

IGAB Atrium AV Instructions



Pick up the key for the AV
storage room '0A01A'
from SSB 5300.

\$25 Deposit Required

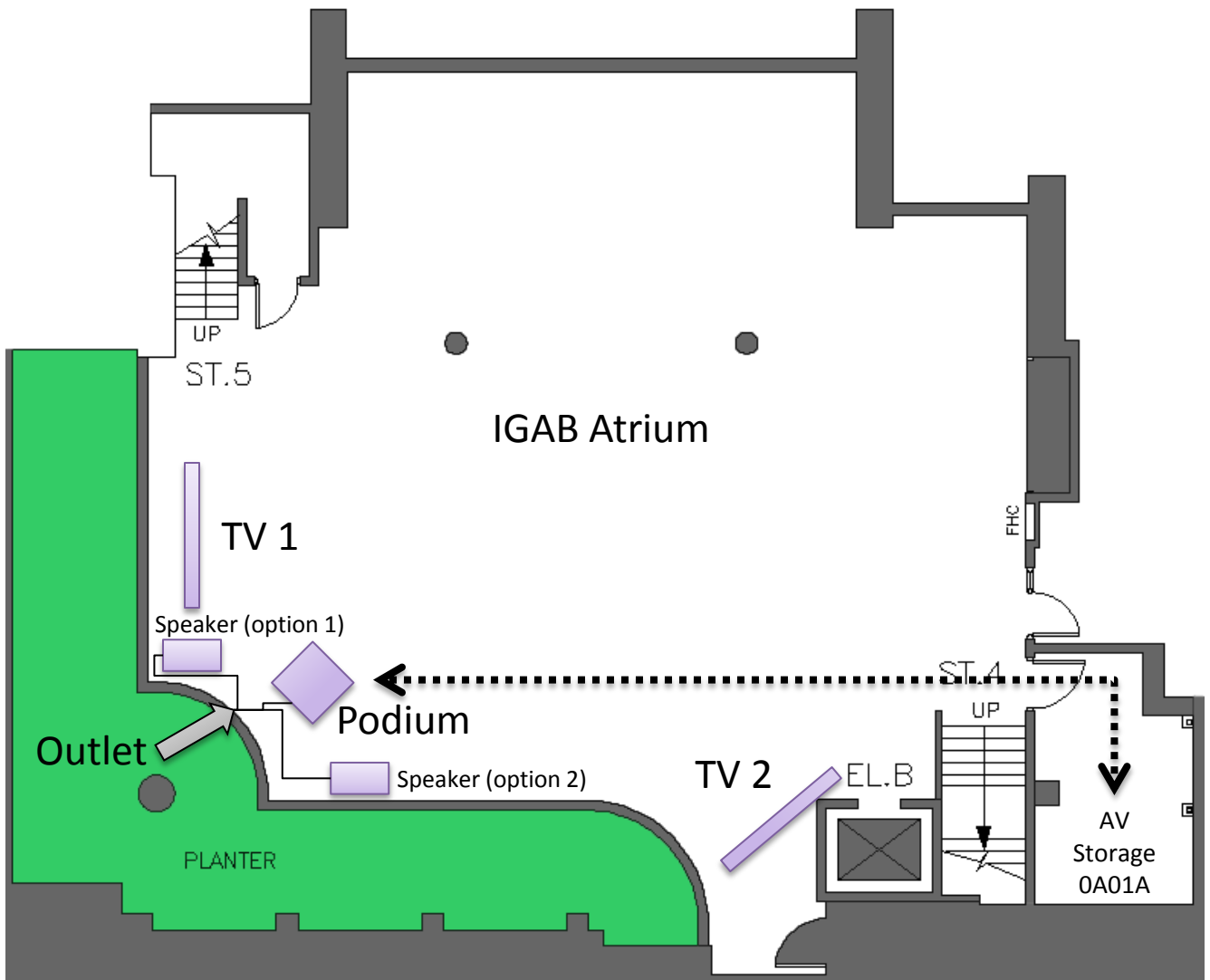
Technical Support Contact:
ITS AV Support
(519)661-2111 ext. 82222
cmg@uwo.ca

Room Reservation Contact:
Institutional Planning & Budgeting
(519) 661-2111 ext. 83303
bookroom@uwo.ca

**Please return the AV equipment to the AV storage room '0A01A'
when your event is over and return the AV key to SSB5300.**

Move Podium and Speaker from the AV storage room '0A01A' to a spot near TV 1.

