AUDIO VISUAL GUIDELINES AND IMPORTANT INFORMATION

IT Services maintain and support the audio-visual facilities in this room. For emergency assistance with the equipment please telephone 8158 or HelpDesk 8111. Non urgent faults should be reported via our website http://www.bangor.ac.uk/itservices/help.

PLEASE NOTE: The AV system in this room automatically shuts down at 11pm. If you intend to use it after please contact HelpDesk on 8111.

IT Services

AV TECHNICIAN or HELPDESK 8158 8111

GENERAL INFORMATION

PANOPTO RECORDING see http://www.bangor.ac.uk/itservices/

BOUNDARY MICROPHONE
- When using a Boundary Microphone – Connect to the PC before Logging on.

REVOLABS MICROPHONE
- Lift the microphone from the Base Station (Charger) – Wait a few seconds. The indicator light will flash ‘Green’ (1sec).

NOTE: The RevolLabs Mics are ‘Paired’ to their Receiver. A Mic from one room WILL NOT work in any other room.

SERVICE/FABRIC DEFECTS
- Any service or fabric defects should be reported to the estates’ office on ext 2783.

HOW TO BOOK THIS ROOM
- To book this room you should contact the Timetabling on ext 3674 or visit http://www.bangor.ac.uk/ar/main/tu

WHAT TO DO IN AN EMERGENCY
- If you require emergency assistance from security, please dial ext 333.

IT SUPPORT - dial 8111

http://www.bangor.ac.uk/itservices

Please operate the audio visual equipment in this teaching room follow the three steps below

Press on the Extron Panel - Make your choice of input to the Projector.

PC
- Select PC on the Extron Control - Log on to the PC.
- The Mouse & Keyboard will follow your selection.

MAC
- Select MAC on the Extron Control - Log on to the Mac
- The Mouse & Keyboard will follow your selection.

LAPTOP
- Connect the VGA cable from the monitor socket on your laptop to the input socket on the AV cabinet.
- Select L/Top VGA - Switch your laptop on - If necessary, ‘toggle’ the monitor output on your laptop to ensure an image on the laptop and projection screen.
- Select L/Top HDMI - Connect your HDMI Laptop (or other HDMI source)

LINKING Room 6 From Room 5
- From TS – 5 – Select Projector ON with the LINK TO ROOM 6 Panel
- Press Send to TS-6 - In TS – 6 Select From TS-5 The projection and Audio will be the same in TS – 5 & 6
- Also the Revolabs Mic in TS – 5 will be heard in TS - 6

Blu-Ray / DVD PLAYBACK
- Press either the DVD or the VCR on the AV control panel
- Insert Disc/Tape into the player – Press the MENU button to give play options on DVD
- Press the PLAY button on AV control panel and adjust volume on the AV control panel

VISUALISER (Document Camera)
- Touch the visualiser icon on the AV control Panel
- Place your paper under the document camera to display on screen. You may annotate the document
- Use the Visualiser controls to optimise zoom and focus - The Visualiser has a 24x Zoom facility.
- You may Record the Visualiser on - Select Wolfvision as the Video Device

When finished, please ensure that all portable media is removed and you are logged out of the PC or Mac.

When not in use PLEASE PRESS the DISPLAY OFF button on the AV control panel.