Facilities Directorate

INTERACTIVE LECTURE THEATRE USER OPERATION GUIDE

Mechanical Engineering LT B & Dental LT
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Introduction

This guide is designed to assist users in operating the Audio Visual presentation systems in the Interactive Lecture Theatre. There are two accessible interfaces in the theatre, one for the Main Teaching System at the Lectern, and one for students at each of the Collaborative Pods.

Main Teaching System

This Lecture Theatre features dual projection or one large single centred image as shown in the images below and a range of inputs at the lectern, allowing the simultaneous side-by-side display of various media and presentations.
Audio Visual/Media Inputs to the system are as follows:

- UoL Desktop PC in the Lectern
- Auxiliary Inputs for Laptop (both VGA and HDMI) on the Lectern
- Auxiliary HDMI input on the Lectern (No HDCP)
- Blu-Ray HD DVD Player in the Lectern
- Visualiser on the lectern top

The teaching lecterns also feature large-format electronic writing screens to enable the large-screen display of ad-hoc electronic whiteboard content and real-time annotation of presentations. This “Digital Whiteboard” can be displayed on either the right, left, both or centre projection screen, and allows annotation and writing alongside another presentation source.

The main teaching system features an Extron colour touch control panel, located on the lectern top. This control panel is used to operate the various system functions. When using the touch panel, users should press their selection using a single finger press, and then wait for the system to perform the requested action. Users are requested not to continually press buttons, or to push several buttons in quick succession.

Other than those pieces of equipment obviously accessible in the right-hand cabinet (Blu-Ray, PC etc) there is no requirement for users to access any other equipment within the presentation lectern.
Collaborative Student Pods

Mechanical Engineering LTB features 28 collaborative student pods and the Worsley Dental LT has 22 collaborative student pods around the theatre, each for small groups of 3-5 students.

Each desk has the ability for students to connect to the main lecture theatre system to share their work, and to participate in group discussions using an installed audio system.

Audio Visual/Media Inputs to the system from the student pods are as follows:

- UoL ThinkPad Device (hardwired to desk)
- Auxiliary Input for HDMI devices
- Microphones and Speakers for Audio System

Each pod features a touchscreen ThinkPad device, which is permanently wired to the desk, and stored in the slot when not in use. Students will need to log into this device using their standard UoL log-in. The ThinkPad device connects into the Lecture Theatre system using an HDMI cable and this should not be removed from the laptop. Hardwired power and network cables are also connected to the laptop and should not be unplugged.

Student users may also connect their own HDMI enabled devices to the Lecture Theatre system, by using the HDMI connection in the plate on the pod. When the HDMI connection is made to the students own device the system will auto-switch from the Thinkpad.
Section A:

OPERATING THE SYSTEM — MAIN TEACHING LECTERN
Controlling the System Functions

The main AV system is controlled by an Extron colour touch control panel, located on the lectern top. The control panel should always be on the welcome page before the system is switched on. The welcome page looks like this: select your projection method, Single or Dual projection.

Select dual or single projection from the above screen. This will bring up the main Source Selection page, as follows: the default input when the system is first turned on is the Lectern PC.

From the main page presenters can select single/dual projection and which of the sources or systems to show on screen.

Users can choose which screen to display which media on, either left, right or centre. Users should be aware that audio will be played from the most recently selected source, regardless of which side this is chosen to be displayed on. Please refer to page 18 for information on how to select the audio.
Desktop PC

To use the main PC, press the Lectern PC button on the control panel for whichever side screen you wish to display the PC on (left or right, both or centre). The following page will be displayed:

The PC is housed in right-hand side cabinet of the Lectern. Ensure the PC is switched on before your presentation. Use the main screen to view the PC display, and use the keyboard & mouse to login as you would normally. Refer to the IT Service Desk if you require assistance with your login.

The Extron control panel does not provide any control over the PCs functions. After your presentation, ensure you have logged off the PC before switching off the main AV system.

Remember that audio from the PC will be played back through the system’s speakers IF the PC was the most recently selected source.