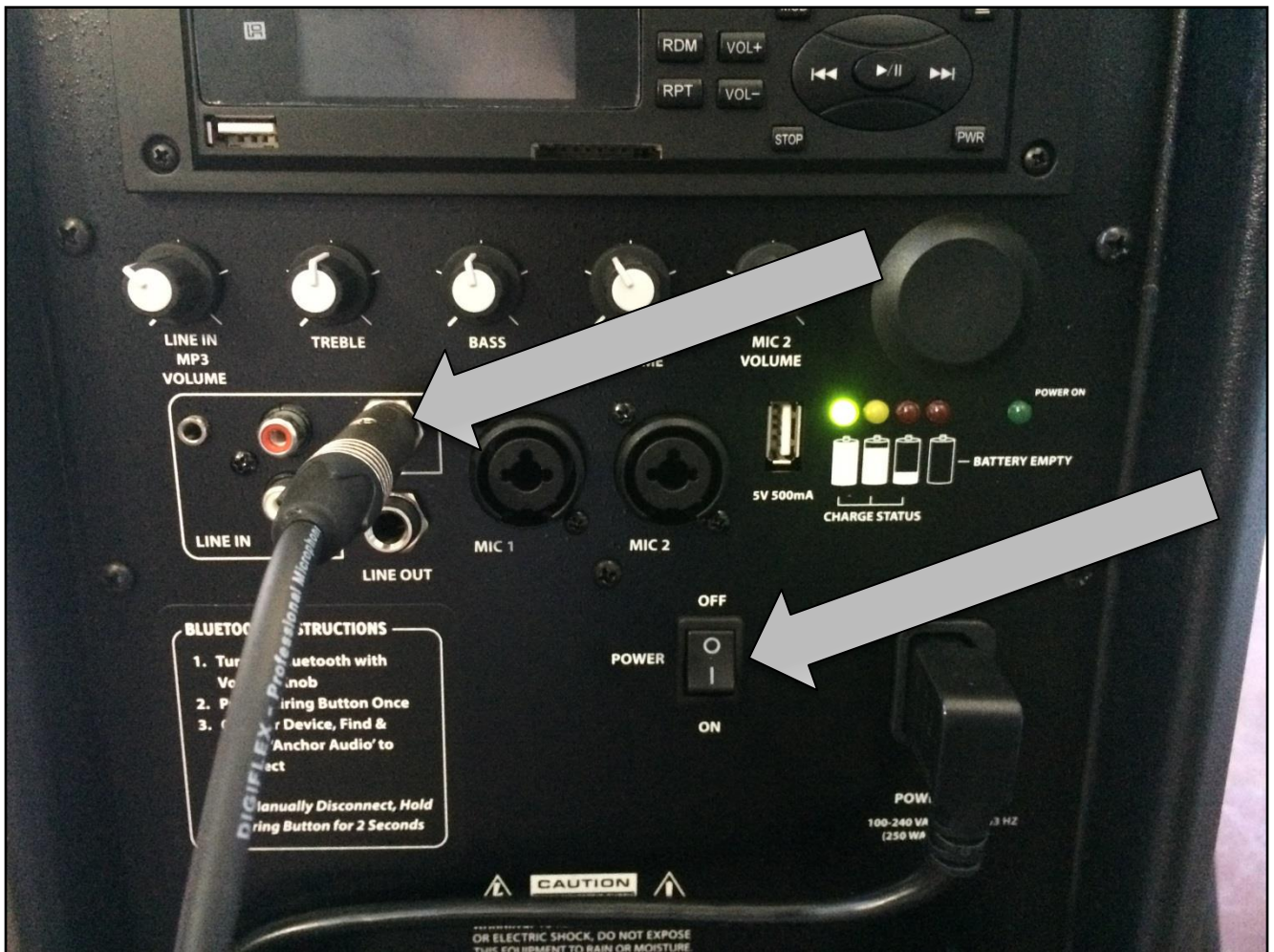
Plug the Podium and Speaker into the nearby Outlet.



