School of Modern Languages  
Multimedia Centre 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 Presentation.

**Presentation Mode** opens the control panel with the computer selected as default. The current A/V source is highlighted in green. The viewing screens come on 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.

**Audio Only Mode:** If you select Audio Only on the start screen, you can use the same controls as noted above to select the audio source.

Room layout can be changed using the Layout button on the control panel. You can switch between Presentation Mode and Audio Only Mode. If the room extension is in use, you will see an alert saying the system is receiving content from MMC 1.
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.

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.

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.
Instructions for use of Audio/visual equipment

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