



LECTERN PRESENCE  
**MANUAL**

### **Dear Customer!**

Thank you for purchasing the PRESENCE lectern by ITEC, a product which is the result of proven technology and years of experience and convinces with its modern design and entirely new sound concept.

Apart from state-of-the-art technology, the PRESENCE lectern offers top-notch operating comfort and a multitude of practice-oriented details.

Although handling the device is largely self-explanatory we highly recommend carefully reading these operating instructions to ensure that you can optimally use the features of your lectern to their full extent and allow for long and faultless operation.

Enjoy your product. Should you have any questions about speaker systems, presentation technology, media remote controlling, seminar room equipment and other related topics, we will be more than happy to advise you.

The ITEC Acoustics Team

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## 1. Safety Instructions

Prior to using the PRESENCE lectern by ITEC, please carefully read the operating instructions.

To charge the device and/or operate it using mains power, only use an isolated ground receptacle (SCHUKO)!

Extended storage in damp rooms, operation in the rain or near splash water can damage the device or cause errors. Do not expose the device to temperatures above 50°C, air humidity above 95% or rain.

Avoid temperatures below –10°C during operation or extended storage at temperatures below +5°C (see instructions on battery care, chapter 15).

Set up the device on an even, stable and dry floor only.

A serial interface allows you to connect the device to a PC and to configure or adjust it in many ways. Only trained sound engineers should configure the device.

Never try to open the device forcefully or by removing any screws. It does not contain any parts that can be repaired by laypersons. Always contact the manufacturer or an authorised dealer or that purpose.

**IMPORTANT:** Turn off the device and pull off the power plug prior to any work inside the device by a technician. Then first remove the battery cover (wooden lid in device compartment) and remove the battery.

## 2. Care and Cleaning

- Pull off the power plug prior to any cleaning work.
- It is recommended to clean the wooden surfaces with a dry cloth, for strong contamination you may want to use some furniture polish.
- Carefully wipe the display with a dry cloth.
- Clean the acrylic glass plate with a dry cloth or a special cleaner for stainless steel.

## 3. Unpacking

The delivery packages include:

**Package 1:** Base device/functional column with integrated speaker system, integrated battery and power supply unit. In the device compartment: 2 lectern microphones, power cable, operating instructions  
Potential accessories: wireless microphone(s), cable micro, drinking glass holder, etc.

**Package 2:** Floor plate and lectern top.

**IMPORTANT:** The battery of your device was only briefly charged in the factory! Please connect it to the power supply after unpacking!

## 4. Setup and Dismantling

### 4.1 Setup

- For the setup of the device choose an even surface.
- Place the floor plate on the floor. Short side of the trapezium towards the audience. If necessary, set the height-adjustable legs.
- Place the functional column in the provided grooves on the floor plate (column must be straight, no gap between the column and the floor plate!)
- Slightly press the locking pedal with your foot.
- Applying little pressure suffices!



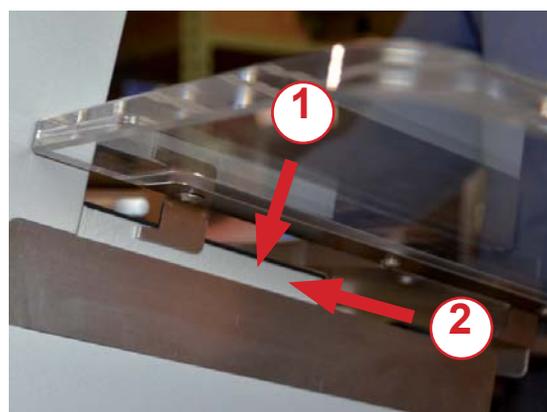
Insert column in floor plate and lock by applying slight pressure with your foot.



- First lock lectern top into place as shown (1), allow to lay entirely, then push in (2). There must not be more than a small gap to the display plate. The locking lever must be open.



Lock lectern top into place and push all the way in



- Close locking lever.



