Buchanan 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 starts up and the projector(s) turn on. Select the ‘Layout Preset’ button. You get a window showing the layouts you can have on the screen. Select ‘1’ if you just want single projection, or any ‘1 /2’ combination of your choice.

Single Projection opens Window 1, with the computer selected as default. The current A/V source is highlighted in yellow. Select the source you want - the image will then appear on the projection screen.

To select a different A/V source, tap the source you want on the touch screen. There are connectors/cable for laptops with HDMI, VGA (with audio) and Display Port connections. There is a black connection plate on the desk for these type of cables to be plugged in and also for a USB stick to be connected to the computer.

You can also select the Visualizer/Doc Camera. The Visualizer controls show on the touch screen.

Controls are also on the visualizer camera head.
**Dual Projection:** If you select 1/2 Projection on the layout screen, you will get a side by side image on the projection screen. The controls for ‘Window 1’ and ‘Window 2’ show at the top of the Touch Screen. Press ‘Window 1’ and then select the source you want. The source will then be highlighted in yellow. Press ‘Window 2’ which will be then highlighted, then select the input source you want on this window. Note that audio follows the last source you have selected.

**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. The lectern mic has a switch which should be UP when the mic is live. Press it again to turn it off. 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 handheld mic and lapel mic both 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. Their light turns yellow when the mic has been muted.

**Mic Volume Levels:**

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 ‘Layout Preset’ button, which will take you to the layout selection screen, where you can change the system to ‘Single Projection’ or ‘Dual projection’. Select the one you need, then proceed as above.

**DVD and Blu-Ray** discs can be played using the Blu-Ray/DVD tray in the computer. Use VLC media player to play the Blu-Ray or DVD discs. You can open VLC from the Start Menu/Multimedia/VLC.

When playing a Blu-Ray, change the VLC settings by going into Media/Open Disc/… then click the Blu-Ray option. It won’t play till you do that!

**Wireless Devices:** The BYOD button is for use of a ‘We Present’ system. This is still in process of being set up for use.

**Lighting** is controlled with the silver panel on the back of the desk. Select the lighting that suits your event.

**Ending your lecture:** When your lecture or event is finished, always remember to log-off the computer, then turn the system off by pressing the System Off button in the bottom right of the touch screen. Then select **Power Down**. Don’t power the computer off.

The system will take a few minutes to shut down, then the touch panel will show the ‘Welcome’ screen again.

Return any microphones to the charging unit, in readiness for the next lecture. They will re-charge while in the charging unit.

If you require further assistance, then please contact **Media Services** by phone at: #3674 or e-mail us at media@st-andrews.ac.uk