**Purdie Lecture Theatre A**

**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.

Now select whether you want *SINGLE projection* or ‘Audio Only’.

Wait while the system starts up, the projector turns on and for the screen to come down.

**Single Projection** opens with the computer selected as default. The current A/V source is highlighted in green. The image will also appear on the projection screen.

To select a different A/V source, tap the source you want on the touch screen. There are connectors for laptops with HDMI or VGA (with audio) connections.

There is a white connection plate on the desk which has both an HDMI cable, and a VGA cable (with an audio cable included). Use these to connect your laptop. An adaptor may be needed if a MAC laptop is being used. There is also a socket for a USB stick to be plugged in – it is connected to the computer.

You can also select the *Visualizer/Document Camera*. The Visualizer controls show on the touch screen. Visualizer controls are also on the document camera head.
**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. Tap again to un-mute.

**Microphones:** There is a Lectern Mic, a Handheld Mic and a Lapel Mic provided. The lectern mic has a switch which turns red when the mic is live. Press it again to turn it off. 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. Make sure it is charging again – you’ll see a red light on the cradle, which turns green when the mic is fully charged.

The handheld mic and lapel mic both 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 turns yellow when the mic has been muted.

**Volume Levels:**

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 ‘Room Layout’ button, which will take you to the start-up selection screen, where you can change the system to ‘Single Projection’ or ‘Audio Only’. Select the one you need, then proceed as above.
**Using the Interactive SMART Podium and SMART Software:** The computer monitor doubles as a SMART Podium, and has a wired touch pen to use the monitor interactively. Activate the SMART Podium controls by touching the buttons at the top of the screen, and use the index to pick pen sizes, colours and Smart objects for interactive use.

Whatever is displayed or drawn on the SMART Podium will be displayed on the projection screen. Use it to annotate on PowerPoint presentations, take notes, highlight items or simply use it as a white board.

**DVDs** can be played using the DVD tray in the computer. Use VLC media player (not Windows Media Player) to play DVD discs. You can open VLC from the Start Menu/Multimedia/VLC.

**Lighting** and **Blinds** are not controlled with this system – use the switches beside the desk or on the wall.

**Ending your lecture:** 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. **Don’t** power the computer off.

The system will take a few minutes to shut down, then the touch panel will show the ‘Welcome’ screen again. Ensure microphones are returned to the charging cradle so they charge up for the next lecture.

If you require further assistance, then please contact **Media Services** by phone at: #3674 or e-mail us at media@st-andrews.ac.uk