Locking lever on  
underside of lectern  
top open



Locking lever on  
underside of lectern  
top closed

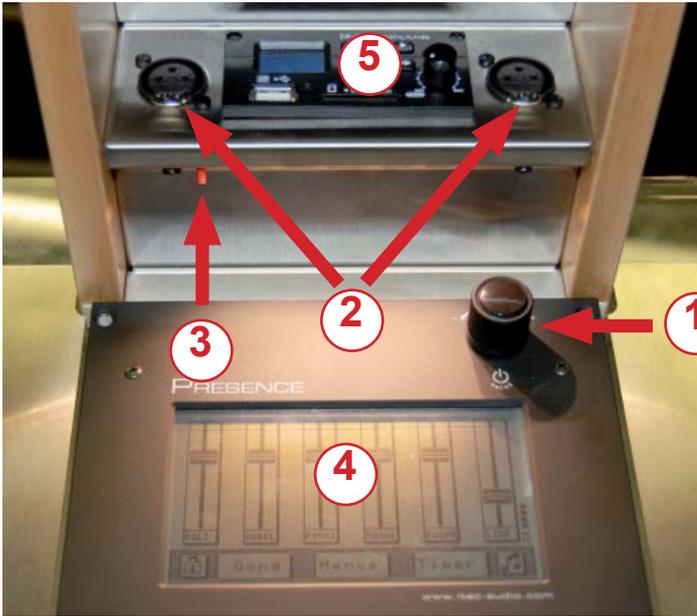
- Open accessories compartment on side, remove lectern microphones and plug them in
- If power outlet is available, mains cable can be plugged in.

Lectern microphones automatically lock into place when plugged in. To unplug the lectern microphones, push the button on the microphone port („Push“).

## 4.2. Dismantling

- Unplug microphones (press „Push“ button on port)
- and store in accessories compartment.
- Open locking lever.
- Push lectern plate back (hold plate to prevent it from tilting over or falling).
- Store lectern plate in bag or case
- Push locking pedal forward with your foot.
- Lift column from floor plate and store in bag or case

5. Controls and display



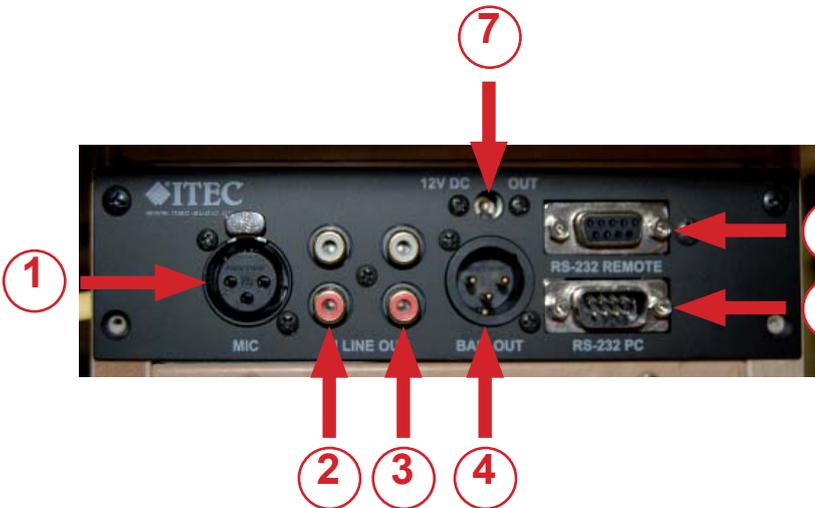
1. Power Button and Master Volume Control:

Power up: press the power button  
 Power off: press button for approx. 3 seconds  
 Hardware reset: press button for approx. 10 seconds

Volume up: turn clockwise  
 Volume down: turn counter-clockwise

- 2. Microphone sockets XLR-connectors for balanced input, 12V phantom power provided
- 3. Lamp socket taking the supplied LED reading lamp
- 4. Display with Touchscreen
- 5. USB-Player or Recorder (optional)

