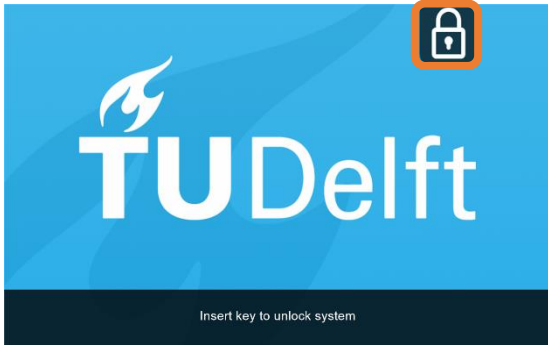


Instruction Audiovisual System

For questions, contact the Service Desk.

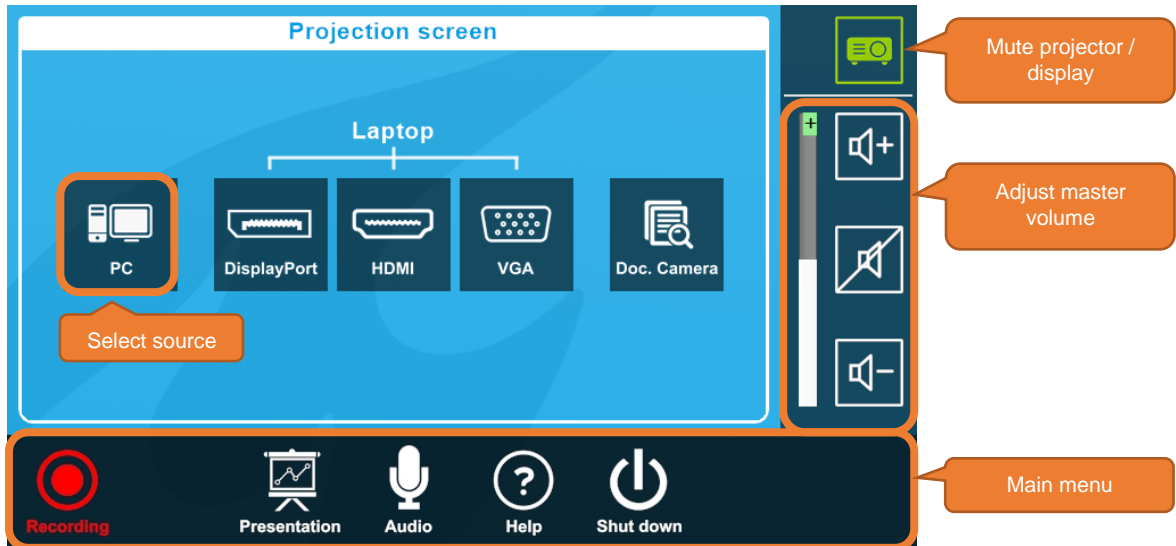
1. Insert **console key** to unlock AV system.
Key is available at Service Desk.



2. **Tap operation panel.** Please wait while AV system starts up.



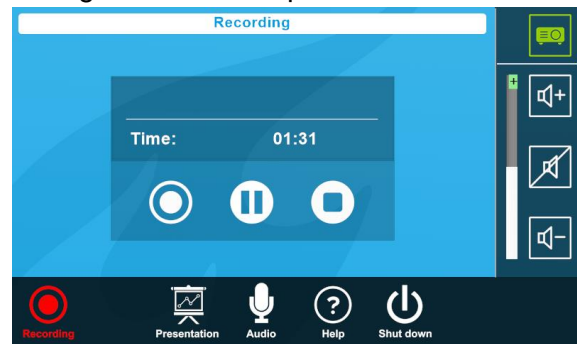
3. The **Presentation** menu appears:
 - a) The hall computer controls the AV system. You need to log in with personal **NetID**.
 - b) Select **laptop** to present with BYOD (your laptop).
Connect the appropriate **cable** (HDMI, VGA+audio jack, USB-C).



Select **Audio** to adjust volume of available microphones. Microphones (or key to the room cabinet) are available at Service Desk.



Select **Recording** to start, pause or stop the video recording. The multimedia file is saved on the file share of QuTech's secretary. Do not forget to use microphones.



Instruction Audiovisual System

For questions, contact the Service Desk.


Select **Help** to see room location and phone number of Service Desk.



Have you finished your presentation?

1. **Sign out to deactivate** your NetID session.
2. **Do not shut down the hall computer.**
3. **Stop AV system** with the Shutdown button. Confirm to stop the system.
4. **Bring back console key** to Service Desk.

Tips & tricks

- Touch the display of hall computer with your finger to **fetch the mouse pointer** in case you have lost track of the pointer.
- The **USB connections** on the operation assembly are connected to the hall computer.
- The **SMARTboard** is active only after log-in. Use SMART Notebook software for best results.
- **Be safe!** If you leave the room temporarily, **lock the hall computer with** "Windows  + L" combination.
- Be aware that hall computer **automatically locks** after 45 min of inactivity.