

Audio-Visual System User Guide: 50-80 Capacity, Flat Lecture Rooms

Space Overview:

This teaching space has a main projector facing the “teaching wall” and between 2-6 repeater display screens positioned around alternate walls which can be used to duplicate the content displayed on the projector or display independent content for student group working. A full AV teaching desk is positioned towards the front of the space.

AV Teaching Desk:

The desk provides a position from which to present and houses a number of pieces of user equipment.

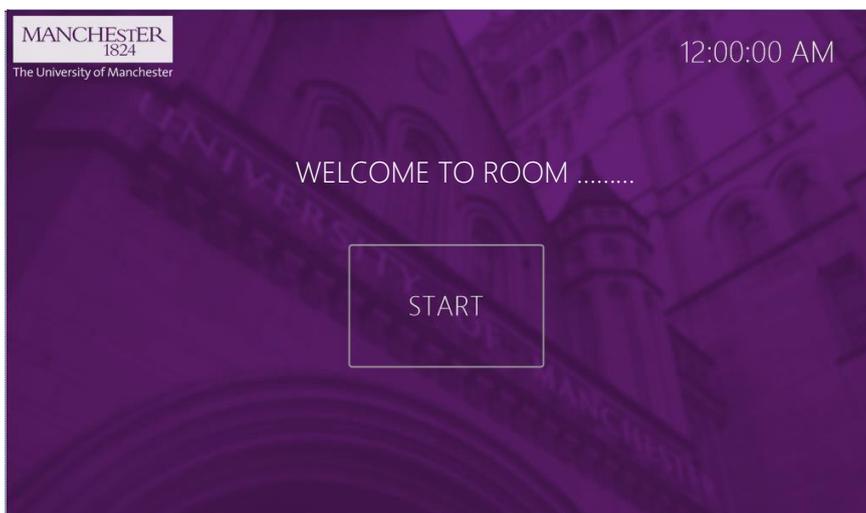


- 1: Fixed PC
- 2: Monitor mounted on adjustable arm
- 3: Power dock for portable microphones
- 4: Control touch-panel
- 5: HDMI input plate
- 6: Power sockets for user devices
- 7: Fixed “gooseneck” microphone
- 8: Document camera also known as a visualiser

Control Touch-Panel

On the desk surface is a touch-panel interface which can be used to power the system on and off, select a source to display and control the system volume.

If the panel is blank then it is in standby, touch it once to wake it. When the system is powered down, you will be presented with this initial screen. Press the start button to power the system on.



You will be taken to the main control page. From this page you can select which source you would like to display on the main projector and the additional screens, control volume and mute the microphones.



There are five available sources, ROOM PC, HDMI, SOLSTICE, DOC CAM and ROOM Link. Pressing any of these will power up the projector and additional screens, displaying the selected source, (on initial start up the additional screens will mirror the projector). The currently displayed source can be changed at any time in the same manner.

Sources:

ROOM PC

When this is selected, the projector will display the PC that is housed in the desk and accessible via an aperture at the front. Control of the PC is then via the keyboard and mouse on the surface of the desk. *Note- the PC may need to be woken by pressing a button on the keyboard or mouse.*

HDMI

A HDMI input plate is available on the surface of the AV desk. Connect your device with a HDMI cable and select this source to use.

Solstice

Mersive Solstice wireless collaboration and display system. On selecting this source, the screen will display the connection details and security code needed to do this. For more details on how to use the Solstice system visit: www.solstice.manchester.ac.uk

Doc Cam

The document camera or visualiser will be displayed. Zoom and lighting buttons are available on the unit.

Room Link

This system has the ability to display content from other teaching spaces for use in overflows and linking spaces together. This cannot be configured by the user however and must be requested from Media Services.

Volume Control:

To control the volume of your selected source, use the volume up, down and mute buttons to the right-hand side of the touch-panel. The microphones within the space can also be muted by pressing the MUTE MICS button.