6. Rear Side Connectors



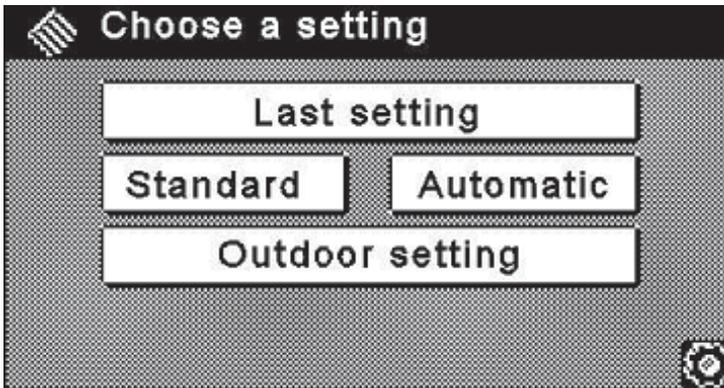
1. Microphone socket: XLR-connector for balanced microphone input, 12V phantom power provided

2. Line-In: Stereo cinch socket for the connection of external sources like CD players, MP3 players, Smartphone etc.

- 3. Line-Out: Stereo cinch socket for the connection of external recorders like MC decks, mini disc recorders, etc.
- 4. Balanced Out: XLR-connector, balanced output for professional recording or connection to external amplifiers.
- 5. RS-232 PC: 9-pin Sub-D connector for the connection of the lectern to a PC. The configuration of the lectern can be altered using the software "Powerdesign".
- 6. Remote Interface: 9-pin Sub-D socket for the connection of "ITEC Success" cable bound remote control devices. This is not a standardized interface, only original ITEC remote control devices can be used.
- 7. 12 V DC out: supply voltage for original ITEC accessories.

## 7. Getting Started

Turn on the lectern by pressing the power button.



The LCD-display will show the table “Choose setting” as illustrated below.

### Last setting:

The lectern will start with the settings that were in effect when the lectern was turned off the last time. Use this setting if the lectern has been adjusted to a specific room setup or if you want to resume an aborted lecture.

### Standard:

Starts the lectern with the predefined factory setting. This setting applies a balanced set of volume adjustments ensuring a good result in average-size rooms. It is the ideal fundament for your individual fine-tuning.

### Automatic:

In automatic mode, the device will automatically adjust itself to the given room and its acoustic circumstances. The gooseneck microphones serve as the reference. The other microphones are adjusted accordingly. Attention: At least one gooseneck mike has to be connected to enable the measurement and adjustment procedure.

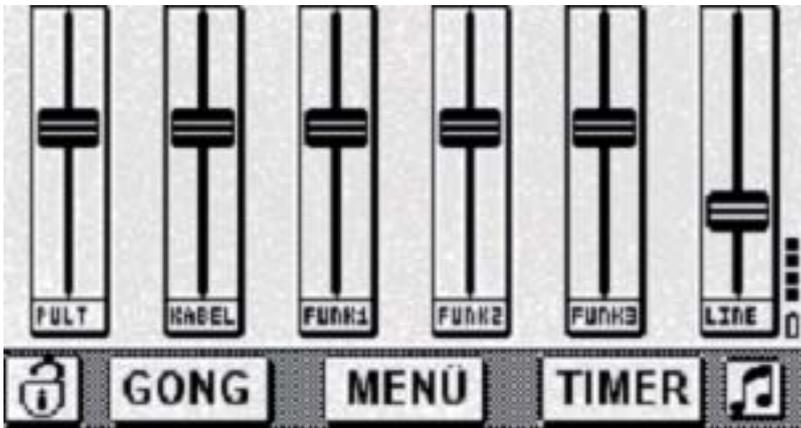
### Outdoor setting:

Selecting this option takes you to a preset for open air operation, configured by the factory.

**For turning off the lectern, hold the power button for approx. 3 seconds.**

## 8. Volume Controls

No matter which setting you choose, the display will now show this mask:



### 8.1. Individual Controls

You can adjust the volume levels of the microphones with the faders shown on the display. The first fader “LECT” adjusts the volume of the gooseneck microphones.

The second fader “MIC” adjusts the microphone input “Mic”

The faders 3,4 and 5 “WM 1-3” adjust the wireless microphones (optional).

The last fader on the right “LINE” adjusts the Line-In channel used for external sources.

Change the volume by touching the fader on the display and move your finger upwards or downwards. You can also tap the faders field below or above the knobs position.

### 8.2. Master Control

You can modify the volume of all microphones (master volume) by turning the power knob.

**Remark:** By factory setting, the master volume control affects all microphone inputs, but does not adjust the Line-In channel. However, this allocation can be changed if necessary, using the “Powerdesign” software and a PC.

