Instructions for using the sound and visualization system in IChF PAN hall
<access to the entire system>

The user who takes keys to the presenter’s desk in order to conduct a presentation is responsible for the audio-visual equipment in the hall.

1. Fundamental activation
   1.1 Take the set of keys from the reception in the administrative building.
   1.2 Open the upper cabinet on the top of the presenter's desk using a key marked "upper cabinet" and the right and left side of the desk, using the keys marked "right side" and "left side", respectively.
   1.3 Take necessary devices from the cabinet found in the backroom of the hall, e.g. microphones, digital visualizer, and connect them to suitable sockets in the upper cabinet. Make all essential connections.
   1.4 Place keyboard and mouse on the desk. Both devices are wireless. They are located next to the built-in computer in the desk.
   1.5 Turn on the main power supply with the switch found in the upper cabinet (illuminated green switch) and then turn on the computer and monitor. The computer is connected to the IPC computer network, has a DVD/CD burner and player, as well as two USB ports accessible on the front hard drive.

2. A visual presentation with the assistance of projectors installed in the hall
   2.1 Release, depending on need, one or two rolled up screens with the help of switches marked with arrows pointing up or down. Two pairs of switches can be found on the wall on the left side of the door to the backroom of the hall. The switches are marked respectively:
   - Screen A – to projector A (description on the front panel of the projector).
   - Screen B – to projector B (description on the front panel of the projector).
   2.2 Turn on the power supply to projector A and/or B by turning on the power on the right side of the desk with the help of the „POWER” switch/switches marked A and B. Turning on the switch turns on the projector’s power automatically.
   2.3 Switches A and B (and projectors A and B assigned to them) have the same signals:

   VGA signal group (group of four VGA buttons):
   1st button - microcomputer installed in the presenter’s desk
   2nd button - microcomputer brought by presenter
   3rd button - visualizer
   4th button - not used

   Video PAL signal group (group of four Video buttons):
   1st button - video camera installed in the laboratory room, behind the glass window.
2nd button - input, e.g. additional video camera; 1st BNC socket on the left in the upper cabinet
3rd button - not used
4th button - not used

2.4 Choose, with the help of the switch marked with the letter A, a signal for a presentation from the projector marked with the letter A.

If making a presentation from VGA signal group, the button marked "Video A", which can be found on the control panel installed beneath the switches, should be turned off (the control lamp should not illuminate).

If making a presentation from Video-Audio Selector (PAL) group, the button marked "Video A", which can be found on the control panel installed beneath the switches, should be turned on (the control lamp should illuminate).

2.5 Choose, with the help of the switch marked with the letter B, a presentation from the projector marked with the letter B.

The function of the button marked "Video B" is analogous to the "Video A" button described in point 2.4.

2.6 In order to use one’s own portable microcomputer (laptop) it is necessary to:
   2.6.1 connect it using the VGA cable to the second VGA socket located in the upper cabinet on the presenter’s desk
   2.6.2 use one of the power sockets in the upper cabinet to power the laptop
   2.6.3 use the RJ45 type socket found in the presenter’s upper cabinet to connect the laptop to the IPC PAS computer network
   2.6.4 choose button No. 2 (in the VGA group) to send a signal for projector A or B.

2.7 In order to make use of the visualizer it is necessary to:
   2.7.1 bring the visualizer from the cabinet in the backroom (user manual of the visualizer is located in the cabinet)
   2.7.2 connect it using the VGA cable to the third VGA socket on the left in the presenter’s upper cabinet
   2.7.3 connect the power cord using one of the power sockets in the presenter’s upper cabinet
   2.7.4 choose signal for projector A or B with button No. 3 (in the VGA group).

3. The sound presentation with the help of microphones (including 8 out of 10 pieces altogether) and/or the tape recorder.

   In the case of using a set of microphones other than the basic set (wired on the desk, the so called "goose neck", "clips" – channel 5 and "hand-held" – channel 6) it is necessary to set the level of amplification on the mixers of the appropriate channel every time. The approximate level is marked with a marker. Avoid setting the amplification level too high; it may then cause an unpleasant feedback for the ears. Set the amplification level in the unused channels at minimum.
User manual for the mixer is located in the cabinet in the backroom along with all other documentation.

