Instruction Audiovisual Quad System

For questions, contact the Service Desk.
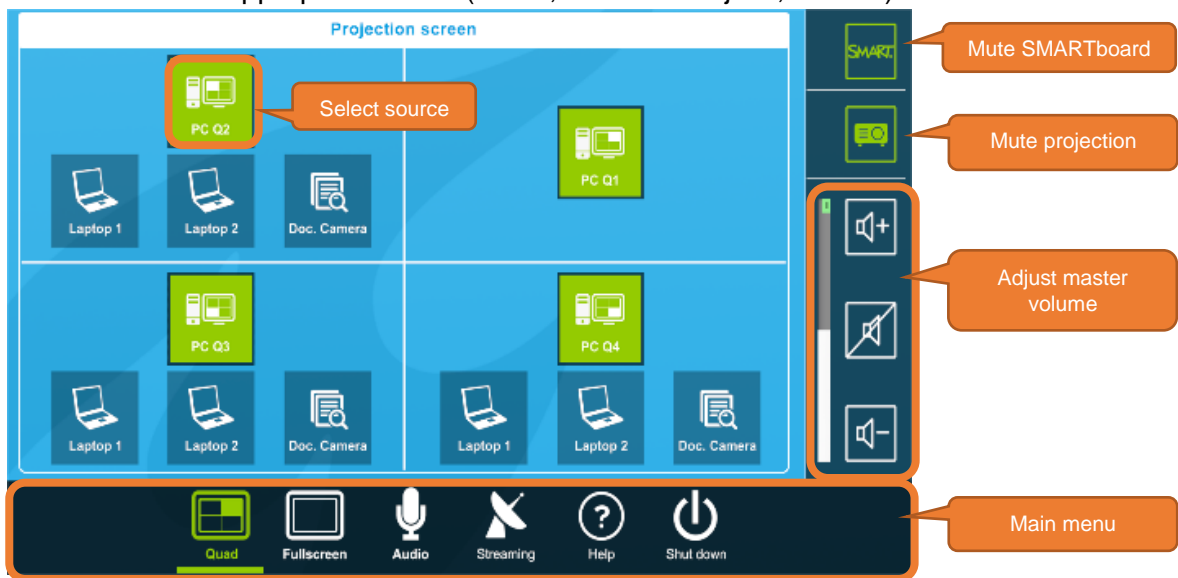
1. Insert **console key** to unlock AV system. Key is available at Service Desk.
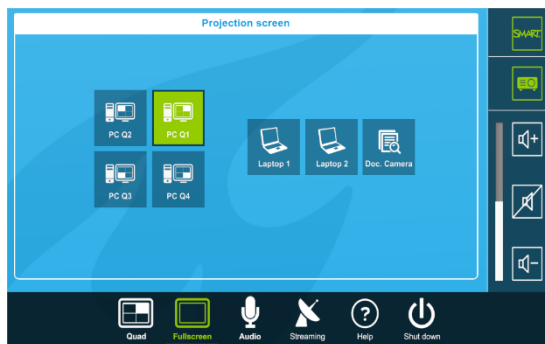

Insert key to unlock system

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

Press screen to start

3. The **Quad Screen 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 **Full Screen** to present one source.

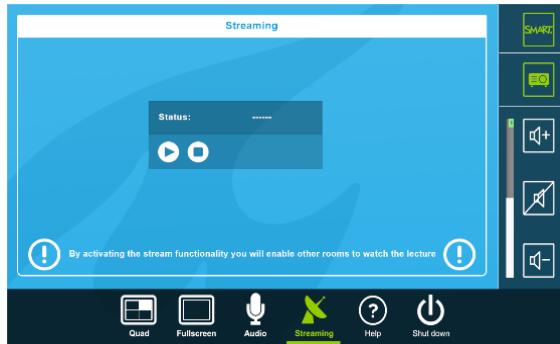Select **Audio** to adjust volume of available microphones. Microphones are available at Service Desk.

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Select **Streaming** to transmit audio and video to another room.
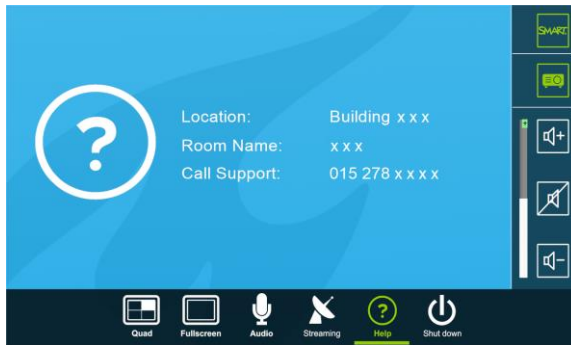To **start**: Press Play.
To **receive** in corresponding room: Press Watch.

Recording shows the state of the Collegerama recording.

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.

TUDelft