## 9. Additional Settings and Indicators

As mentioned, the lectern “Success” can be programmed and configured in many ways using the software “Powerdesign” and a PC. Some important parameters can also be modified directly at the device.

To enter the menu for additional settings, press the button labeled “Menu” and then the button showing a gearwheel on the lower right of the display.



A sub-menu appears, offering the following menu items:

### 9.1. Audio

- Line-In tone-controls
- Input levels display
- Output levels display

### 9.2. System

- Display: Contrast and time before light dims automatically
- Battery status: Voltage and remaining capacity
- Remote control: Selection of the remote control that is used
- Save Config: The actual configuration settings can be saved.

To avoid an unauthorized access you have to input a security code. Ask for your code by e-mail.  
mailto: [office@itec-audio.com](mailto:office@itec-audio.com)

### 9.3. Info

Displays device information and project relevant information.

## 10. Cable Microphone Connection

You can connect a cable microphone to the terminal (underneath the lectern top).

The volume can be adjusted using the „KABEL“ volume control at the display (mixer view).

The port is for symmetrical electret capacitor microphones with a phantom voltage of 12V.

For best results, use an ITEC-EM-300 or a PA7 ITEC gooseneck microphone. For the connection of multiple cable microphones, special mixing amplifiers (e.g. ITEC Conference Set or ITEC MicAmp4) are available as optional accessories/

**IMPORTANT:** When plugged in the plug of the microphone cable automatically locks into place. To unplug, push the button on the microphone port („Push“).

## 11. The Wireless Microphone (Optional)

### 11.1. Operation

- Switch on wireless microphone.
- The volume can be adjusted using the „FUNK“ control at the display (mixer view).
- When setting the wireless microphone, test it in all areas in which it is to be used during the presentation.

Ensure that the batteries have sufficient capacity.

Always remember to switch off the wireless microphone after use because the batteries are empty after 8 hours (depending on the type; if rechargeable, the operating time is normally shorter).

When you do not use the wireless microphone, you may want to slide the „FUNK“ volume control all the way down to avoid noise.

**Note:** Each PRESENCE lectern by ITEC is ready for integration of up to three radio receivers!

## 11.2. Exchanging Batteries

**Attention:** Batteries are hazardous waste. Old batteries have to be disposed of properly.



### **ITEC WM-716-A - hand held microphone**

Unscrew cap on lower end of microphone and insert two new batteries.

Note the poles (- pole at spring contact, both at bottom)!

Battery type: 2 „AA“ 1.5V Mignon

*Batteries are okay: LED is green*

*Batteries are low: LED is red*



### **ITEC WT-716-A - button microphone**

Open pocket transmitter cover by pressing left and right snapper simultaneously. Insert two new batteries.

Note the poles (- pole at spring contact)!

*Batteries are okay: LED is green*

*Batteries are low: LED is red*



### **ITEC WM-5300 Handheld Microphone**

Unscrew cap on lower end of microphone and insert two new batteries.

Note the poles (- pole at spring contact, once at top, once at bottom)!

Battery type: 2 „AA“ 1.5V Mignon

*When you switch on, red LED briefly illuminates.*

*Battery status on display.*



### **ITEC WT-5300 Pocket Transmitter**

Open pocket transmitter cover by pressing left and right snapper simultaneously. Insert two new batteries.

Note the poles (- pole at spring contact, left)!

Battery type: 2 „AA“ 1.5V Mignon

*Battery status on display.*



### **ITEC WM-6000 Handheld Microphone**

Take down the rotating end of the case and you will have access to the battery compartment. Insert two AA size alkaline batteries according to the correct polarity markings.

Battery type: 2 „AA“ 1.5V Mignon

*When you switch on the display lights up, briefly shows “ON” and then the battery capacity*



### **ITEC WT-6000 Pocket Transmitter**

Open pocket transmitter cover by pressing left and right snapper simultaneously. Insert two new batteries. Note the poles!

Battery type: 2 „AA“ 1.5V Mignon

*Battery status on display.*

Hereby ITEC Tontechnik und Industrieelektronik GmbH declares that these radio systems comply with the directive 2014/53/EU. The EU Declaration of Conformity for each product is available at

<https://www.itec-audio.com/products/itec-microphones-and-conference-technology/>.