Repeater Screen Control:

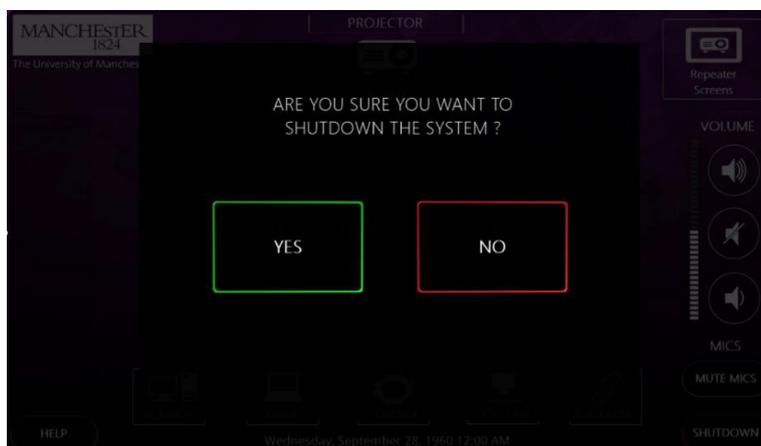
Pressing the REPEATER SCREEN button in the top right corner of the user interface will bring up the following page.



From here the user can select what the screens display and power them down if desired. For each screen the user can select PROJECTOR to have the individual screen duplicate the projected image, LOCAL HDMI to allow the screen to display content connected to it via a local HDMI cable, SOLSTICE to allow display of the individual screen's Solstice unit or POWER OFF to switch off the individual screen. At the bottom there are four buttons which will perform the same action on all repeater screens simultaneously.

System Shutdown:

Once finished using the system, please remember to shut it down to conserve power usage and prolong the life of the AV equipment. To shut the system down, press the SHUTDOWN button at the bottom right corner of the touch-panel. You will then be presented with the following screen. Pressing the green YES button will power the system down and return it to the start screen. If you pressed SHUTDOWN in error and wish to continue working with the system, press the red NO button.



Local Repeater Screen Control:

In addition to the display screens being operated from the main control panel at the desk, they can be locally controlled by using the wall mounted control panel underneath. The panels allow power, volume, and source switching control for the display.

The control panel functions are separated into 3 distinct areas:

1 Display Power

The ON and OFF buttons power the display on or off. The buttons illuminate to show the current status of the display or flash to indicate that the display is warming or cooling.

2 Volume

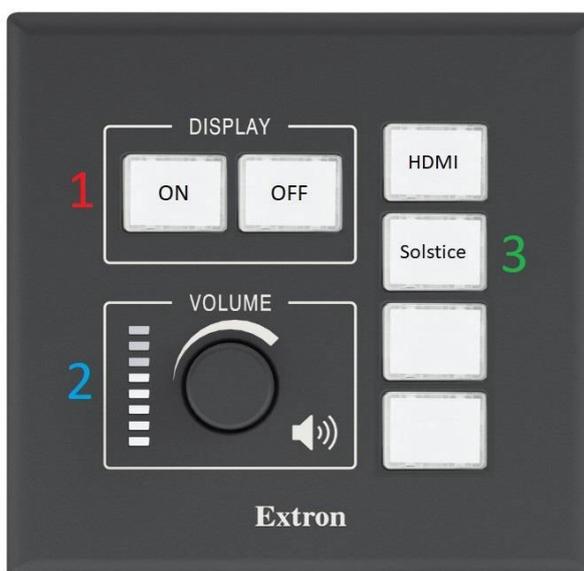
The Volume dial allows incremental or decremental control of the sound level from the display.

3 Sources

The source buttons are used to select from the available sources:

HDMI: Wall-mounted HDMI input plate. Connect your device with a HDMI cable and select this source to use.

Solstice: Local Mersive Solstice wireless collaboration and display system.

