Installation Manual for the ILS16

After the case arrives you can open it on the side indicated, take out all the fixtures, the side tablets and the threshold fixating the lectern to the floor of the crate. You can then pul the lectern carefully out of its package. Each part needs to be handled carefully to avoid scratching and damages.
All visible damage on the outside of parts needs to be registered.

Bring Allen-keys and screwdrivers.

1.   Carefully unpack each part: Central cabinet

   a. Central cabinet, it includes 2 Extron switchers served from the top dials.
      Has ample space for your PC, all wiring is already there. The 19" rack is available from the side if any
      equipment needs to be installed.
   b. The cable guide in the front accommodates all wiring. If the plugs at the back of a rather large desktop
      PC need more space, than you can move the cable guide slightly or move the cabling to the sides,
      in the corners of the rounded front aluminum. Power cables on one side, data cabling on the other.
      Use tie wrap to bundle.
   c. The sockets in the bottom and its associated power leads are all EURO DIN sockets. For the remaining
      open slot there is a power converter plug DIN to any other if your country is not using DIN sockets.
   d. Similarly in the top of the system below the latch are 4 DIN power sockets, 2 of these should get a
      converter plug. This is where left and right notebooks on the tablets will get their power from.
      All wiring for the left and right tablet is there in bundles, ready to use.
   e. The bottom stability screws that form the front feet and keep the roll just form the floor, need to be adjusted
      once the total machine is ready, they need new plastic feed cups, that are supplied with this letter.

2.   If it did not came attached, find the bottom cross bar that needs to be mounted with its plastic plate separtor
        under the cabinet on the presenter side. This needs to be tightened well, as it provides the stability for the
        system to the presenter. The 4 Allen-key screws should be in its plastic bag.

3.   Your choice display is mounted on the central top. Use the set of VESA screw-holes to attach the monitor.
        Make sure the support rods that adjust are tightly fastened so that the display is firmly in its place. USB and
        VGA connectors are already there. If the display comes with a separate power supply, place that in the top
        and pull the low voltage power lead through the sock around the VGA and other wires. The 220V power
        lead connects preferably to the bottom power strip in the rack. To pull a wire to the display on the top, the 2
        screws on the aluminum door that sits on the front on a 45° angle needs to be removed. In some cases power
        cable plugs directly into the monitor, directly from the bottom 19"power strip. When the system is delivered
        including the display, you will also find the driver for this product – or a general purpose driver with the
        product, or it is downloaded from www.intelligentlecterns.com/support when the PC is installed.

4. Check if the dials are functioning properly. Rotating the left one between Internal PC, left and right notebooks shows the lights under the 4 buttons at the Extron switcher below. In the dial on the top is also a USB switcher (note there is a USB hub inside the cabinet top under the display part.) Rotating the right dial controls the 2 way switcher with feedback loop to the monitor. When the 2nd dial is in Presentation mode – it connects to the second port of the internal PC. Note that it has an extra label "presentation" on the cable, so that you can plug it in the proper VGA port. In this position, the first dial shows on the monitor the image of the primary VGA port of the internal PC or the external notebook sources. This way you can connect notebooks during presentations or look for data from a notebook, internet or form a document camera and show it to the audience only when ready by rotating the second dial to the PC setting. This keeps continuous display during seminars! Test if the dials are still fixed tightly on their axis. If they are loose and start to rotate around, these need to be glued to fixate.

5. Create the audio connections to the Extron switcher blue connector, often the second switcher audio is ignored, but up to you where you connect the audio output. (4-way switch or 2-way switch)

6. Install the PC from your local IT department, connect to the LAN hub

7. Roll out the long cable and install all connectivity. Check the VGA

8. On the PC the following items are installed:

   a. Operating system
   b. Office 2007
   c. Sho-Q 1 (if XP or basic Office is used), Sho-Q 7, if Vista is capable of using AERO.
   d. Touch screen drivers
   e. License key for sho-Q (send us an email with the machine install code from the PC)
   and we will respond with the license key.
   f. Common use audio and video CODECS, Adobe Flash, Windows Media Player, etc

9. When all is working, start to add the doors on the sides; these are on rapid release hinges.
   Mount the left and right side panel. Are all locks top & bottom in place?

10. Install the presenter side front door. Do you have the locking keys?

11. Install the front panel, by lifting the top door and slide it in. After the top door is locked, this panel cannot be removed. Standard this is a durable ebony front panel. If a timely design is received here, we will substitute this panel with one that has includes a logo if that was ordered.

12. Clean the system and inspect that all functions and connections/switchers are working.

 In case of any questions, mail to support@intelligentlecterns.com or call +31 653 857 869