Full test reports are available on request.

## 12. The Reading Lamp

For operation in darkened rooms, your device has an integrated, very powerful LED light, which provides excellent lighting for a DIN A4 document on the lectern top.

If required, switch on the lamp by pushing the small button (see image). Push the button again to switch the lamp off.

The battery is hardly strained by this low-energy LED technology. If the reading lamp is switched on for an extended time, the battery capacity is reduced by 10% maximum.



## 13. Connection to Other Devices

### 13.1. *Playing back other audio devices*

Tuners, DVD players, CD players, MP3 players, smartphones, etc. can be connected to the „LINE-IN“ CINCH port at the terminal (underneath the lectern top - see image in chapter 6). The volume can be adjusted using the „LINE“ volume control at the virtual mixer. The sound can be adjusted using the bass and treble controls. Press the key with the note symbol. Now you can adjust the treble and basses.

The audio control only works for the „LINE-IN“ input. The other inputs (microphones) are optimised by default. These settings can only be modified from a PC.

### 13.2. *Recording*

Connect a recording device to the „LINE-OUT“ CINCH port on the terminal. All microphones used with the lectern and any „LINE-IN“ feeds (see image in chapter 6) are recorded.

### 13.3. *Connection to other amplifying systems*

To do this, use the „BAL OUT“ XLR plug. The audio signal is balanced. Use a standard XLR cable for connection to the balanced Line input at the audio system (see image in chapter 6).

### 13.4. *Wireless transmission to other active speakers*

If your device is equipped with a radio transmission route, please consult the operating instructions for more information on the connection and operation.

### 13.5. *Integrated feed devices*

Optionally, a USB player/recorder can be shipped (see page 15) Bluetooth receiver is possible.

## 14. The Battery

Your device has an integrated battery, which allows you to use your device independently from the mains power supply.

### Charging

Charge the battery by connecting the power cable to an isolated ground receptacle (Schuko) while the device is switched off. An integrated charging system provides the correct current; overcharging is not possible! After each use, charge the battery for at least twice the time it was used! When the battery is full, approximately 6-8 hours of operation is possible.

During charging the display shows the charging current. When the battery is empty a charging current of approximately 1500mA is set at the beginning of charging, which will then become 100 to 300mA for several hours. However, these values may vary depending on the temperature, the age of the battery and other factors. Once the battery is fully charged the message „Akku ist geladen“ (battery is fully charged) is shown on the display.

### Battery Status Display

In the bottom right corner of the display the battery status is indicated.

Four dots indicate a full battery, 3, 2 and 1 dot(s) indicate 75%, 50% and 25% respectively.



### Low-Voltage Disconnect

Before the battery is discharged too much the device is switched off automatically. Prior to that, a warning message is displayed, and you have a few minutes left to establish a mains connection.

### Battery Care

The battery is completely encapsulated and maintenance-free. However, to ensure long battery life, please note the following instructions:

- Charge prior to first use and after each use!
- Never store your device uncharged for an extended time!
- During storage, avoid temperatures below 5°C!

You can also leave the device permanently connected to the mains power supply! (automatic charging system, no overcharging possible when battery is full).

## 15. USB/SD Card Player/Recorder (Optional)

You can connect USB storage media to the USB port ( **4** ) (e.g.: USB memory stick).  
Alternatively, you can also use an SD card. SD card slot ( **6** ).

### **For playback only files in .mp3 format can be used!**

If a USB stick and an SD card are inserted when the device is switched on, the device chooses the USB stick as the current storage, otherwise the medium last used.

**Important:** Please only use high-quality USB sticks and SD cards of reputable manufacturers.  
Low-quality storage media may cause malfunctions.

Switching on the device: Turn power switch ( **10** ) clock-wise.

Playback: Use the Start key to start ( **2** ) playback. You can adjust the volume directly on the player using the rotary knob ( **10** ) and the virtual slider (Line, on the right side of the display).  
To pause, press the Start key again ( **2** ). Use the Stop key ( **9** ) to end playback.

Previous title: Press the ( **1** ) key.

Next title: Press the ( **3** ) key.

