



# Quick start guide media technology type F

## Switch on media control

Touch the touch panel and tap „Medientechnik einschalten“.



## Lecture hall PC

Switch on the computer and smart podium.

The mouse and keyboard are located under the lectern.

### Login:

Username: gwdg\username

Or: ug-student\name.vorname

Password: \*\*\*\*\*

## Notebook (optional)

Connect to the available ports (HDMI & VGA).

If you want to play sound, please use the HDMI cable or don't forget to use the audio cable for the VGA.

## Selection of scenarios

**Einzelprojektion:** using the projector with a PC (left) or notebook (right)

**Webkonferenz:** Using the projector with a PC and activating the transmission of the camera signal to the PC. You can choose to activate the ceiling microphone as well (right).



All the necessary basic settings will be made by selecting a scenario: The projector gets switched on and the right source is selected, the microphones are activated.

When **playback audio** and video files, please make sure that the right audio source (PC/notebook) is selected in "Audio" and that the lecture hall PC is not muted.

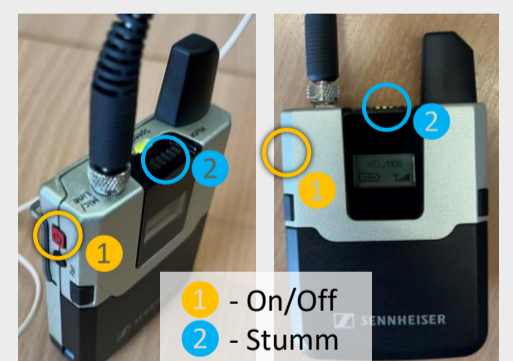
## Switching on the microphones

**Note:** If the microphones don't work, check the mute function

The **headset microphones** can be switched on and off and muted on the transmitter. The volume at which the headset microphone is played back in the room can be set in the "Audio" menu.

The **ceiling microphones** are controlled exclusively using the media control panel. To activate the ceiling microphones, either select the "Webkonferenz" scenario with active ceiling microphones (right) or activate them manually in the "Audio" menu. The ceiling microphones are not played back in the room but can only be heard in web conferences or recordings.

Please respect the personal rights of the participants: Participants must be informed in advance about the use of ceiling microphones. For further information, please read the handout "Persönlichkeitsrecht – Bild- /Tonaufnahmen".



## Switch off media technology!

Press the red "Ende" button on the touch panel to switch off the projector before you leave the room.

**Please do not make any changes to the wiring!**

Please report defects by calling 0551 39-1171!



<https://s.gwdg.de/b9lL2H>



For further information, please scan the QR code.