Use the volume controls at the bottom of the control panel to alter the volume of your presentation, making sure that the PC’s own audio is not muted or set very low.
To use the Digital Whiteboard, press the **DIGITAL WHITEBOARD** button on the control panel for whichever screen you wish to display it on (left or right, both or centre). The following page will be displayed:

![Digital Whiteboard interface](image)

*Please use keyboard and mouse.*

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**Single Projection**

**Room Controls**

**Help**

**Tuesday, 01 November 2016**

**11:00:36**

**UNIVERSITY OF LEEDS**

**System Off**

**Left Projector**

**Lectern PC**

**Digital Whiteboard**

**Laptop**

**Aux HDMI**

**Bluray**

**Visualiser**

**Students**

**Display Mute**

**Volume**

**Mics**

**Mute Table Mics**

**Display Mute**

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**Right Projector**

**Lectern PC**

**Digital Whiteboard**

**Laptop**

**Aux HDMI**

**Bluray**

**Visualiser**

**Students**

**Display Mute**
The PC for the Digital Whiteboard is located on the rear of the interactive display. Please use the right-hand USB socket on the lectern to load and run any presentation material on the Digital Whiteboard display: use the keyboard & mouse to login as you would normally. Refer to the IT Service Desk if you require assistance with your login.

The Extron control panel does not provide any control over the Digital Whiteboard PCs functions. After your presentation, ensure you have logged off the PC before switching off the main AV system.

Remember that audio from the Digital Whiteboard PC will be played back through the system’s speakers IF the Digital Whiteboard was the most recently selected source. Please refer to page 20 for information on how to select the audio.

Use the volume controls at the bottom of the control panel to alter the volume of your presentation, making sure that the PC’s own audio is not muted or set very low.

The Digital Whiteboard can be written on using a finger or the stylus provided, and features “palm rejection” technology such that users are able to rest their hand naturally on the screen in order to use the pen.

The angle of tilt and height of the Digital Whiteboard can be altered by pressing the functions below.
Laptops

To present from your own laptop or SMART device such as a tablet or iPad, press the LAPTOP button on the control panel for whichever screen you wish to display on (left or right, both or centre). The following page will be displayed:

i. VGA Connections

To present from a VGA enabled Laptop PC, connect your laptop’s video-out connector to the VGA cable, provided on the Lectern top. Take care when connecting the 15-pin HDD connector to the VGA output on your laptop, as the pins are fragile and can be damaged if the connector is not correctly aligned. If possible, use the captive screws at either side of the connector to secure it into position. If audio is required, connect the 3.5mm audio lead into the headphone socket of your laptop.

On the control panel, push the VGA button on the centre of the panel. After a few seconds your image will be displayed on the screen. If the laptop image does not appear on screen, you may need to switch your laptop’s screen to the “Output” mode – usually by holding the Function (Fn) key and one of the “F” keys (for e.g. Fn+F5), or by using the Windows button “

ii. HDMI Connections

To present from an HDMI enabled Laptop, connect your laptop’s video-out connector to the HDMI cable, provided on the Lectern top. Take care not to force the connector.

On the control panel, push the HDMI button on the centre of the panel. After a few seconds your image will be displayed on the screen.
Auxiliary HDMI Input

To present from an Auxiliary HDMI enabled device, such as: (Ipad or tablet) press the AUX HDMI button on the control panel for whichever screen you wish to display on (left or right, both or centre). The following page will be displayed:

Connect your device’s HDMI connector to the HDMI plate using an HDMI cable. Take care not to force the connector. Volume controls are at the bottom of the control panel.
Blu-Ray Player

To display a Blu-Ray disc or DVD, press the **BLU RAY** button on the control panel for whichever screen you wish to display on (left or right, both or centre). The following page will be displayed:

- Open the tray on the Blu-Ray player using the button on the front of the unit or the control panel. Carefully place the disc in the tray and close it by pressing the open/close button again.

- Use the controls in the centre of the control panel to operate the transport functions of the disc (play/pause etc).

- Remember that audio from the Blu-Ray will be played back through the system’s speakers IF the Blu-Ray was the most recently selected source. **Please refer to page 20 for information on how to select the audio.**

- When using simultaneous side-by-side presentations and another source has been more recently selected, the blu-ray controls will not be shown on the controller. To re-display the blu-ray controls, simply press the **BLU-RAY** button on the control panel corresponding to which side the blu-ray is being projected on (right or left, both or centre).

- Use the volume controls at the bottom of the control panel to alter the volume of your presentation.
Visualiser

To use the visualiser, press the **VISUALISER** button on the control panel for whichever screen you wish to display the visualiser on (left or right, both or centre). The following page will be displayed:

The Extron control panel does not provide any control over the visualiser’s functions. Please use the local controls on the visualiser, including power On/Off, lights and zoom etc.

Please note: the blue status light indicates that the visualiser is turned on and green is standby.
Displaying Images from Student Pods

The interactive system in the lecture theatre provides the ability to display images/content from the student pods on the main presentation screens. Content can be shared from the University laptop device on each pod, or from student’s own devices via the HDMI auxiliary connection on each desk.

