Gateway Lecture Room 2 - Audio/Visual Instructions

Welcome to the Gateway Lecture Room Two. To start up the A/V system, press the ‘On’ button to activate it. The electric screen will come down. Wait while the system gets activated; then press the button for whichever A/V source you need to use.

**PC** will give you the teaching computer (located in the cabinet) as the A/V source. You may need to wake the PC up by tapping a key on the keyboard or by moving the mouse. Press the ‘PC’ button if needed.

To use a Laptop, connect it using the **VGA (and audio)** cable. If you have a MAC laptop or any other type of video connector on your laptop, you will need to use the appropriate adaptor for your laptop. Cables are already connected to the system through connection plate. Press the ‘Laptop’ button to select the Source.

**Doc Cam/Visualizer** can be selected. Use the camera controls to operate it. The Power button is on its base at the rear of the unit. Controls for the Visualizer are on the camera head.

**DVDs and VHS Tapes** can be played from the DVD/VHS Combo player in the cabinet. Use the remote control to power on the player, insert your DVD or VHS tape, and press the ‘DVD’ or ‘VCR’ button to project the image on the screen. Use the remote control to operate the player. A DVD tray is located in the computer as an alternative – use VLC Media Player on the computer to play a disc.
**Other connections to the system:** A VGA cable (with audio cable) is provided to attach any adaptor for video and audio display. A silver USB cable is provided for Panopto audio recording if you are using a laptop to do the Lecture Capture.

The ‘Auto Image’ button will adjust the projector image if it is not correct. ‘Aspect Ratio’ will change the picture from a 4x3 ratio to 16x9 (or back).

**Audio levels:** Adjust the volume of the current source using the Volume knob – turn it clockwise to increase the volume and anti-clockwise to reduce the volume. The ‘Mute’ button will mute or un-mute the audio volume. Note: Audio will default to the last source selected.

**Microphones:** There is a Podium Mic and a Lapel Mic provided. To use the lapel mic, open the bottom flap carefully and press the ‘On’ button inside. Remember to turn the mic ‘OFF’ when you have finished, to preserve the batteries for the next user. They will expire if left on overnight.

The triangular mic on the desk is for use with Panopto Lecture Capture and only operates with the use of that computer software. It is not connected to the PA system in the room.

**Lighting and Blinds:** Lighting and blinds are all manually operated... they are not connected to the A/V system.

When your lecture or event is finished, always remember to log-off the computer, then turn the system off by pressing the ‘Off’ button in the button panel. Please don’t power-off the computer as it has to update overnight.

The system will take a few minutes to shut down, the screen will retract and the off button will turn red. **Further Assistance:**

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