



## 5. Use wireless microphone if desired.

This is stored on top shelf beneath the podium top surface.

a. Attach the wireless unit to your belt using clip, or slip into a pocket.

b. Unwind the microphone wire and clip the mic to your lapel/collar.

c. Turn on: press and briefly

hold the power button located at the center on the end of the unit. A green ready light will appear. (Remember to turn off at end of presentation.)

## 6. Use remote control for presentation, if desired.

The Kensington remote is stored on the top shelf immediately below the podium surface.



a. Place the **USB key** into a USB port on your laptop.

b. Use the forward/reverse arrows to change slides.

c. To make the screen black, press the monitor button.

## 7. Launch your PowerPoint/KeyNote application.

(Is there any need to be sure that the used fonts have been loaded into the presentation??)

a. Shut down your computer.

b. Power-down the projector. Press the OFF button on the podium console.. The OFF button will flash until the projector has turned off. {You should **not** make any changes to the actual projector at the back of the auditorium.}

c. Disconnect VGA and audio cables from your computer.

d. Place the USB key and wireless microphone on the top shelf immediately beneath the podium surface.

e. Leave power **ON** to all other devices.

f. Turn OFF the auditorium lights.



If you prefer, a comparable set of lighting controls is located to the right of the door as you leave the room.

---

### ***Summary of Sequence for Connecting a Laptop:***

1. Make sure that the projector is OFF. (Projector lens is NOT lighted.)
2. Attach projector cable to PC/Mac (May need an adapter; if the proper adapter is not available, check with Joan or someone in her office – 200 BTI.)
3. Turn projector ON.
4. Select LAPTOP. (If there is no connection, push VCR and/or DVD, then the push LAPTOP.)

**NOTE:** If this does not work, call Joan Curtiss.

---

### **B. DVD or VCR Operation.**

1. Power ON the projector: Press the ON button at the podium (below: top-left) to turn on the projector. The ON button will flash until the projector has warmed up.



2. Choose “DVD” in the above console.
3. Insert DVD or VCR tape into player.
4. Press PLAY button on podium console.

**NOTE:** USE the podium controls for the DVD or VCR — NOT the buttons on the actual equipment.

### ***Shut-down sequence:***

1. Turn Projector OFF.
2. Shut down the laptop.
3. Remove projector cable.
4. Turn wireless microphone power OFF.
5. Return microphone and remote control (and USB key) to top podium shelf.
6. When the auditorium has emptied, turn the auditorium lights OFF.

### **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 Projector OFF button on the podium console, wait for button light 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:*



*Wall Mounted Controls:*



Dimmed Audience/Dimmed Podium

Dimmed Audience/Bright Podium

Dimmed Audience/No Podium

No Audience//Bright Podium

All Lights Off