School of Modern Languages
Multimedia Centre 1&2 –
Audio/Visual Equipment Instructions

When you first approach the control panel, a sensor wakes it up and lights up the welcome screen. To use the video projection system, tap the welcome screen, then select whether you want SINGLE ROOM or DUAL ROOM.

**Single Room Mode** 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) and the screen comes down automatically.

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) or 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 a socket for a USB stick, connected to the computer.

You can also select the **Visualizer/Document Camera**. The Visualizer controls show on the touch screen of 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 visualizer camera head. The camera head can be rotated to take in a different field of view.
**Dual Room Mode:** If you select *Dual Room* on the start screen, you can use the same controls as noted above, except you will be able to transmit both the audio and video signal to both MMC 1 and MMC 2 combined.

You can then select which image source will appear on the projection screen in MMC 1 as well as the three additional monitors in MMC 2. *(Note: Audio follows the last source selected).*

**Audio Only:**

*Single Room Audio Only Mode* will provide only audio to MMC 1.

*Dual Room Audio Only Mode* will provide audio to both MMC 1 and MMC 2 combined. With either mode, if the projection screen has previously been in use, it will retract automatically.

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

The *Blank* button will temporarily blank out the projection screen until pressed again.

**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 white). Tap it again to release the mute.

**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. When using both rooms, the microphone(s) can be heard in both rooms.

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 from red to green, showing that the mic is live.
Both the handheld mic and the lapel mic have Mute switches on them to mute them while they are out of the charging cradle. 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 ‘Layout’ button, which will take you to the start-up selection screen, where you can change the system to Single or Dual Room (for both video and audio), Single Room Audio Only or Dual Room Audio Only. Select the one you need, then proceed as above.

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

**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.

A high quality Oppo Blu-Ray player is contained in the top shelf of the desk in MMC 1. All the controls you need for it appear on the control panel when this option is selected. Note that the Oppo Blu-Ray player will only play discs, music or USB stick contents. It is not connected for network services such as Netflix or YouTube.

For use of the Televic software in teaching, please see separate instructions.
When your lecture or event is finished, always remember to **log-off the computer**, then turn the system off by pressing the **Power** button in the bottom right of the touch screen. Please 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
Instructions for use of Audio/visual equipment