Irvine Computer Classroom –
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, touch the welcome screen. You will then find controls for the projectors and projection screens. Both projection screens will show the same image, whether you use just one, or both.

**Left Side Projection** is started by pressing the ‘Left Projector – Power On’ button.

**Right Side Projection** is started by pressing the ‘Right Projector – Power On’ button.

The projectors will turn on, and the electric screens will come down to the proper height. There is a slight delay while the projection screens activate.

The Source controls then become available on the touch panel. The current source is highlighted in yellow, at the top of the touch panel.

**Using the PC:**
The system defaults to the PC Source on start-up. Make sure the wireless keyboard and mouse are both switched on. To select a different A/V source, tap the source you want on the touch screen.

**Using a laptop:**
There are connectors for laptops with HDMI, VGA (with audio) or Display Port connections. There is a connection plate on the desk with cables for these types of connections. The connection plate also has a socket for a USB stick – for the PC.
Select the Laptop connection according to which cable you are using. (MAC laptops will still need a Mini Display Port adaptor to connect to the applicable cable).

Using the Visualizer:

You can also select the Visualizer/Document Camera. The Visualizer controls show on the touch screen. The visualizer light can be switched on or off using the light 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. There is a small preview screen is on the visualizer, so you can see what will be projected in advance.

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. (It turns yellow).

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 on the mic turns yellow when the mic has been muted.
Instructions for use of Audio/visual equipment

Tap the ‘Audio Control’ button to open the system volume controls for the microphones. Tap the Volume Up or Volume Down, to raise or lower the volume for any of the three mics. Press ‘Close’ in the top right corner to go back to the main screen.

Changing the Screen Layout:

You use the ‘Screen Control’ button to change the screen layout. You can change the system to Left or Right Screen, or both. Select the one you need, then proceed as above. If you have been using a projector, and decide to raise the screen, then ‘Screen Up’ will raise the screen and MUTE the projector. Putting the screen down will instantly un-mute the projector.

Wireless Devices:  The’ BYOD’ Source allows wireless devices to connect to a ‘WePresent’ device through a wireless connection. Follow the instructions on-screen to connect and use it.

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

Lighting and Fans are controlled using the switches on the wall next to the desk. These switches are not part of the A/V system. Several lighting arrangements are available.

Finishing Up:

When your lecture or event is finished, always remember to log-off the computer, then turn the system off by pressing both the Projector Power Off buttons on the Power Control screen. This turns off the projectors and raises the screens. Don’t power-off the computer 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 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