

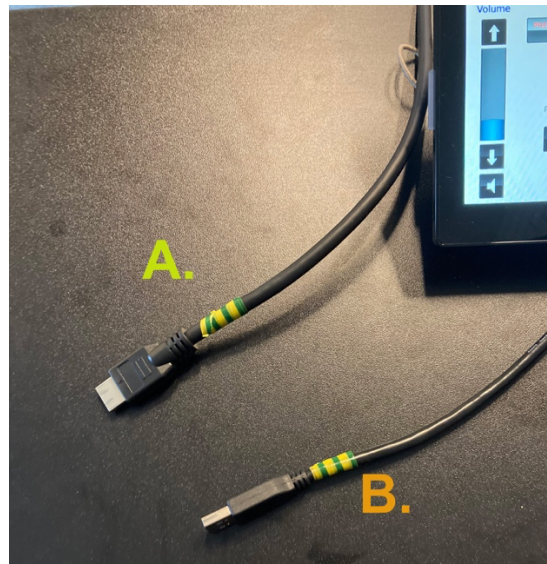
# Harry Clarke Lecture Theatre (HCLT)

## Audio Visual Instructions

### Step 1: Connect cables

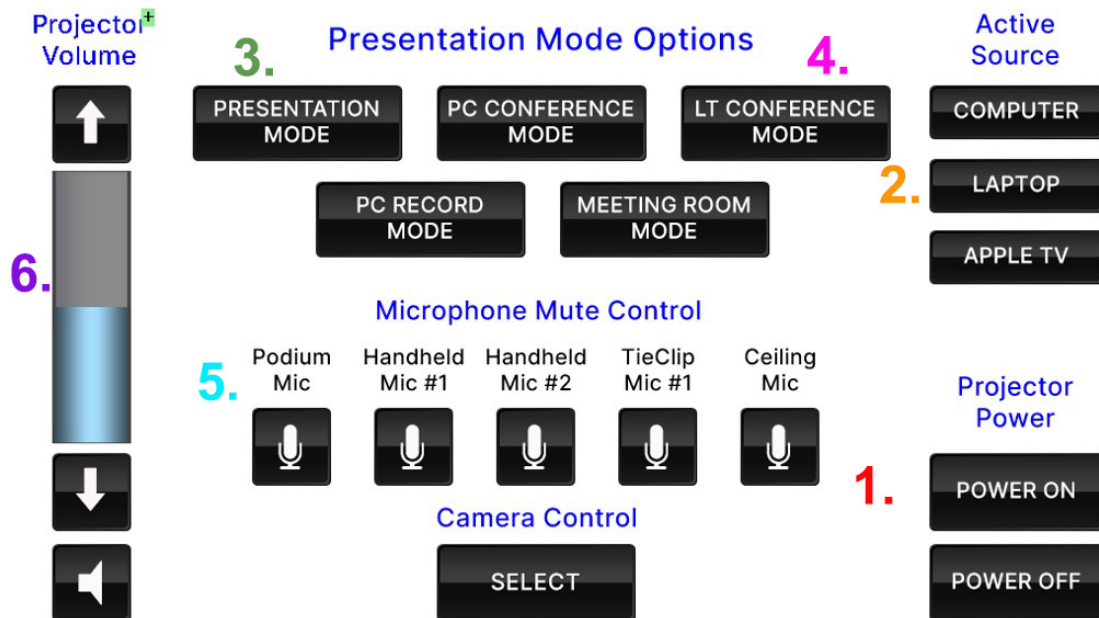
- A. (hdmi to projector) and
- B. ( usb b/a for camera at back of room and microphones in ceiling)

to your laptop.



