



An Overview of Teaching Room Technology

There are 4 main Audio Visual setups at the University of Salford:

- Seminar Lite
- Seminar Room
- Seminar Extra
- **Lecture Theatre**

This guide describes the **Lecture Theatre** setup, which is found in centrally managed teaching spaces (poolrooms). All lecture theatre rooms contain similar AV equipment, newer models may vary along with styles depending on age.

Use this web page to find out what equipment is available in a particular teaching room and the detailed current specifications for each room: <http://www.its.salford.ac.uk/av/booking.php>

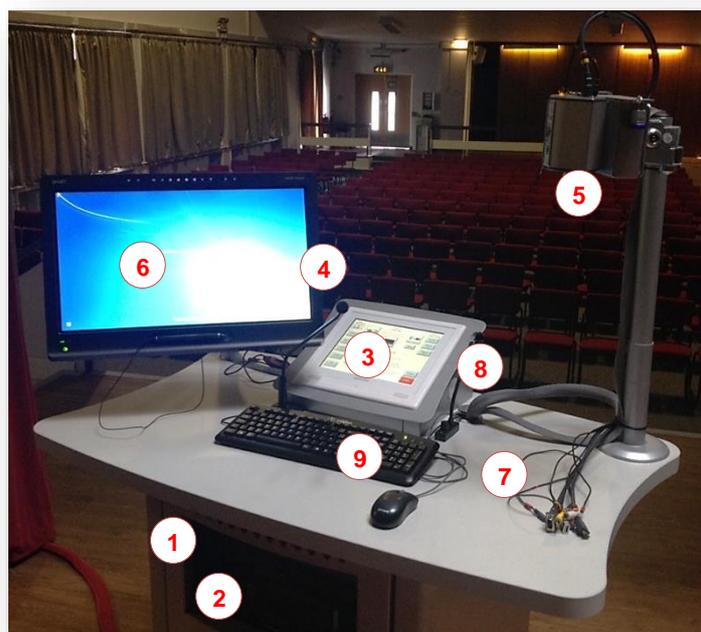
The Lecture Theatre Setup

All Lecture Theatres are equipped with:

- Touch Screen AV System Control Panel (On the lectern).
- PC with internet access
- Interactive Tablet or Board
- Blu-Ray, DVD or CD / MP3 player
- Digital OHP (Visualiser)
- HD LCD projector
- Audio with controls with Stereo or 7.1 audio support
- Lectern Microphone & Hearing System
- Input Cables (VGA with 3.5mm audio, HDMI & Aux Video)

Example Layout below, Layouts will vary and lectern design will differ depending on age

- 1 PC
- 2 Blu-ray Player
- 3 AV control touch screen
- 4 Lectern Microphone
- 5 Visualiser
- 6 Smart Interactive Monitor
- 7 Cables to plugin additional hardware (VGA, AUX, USB, HDMI)
- 8 Lectern Light
- 9 Mouse and Keyboard

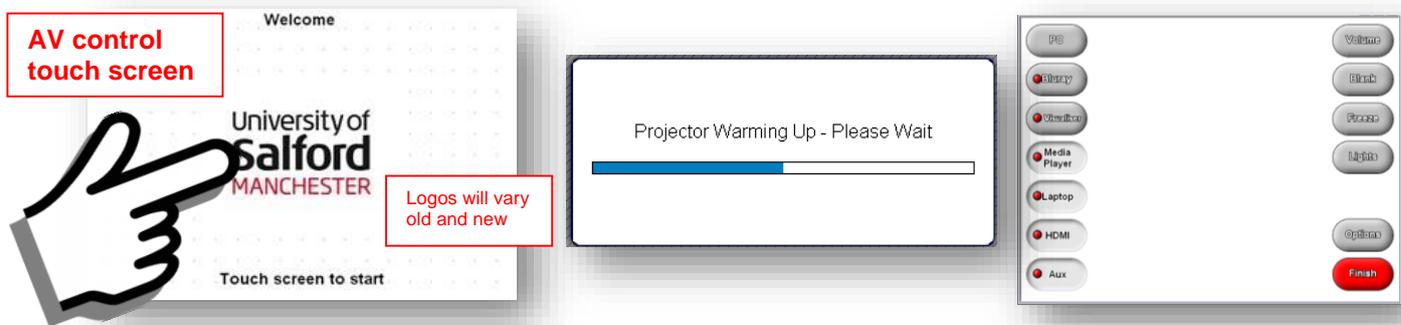


Rooms shutdown automatically if they haven't been turned off and the room is left vacant.

