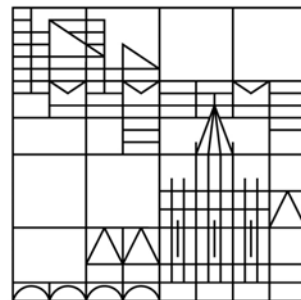




# Information sheets for events University of Konstanz

**M629**

Universität  
Konstanz



<u>Seite</u>	<u>Raum</u>	<u>Inhalt</u>
1	M629	Media Technology On / Off
2	M629	Connecting laptop ( image )
3	M629	Microphone volume
4	M629	Microphone On / Off
5	M629	Blu-Ray
6	M629	Resolution

**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)
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**Sa.-So.**  
building service

			8076 (Internal / radio)
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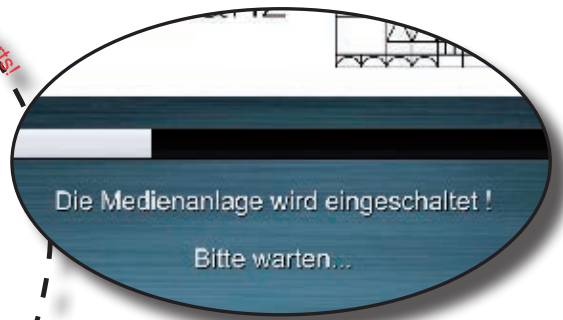
**Ambulance / fire**                      **88-2222**

# Question:

How to turn on the equipment in M629 and how to turn it off?



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 „Medienanlage einschalten“, you can see the following screen where you can select the function you would like to use.

The most frequently selected options

- \* Rednerpult: laptop connection
- \* Mikofone: controls volume of microphones
- \* Medienton: adjusts volume



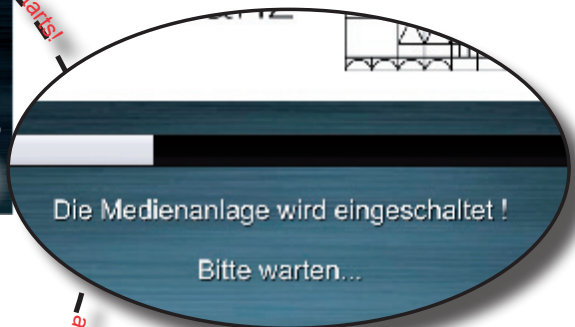
To shut down simply press the button „Medienanlage ausschalten“. Afterwards the following screen will appear and will suggest you to be in progress to shut down the system. Do you want to shut down the system, so confirm this with „Yes“. If the „Medientechnik ausschalten“ button is pressed by mistake, you could cancel using „No“

# Question:

How do I bring my Laptop to the projector in M629?



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 „Rednerpult“.

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 „Rednerpult“ in the main menu you can see this window. Here you decide which source has to be switched on the projector. Except the button „Auto“ activated. => Therewith the source will be recognised automatically. HDMI: Please press the button „Extern“ on the Visualizer.



# Question:

How to bring my voice on the audio system in M629?



Switch on the system with a press on the touchpanel!



Once the system is ready choose „Mikrofone“ and switch on your microphone!

see infosheet „microphone“



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

Please switch on the wireless microphone by pressing on „EIN“. Now you can adjust the volume of the microphone.

You can also get a headset from the media technology in M533.



High volume risks  
„FEEDBACK“!

# Turn on/off the microphone in M629



**Open!**



to turn on/off press **„On / Off“!**  
(if *on*: Display & „On“-LED will light up!)



**„MUTE“-Switch!**



**if microphone „mute“, there will be no sound**



Microphone is in the drawer!  
Please note that your transponder is activated!

if, then: →

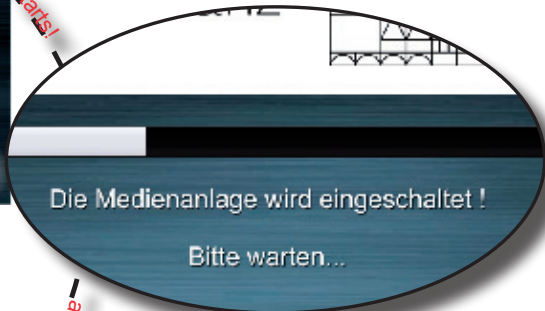
**move „mute switch“ rightwards**

# Question:

How to watch my Blu-Ray on the projector in M629?



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 watch your Blue-Ray on the projector you have to use the option „Blu-Ray“.

The Blu-Ray Player is located at the production site and has to be opened through a tranponder. (Buildingservice) Attention!! Screen automatically comes down after activation.



After you pressed „Blu-Ray“ in the main menu you can see this window.

Here you decide to start and stop your Blu-Ray.

## To adjust the screen resolution in different Windows versions



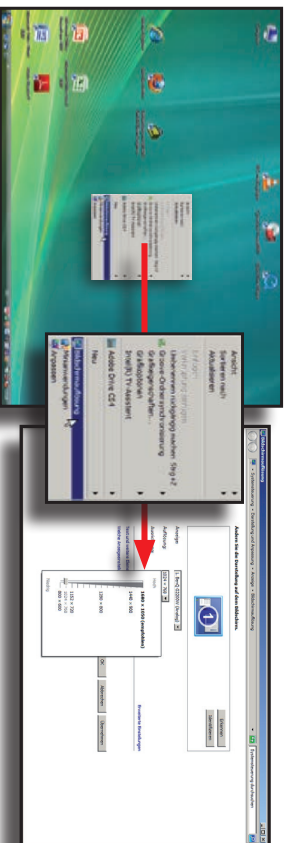
Windows XP:

Desktop => rightclick => properties => Tab „Settings“ => Adjust the resolution to **1024x768**



Windows Vista:

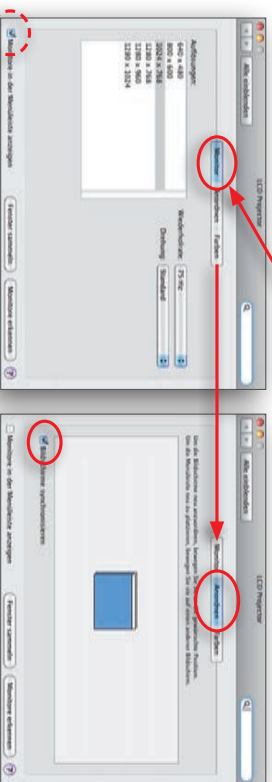
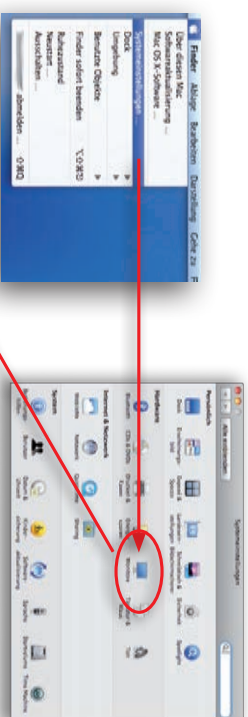
Desktop => rightclick => adjust/customize => Adjust the resolution to **1024x768**



Windows 7/8:

Desktop => rightclick => Screen resolution => Adjust the resolution to **1024x768**

## To adjust the screen resolution in Apple MacOS X



To adjust the screen resolution in MacOS X you have to follow the following steps:  
 Applemenu (top left) => Systemeinstellungen => Monitore  
 Afterwards go to the tab „Monitor“ and chose **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.



If „*show monitors in menu bar*“ activated you can adjust the resolution and the sync behaviour directly over the menu bar.