3.1 The microphone on the desk is the "gooseneck" type.

   The "gooseneck" microphone operates from channel 7 of the mixer.

   In order to activate this microphone, the switch found in the upper cabinet, described "turn on microphone" must be turned on. A red control light will then illuminate, signaling that the microphone is ready for use.

3.2 Wired microphone on a support stand.

   This microphone operates from channel 8 of the mixer by connection to the upper cabinet or to the socket in the floor for channel 9.

   Connect the microphone to a socket in the upper cabinet (first one on the left side) type XLR3 or to a socket in the socket plate in the floor, in front of screen B. Turn on the microphone using the switch located on the side of the microphone. Then, the microphone is ready for use.

3.3 The hand-held microphone or ear microphone.

   An alternative use of the microphones is recommended in order to avoid feedback. Feedback can occur if both microphones are in use on the same frequency channel.

   The hand-held microphone operates on channel 6 of the mixer.

   Take the hand-held microphone from the cabinet in the backroom. It is located in a marked package. Turn on the power using the switch on the side of the microphone. Then the channel number and battery charge indicator will appear on a display on the main body of the microphone.

   The microphone is ready for use.

   If using an ear microphone, take this microphone and its transmitter from the cabinet in the backroom. Connect the microphone with the transmitter. Mount the microphone on your head and place the transmitter, e.g. on your belt or in your pocket. Turn on the transmitter.

   The microphone is ready for use.

3.4 The "clip" or "hand-held" microphone.

   Similarly as in point 3.3, an alternative use of the microphones is recommended.

   The microphones operate from channel 5 of the mixer.

   Take the "clip" microphone and transmitter from the cabinet. Connect the microphone with the transmitter, which can be placed in any area, e.g. on your belt or in your pocket. Strap the "clip" microphone to your jacket and turn it on using the switch of its transmitter. Then, the microphone is ready for use.

   If using the hand-held microphone, the procedure described in point 3.3 applies.

3.5 Sets from one to four hand-held microphones operate from channels 1 to 4. The channel number illuminates on the display of each microphone. The procedures for activation are analogous to those described above. The tape recorder is built in to the left side of the desk.

   Operation of the tape recorder is typical. Its user manual is in the documentation set placed in the cabinet of the backroom.
Attention

Recording can be made only with cassette B.

- For playing, an appropriate level of readout must be set using the red PLAYBACK dial, located on the far right side of the sound mixer.

- For recording, an appropriate level must be set as above. The regulation dial for the recording level is located next to the PLAYBACK dial.

The system allows for the use of the aforementioned microphones in any type of configuration. After completion of the presentation, turn off the power of each microphone.

4. Video Camera

4.1 Check the connections – power cord and signal cable – leading to the video camera. If the cables are connected, the setup is ready for operation the moment the main switch is turned on (green button in the upper cabinet).

4.2 Turn on the TV receiver, located in the laboratory room in the backroom, providing a camera operator with a monitoring from the video camera and verbal commands from a presenter from the hall. The video camera operator can use a wireless microphone (operating from any channel) to communicate with the presenter in the hall. After completion of the presentation, turning off power to the video camera and TV receiver are recommended.

5. Completion of a presentation

5.1 Turn off power to the projectors by turning off the switches of signals A and B as well as the computer.

5.2 Turn off power to devices that were connected by the presenter, e.g. visualizer or video camera.

5.3 Turn off power to the presenter’s console using the button located in the upper cabinet of the desk.

5.4 Disconnect all device cables, which were connected by the presenter.

5.5 Put the computer keyboard and mouse back on the shelf next to the computer (in the desk on the right side).

5.6 Close the upper cabinet and the right side of the desk with its key.

5.7 Roll up the projector screen/screens; take the devices back to the cabinet in the backroom.

5.8 Return the keys to the reception desk of the administration building.