**St Salvators - School II Audio/Visual Instructions**

Welcome to School II. 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. Then press ‘Power On’ to activate it.

Wait while the system gets activated, the projector lamp warms up, and then you will get the main menu screen appearing on the touch panel.

Now select whether you want SINGLE or DUAL projection: Press LAYOUT PRESET to select your choice: Select **1 on this screen** to get single projection. It will be highlighted in yellow.

Select **1:2** for *side by side dual projection*.

Other combinations of picture in picture can also be selected. Choose the style you need.

**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 yellow. The PC’s image will show on the projection screen.

You can change to the source by pressing:
**Laptop**: (there are no special controls other than volume control on the panel). Connect a laptop using either HDMI, Display Port or VGA/audio jack cables provided. Dongle adaptors may be needed if your laptop has a different connection.

**BluRay**: (controls for the BluRay player appear on the touch screen. The BluRay player may need to be powered on. The disc tray needs to be opened on the player or using the remote control). For BluRay discs of different zones follow the separate instructions provided to change region. *(And always change back to Zone B when done).*

**Doc Cam/Visualizer**: (there are no controls on the panel for the Doc Cam. Ensure the Doc Cam is powered on and use the camera controls to operate it). The Power button is on its base at the rear of the unit.

**iPod or Android Devices**: (This feature is not currently in operation. It is for a future enhancement of the system).

For dual projection, or Picture in Picture settings

**Window 1** will show whatever is selected as the source, and **Window 2** will show the source selected in the second window. Change the source 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 **Layout Preset** button and selecting single projection or any other **Picture in Picture** combination you wish.
Audio levels: Adjust the volume of the current source using the Source Volume arrows for up or down. Press Mute to mute or un-mute the volume. Audio will default to the last source selected. To control the podium mic volume, use the touch panel arrows on the right to adjust the volume up or down to suit your voice level. Press Mute to mute or un-mute the source volume.

The podium microphone can be switched on or off, using the red button on the base of the mic.

There is a lapel microphone in the charging tray. It attaches magnetically to the charger when not in use. Please return it to the charging unit so the next user can use it successfully. The volume level is pre-set and cannot be adjusted. Additional microphones can be made available if requested in advance from Media Services.

Lighting and blinds are controlled using the switches on the back of the desk. Several lighting pre-sets are available and dimmer controls are on the right of 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.

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