In support of the University's green agenda, rooms are fitted with motion sensors or detect no image sent to projectors. If either no motion is detected or image set to the projector the AV equipment proceeds to shut down. The lights return to the rooms own controls.

Switching the system on

1. Touch the **AV control touch screen** to start the screen up.
The unit will light up and projector start up. In older rooms projection will begin on source selection (step 3). Projectors take about 1 minute to reach brightness (the warm up bar will lock out the controls during this time).
2. Turn on the PC by the on button & logon using your network username and password.
3. Nearly all rooms will automatically select PC. However, if not or you need to use any other device press the button for the media source you want, e.g. PC / HDMI.



Switching the System off

1. Make sure you have saved any work and removed any Blu-Ray/CD discs before shutting the system down.
2. Press the red **Finish** button on the **AV control touch screen**. The system will ask you if you are sure you want to exit.
The PC will shut down instantly and the projector will cool down and power off.

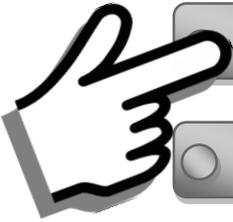
The following cables are provided in each room:



Apple users: to connect Apple devices you will usually need to bring an adaptor with you. Please check www.apple.com for further details.

Using the AV control touch screen

You can choose to project from a range of different sources from the **AV control touch screen**. If you are connecting additional hardware, plug your hardware in using the cables provided and press the corresponding button on the **AV control touch screen** to change the projection source.



- PC** ← Projects from the **Desktop PC**.
- Bluray** ← Projects from the **Bluray player**.
- Digi OHP** ← Labelled Digital OHP or Visualiser, Projects from the **Visualiser**.
- Media Player** ← Projects from and controls the **Media Player (If available)**.
- Laptop** ← Connect a laptop using the VGA cable provided and then press the **Laptop** button.
- HDMI** ← Projects from an **HDMI device**. Connect the device using the HDMI cable provided and then press the HDMI button.
- Aux** ← Projects from additional hardware that you have connected using the auxiliary cables attached to the lectern.
- Volume** ← Controls the speaker volume for all the equipment. In 7.1 audio equipped rooms there will be a further menu
- Blank** ← Makes the projector screen go black, press the button again to bring back the image.
- Freeze** ← Holds a copy of the current image on the projector screen, allowing you to prepare the next material to be projected.
- Lights** ← Opens up lighting controls for the room.
- Screen** ← Activates the automatic projector screen (if applicable to the room).
- Room** ← Offers a sub menu for lighting and blind controls.
- Finish** ← Powers off the PC and shuts down the projector. **Ensure all work is saved before pressing this button.**

Microphone and Audio

The **lectern microphone** is permanently switched on and set to a default volume. The microphone is linked to the infra red hearing system in the room so it is recommended that you leave it in place, however if you do not wish to use the microphone, simply direct it away from you.

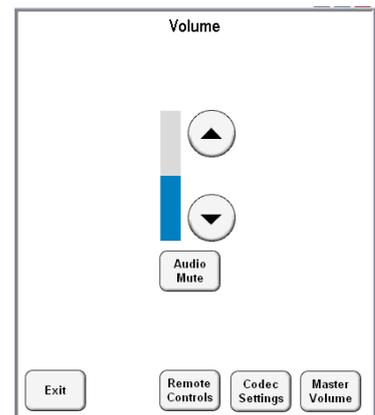
You can book headsets for use with the hearing loop, plus additional microphones including a lapel microphone or hand held microphone from Audio Visual Services. Use the AV website to book equipment: <http://www.its.salford.ac.uk/av/booking.php>

Basic Volume Control

All volume is controlled through the Volume button on the **AV control touch screen**.

