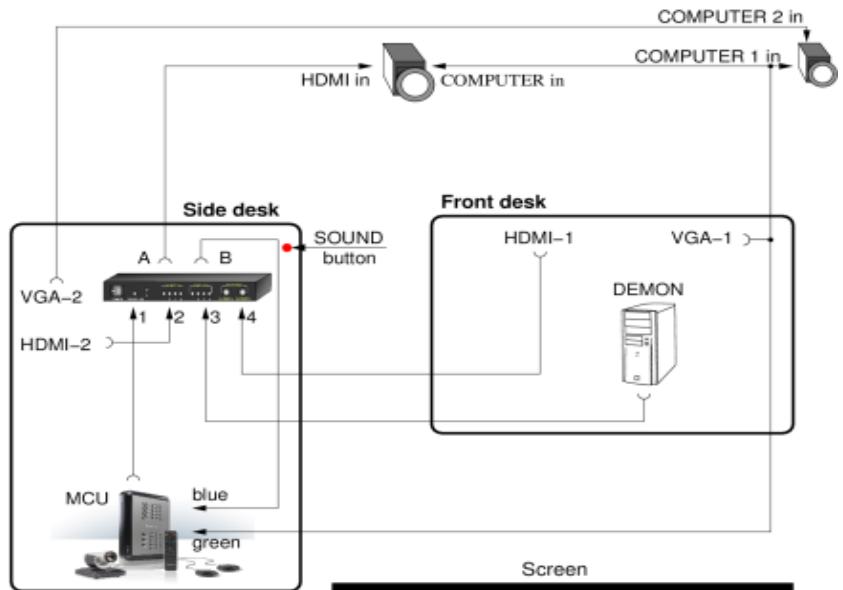


## Presentations primer

- Mics, remotes, pointer & DEMON computer are locked in the front desk
- Do not switch off power distribution unit in the front desk
- After presentation switch off SOUND button on the side desk



### **Presentation from desk computer (DEMON).**

1. On the front desk: switch on monitor (bottom side), boot computer to Windows or Linux, upload presentation (via USB or network) and start it
2. Using BenQ remote, switch on main projector and select HDMI input
3. Set HDMI switch on the side desk to A-3
4. The projector will display cloned image from the monitor
5. If presentation contains sound or microphones are used switch on SOUND button on the side desk (the red one, highlighted when on)

### **Presentation from own laptop via HDMI or DP connector.**

1. Plug in cable from HDMI-1 slot to laptop; miniDP and DP adapters are available upon earlier request
2. Using BenQ remote, switch on main projector and select HDMI input
3. Set HDMI switch on the side desk to A-4
4. If needed adjust laptop display settings to send image over HDMI port, preferred resolution is 1920x1080
5. If presentation contains sound or microphones are used, switch on SOUND button on the side desk (the red one, highlighted when ON)
6. If presentation contains sound, adjust laptop settings to send audio via HDMI & adjust volume level

### **Presentation from own laptop via VGA connector.**

1. Plug in cable from VGA-1 slot to laptop
2. Using BenQ remote switch on main projector and select COMPUTER source
3. If needed, adjust laptop display settings to send image over VGA port; preferred resolution is 1366x768 or 1280x720 or lower
4. Sound from the laptop can be played only via small speakers on the desk
5. If microphones are used, switch on SOUND button on the side console (the red one, highlighted when on)

