



## 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 Room** setup, which is found in centrally managed teaching spaces (poolrooms). All seminar 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 Setup

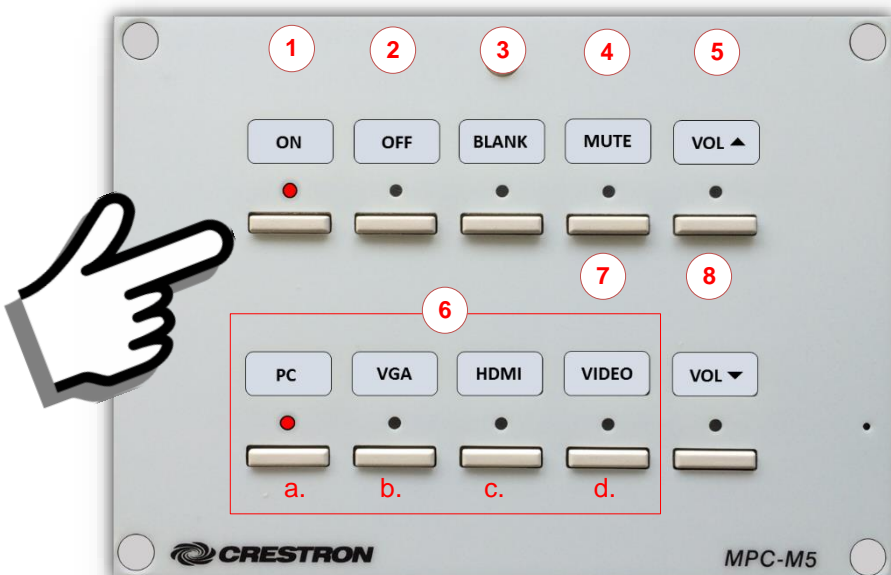
All Seminar Rooms are equipped with:

- Black or White 10 button AV System Controls Panel (the black panel on the lectern).
- PC with internet access (PC has a CD/DVD player)
- LCD projector
- Audio with controls
- Cables or Input sockets – if applicable (VGA with 3.5mm audio, HDMI & Aux Video)

### The Black/White Panel Display Controls Unit

- 1 Projector ON
- 2 Projector OFF
- 3 Blank / Un-blank projection screen
- 4 Mute / Un-Mute sound
- 5 Increase Volume
- 6 Changes projection source:
  - a. Desktop PC
  - b. VGA (or laptop)
  - c. HDMI
  - d. Aux Video
- 7 Automatically detect devices / If not Aux Video
- 8 Decrease Volume

**Red LED** lights indicates the status and chosen input  
*Buttons may vary*



## Turning the projector on 1

1. Switch on the PC and logon.
2. Press the **ON** button on the black panel display controls unit until the green LED light is displayed.  
The projector will switch on automatically and after a few seconds the desktop PC will be displayed.

If the PC screen is not displayed, press the **PC** a button on the black panel. This should display the desktop PC on the projector screen (if not, please check the trouble shooter sheet available in the room).

## To blank the projector screen 3

Press the **Blank** button on the black panel. Press the **Blank** button again to bring the display back. Blanking the screen gives you a chance to address students with no image.

## Changing volume and muting sound:      **Up** 4      **Down** 8      **Mute** 4

Press volume up or down buttons to get to the desired level. Press Mute to silence the sound and press mute again to restore sound.

## Switching the system off 2

Once you have finished press the **OFF** button on the black panel. This will switch off the projector automatically. You cannot turn the projector back on until it has gone through its cool down cycle the light will flash until its ready. Remember to turn off the PC and shut down the computer as well.

