



An Overview of Teaching Room Technology

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

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

This guide describes the **Seminar Extra Room** setup, which is found in centrally managed teaching spaces (poolrooms). All seminar extra rooms contain similar AV equipment.

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 Seminar Room Extra Setup

All Seminar Extra Rooms are equipped with:

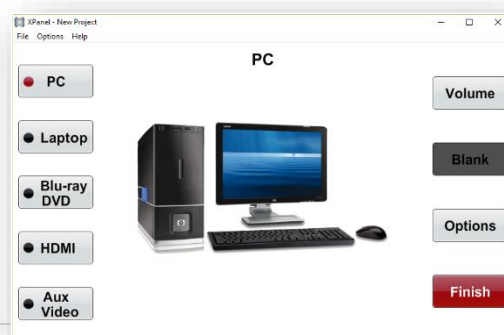
- Interactive Whiteboard
- Networked PC (including DVD player)
- HD LCD/DLP projector
- Audio with controls
- Cables (VGA, mini-jack and USB sockets)
- Blu-ray or DVD/CD player
- PC led AV controls (pictured to the right)

How the Projector Works

The Projector is controlled through the **AV Controls Window** which opens automatically when you logon to the desktop PC.

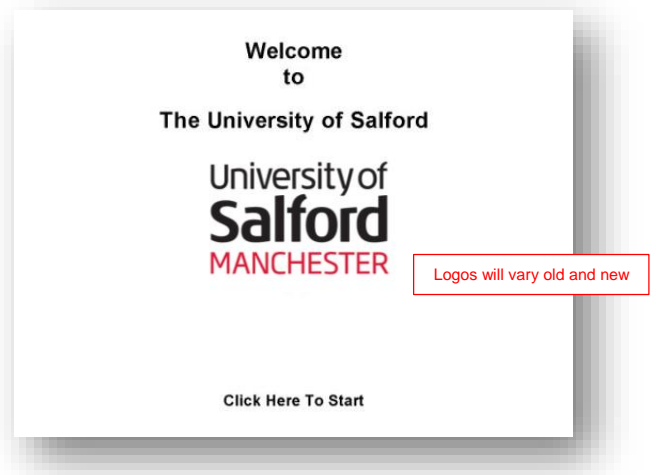
We suggest you keep the AV Controls Window open and minimised to make access easier.

If you close the AV Controls Window, you can re-open it at any time by double clicking on the **AV Controls icon** on the desktop.



Turning the projector on

1. Switch on the Desktop PC and logon.
2. Allow the PC to start up and the **AV Controls Window** will open up automatically.
3. Click twice where it says **Click Here to Start** to open the AV Controls.
4. Click on the button for the source that you want to project from. The projector will switch on automatically and after a few seconds the image will display on the projection screen.



If the image is not displayed, click on the **PC** button on the **AV Controls Window**. This should display the desktop PC on the projector screen (if not, please check the trouble shooter sheet available in the room).

The AV controls

Use the mouse to click on the button for the required projection source.



Button	Operation
pc	Displays the PC screen
laptop	Displays your Laptop screen
blu-ray	Displays the BluRay Player
hdmi	Displays the HDMI connection
aux	Displays the auxiliary video devices
volume	Allows control over the volume
blank	Blanks the projected image
options	Not in use
info	Displays general information
Finish	Shuts down the system

To blank the projector screen

Clicking on the **Blank** button hides the display on the projection screen leaving it only on the Desktop PC. Click on the **Blank** button again to bring the display back onto the projection screen.

Volume control

Click on the **Volume** button to change the volume or mute sound. All volume is managed from the AV Controls Window whether you are using the Blu-ray player or playing a video clip on the internet.

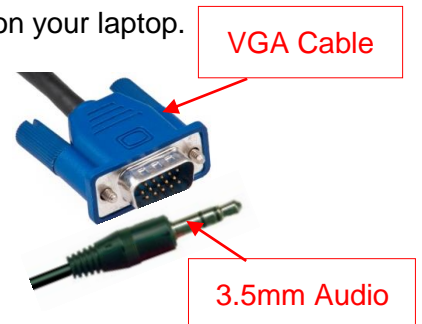
Switching the system off

When you have finished click on the **Finish** button on the **AV Controls Window**. Confirm your decision by clicking **YES**. This will switch off the projector automatically. You cannot turn the projector back on until it has gone through its cool down cycle. You can, however, continue to use the Desktop PC but remember to log out and shut down the PC when you have finished.

