Parliament Hall – St Mary’s Quad
Audio/Visual Instructions

Welcome to Parliament Hall. To start up the A/V system, press ‘Display - On’ to activate it. The ‘Off’ button will turn white, and 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 inside the desk) 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.

To use a Laptop, connect it using the **VGA (and audio)** cable, the **HDMI** cable or the **Display Port** cable. If you have a MAC laptop, you will need an adaptor to connect to either the VGA or HDMI cable. Cables are already connected to the connection plate.

**Other connections to the system:** Cables are provided to attach any equipment which has a VGA, HDMI or Display Port output. A USB socket is also available on the connection panel, which is connected to the PC. There is no Doc Cam installed for use.

**BYOD (Wireless) for iPod or Android Devices:**
Connect wirelessly via the ‘We Present’ system. Instructions show on the screen how to connect to the wi-fi network, and the code for the session. The ‘MirrorOp’ app needs to be downloaded to the device, to use this system.
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. Press Mute to mute or unmute the volume. Audio will default to the last source selected.

Microphone: There is a Desktop Mic, a Handheld Mic and a Lapel Mic provided. The Desktop mic has a switch on the base to turn it on or off. The lapel and handheld mics switch on when you take them out of the charging cradle. The light on the mic turns green, showing the mic is live. Each has a Mute switch on top of the mic to mute it while it is in use. The light turns yellow when the mic has been muted. When not in use, please return the mics to the re-charging cradle, so the next user has fully charged mics when they come to use them. Make sure they are charging again — you’ll see a red light on the cradle, which turns green when each mic is fully charged.

DVDs and Blu-Ray discs can be played from the computer disc tray. Insert the disc in the tray, and open it with VLC Player, which will play most disc formats. When playing a Blu-Ray, change the VLC settings by going into Media/Open Disc/... then click the Blu-Ray option. It won’t play till you do that! If you have a Blu-Ray player, it can be connected using the HDMI cable and selecting HDMI on the control panel.

Lighting and Blinds: Lighting and blinds are all manually operated... they are not connected to the A/V system. The lighting control panel is at the back panel of the podium. There is a remote control to raise or lower the blinds.
When your lecture or event is finished, always remember to log-off the computer, then turn the system off by pressing the Display - Off 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, the screen will retract and the off button will turn red. Ensure the microphone is returned to the charging cradle so that it charges up for the next lecturer to use.

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