St Salvators - School I Audio/Visual Instructions

Welcome to School I. 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. The activation screen will show.

Wait while the system gets activated, the projector lamp turns on, and then you will get the main menu screen appearing on the touch panel. The default source is the teaching PC.

Single or Dual Projection:

If you want to change the screen layout to Dual Projection, press Projector Controls. On the sub-screen that appears, select whether you want DUAL or SINGLE projection. To change back to Single Projection, use the Projector Controls button again.

For Single Window projection:

Normally the first setting on the touch screen will be set to Window 1, and the PC source will be highlighted in blue. The PC’s image will show on the projection screen.

You can change to the input source by pressing:

Laptop: (there are no special controls other than volume control on the panel). Connect a laptop using either VGA/audio jack cables provided, or the HDMI cable. Select the type of cable you are using. Dongle adaptors may be needed if your laptop has a different connection.

Auxiliary source: A camera, audio player or other appliance can also be connected via the Auxiliary connection on the desk plate.
**Blu-Ray:** Controls for the Blu-Ray player appear on the touch screen. The Blu-Ray player may need to be powered on. The disc tray needs to be opened on the player or using the remote control. The Blu-Ray player in this room will only play **Zone B** discs.

**Doc Cam/Visualizer:** Ensure the Doc Cam is powered on and use the camera controls to operate it. Camera controls appear on the touch screen and are also on the camera head. The Power button is on its base at the rear of the unit.

**For dual projection:** When you select dual projection, **Window 1** on the panel will show whatever is selected as the source, and **Window 2** will show the source selected in a separate second window. Change the source being presented in either window by pressing **Window 1** or **Window 2** and choose a new source to display.

You can change the layout at any time by pressing the **Projector Controls** button and selecting single projection again.

**Audio levels:** Adjust the volume of the current source using the **Source Volume Bar** at the bottom of the touch panel. Press **Mute** to mute or unmute the volume. Audio will default to the last source selected.

The **Audio Controls** button opens a sub-panel that allows you to control the **Program Volume, Radio Mic volume** and the **Lectern Mic Volume** and be able to Mute any or all of these audio sources.

There is a **radio microphone** available. Open the hatch at the bottom by pulling it down gently. An On/Off button can be found inside. Press it and the mic will come to life. Press and hold it again to turn it off after use. There is also a Mute switch on the top of the radio mic.
The **Audio Select** button on the start screen allows you to use the audio system without needing to start up the projection system.

Lighting and blinds are controlled using the switches on the back of the desk. They are not controlled with the A/V touch panel. Several lighting pre-sets will be available on the lighting panel.

When your lecture or event is finished, always remember to **log off the computer**, then turn the system off. Press the **System Off** button. Press **Power Down**. Remember to switch off the lapel radio mic if you have been using it, so it can be used by the next lecturer.

The system will take a few minutes to shut down, then the touch panel will show the Welcome screen again.

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