**Step 2: From the Extron controller select the following.**

*Note if the screen is dark just touch it to wake it*



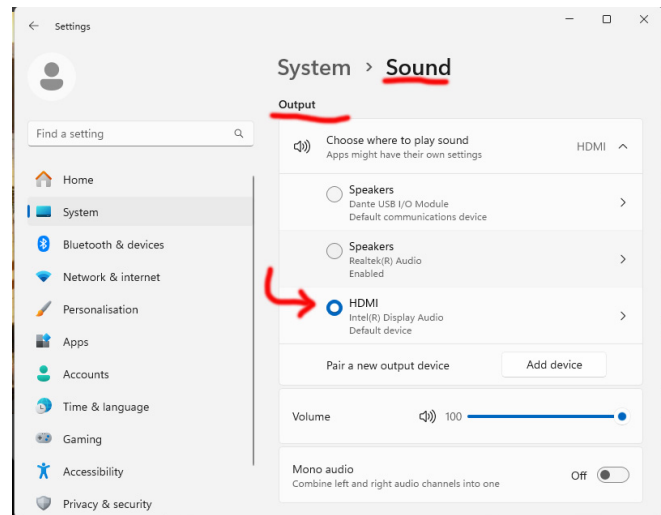
1. Press “POWER ON” to power on the projector
2. Press “LAPTOP” to ensure your laptop is select as the input device
3. Press “PRESENTATION MODE” if presenting to the room and to someone on Zoom/Teams/Meet
4. Press “LT CONFERENCE MODE” (stands for Laptop Conference Mode) if people on the Zoom/Teams/Meet are presenting
5. Press whatever mics you want on  
Note: For LT CONFERENCE MODE “Ceiling Mic” must be on for the remote parties to hear you. The podium mic does not work in LT CONFERENCE MODE
6. Press the Up/Down Arrows for raising and lowering the volume

When presenting in the room or remotely you will need to switch between PRESENTATION MODE and LT CONFERENCE MODE

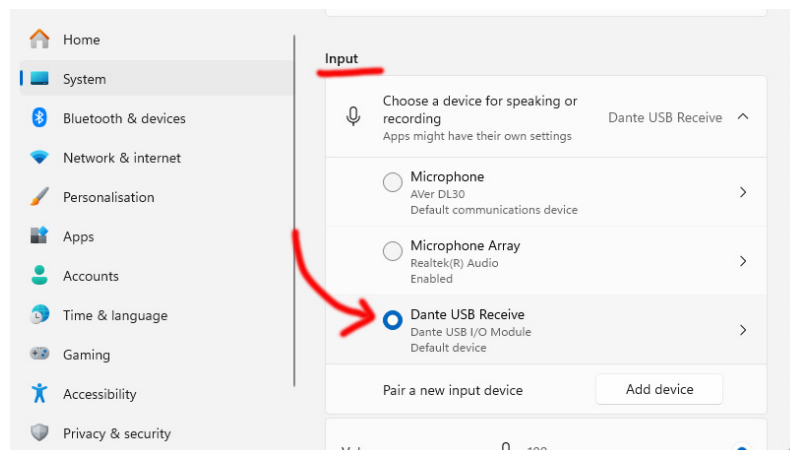
**WARNING** – always turn off the Ceiling Mic when not needed as it will pick up conversations in the room when turned on

