Arts Building Lecture Theatre –
Audio/Visual Equipment Instructions

When you first approach the control panel, a sensor wakes it up and lights up the welcome screen. To start the system, tap the welcome screen. Wait while the system warms up.

The system will start up in Single Projection mode, with the computer selected as the default A/V source. It is highlighted in green. The projector will start up (It takes a minute or so to warm up). To select a different A/V source, tap the source you want on the touch screen.

You can choose between **Laptop** (VGA and audio cables are on the desk), **Visualizer, VHS Player, Blu-Ray or Auxiliary input** (using the phono cables provided).

Note that the controls for the Visualizer, VHS and Blu-Ray players are included on the Touch Panel Control. Use the Touch panel as needed to control the equipment.

Ensure the visualizer is powered on using the power on button the left-hand side of the front panel. The VHS and Blu-ray players are in the cupboard under the speaker’s podium. They also might need to be powered on.
**Dual Projection:** If you select ‘Dual Projection’ on the touch screen, you can get a side by side image on the projection screen. The controls for ‘Left Side’ and ‘Right Side’ will now appear at the top of the Touch Screen.

You can then select which image goes on the Left Side of the screen, on the Source selection at the bottom of the Touch Screen. Then tap ‘Right Side’ and make your Source selection again from the bottom row for the image that should appear on the right side. *(Note: Audio follows the last source selected).*

You can easily switch back to Single Projection by pressing the *Single Projection* button.

**DVDs** can also be played using the CD/DVD tray in the computer. Use VLC media player to play the CD or DVD discs. You can open VLC from the Start Menu/Multimedia/VLC.

**Audio Controls:**

The Source audio volume is controlled by the volume control on the left of the main touch panel screen. Tap the *up arrow* to increase volume, and the *down arrow* to reduce volume. Tap the *Mute* button (top right) to mute the system. Further audio controls are found by tapping the ‘Audio’ button.

**Microphones:** There is a Lectern Mic and a Lapel Mic provided. When not in use, please switch the lapel mic off to preserve the battery for the next user.

Tap the ‘Audio’ button to open the system volume controls for the microphones and for your program content. Tap the *Volume Up, Volume Down, or Mute* buttons to raise, lower or mute the volume for any of the mics. Press the ‘Back’ in the bottom right corner to go back to the main screen.
**Audio Only** mode can be accessed from the Welcome Screen via the ‘Audio’ button in the right hand corner of the screen. Controls for the Source Volume as well as for the microphones are made available here, without the need to start up the projector.

**Lighting** is controlled using the switches on the wall as you come in the main door. This is not part of the A/V system. Several lighting pre-sets are available. The blinds are opened and closed manually.

When your lecture or event is finished, always remember to log-off the computer, turn the system off by pressing the Power button in the bottom right of the touch screen. Please do not power down the computer, just log-off, as it has to update overnight. The system will take a few minutes to shut down, then the touch panel will show the Welcome screen again. If you require further assistance, then please contact Media Services by phone at: #3674 or e-mail us at media@st-andrews.ac.uk

If you have difficulties with the computer, please call the IT Service Desk, at 01334 45(3333) or e-mail them at itservicedesk@st-andrews.ac.uk