

The AV system in AB1.01 is controlled using the touch panel set in the lectern. When not in use the screen goes to sleep (black). Press the touch panel's screen to wake it up.

**Source Selection:** Choose what is displayed by pressing one of the source buttons. Your chosen source button will be highlighted.



**Projector:** To switch the projector On and Off press the Projector Button.



NB: The Projector buttons will not respond whilst the projector is warming or cooling

### Other Lectern Controls:



Home: takes you back to the touch panel main screen



Use these buttons to lower, raise and mute the sound



This button blanks the screen to the audience, but not the monitor on the lectern



You can press the microphone mute button to mute ALL the microphones.



NB: When you have finished with the room, please ensure you also log out and shut down the PC

**Microphones and Audio:** AB1.01 is fitted with four microphones embedded in the ceiling of the room. This enables effective sound pick up for speakers wherever they are located in the room, including at the lectern. Although they would be rarely needed, a Gooseneck microphone is located on the lectern, and roving microphones (revolab mics) are available from Siz/Loans.



**Lecture Recording and streaming.** There is a ceiling mounted movable camera AB1.01. This is operated from the lectern, using the direction buttons for up down, rotate left right and zoom, and the pre-set to point towards the lectern.



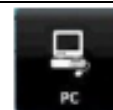
### Checking for Sound in MS Teams (PC in the room)



In the ellipsis (three dots) settings menu  there is the  Devices function. Within this, there are speaker, microphone and camera options. Unless you have an issue, these should not be altered.

Before a Teams meeting it is helpful to use the  function to ensure everything is working as expected and that any previous user of these facilities has not altered the settings referred to above.

**Laptops and other Devices:** For best results, use the PC in the lectern. The PC is located in the lectern. On log-in, this will present you with your personalised desktop and access to all of your network and cloud storage for your presentations, documents, video and facilities such as MS Teams and Moodle etc.



If it is necessary to connect a laptop, use an appropriate cable, (which you may need to obtain from SIZ/Loans) and connect your laptop to the socket in the plate in the Lectern. Select the appropriate HDMI/VGA control on the Lectern to enable the laptop's image to be projected, and within your laptop setting, you may need to select extend, or duplicate screen



When using a laptop, you will be reliant on the Laptop's inbuilt camera and microphone for any streaming and recording, and please also be aware that when presenting any video footage, you may have to adjust the volume on your laptop outputs.

**Video:** For best results, please use the PC in the room and the VLC software 🍷. There are a range of ways to present video, including accessing this from your University storage, or from within the Planet e-Stream application (which has an extensive catalogue of Film and TV, and which can be used to import DVDs).



For where only a DVD can be used there are options for how this can be played, including through the DVD player, and USB connectors in the PC in the lectern, and through a plug-in external DVD player. In AB1.01 there is also a DVD player in the lectern. The Blu-Ray player can also be controlled via the lectern touch panel



### How to find help:

Training on AV equipment can be requested in advance via the **Support Me** button on the staff intranet:

- Select **My IT Training** and then **Audio Visual Equipment Training Request**

For non-emergency enquiries:

- Select **My Teaching** and then **IT Support (Teaching Room/Open Access)**

**For emergency help where there is a fault with the lecture system phone the SIZ on (01243 81) 6222**