**Step 3: If using a Windows laptop please ensure the following**

**Sound Output:**

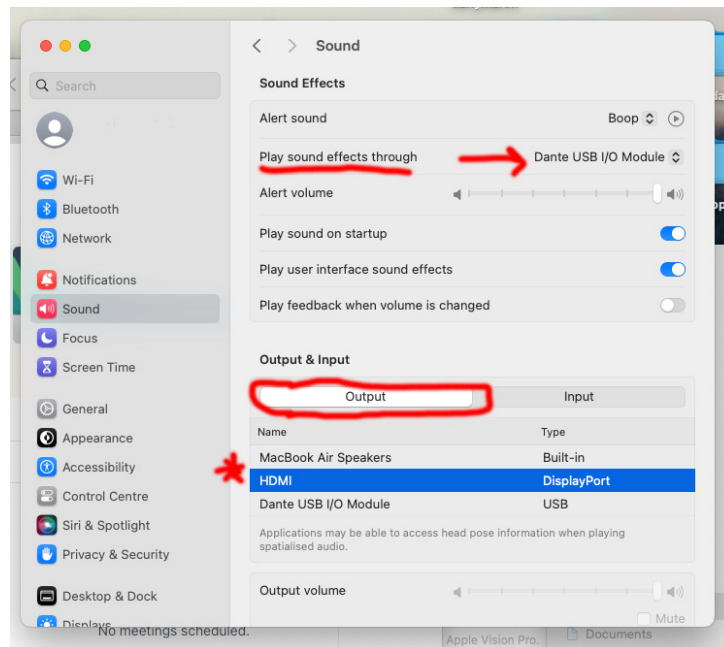


**Sound Input:**

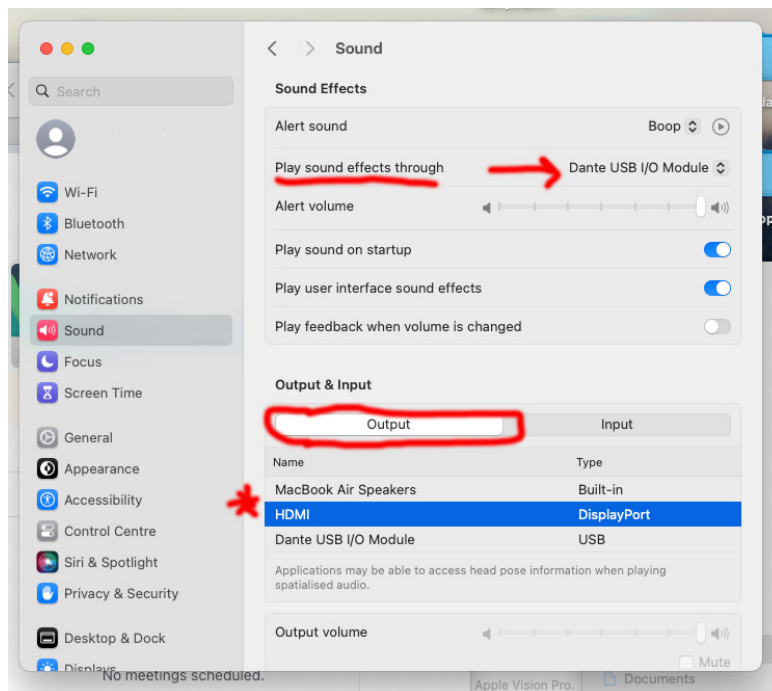


**Step 4:** If using an Apple laptop please ensure the following

Sound Output:



Sound Input:



## Step 5: When using Zoom/Teams/Meet etc

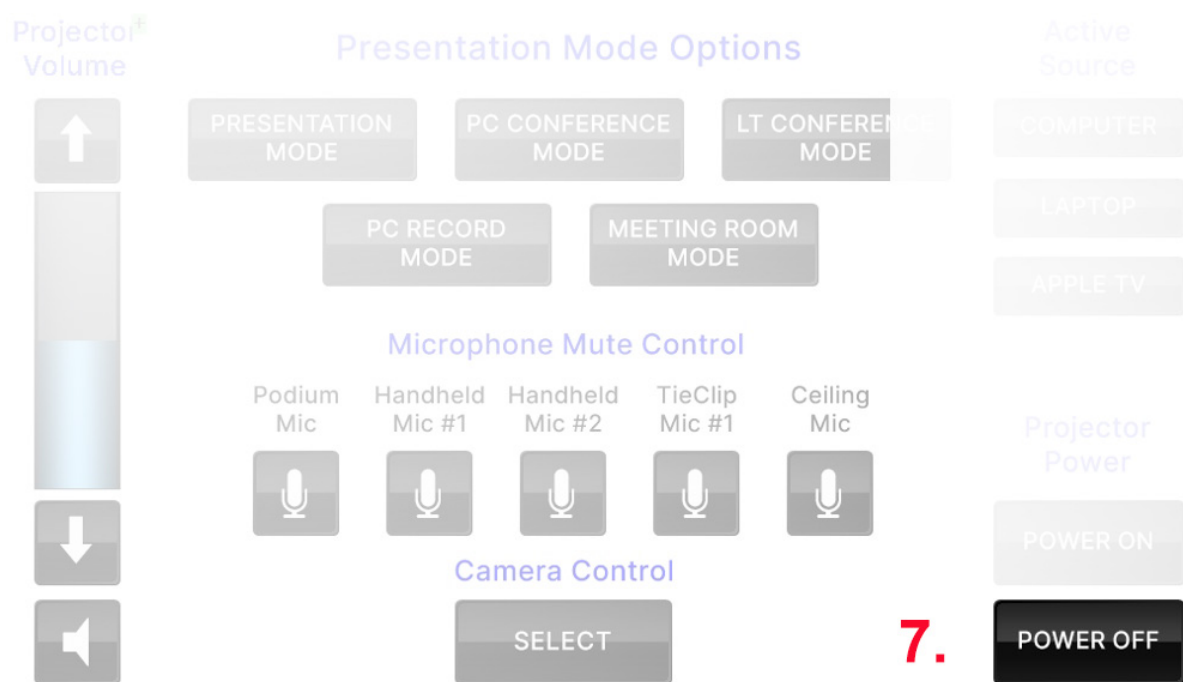
In the Application e.g. Zoom please ensure the following:

Speakers (Outputs):	Set to HDMI
Video:	Aver DL30
Microphone (Inputs):	Dante usb

**WARNING** – always turn off the **Ceiling Mic** when not needed as it will pick up conversations in the room when turned on

**Step 6: When finished**

7. Please power off the projector



**WARNING** – always turn off the **Ceiling Mic** when not needed as it will pick up conversations in the room when turned on