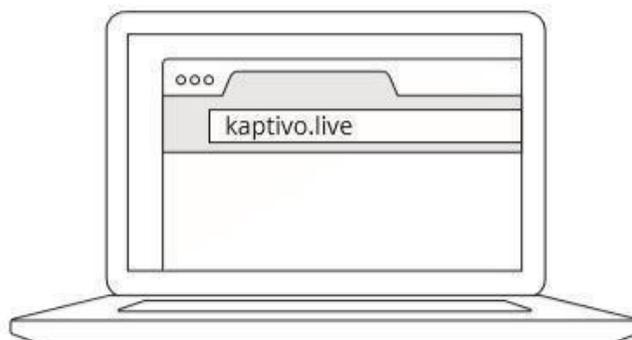


Handwriting Capture System:

This space also features a Kaptivo handwriting capture system on the teaching wall. This consists of a camera positioned above a traditional whiteboard and allows for capturing and sharing of any written content, (the whiteboard can also be used in the traditional manner).

To use the Kaptivo system:

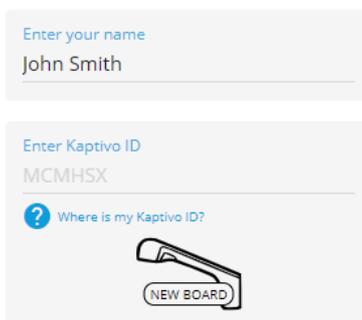
1. Open a web browser on any device and browse to kaptivo.live



2. You will then be prompted to enter your name and a unique Kaptivo ID. The unique ID can be found on the base of the camera, (the camera is mounted above the whiteboard), and will consist of 6 capital letters. Enter these details to continue.



Connect to a Whiteboard

A screenshot of a web form. The first section is titled 'Enter your name' and has a text input field containing 'John Smith'. The second section is titled 'Enter Kaptivo ID' and has a text input field containing 'MCMHSX'. Below this is a blue question mark icon followed by the text 'Where is my Kaptivo ID?'. At the bottom of the form is an illustration of a control pad with a button labeled 'NEW BOARD'.

3. Press the button the Kaptivo control pad, (to the side of the whiteboard), when it flashed blue.

Further details can be found at [Kaptivo.com](https://kaptivo.com)

Voice Reinforcement:

The space includes three microphones. One fixed to the desk, one lapel and one handheld portable microphone. All microphones can be muted via the control system button if desired. The fixed microphone can also be muted via a red button on its base.

Portable Microphones:



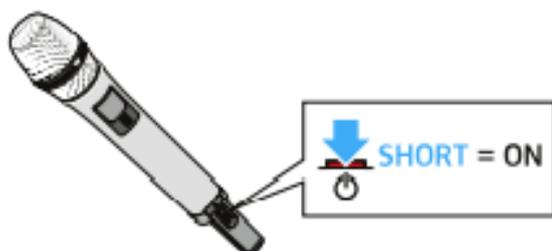
These are located in a charging dock fixed to the surface of the desk.

Switching the handheld transmitter on and off

i After switch-on, the receivers and transmitters will take approx. 10 seconds to establish the radio links.

To switch the handheld transmitter on:

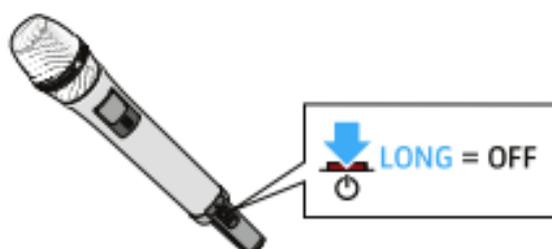
- ▶ Short-press the **ON/OFF** button in the direction of the transmitter body.



