Upper College Hall – St Salvators Audio/Visual Instructions

Welcome to the Upper College Hall. Controls for the A/V system, lighting and blinds are in the first cupboard on the right as you come in. To start up the A/V system, tap the welcome screen to activate it. Selecting a ‘source’ on the top of the panel will activate the system 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.

Note: PC is not in use presently, no computer is installed in the system. A laptop must be brought in for use.

Laptop Connections: Connect a laptop using the VGA (and audio) cable, the HDMI cable or a Display Port cable. If you have a MAC laptop, you will need an adaptor to connect to either the VGA or HDMI cable. Cables for a laptop connection are in the cupboard on the far right as you come in.

Other connections to the system: A separate connection plate can be found on the wall to the left of the stage. It has connections for VGA (plus audio), HDMI and Display Port cables. Cables are provided in the system cupboard, to be able to connect a Laptop, Blu-Ray Player or other equipment at the stage end of the room. On the front end control touch panel, select ‘Input Plate’ as the source. Any equipment connected will then be displayed on the screen.

Music only: A white 3.5mm jack cable is provided to plug in an iPod, Android or iPhone for music.
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 Source Volume bar – tap the up arrow to increase the volume and the down arrow to reduce the volume. Press Mute to mute or unmute the volume. Audio will default to the last source selected.

Microphones: There is a Lectern Mic, two Handheld Mics and two Lapel Mics available for use. The Lectern Mic has a switch on the base to turn it on or off. The Handheld Mics and Lapel Mics are stored in charging cradles which keep the batteries charged for use.

The Mics switch on when you take them out of the charging cradle. The light on it turns from red to green, showing the mic is live. There is 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 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).

Microphone Volume Levels: To adjust the microphone volume levels, press ‘Audio Control’ at the bottom right of the touch panel. Then adjust the level of each microphone to suit your needs.

DVDs and Blu-Ray discs: DVDs can be played from a laptop disc tray. Blu-Ray discs can be played from a Blu-Ray player using an HDMI cable, either using the cable at the rear of the hall, or by plugging it in via an HDMI Cable into the connection plate at the front-left of the stage.
**Document Camera/Visualizer:** If you bring a Doc Cam, it can be connected using an HDMI or VGA cable at the front or rear of the hall.

For Blu-Ray Player, Doc Cam or other A/V equipment, use the ‘Input Plate’ source at the front panel, or connect the equipment to one of the cables at the rear of the room, and select the appropriate source button.

**Lighting and Blinds:** Lighting and blinds are operated using the switches at the rear of the first cupboard. They are not connected to the A/V system. Blind controls are on the left, lighting on the right hand side.

When your lecture or event is finished, always remember to log-off the laptop, then turn the system off by pressing the ‘System Off’ button in the bottom right of the touch screen. The system will take a few minutes to shut down, the screen will retract and the off button will turn red. Ensure any microphones are returned to the charging cradles so they charge up for the next event 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