INSTRUCTIONS FOR USE OF AUDIO/VISUAL EQUIPMENT

BMS Seminar Room 1.13 – 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, then select whether you want SINGLE or DUAL projection, a ‘Picture in Picture’ screen, or ‘Audio Only’. Wait while the screen comes down.

Single Projection opens the control panel with the computer selected as default. The current A/V source 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. There are connectors for laptops with HDMI, VGA (with audio) and Display Port connections. There is a white connection plate on the desk for these type of cables to be plugged in. The connection plate also has sockets for a USB stick, for either the PC or for the interactive SMART Podium, which is a touch screen. A touch pen is provided.

You can also select the Visualizer/Document Camera. The Visualizer controls show on the control panel. The visualizer light can be switched on or off using the switch on the visualizer.

Controls for the visualizer are also on the camera head. The camera head can be rotated to take in a different field of view.
**Dual Projection:** If you select *Dual Projection* on the start screen, you will get a side by side image on the projection screen. The controls for ‘Left Side’ and ‘Right Side’ show at the top of the Control Panel. 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. *(Note: Audio follows the last source selected).*

If you select *PIP (Picture in Picture)* when starting, you can choose what goes on *Image 1* and what appears in *Image 2* on the screen. Again, you pick your Source from the bottom row of buttons, for each Image. The two images can be toggled back and forth, by pressing the toggle button at the top right hand side of the screen. Press it again to switch back to your original screen.

Screen layout can be changed using the *Layout* button on the control panel.

**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 to mute the system.

**Microphones:** There is a Lectern Mic, a Handheld Mic and a Lapel Mic provided. When not in use, please return the handheld mic and lapel mic to the re-charging cradle, so the next user has a fully charged mic when they come to use it.

The lectern mic has a switch which turns red when the mic is live. Press it again to turn it off. The handheld mic and lapel mics switch on when you take them out of the charging cradle. The light on them turns green, showing the mic is live.
Both the handheld mic and the lapel mic have *Mute* switches on them, to mute them while they are in use. The light turns yellow when the mic has been muted.

Tap the ‘Audio Levels’ 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 ‘X’ in the top right corner to go back to the main screen.

To change the room layout, press the ‘Room Layout’ button, which will take you to the start-up selection screen, where you can change the system to Single or Dual projection, PIP or Audio Only. Select the one you need, then proceed as above.

**Using the Interactive SMART Podium and SMART Software:** The computer monitor doubles as a SMART Podium, and has a wired touch pen to use the monitor interactively. Activate the SMART Podium controls by touching the buttons at the top of the screen, and use the index to pick pen sizes, colours and Smart objects for interactive use.

Whatever is displayed or drawn on the SMART Podium will be displayed on the projection screen. Use it to annotate on PowerPoint presentations, take notes, highlight items or simply use it as a white board. Whatever is written on the Podium can be saved for later use.

**Wireless Devices:** (This feature is not currently in operation. It is for a future enhancement of the system).

**DVD and BluRay** discs can be played using the BluRay/DVD tray in the computer. Use VLC media player to play the BluRay or DVD discs. You can open VLC from the Start Menu/Multimedia/VLC.
**Lighting** is controlled using the switches along the back of the desk. These switches are **not** part of the A/V system. A variety of lighting arrangements are possible.

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 don’t power the computer down.

The system will take a few minutes to shut down, then the touch panel will show the Welcome screen again. If you require further A/V 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