To display content from a student pod, press the STUDENTS button the control panel for whichever screen you wish to display the student content on (left or right, both or centre). The following page will be displayed:

![Diagram showing student pod selection](image)

This image on the control panel corresponds to the location of the pods as the lecturer faces the room making it easier to identify at a glance the pod you want to select. Each pod is also labelled with the relevant number.

Select which pod is to be displayed by pressing the number corresponding to that desk. To re-select another desk from the screen shown above, simply press the pod required. Once the pod has been selected, you may return to the main page by pressing CLOSE in the top right corner of the control panel.

To return to the pod selection page from the main panel, simply press STUDENT on the corresponding display menu column (left or right, both or centre).

If no device is connected to the auxiliary HDMI connection on the desk, then the University Laptop Device will be shown on screen. If an auxiliary HDMI is device is connected, that device will take priority and be displayed on the screen.

Any audio being played on the connected student device WILL BE played back through the system, so please advise students to mute the device audio ahead of connection if you do not wish any audio to be replayed through the main system speakers. You may also mute the main system from the control panel if required.
Playing Audio from Student Pods

Each student pod is equipped with a microphone system and local speaker to enable comfortable and effective communication between everyone in the room.

To enable their audio to be played to all other desks (including the main teaching lectern), students must press the “push-to-talk” button on their desk. A small green LED light within the button will illuminate when live.

Lecturers/Teaching Staff are to request students at a particular pod to speak when required, by instructing the specific pod number to press their “push-to-talk” button. When a “push-to-talk” button is pressed, the microphone audio from that desk will be played at all other desks (but not the pod that is speaking).

Please Note: only one student microphone can be switched on at any one time.
Microphones

The control panel features a “Mute Table Mics” control option for the Student Pod Microphones, on the main controls page. See below:

To silence the audio from Students pods (for any reason), press the MUTE TABLE MICS button. This will then close all student microphones and reset their (“push-to-talk”) status.

When the MUTE TABLE MICS button is selected, the Push-to-Talk buttons on the pods will display a red LED which will then extinguish. Once the mute command has been cleared on the touch panel the red LED will light again, followed by an orange LED indicator. Once this orange LED indicator has extinguished the users will be able to re-select their (“push-to-talk” status), when requested by the lecturer.
Volume

When any source is selected, use the VOLUME UP and DOWN buttons on the bottom of the panel to adjust the volume up or down. To mute the sound completely, press the MUTE icon in the centre of the Volume buttons.

*Remember: Audio is played for the MOST RECENTLY SELECTED source.

As an example on the image below “Blu-Ray” is selected for the right screen, but “PC” has been subsequently selected for the left screen. The Blu-Ray image will remain on the right hand projection screen but there will be no audio. To resume playing the audio from the Blu-Ray player, re-select the “Blu-Ray” button on the right hand column of source inputs on the control panel. Audio will then resume playing from the Blu-Ray. The Speaker icon below will let you know which side the audio is playing from.
Microphone Audio

To adjust the playback volume of the lectern or radio microphones, use the **MICS UP** and **DOWN** buttons on the bottom of the panel to adjust the microphone volume up or down. To mute the microphone sound completely, press the **MUTE** icon in the centre of the Mic Volume buttons.

Users should note that the lectern gooseneck microphone is **ALWAYS** on in normal use. To avoid any private discussions being heard through the AV system, ensure the **MIC MUTE** button is selected for privacy. Always check to de-select it afterwards to enable normal usage.

The use of the Lapel-Clip Radio Microphone allows you the flexibility to move about the lecture theatre. Firstly, remove it from the charging station on the lectern top. Clip the microphone capsule to clothing in a position where it is free of loose material and will not be covered by jackets, scarves etc. The capsule should be positioned approximately below where the knot of a tie would be. Switch the microphone transmitter on and place the belt pack in a pocket of clip to a belt, ensuring the cable to the capsule is not trapped in clothing etc. The lapel-clip microphone must be worn when using lecture capture.

Display Mute

To blank the projected image at any time, press the **DISPLAY MUTE** button in either the bottom left or bottom right of the control panel, depending upon which projector you wish to blank. To un-blank an image, select the **DISPLAY MUTE** button again and the image will return.
Lecture Capture

This lecture theatre is equipped with a Platinum Lecture Capture system, comprising the recording of video and audio of presenters at the lectern position, alongside the recording of two presented media and audio through the AV system.

Lecture capture is scheduled as standard and will start and finish at pre-set times according to the length of the scheduled teaching session. There is no need for any user input to this process.

A red “recording” light is located on the lectern and will glow when recording is active.