Playback mode: Press the Mode key ( **8** ) to select the repeat mode.  
Single: the current title is repeated continuously.  
Folder: all titles of the current folder are repeated.  
All: all titles in all folders are played and repeated.

Record: Press the record key ( **7** ) to start recording.  
The LED ( **5** ) blinks red. Use the Stop key ( **9** ) to finish recording.

During recording, the device creates a folder named „RECORD“, and inside this folder it creates files named „FILE\_001“ with rising numbers. The files are written in MP3 format and can be read, edited and deleted by any common PC. The recording can be deleted or renamed directly on the device.

### LED display ( **5** ):

Green light: ready

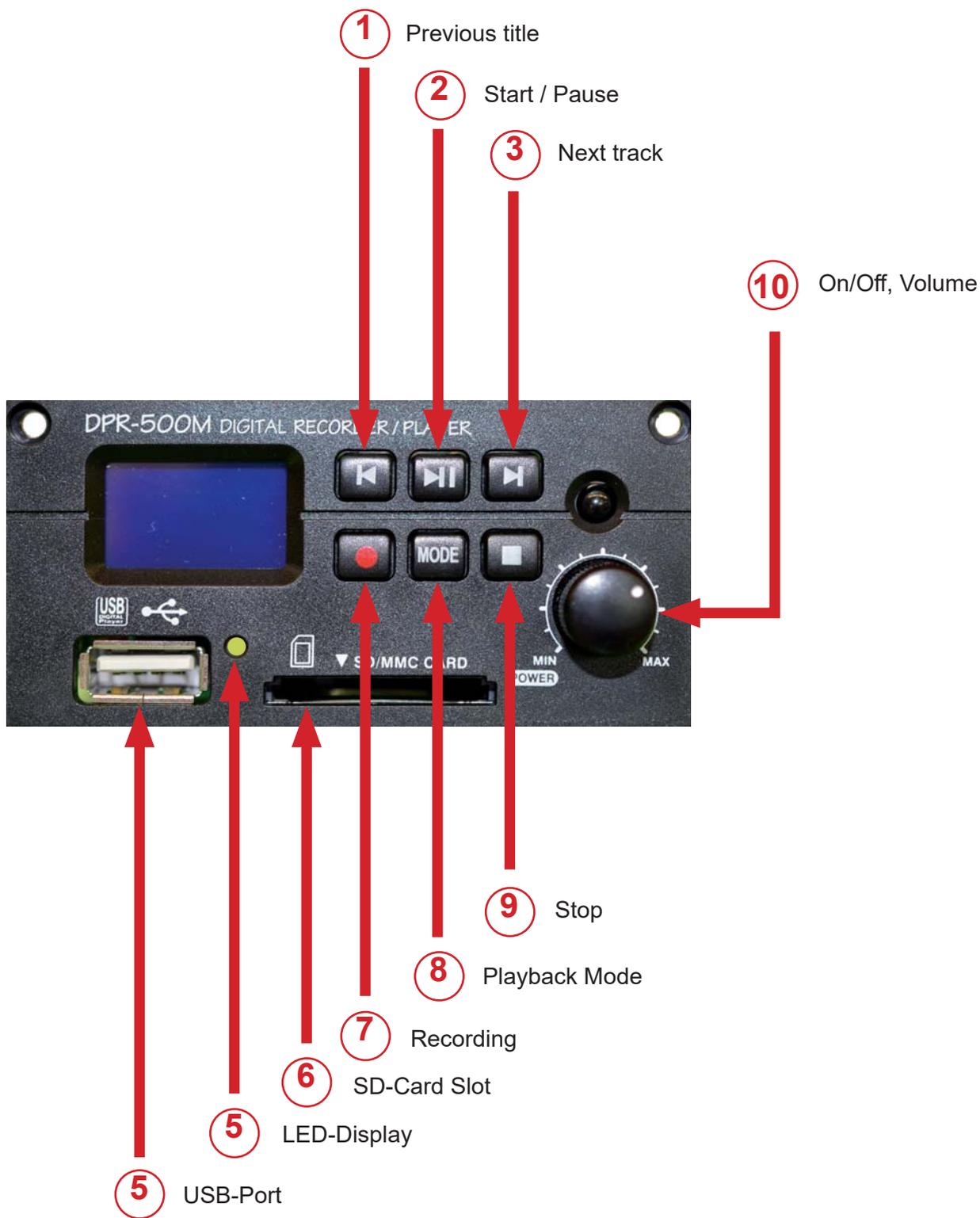
Green blink: playback

Red blink: recording

Red light: error (no playable files, etc.) respectively waiting state

