Purdie Lecture Theatre B
Audio/Visual Equipment Instructions
When you first touch the control touch 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 Video Data Projector’ or ‘Dual Video Data Projector’. Wait while the system starts up and the projector(s) turn on.

Single Projection opens with the visualizer selected as default. The current A/V source is highlighted in red. 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 is 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. USB sockets can be found on the front of the computer.

You can also select the Visualizer/Document Camera. The Visualizer controls show on the touch screen.

DVD/VHS Player:
A DVD/VHS combo unit is provided. Select VCR for video tape playing, and DVD to play a disc. VCR or DVD controls show on the touch screen. DVDs can also be played from the disc tray in the computer.
**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 source. Tap again to un-mute.

**Microphones:** There is a Lectern 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 turn the lapel mic off, so the next user has a fully charged mic when they come to use it. The lapel mic can be muted using the small switch on the top of it.

**Desk Mic Volume Levels:**

Tap the ‘Desk Mic’ button for volume up or down on the system volume control. Tap the *Volume Up*, *Volume Down*, or *Mute* buttons to raise, lower or mute the volume for the Desk Mic.

**Changing the Screen Layout:**

To change the screen layout, press the ‘End Lecture’ button, then ‘No’ which will take you to the screen layout selection screen, where you can change the system to ‘Single’ or ‘Dual’ Projection. You can then select Dual Projection.

**Dual Projection:**

In the Dual projection mode, two projectors are made operational, with two large screens. In this mode, select the source you want to appear on the main screen from the top row, and select the second source to show on the second screen, from the choices on the bottom row: i.e.; computer, laptop, visualizer etc.

**Lighting:**

Lights are controlled using the switches on the back of the bench, as well as the lighting controls on the touch panel.
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 End Lecture button in the bottom right of the touch screen. Don’t power the computer off.

Select YES. The projector will switch off and cool down. After a few minutes the system returns to the welcome screen on the touch panel.

Ensure the lapel microphone is switched off to save the batteries for the next lecturer.

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