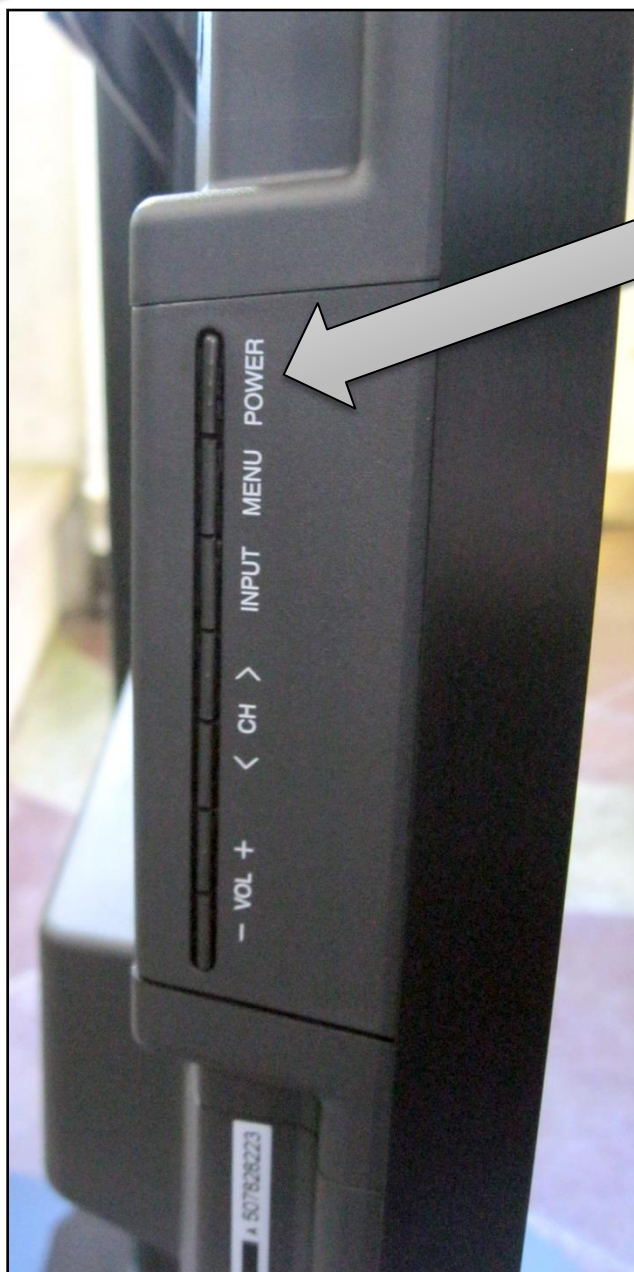
Take the Audio Cable (pictured at right) from the Podium and plug it into the LINE IN on Speaker.



Turn on the Speaker.



Turn on TV1 and TV2 with the Power button on the side of TV or the Remote Control.



Plug in your video device.



HDMI can be used for laptops with HDMI output, as well as iPads and iPhones with an adapter (not provided).

VGA can be used for laptops with VGA output.

The Headphone plug can be used with almost any device with a headphone jack.

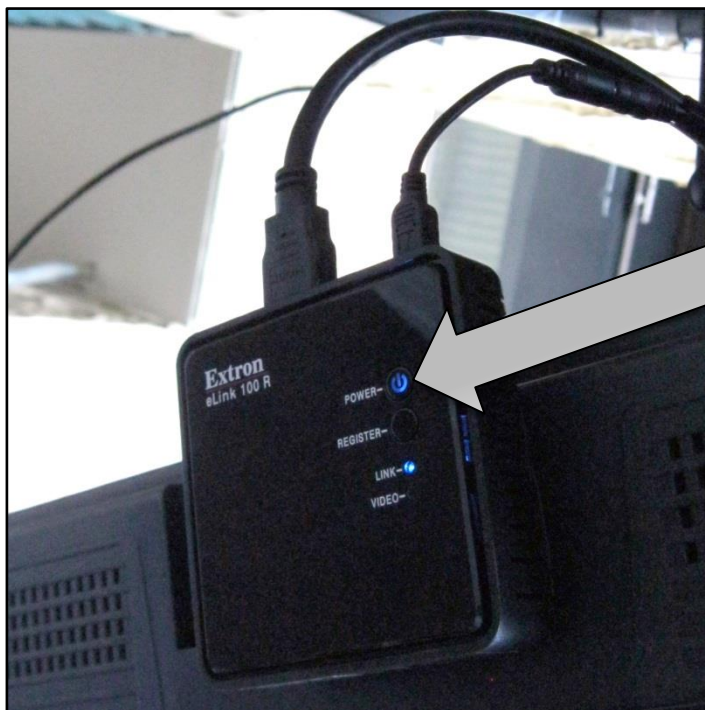
Power cycle the Wireless Receivers...