### **Attention:**

The amount of free memory is checked before recording starts. This can take up to 30 seconds depending on the size of the memory (the red LED lights up - Wait mode) - afterwards recording starts automatically (red LED flashes). We recommend **SD cards and USB-Sticks with a storage capacity of max. 2 GB**, then the recording starts immediately. They can be used for recordings up to 20 hours in duration - sufficient for most events.

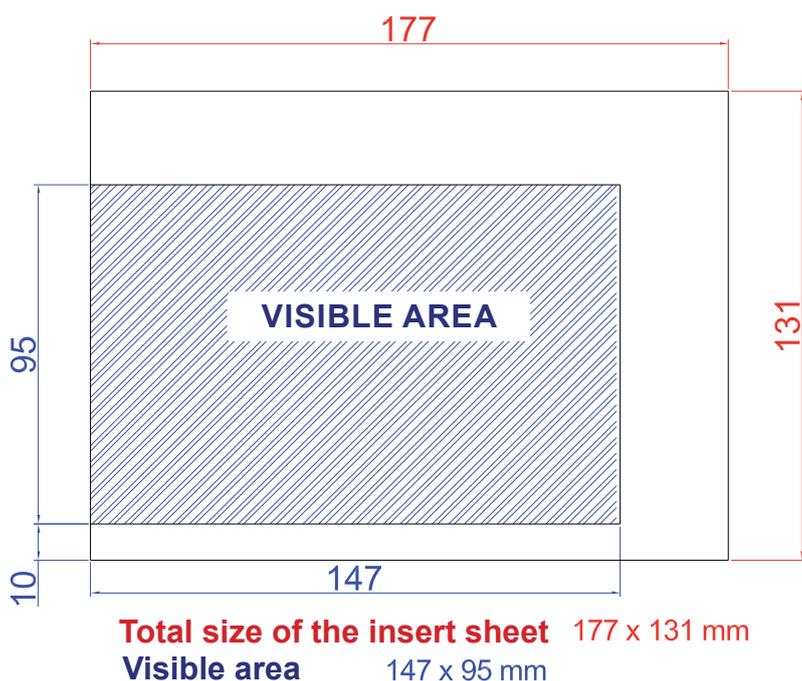


## 16. Logo Holder

The logo holder on the front of the lectern allows you to easily attach or exchange a logo. The logo can be printed on regular paper. The acrylic glass gives it a quality look and protects it.

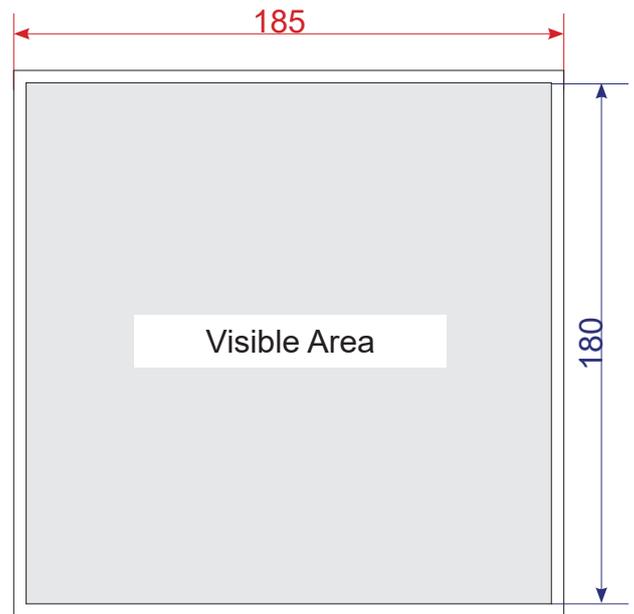


- Pull the cover strip up vertically. The cover strip is only clipped on and can be removed easily.
- After the strip is removed the two carrier plates, the rear one made of aluminium, the front one made of acrylic glass, can be pulled out upwards.
- Place the new logo between the plates, put the carrier plates and the logo back into the provided guide and put the cover strip back on.