If a course or session has been opted-out of the lecture capture programme, it is possible for lecturers to make an ad-hoc recording of their session if desired. To do so, follow these steps:

1) Using the lectern PC, select the “Ad-hoc” icon on the desktop
2) Give your recording a title
3) Set the duration of the desired recording as the default setting is 55 minutes
4) Give your recording a description (optional)
5) Video camera capture of the presenter feed is recorded by default (by selecting the tick box).
   This option de-selects the presenter feed.
6) Start the recording
7) The light on the lectern will illuminate to let people in the room know the recording has started

You can pause and resume your recording at any time by lightly pressing the button on the lectern next to the red light (for a few seconds). If you long press the button for more than 5 seconds this will stop the recording and you will need to restart the ad-hoc recording again.

Help

For Technical Assistance please call 0113 343 5555
Lighting Controls

The lighting can be adjusted using the controls on the control panel in the image below or from the main controls located by the door. For an optimised image please select the ‘AV Use’ setting.

Switching Off

When you have finished your presentation, please press the SYSTEM OFF button on the top right hand side of the control panel. The following page will be displayed:

Do you want to turn the system off?

Power Down  Cancel
Section B:

OPERATING THE SYSTEM — STUDENT Pods
University Laptop Device

The ThinkPad device on the student pod is permanently wired to the desk and should not be attempted to be removed AT ANY TIME. The ThinkPad features a multi-pin connector providing power, HDMI and network connections. This connector must be firmly seated into the ThinkPad device at all times.

To use the student device, remove it from the storage slot and place it on the desk surface of the pod. Open the lid and power the device, then log in as normal using your University student username and password. Students can use a stylus pen located bottom right hand corner of the Thinkpad device.

The output from the laptop device may be shared to the main teaching system and shown on the larger screens. When the lecturer selects your desk, the image from the laptop device will then be shared onto the main teaching screen.

IT IS YOUR RESPONSIBILITY THAT CONTENT SHARED IS RELEVANT AND SUITABLE.

Audio from the ThinkPad device will also be shared at the same time as the image. If your media includes audio, please ensure the device is not muted and that the audio is at a suitable level, using the local volume commands.

When the session has ended, log off the device, close the lid and carefully place it back in the storage slot.
Auxiliary HDMI Connection

In addition to the University ThinkPad device, there is an auxiliary HDMI connection available at each pod. The connection is presented as a retractable HDMI cable, within the plate on each desk.

To connect your own HDMI enabled device to the cable, pull the cable smoothly up from the plate to the required length. Do not use excessive force, and if the cable does not pull freely, DO NOT PULL/TUG ON THE CABLE. When in position, the cable will remain extended.

Once extended, connect your device's HDMI connector to the HDMI cable. Take care not to force the connector.

The output from your device may be shared to the main teaching system and shown on the larger screens. If the teaching staff request that the output from your device is displayed, and if using a PC use the windows button () and “P” to select “Duplicate”. When the lecturer selects your pod, the image from the laptop device will then be shared onto the main teaching screen.

IT IS YOUR RESPONSIBILITY THAT CONTENT SHARED IS RELEVANT AND SUITABLE.

Audio from your device will also be shared at the same time as the image. If your media includes audio, please ensure the device is not muted and that the audio is at a suitable level, using the local volume commands.

When you have disconnected your device, please retract the cable back into the plate enclosure. To do this, support the cable with one hand, and press the retract button next to the cable on the plate. The cable will then retract as long as the button is pressed. Do not leave the cable to snap back into place itself, please support the cable when retracting.
Collaborative Communication System

Each student pod is equipped with a microphone system and local speaker to enable comfortable and effective communication between everyone in the room.

WHEN INSTRUCTED BY THE LECTURER, press the “PUSH-TO-TALK“ button on the plate on the desk. This will “open” the microphones on the desk and share audio from your pod to everyone else in the room. The small green LED within the push-to-talk button will illuminate.

*Please note: Audio from your desk’s microphone WILL NOT be played back through your local speaker.

Please do not place materials or objects on or over the microphones themselves, as this may damage the equipment and affect the audio that is picked up.

To finish sharing your audio, press the push-to-talk button again. The green LED light within the button will extinguish.

If the lecturer uses their override control to close your microphone, PLEASE DO NOT press the PUSH-TO-TALK button again unless requested to do so.

Audio from other pods will be replayed through the speakers Please do not cover these or place objects on them.

Other Controls / Connections:

The plate within the student pods also contains the following:

**Main Power Sockets:** These are for student use, for the charging of devices

**USB Power Sockets:** These are for student use for the charging of low power devices only. The USB connections are not linked to any PC or other data capable device.

**Light Switch:** The light switch will switch the spotlight directly above the desk ON or OFF.