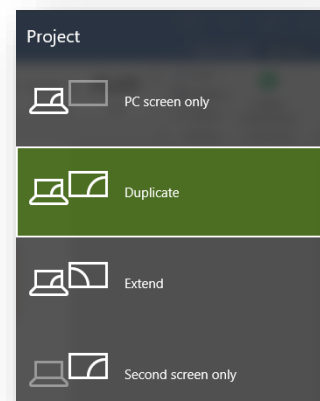
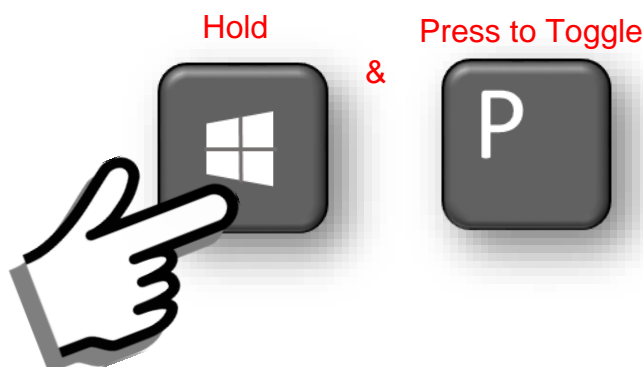
To use a laptop

Plug the VGA cable into the 'external monitor' port on your laptop.

1. If you require sound, plug the audio lead into the headphone socket on your laptop.
2. You can also access the wireless network (UoS-WiFi or eduroam) in most rooms on campus. Please consult the wireless policy for login information.
3. Click on the **Laptop** button on the **AV Controls Window**.



If you have no image displayed on either the laptop or projector screen, you may need to toggle between the screens using the Function keys on your laptop. Function keys vary on each laptop but are usually F4 or F5. The latest window operating system uses the windows key & letter P. While holding the windows key toggle inputs by pressing P



To play a Blu-ray disc

1. Switch on the Blu-ray player and insert a disk.
2. Click the **blu-ray button** on the **AV Controls Window**. This will display the Blu-ray disk on the projection screen.
3. Use the controls displayed in the **AV Controls Window** to play and navigate within the disk.

Connecting an HDMI device

The HDMI cable allows you to connect newer equipment with an HDMI socket, such as games consoles, video cameras, laptops and DVD players, directly to the projector.

To use an HDMI device

1. Plug the HDMI cable into your device.
2. Switch your device on.
3. Click the **HDMI** button on the **AV Controls Window**. It may take a few seconds to find your device.



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

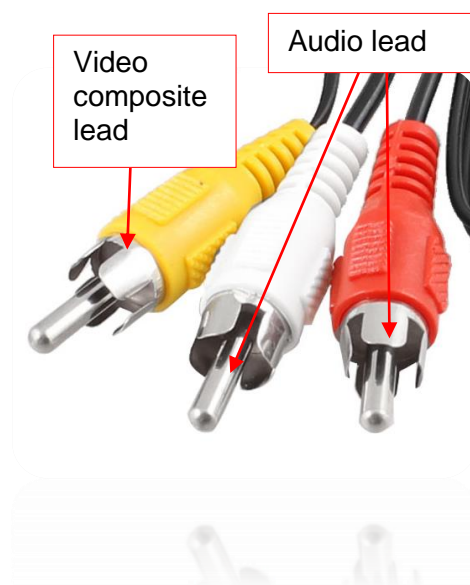
Please replace all cables for future users when you are finished.

Connecting an auxiliary device

Equipment which uses an auxiliary connection, such as: Video cameras, PDAs and CD players, can also be used directly with the projector.

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. Click the **Aux** button on the **AV Controls Window** 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.

How to Use Smart® Interactive Whiteboards

Interactive Whiteboards are touch sensitive and work in conjunction with the computer and projector they are connected to. The Interactive Whiteboard is an input device just like a mouse or keyboard, which you can use to control your computer.