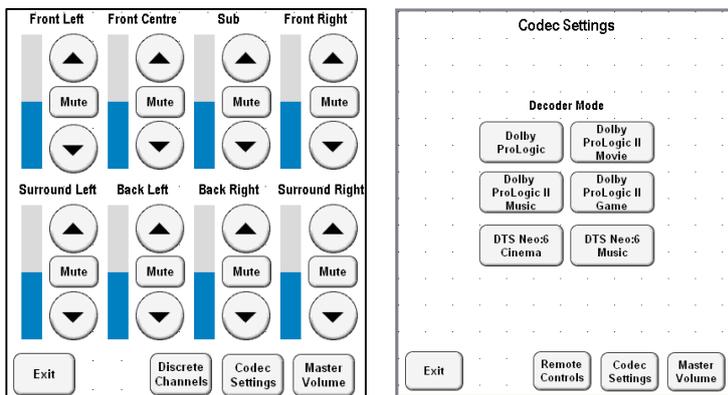
Simply press the Volume button on the **AV control touch screen**, use the arrows to turn the volume higher or lower and the **Audio Mute** button to mute all volume.

If you are playing a DVD, you might improve the audio level for those at the back of the room by pressing **Codec Settings** and then **To All** if the option is available. This sends the same audio to all speakers, making it easier to hear at the back of the room.



Media City: additional audio controls

Rooms at Media City are equipped with a higher specification audio system. The system is setup for 7.1 surround sound. By pressing the **Codec Settings** button, you can change the type of audio in the room, and by using the **Discrete Channels** button you can isolate different audio channels. AV Services can provide more detailed information about audio setups.



Smaller teaching rooms have a black speaker at the front of the room, which mimics 7.1 surround sound (without Sub).



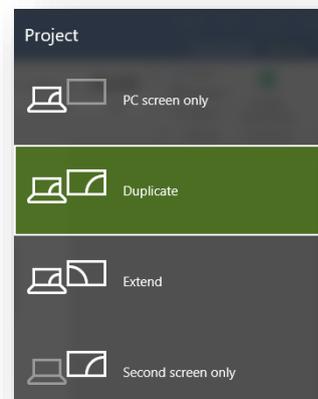
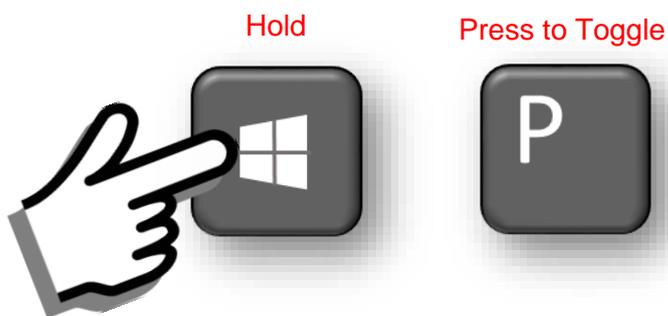
Displaying a Laptop PC

You can display content from your own laptop using cables attached to the lectern.

1. Plug the VGA cable into the external monitor port on your laptop.
2. If you require sound, plug the mini-jack audio cable into the headphone socket on your laptop.
3. If your device requires a dongle you will need to supply this.
4. You can also access the wireless network (UoS-WiFi or eduroam) in most rooms on campus.
5. Press the **Laptop** button on the **AV control touch screen**.