Press and hold the Power button on the Wireless Video Receiver until it turns off, then press the Power button again to turn it on.

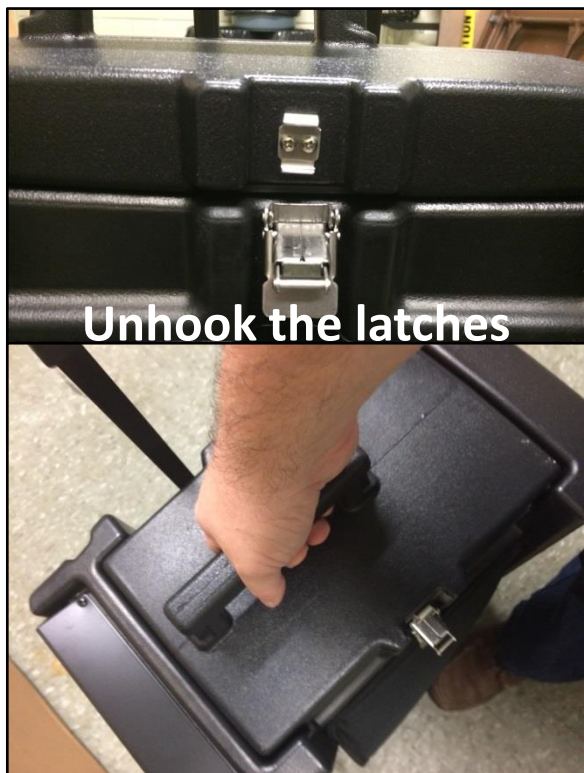
TV1's Receiver is located in the base of TV1's stand.

TV2's Receiver is mounted below TV2.

The Receivers will automatically connect to the Transmitter.



Setup the Speaker.



Unhook the latches

Pull out the Speaker.



Flip it over. Set it in place. Close latches.

