INSTRUCTIONS FOR USE OF AUDIO/VISUAL EQUIPMENT

Gateway Lecture Room 3 – 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 ‘Display On’. Wait for the projector to warm up.

**Using the PC:** Wake up the PC by moving the mouse or pressing any key on the keyboard. The image should now show on the screen. If no image shows, press the ‘PC’ button on the button panel. Log-in using your usual university log-in details.

**Using a Laptop:** To connect a laptop, use the VGA or HDMI cables on the desk. Connect the laptop with the appropriate cable (use an adaptor for your laptop as needed) and then press the ‘Laptop’ button on the touch panel. The projector should switch sources to the laptop. Adjust your laptop display settings as needed.

Note; If the projected image appears strange, click back to ‘PC’ using the button panel, then back to ‘Laptop’. The projector should ‘auto-adjust’ to the correct setting.

**Using the Visualizer:** Turn on the Visualizer using the power button on the grey base at the back of it. The light will turn on. Push the ‘Doc Cam’ button on the button panel to select that as the projection Source. The Visualizer can also be used as a camera for Panopto Lecture capture. (The camera head rotates).

Controls for the Visualizer are on the camera head.
**Using the DVD/VCR player:** The silver DVD/VCR player in the cabinet can be used to play either DVDs, or VHS tapes. Use the remote control to ensure it is powered on and to operate the playback controls. Press the ‘DVD’ button on the control panel, insert your disc or tape, then use the remote control to navigate. As a backup, there is also a DVD drawer in the PC, where DVDs can be played using VLC Media Player.

**Audio Controls:** The Source audio volume is controlled by the volume control knob on button panel on the wall behind the desk. Turn it clockwise to increase volume, anti-clockwise to reduce volume. Remember there are also other volume controls on any media player you are using, and on the PC or laptop itself, which should be checked.

**Microphones:** There is a Lectern Mic and a Lapel Mic provided. When not in use, please turn the lapel mic off to save the batteries and so the next user has a charged mic when they come to use it.

The lectern mic has a switch which shows red when the mic is live. Press the button again to turn it off. The lapel mic has an on/off button inside the small hatch. Press it to turn it on or off. The lapel mic also has a ‘mute’ button on the top, that switches left/right to make the mic ‘live’ or ‘mute’.

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. A silver USB cable is provided as an audio input when you use Panopto Lecture Capture with your laptop.

**Turning the system off:** Press the ‘Display Off’ button on the button panel. The projector and side screens should power down. Please also turn off any microphones, to save the batteries.
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**Change Room Layout to Join Lecture Room 4 from Lecture Room 3:** To change the room layout, press the ‘Auxiliary’ button, which will take you to the join room selection screen, where you can change the room arrangement to Single or Double Room projection. Continue to press the Auxiliary button and press ‘Yes’ to connect both rooms. The main screens and side screens in both rooms will then project whatever Source is showing in Lecture Room 3. The microphones will operate in both Lecture Room 3 as well as Lecture Room 4, and audio from Lecture Room 3 will come through the speakers in Lecture Room 4 as well.

Select the appropriate Source using the sources that are listed on the touch panel (not the button panel). The source you select on the touch panel will then show on all the screens.

**Disconnecting the Two Rooms:** Press the ‘DISPLAY OFF’ button the touch panel (not the button panel). Verify that both sides have turned off by turning off both sides on each panel. This will disconnect the rooms and leave them free for the next user.

**Lighting** is controlled using the wall switches in the room. These switches are not part of the A/V system.

When your lecture or event is finished, always remember to log-off the computer. 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 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