If no image is displayed on either the laptop or projector screen, you may need to toggle between the screens using the Function, **FN** keys on your laptop. FN keys vary on each laptop but display controls are usually F4 or F5. Hold down the **FN** key and press the relevant **F** key until the display is duplicated on both screens. The latest window operating system uses the windows key & letter P. While holding the windows key toggle inputs by pressing P



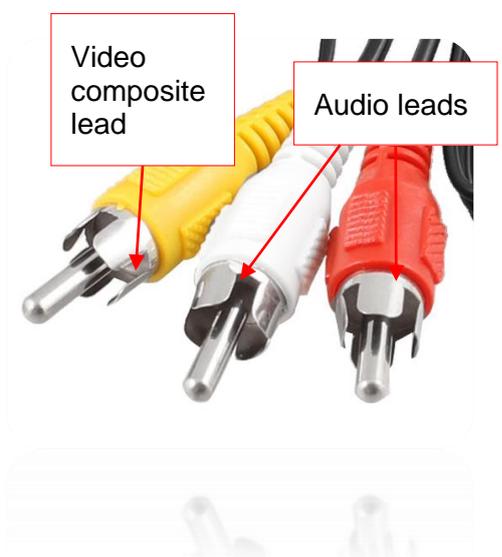
Connecting other devices

You can project from auxiliary video and audio devices such as video cameras, using the leads provided.

To use an Auxiliary device

1. Connect your device using the auxiliary cables; you can often match the cables by colour.
2. Switch on your device.
3. Press the **Aux** button on the **AV control touch screen** to find your device this may take a few seconds.

Once the auxiliary device has been found, the image from the device will be displayed on the projector screen.



HDMI devices

You can also connect an HDMI Device with the accompanying HDMI lead. MacBook adaptors, cameras and games consoles usually connect via HDMI. Simply connect the device using the HDMI cable and press the **HDMI** button on the **AV control touch screen**.



Using the Blu-ray Player

1. Switch on the Blu-ray player and insert a disc.
2. Press the **Blu-ray** button on the **AV control touch screen**. This will display the Blu-ray disc on the projection screen.
3. Use the controls displayed in the **AV control touch screen** to play and navigate within the disc.

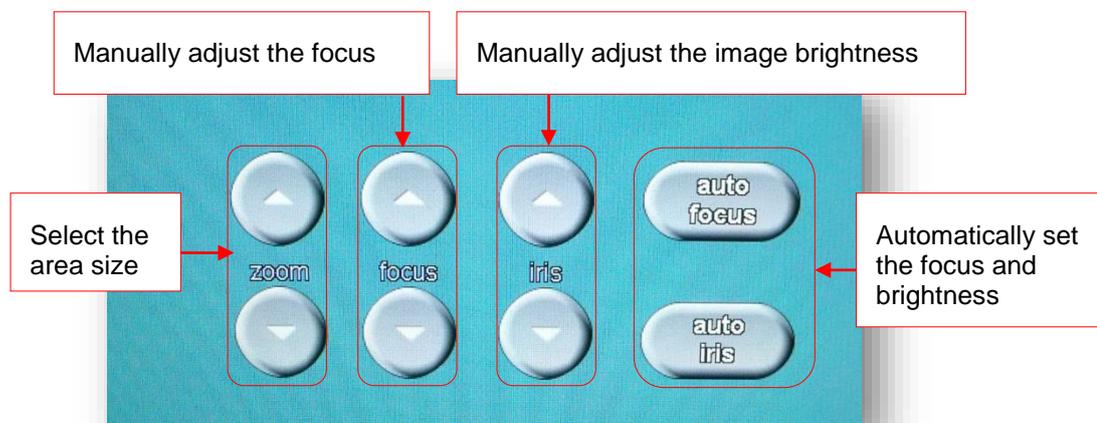
Using the Visualiser

The Visualiser is a high quality camera, which you can use to demonstrate or display small objects.

1. Press **Visualiser** on the **AV control touch screen**. The Visualiser will automatically start up.

The Visualiser is controlled using the buttons on the **AV control touch screen**.

2. Position the document or object that you would like to show under the Visualiser. An image of the document or object will appear on the projection screen.