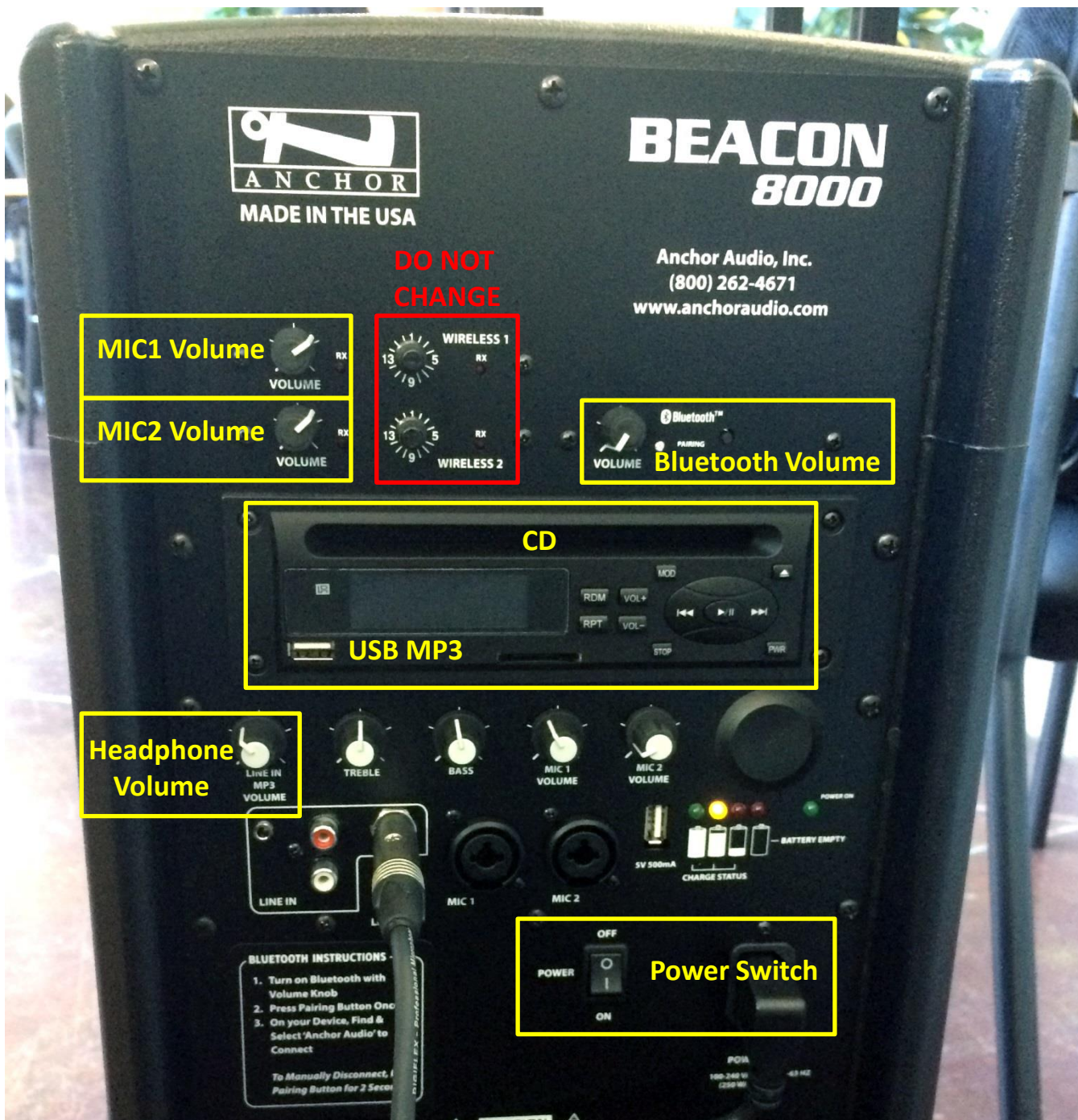


Open Speaker as shown.

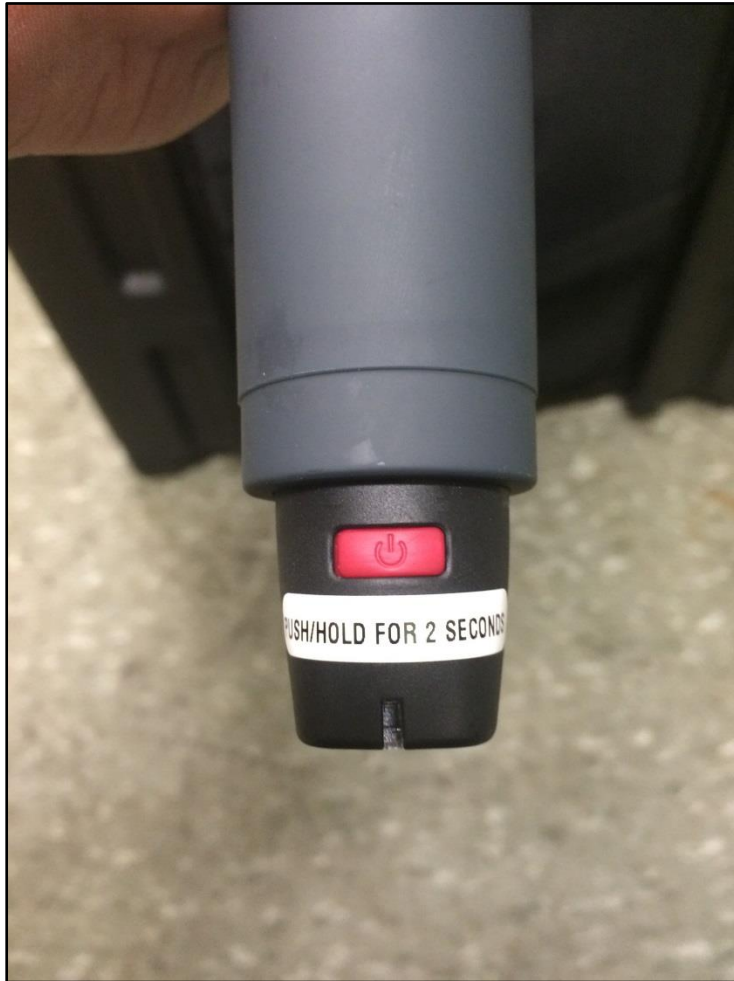


Mics are in the side pouch.

Speaker Controls.



Microphone Control.



To turn on the Microphone press and hold the red button for 2 seconds. When not in use it's a good idea to turn off the Microphone to save the batteries.

When your event is over...

- 1) Turn off the Speaker and unplug the power cable.
- 2) Turn off the Microphones and return them to their storage pouch.
- 3) Pack up the Speaker.
- 4) Disconnect the Audio Cable from the speaker and place it back in the Podium.
- 5) Unplug the power cable for the Podium.
- 6) Turn off both TVs.
- 7) Return all AV equipment to the AV lockup room '0A01A'.**
- 8) Return the AV key to SSB5300.**