Information sheets for events
University of Konstanz

Audimax

A- Rooms
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**For technical problems**  
**Mon - Thu:** 7:00h - 15:30h  
**Fri.:** 7:00h - 14:30h  

| Fabian Jetschmanegg | 88-5098 or 8044 (Internal / radio) |
| Jan Lenz            | 88-4020 or 8002 (Internal / radio)  |

**Mo.-Fri.: 15:30h-22:00h**  
**building service R**  
88-3312 or 8068 (Internal / radio)

**Sa.-So.**  
**building service**  
8076 (Internal / radio)

**Ambulance / fire**  
88-2222
Question: How to turn on/off the entire media technology in the Audi?

Answer: In every screen of the touchpanel, you can find the button "Medientechnik Ein/Aus" (media technology on/off). By pressing this button, a menu for turning on and off the system appears. By pressing the button "Einschalten Beschallung" you only activate the sound system. Microphones and audio inputs will work. Projector, PC won't work yet. Pressing the button "Einschalten Beschallung und Projektion" will activate the entire system. All inputs (Audio, Video, PC!!) can be used!

Attention: Activated buttons are shaded in green!!!
Info sheet for the connection between a laptop (VGA source)
Audimax-system (big media desk)

The connection between the laptop and the projector usually consists of a VGA cable (15-pol-D-Sub-plug) which is located in two cable containers on the desk. If an adapter DVI to VGA is needed it can be lent from the facility-manager or from the media-technology!

With view to the auditorium the input „Laptop 1“ is on the left hand, the input „Laptop 2“ is on the right hand.

These instructions apply by the way of example for the input „Laptop 2“ and can be assigned accordingly for the input „Laptop 1“.

By these software buttons you choose the input which will be used for the laptop:
- „Laptop 1“ = left cable-container (VGA!)
- „Laptop 2“ = right cable-container (VGA!)

Additionally there a further input options (DVI, HD-SDI, FBAS, Pult-PC)

It might be, that this setting is activated, it can easily be disabled by a click.
GREEN: aktive
BLUE: idle

If there is no sound it might be that this option is active. It also can easily be disabled by a click.
GREEN = active / BLUE = idle

In order that the projector shows the video (which will be shown in the preview) you have to push the button „Vorschau auf Projektion“. Usually the option „Audio folgt Video“ is preset. If it is not the case that it is preset it can be restored by a simply click.

In rarely cases it might be necessary to choose the input for the video-picture by hand. To show the list of the inputs please press the button „Zuspieler wählen“. The volume of the input can be adjusted in the virtual channel „Lautstärke Zuspieler“. Simply press the buttons „+“, „-“, and „norm.“ This applies also for „Lautstärke Audimax“!
Volume-adjusting-instructions for events in the Audimax

The button „Pegelung Mikrofone“ can be selected via:
„Mikrofone/Audio“ => „Programm/Audimax“ => „Zuspieler wählen“

An other source can be selected via:
„Mikrofone/Audio“ => „Programm/Audimax“ => „Zuspieler wählen“

With the button „Stumm“ you turn off/on the WHOLESOUND in the Audimax.
=> „Grün“ hinterlegtes Feld heißt OFF (mute)
=> „Blau“ hinterlegtes Feld heißt ON (sound on)

Be careful by using the touchpanel, the adjustment isn't very exactly...!!!
**Question:**

*How to adjust the light in the Audimax?*

In „**normal mode**“ it is only possible to adjust basic settings for the light.

There are some pre-built scenes and it is possible to adjust the groups „Tafel“ (Board) and „Audimax“.

In „**Expertenmodus**“ (**expert mode**) you can regulate the light in every part of the Audimax.

Here, in „**expert mode**“, you can influence all groups and it is possible to turn them on or off separately.

In the aerial view of the Audimax you can see all groups and their positions.

**Explanation:**
- **HQI:** arc lamps, they are very bright and white, nearly like daylight
- **Halogen:** incandescent lamps, for normal use
- **Downlight Touchpanel:** this is the lamp in the passage to the toilet/wardrobe which is embedded in the ceiling. It can be turned on/off with the corresponding button.