## 16.1. Option Logo holder „large“

An alternative to the integrated holder.  
Suitable for hard copies of 185 x 185 mm.



## 17. Option WLAN-Remote V2.0

### Connection

1. To operate, a built-in ITEC WLAN-Remote Module is needed.
2. Turn on RP Success, choose a configuration(e.g. standard config).
3. Turn on WLAN function on your device (PC, Tablet, Smartphone, ...).
4. Connect to „Lectern Remote“ network using the WEP-Key „itecaudio8200“.
5. Open „192.168.1.115“ in your Browser (e.g. Safari, Opera, Internet Explorer...).
6. You may save „192.168.1.115“ as a bookmark to be able to open it quickly.

### Operation

6. There are different kind of controls the user interface offers.
  - 6.1 „Volume“ shows the same slider area as the display of the Lectern does.

This allows a simultaneous volume control on Lectern and WLAN Remote.

The button „Gong“ triggers the Gong-Signal of Lectern.

The button „Configuration“ lets you call various settings (as the function „Menu“ on the Lectern display).
  - 6.2 „Status“ shows the state of battery charge, network state and the chosen setting.

### Troubleshooting:

#### **No WiFi visible:**

Verify that the network is available by tapping **Settings > Wi-Fi** and choosing from the available networks. **Note:** It may take a few seconds for the Wi-Fi network name to appear.

#### **No connection possible:**

Make sure that no other user is already connected. The device can be used by only one person. The network address of the debugging device is 192.168.1.2.

#### **iOS devices (iPhone/iPad)\*:**

##### **WiFi visible but no connection possible (wrong password entered before)**

Reset network settings by tapping **Settings > General > Reset > Reset Network**

**Settings. Note:** This will reset all network settings including:

- previously connected Wi-Fi networks and passwords
- recently used Bluetooth accessories
- VPN and APN settings

\* iOs, iPhone, iPad are registered trademarks of Apple Inc.

# SPECIFICATIONS



GENERAL	
Characteristics	<ul style="list-style-type: none"> <li>- Presentable designer lectern with integrated speaker system</li> <li>- Cable-free and fully independent from the power grid due to the built-in high capacity rechargeable battery</li> <li>- Easy to set up and dismantle without any tools, easy to transport</li> </ul>
Amplifier W/RMS Power	75 W/RMS
Sound System	2 low-mid range speakers 4", 2 hornspeaker 1"
High capacity rechargeable battery	12 Volt, 9 Ah (equal 6 to 8 hours of operation), maintenance free
Power-supply unit	Built-in charger and power supply unit with processor controlled charging system
Microphones	2 electret condenser gooseneck microphones
Illumination	LED lighting system
Dimensions	Positioned: ca. 1250 x 800 x 550 mm (H x B x T) Flightcases respectively Bags: aprox. 1300 x 400 x 230 mm and 860 x 600 x 180 mm
Weight	Aprox. 30 kg
CONNECTORS	
Input	2 x MIC-IN for gooseneck microphones on the podium 1 x MIC-IN (XLR connector, symmetric, 12V phantom power) 1 x LINE-IN (Stereo-Cinch)
Output	Balanced-Out (XLR) LINE-OUT (Stereo-Cinch)
Interfaces	RS-232 PC (Configuration), RS-232 Remote (Remote Control) Optional: WLAN
Music	From a CD player, smartphone, laptop (Line-In) Built-in USB Player / Recorder (optional accessories)
Wireless microphones	Up to 3 wireless microphones (optional accessories)
SPECIAL FEATURES OF THE AUDIO SYSTEM	
Touchscreen	Virtual mixer, Up to 6 volume controls
Sound Control	Bass and treble controls for input streams
DSP (digital signal processing)	programmable via a PC
5 input equalizers	4 bands parametric
3 output equalizers	12 bands parametric
Compressor/Limiter	Fixed
Automatic volume adjustment	Processor-controlled adjustment to room acoustics
Voice controlled microphone switching	To avoid comb filter effects
Presets	Memory for 4 full sets of configurations

All information without guarantee. Subject to technical changes.



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