Lighting

There are automatic controls on the **AV control touch screen** for **Lights**; note that the lights have to be turned on at the wall before the **AV control touch screen** controls will work and lighting can also be controlled from the buttons on the wall.

Lighting can be set to 0%, 25%, 50%, 75% or 100%. Some rooms are fitted with additional phased lighting options which you will see on the **AV control touch screen** when you press the **Lights** button.

Blind control

A few lecture theatres have the luxury of automatic blind control. By pressing the blind button and up or down you can control these to eliminate daylight effecting the room.

Lectern Light

There is an adjustable light on each lectern, which can be useful when the main lights have been dimmed.



The lectern light

Using the Smart Interactive Monitor

A **Smart Interactive Monitor** gives you similar functionality to an interactive whiteboard.

Either behind or to the side of the **Smart Interactive Monitor** you will find a tethered pen tool, which allows you to write on the screen in a variety of digital ink colours.



The pen tool also acts like a mouse to launch applications and files, make notes and save work.

As the pen tool is the point of contact on the screen, you can rest your hand on the screen while you use the pen.



Before you start: Orientate the Board

Each time you use an Interactive Whiteboard, it is advisable to orientate the board. Orientation means realigning the board with the projector so that touches are accurate.

To orientate the board:

1. Firmly press and hold the **Keyboard** and **Right Mouse** buttons on the pen tray down together until the Orientation screen appears.
2. Take a pen (or your finger if a pen isn't available) and press the pen onto the screen near the highlighted target. Keep the pen pressed against the screen and slide it on to the centre of the target, then take the pen off the surface. The orientation point registers when you take the pen off the screen.
3. Repeat for each target point on the screen. When you have set all orientation points, the orientation screen disappears.



Floating Tools



You will notice the floating toolbar on PCs with an Interactive Whiteboard attached.

The floating tools give you permanent access to some of the Notebook functionality, including pens, erasers and highlighters.

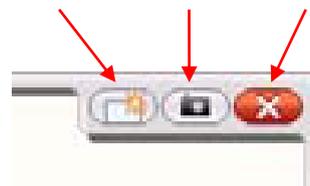
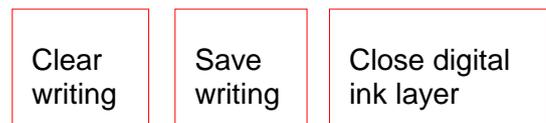
You can choose whether to show or hide the floating tools, and move the floating toolbar around the edge of the screen.

You can also customise the tools that appear on the floating toolbar by clicking on the **Settings button**.

Digital Ink Layer

When you write on the screen, the Interactive Whiteboard your writing is overlaid on a **digital ink** layer. You will see a grey window open around the edge of the screen.

When you finish making your annotations, you have the option to continue using the PC and lose your annotations, or to save what you have done as a file in the notebook software. The icons in the top right corner of the ink layer let you choose what you want to do.



Notebook Software

The Interactive Whiteboards come with a specific piece of software called Notebook. Notebook can be installed on your own PC to enable you to create and prepare materials in advance of classes. The Notebook software integrates very well with PowerPoint and Notebook files can be saved as a PDF to drop into Blackboard.

See the Blackboard module called Salford Staff Systems (details below) for further information on how to install the Interactive Whiteboard Notebook software.