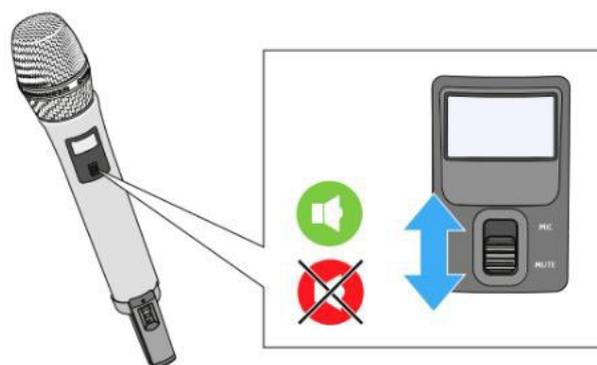
The home screen appears on the display panel (see „Displays on the display panel of the SL Handheld DW“). The status LED indicates the current status of the receiver (see „Meaning of the status LED on the handheld transmitter“). The radio link to the last paired receiver is established automatically as soon as the receiver is switched on.

To switch the handheld transmitter off:

- ▶ Press the **ON/OFF** button for approx. 3 seconds in the direction of the transmitter body.



Muting the handheld transmitter:

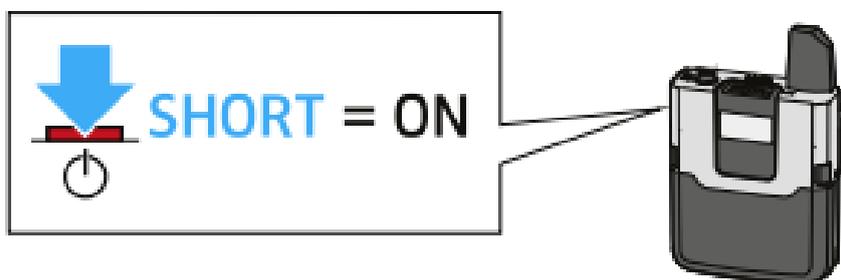


Switching the bodypack transmitter on and off

i After switch-on, the receivers and transmitters will take approx. 10 seconds to establish the radio links.

To switch the handheld transmitter on:

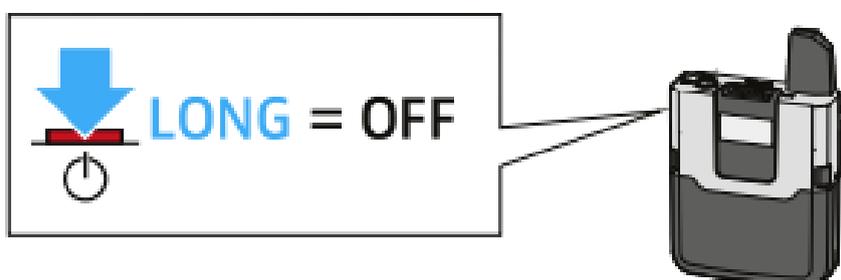
- ▶ Short-press the **ON/OFF** button.



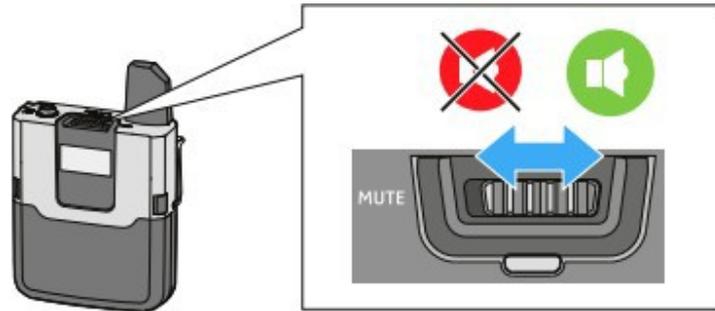
The home screen appears on the display panel (see „Displays on the display panel of the SL Bodypack DW“). The status LED indicates the current status of the receiver (see „Meaning of the status LED on the bodypack transmitter“). The radio link to the last paired receiver is established automatically as soon as the receiver is switched on.

To switch the handheld transmitter off:

- ▶ Press the **ON/OFF** button for approx. 3 seconds.



Muting the lapel transmitter:



Reporting faults and getting support:

Should you experience a fault with this system, please report to the Media Services Helpdesk via internal extension 52521 or by contacting mediaservices@manchester.ac.uk