The SMART Pen Tray

The Pen Tray consists of four colour-coded slots for pens and one slot for the eraser. Each slot has an optical sensor to identify when the pens and eraser have been picked up. You can write with the pen or with your finger, as long as the pen slot is empty.

The pen picked up most recently is the pen that the whiteboard considers active. If you remove the eraser from its slot while you are still holding a pen, the pen tray will assume you want to erase. The lights above the tool slots indicate which tool is active.

TIP: If a pen is missing, cover the sensor in the pen tray with any object until the pen is returned.

The Pen-Tray Buttons

The pen tray has at least two pen-tray buttons. One button is used to launch the On-Screen Keyboard. The second button is used to make your next touch on the interactive whiteboard a right-click.

The Pens

Interactive Whiteboards come with four pens, black, red, green and blue, and one eraser. You do not need to use the pens to write on your interactive whiteboard, the pens can make writing easier. Pick up a pen from the pen tray and write on the board. To erase your digital ink, remove the eraser from the pen tray and move it in a smooth motion over your writing. Your writing will disappear.



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.

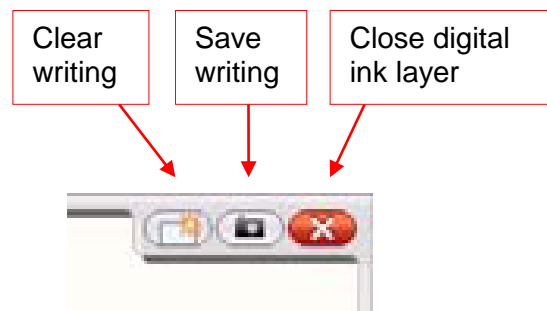
You can choose whether to show or hide the floating tools, and move the floating toolbar around the edge of the screen.

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 overlayed 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.

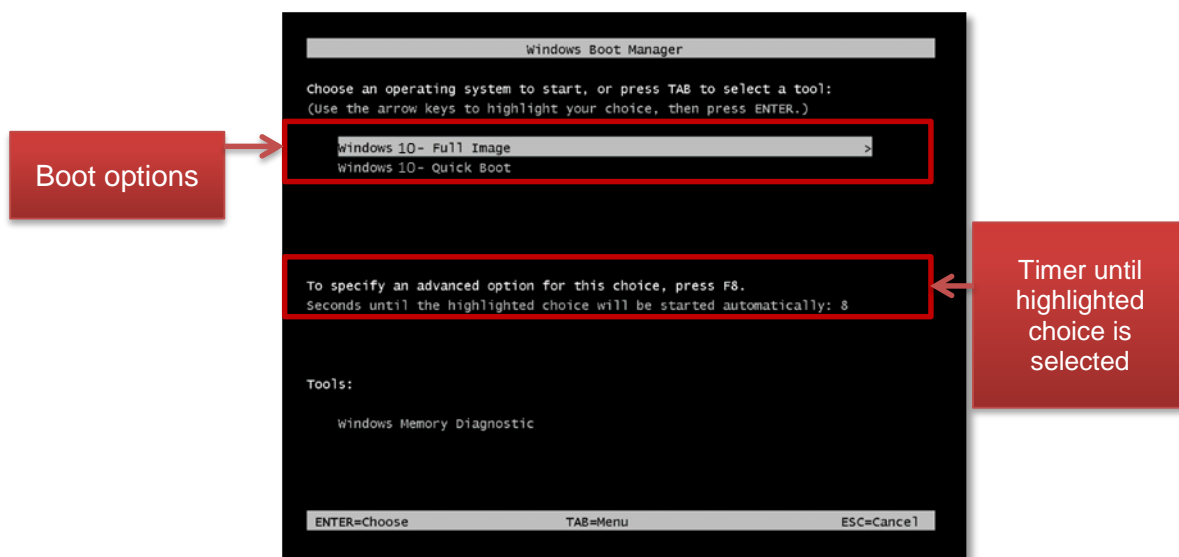
See the Blackboard module called Salford Staff Systems (details below) for further information on how to install the Interactive Whiteboard Notebook software.

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.



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