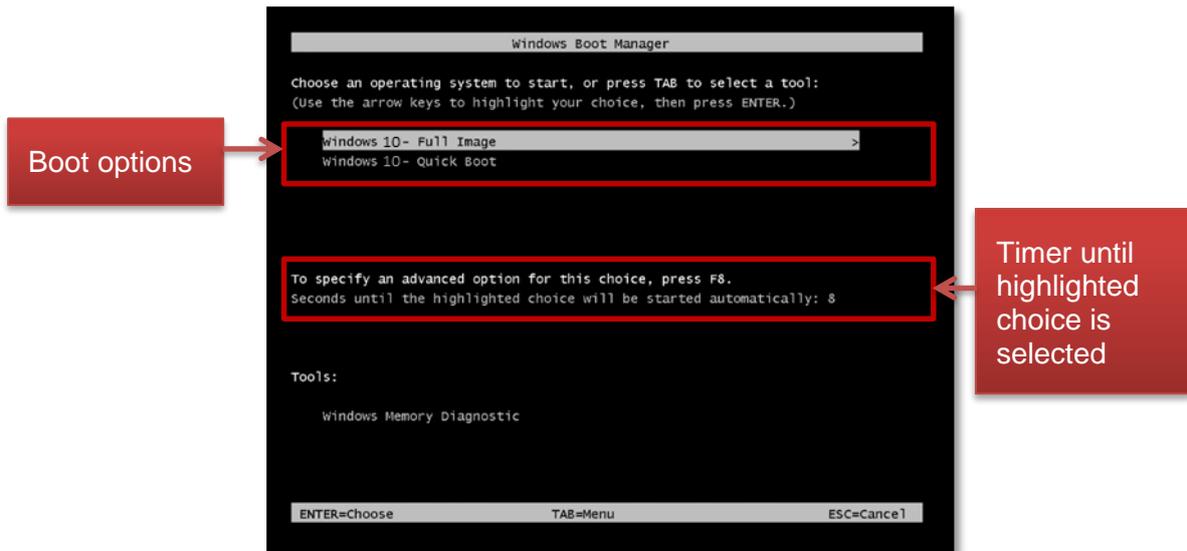
Please report any problems with the Audio Visual equipment to the ITS service desk.
Tel: 0161 (29) 52444 or by email: its-servicedesk@salford.ac.uk

Audio Visual Equipment

PC Boot Options for Pool Rooms

When you boot up a PC in the teaching rooms you will now be prompted to choose between the Full Image and Quick Boot. Audio Visual Quick Boot has been installed on all audio visual enabled teaching room PC's within the University. Quick Boot provides access to software normally available on the full image, as well as portable data devices, in a much shorter time scale. The consequence of selecting Quick Boot is that you will **not** have immediate access to your shared V: drive or any external internet access.

Selecting the boot image



When you switch on the PC, instead of loading straight into Windows and being asked to enter your login details, you will first be prompted to choose an image in the **Windows Boot Manager screen**:

- Windows 10 - Full Image
- Windows 10 - Quick Boot

Use the arrow keys to select the image you wish to use, then press the enter key to select the highlighted option. The default selection is the Full Image. If you do not make a selection your PC will boot into the option that is currently highlighted. The default time setting for this is **30 seconds**. This time is displayed onscreen in a countdown format.

What are the differences between the Full Image and Quick Boot?

The **Full Image** is the default boot option for all PCs. You will be required to login using your University credentials (eg abc123).

With **Quick Boot** you will not be prompted for your login details, the PC will boot straight to the Desktop where you will be able to retrieve files saved to a portable data device (eg USB stick).

Although Quick Boot will not give you access to your Outlook email, F: drive or V: Drive, you will still be able to access these through the UoS Portal on the staff homepage (<http://staff.salford.ac.uk>).

Differences between the Full Image and Quick Boot

	AV Quick Boot	Full Image
F:Drive	✓ (with login)	✓
V:Drive	×	✓
Blackboard & Internal Websites	✓	✓
External Websites	×	✓
Microsoft Office (Word, Excel, Access PowerPoint etc.)	✓	✓
Microsoft Outlook	×	✓
UoS Portal (WebMail & F:/V: Drive)	✓	✓
Blackboard Collaborate (Live Sessions)	✓	✓
Blackboard Collaborate (Recordings)	✓	✓
Internet Explorer	✓	✓
Mozilla Firefox	×	✓
Google Chrome	✓	✓
Adobe Reader	✓	✓
Media Players	✓	✓

Note: if you want to change which boot option you selected, you will have to restart the PC.

Accessing F:Drive in Quick Boot

To log into your F:Drive in quick boot click on the F:Drive Icon in quick boot and enter your details.



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