With a press on a button of a light-group, here the group „**Audimax mittig oben**“ there appears a window with the following setting options:

- HQI: „**Ein**“ (on) or „**Aus**“ (off)
- Halogen: „**Ein**“ (on) or „**Aus**“ (off)

the **dimmerbar** with „**-**“ and „**+**“ „**Schliessen**“ (Close)

All functions are self-explaining and can be served by everyone. For HQI usage don’t worry about the green color at the beginning, **this is normal**. The lamps will become white in a short time.
**Question:** How to turn on/off the system in A-Rooms?

In general, you will find a black display on the front panel, use simple finger press to turn it on. After the finger press it looks like this opposite text:

After pressing „Start“, you can see the following screen where you can select the function you would like to use. The most frequently selected options:

* **PC:** laptop connection
* **Mic:** controls volume of microphones
* **Ton:** controls volume of external devices
* **Licht:** to influence the light

To shut down simply press the button „Medienanlage ausschalten“. Afterwards the following screen will appear and will suggest you to be in progress to shut down the system. Do you want to shut down the system, so confirm this with „OK“. If the „Medientechnik ausschalten“ button is pressed by mistake, you could cancel using „Abbrechen“.
Question: How do I bring my Laptop to the projector in A-Rooms?

In general, you will find a black display on the front panel, use simple finger press to turn it on. After the finger press it looks like this opposite text:

Once the system has started and the auditorium is ready, you can see the following screen.
To send your laptopscreen on the beamer you have to choose the button „PC“. Take note: At first start the projector and then your laptop!!!
Some laptops insist on this order!
Attention!! Screen automatically comes down after activation.

After you pressed „PC“ in the main menu you can see this window.
Here you decide which source has to be switched on the projector.

„PC1“ is located at the speaker’s desk and visible as a VGA-Cable.
„PC2“ is located at the production site and accessible for staff only.
In this menu you can also shut down the projector or get access to the submenus „Licht“, „Szenen“ und „Verdunklung“. 
**Question:** How to bring my voice on the audio system in A-Rooms?

Switch on the system with a press on the touchpanel!

Once the system is ready choose “MIC” and switch on your microphone!

You can see this window when you pressed the button „Funkmikrofon1“.

Please activate „MI-PORT1“ with a press on „EIN“. Now you can also adjust the volume.

You can also get more wireless microphones from the facility management.

High volume risks “FEEDBACK“!
**Question:** How to change the light atmosphere in A-Rooms for my presentation?

In general, you will find a black display on the front panel, use simple finger press to turn it on. After the finger press it looks like this opposite text:

Once the system has started and the auditorium is ready, you can see the following screen.

To control the light itself or to choose pre-build light atmospheres, press the button „LICHT“ or „SZENEN“.

If you selected a light atmosphere, it will be prepared and can be adjusted through „LICHT“ afterwards.

In the window „SZENEN“ pre-build scenes can be obtained. A „finetuning“ is possible through the option „LICHT“.

The window „LICHT“ allows to adjust the light in very fine steps. For example you can switch on/off the board illumination and the remaining light can be dimmed or switched on/off.
To adjust the screen resolution in different Windows versions

**Windows XP:**
Desktop => rightclick => properties => Tab "Settings" => Adjust the resolution to 1024x768

**Windows Vista:**
Desktop => rightclick => adjust/customize => Adjust the resolution to 1024x768

**Windows 7/8:**
Desktop => rightclick => Screen resolution => Adjust the resolution to 1024x768

To adjust the screen resolution in Apple MacOS X

If "show monitors in menu bar" activated you can adjust the resolution and the sync behavior directly over the menu bar.

To adjust the screen resolution in MacOS X you have to follow the following steps:

Applemenu (top left) => Systemsettings => Monitors

Afterwards go to the tab "Monitor" and choose 1024x768 / 75 Hz.

Please activate "Sync Monitors" in the tab "arrange".

By use of the Button "collect windows" the two windows will be collected for the different displays in the main window.