## Connecting a device

In new rooms our standard come with input cables, in older rooms input panels. You may need to supply a cable. These are clearly detailed for each room on <http://www.its.salford.ac.uk/av/booking.php> so you will know what to expect

### Rooms with input Cables

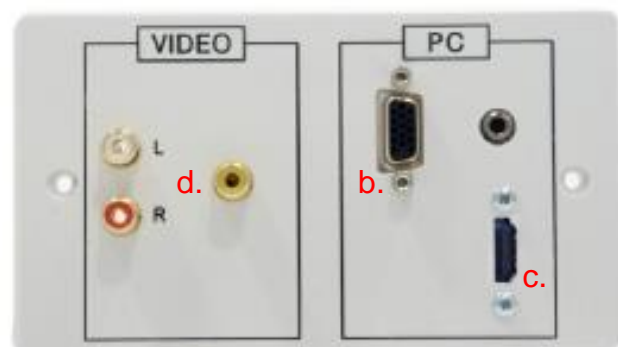


b. VGA or Laptop

c. HDMI

### Rooms with input Panels

*(Panels may vary in appearance)*



d. Aux Video

e. USB

## Connecting a Laptop or Tablet

1. Plug the VGA with 3.5mm or HDMI cable into the 'external monitor' port on your laptop or device, rooms without supplied cables will need one supplying by the user (Consult the room directory link on page 1).
2. If your device requires a dongle you will need to supply this.
3. You can also access the wireless network (UoS-WiFi or eduroam) in most rooms on campus. Please consult the wireless policy for login information.
4. Switch the projector on. **1**
5. Press the **VGA / laptop / HDMI** button on the AV control panel. **6**

*HDMI connection supports HDCP and will connect PC laptops, Mac Books, Tablets, Phones (these scale to fit).*

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 widows key & letter P. While holding the widows key toggle inputs by pressing P



You can project from auxiliary equipment such as video cameras or mp3 players. Some of this type of equipment can be booked through AV Services:

<http://www.its.salford.ac.uk/av/booking/>

1. Switch on your auxiliary device.
2. Connect your device to the system using the appropriate cables attached to the AV unit.
3. Press and hold the **Auto Image** **7** or **Video** **d** button on the black panel to find your device; this may take a few seconds.

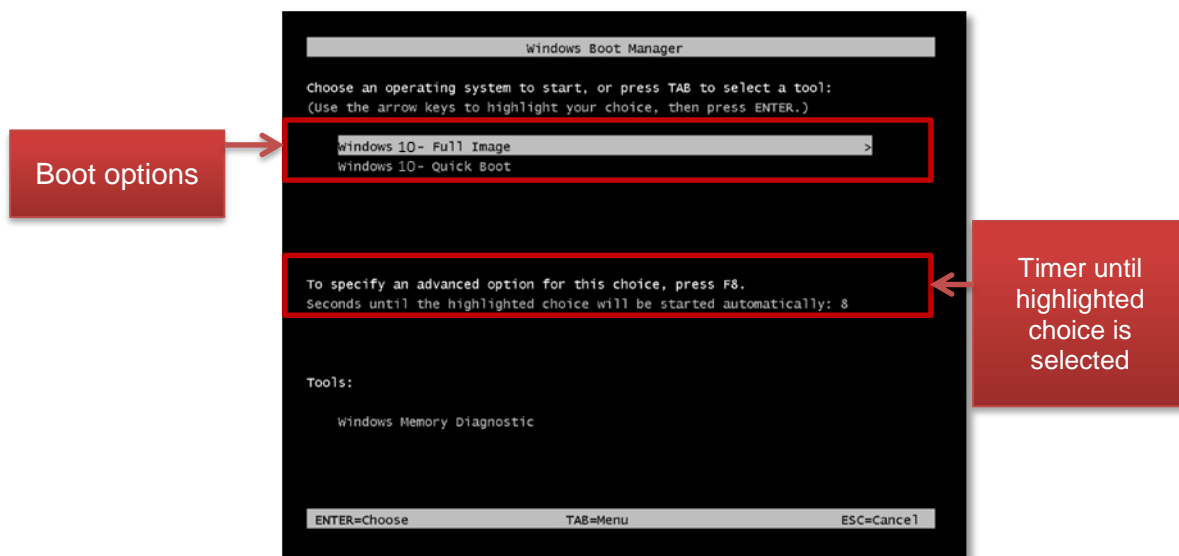
Please report any problems with the Audio Visual equipment to the ITS service desk.  
Tel: 0161 (29) 52444 or by email: [its-servicedesk@salford.ac.uk](mailto:its-servicedesk@salford.ac.uk)

# 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.



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](mailto:its-servicedesk@salford.ac.uk)