J F Allen Building, Theatre A

- Touch touch-screen to wake it up (if no result, check push switch on side of casing, bottom right)
- Select single or dual screen use (or none) to get projectors and screens
- Log on to the ITS PC if using, and/or plug in own laptop (see photo)
- Select what to display on which big screen using the touch-screen
- There is a pointer on the ITS computer; you may use your own
- Adjust main lights using touch-screen – pre-sets plus dimming available
- Spotlights operated by manual switches shown
- Bench mike permanently on, radio mike has on/off switch
- DVD/VHS/Visualiser/CCTV input available, select via touch-screen
- Audio goes to speakers only if video from that device is on the middle screen
- Volume control for all but mikes is on touch-screen
- Visualiser has zoom and focus on head, light on/off on base at rear
- At end of session, log out of ITS computer, touch “End lecture”
- Please put dead whiteboard pens in the bin, and they will be replaced

Media Services at www.st-andrews.ac.uk/itssupport/academic/mediaservices
For assistance contact Media Services 3674, janitors on 3136.

Main fire exits at back of theatre
• Touch touch-screen to wake it up (if no result, check push switch on side of casing, bottom right)
• Select single or dual screen use (or none)
• Log on to the ITS PC if using, and/or plug in own laptop (see photo)
• Select what to display on which big screen using the touch-screen
• There is a pointer on the ITS computer; you may use your own
• Adjust main lights using touch-screen – pre-sets plus dimming available
• Spotlights operated by manual switches shown
• Bench mike has on/off switch on base, radio mike has on/off switch
• DVD/VHS/Visualiser/CCTV input available, select via touch-screen
• Audio goes to speakers only if video from that device is on the middle screen
• Volume control for all but mikes is on touch-screen
• Visualiser has zoom and focus on head, light on/off on base at rear
• At end of session, log out of ITS computer, touch “End lecture”
• Please put dead whiteboard pens in the bin, and they will be replaced

Media Services at www.st-andrews.ac.uk/itssupport/academic/mediaservices
For assistance contact Media Services 3674, janitors on 3136.
Touch touch-screen to wake it up (if no result, check push switch on side of casing, bottom right)
Select single or dual screen use (or none)
Log on to the ITS PC if using, and/or plug in own laptop (see photo)
Select what to display on which big screen using the touch-screen
There is no provided pointer or remote mouse, you may use your own
Adjust main lights using touch-screen – pre-sets plus dimming available
When turning on data projector the row of lights above the screen correctly goes out. If they are on when the projector is on, use the screen to turn all the top lights off, then use the dimmer controls to bring lights back on, now minus the front row again.
Spotlights operated by manual switches shown
Bench mike permanently on, radio mike has on/off switch
DVD/VHS/Visualiser/Aux (for CCTV) input available, select via touch-screen
If not using the visualiser, your audience may appreciate you turning its lights off
Audio goes to speakers only if video from that device is on the right screen
Volume control for all but mikes is on touch-screen
Visualiser has zoom and focus on head, light on/off on base at rear
At end of session, log out of ITS computer, touch “End lecture”
Please put dead whiteboard pens in the bin, and they will be replaced

For assistance contact Media Services 3674, janitors on 3136.
The room is a lecture room and can also be a SUPA VC Room.

- Two data projectors, visualiser, computer, DVD player
- Laptops connected via the lead shown above
- Lighting on trunking by doors (5 scenes) and may also be on the AMX touch screen
- For local lectures touch the AMX Local button, follow prompts
- For video conference touch the AMX VC button, and consult SUPA literature
- Switch for projector power (off main pic on left, shown insert) should be left ON
- Air conditioning temperature control next to the entry door right.
- Please use winding handles for the blinds
- Please put dead whiteboard pens in the bin, and they will be replaced

Ian Taylor (SUPA Room contact) 3141, Janitors on 3136.
School technical staff on 3148
Room 233 has a data projector, but no ITS computer, microphone, visualiser, etc

- Laptops connected via lead shown above
- Projector remote control shown above
- Light switches by the door
- Venetian blinds, plus a roller blind at the screen-end of the room
- Projector screen is behind the left hand white-board
- When you finish please leave furniture as it was
  28 red seats and narrow benches, usually in lecture format
- Please put dead whiteboard pens in the bin, and they will be replaced

Janitors on 3136. School technical staff on 3148
Room 301 has a data projector, but no ITS computer, microphone, visualiser, etc.

Laptops connected via lead shown right above.

Projector and screen up/down controlled by remote controls shown.

Extract fan speed (and noise) controlled by turn-switch shown in main pic.

Light switches next to entrance door.

Window blinds may be raised and lowered manually using chain.

Windows may be opened.

When you finish, please leave furniture as it was. 36 blue seats, narrow benches, usually lecture format.

Please leave boards clean.

Please put dead whiteboard pens in the bin, and they will be replaced.

Janitors on 3136. School technical staff on 3148.
This is the SUPA Video Conference Room

- Two data projectors, visualiser, computer, DVD player
- Laptops connected via lead shown above
- Lighting on trunking by doors (5 scenes) and may also be on AMX touch screen
- For video conference touch AMX VC button, and consult SUPA literature
- For local lectures touch AMX Local button, follow prompts
- Smart board also available
- Air conditioning temperature control on wall off picture to left
- Windows must be closed if the blinds are down
- Please use winding handles for the blinds
- Please put dead whiteboard pens in the bin, and they will be replaced

Ian Taylor (SUPA Room contact) 3141, Janitors on 3136.
School technical staff on 3148
J F Allen Building, Room 310a

- Room 310a has a data projector, but no ITS computer, microphone, visualiser, etc
- Laptops connected via lead shown above
- Light switch either side of room, though slow response
- Manually raised and lowered projector screen
- Windows may be opened
- Specialist video-conference kit for PH5268 and astro research
- Please leave furniture as it was.
  One large table, 9 purple seats, may be some extras
- Please leave board clean
- Please put dead whiteboard pens in the bin, and they will be replaced

Janitors on 3136. School technical staff on 3148
J F Allen Building, Room 330

- Room 330 has a data projector, but no ITS computer, microphone, visualiser, etc.
- Laptops connected via lead shown above
- Light switches next to entrance door
- Manually raised and lowered projector screen
- Curtains
- Window may be opened
- Please put dead whiteboard pens in the bin, and they will be replaced
- Please leave furniture as it was.
  One large table, 13 red seats, may be some extras

Janitors on 3136. School technical staff on 3148
• Room 338 has a data projector, but no ITS computer, microphone, visualiser, etc
• Laptops connected via lead shown above
• Light switch next to entrance door
• Window blinds may be raised and lowered manually
• Windows may be opened
• When you finish, please leave furniture as it was.
  Audience has 12 purple seats, 6 tables, usually lecture format
• Please leave boards clean
• Please put dead whiteboard pens in the bin, and they will be replaced

Janitors on 3136. School technical staff on 3148