

AV SYSTEM INSTRUCTIONS

These instructions will show you step by step how to set up the AV system.

It is our strongest recommendation that you use the PC for all recordings of lectures using Panopto or streamed meetings using Zoom or Teams.

This room is **NOT** set-up for hybrid meetings, the instructions provided are a best alternative.

Contents

All users

- Turning the AV system on and off
- Additional AV settings

Lectures

- Setting up the PC
- Signing in and out of the PC
- How to enable Presenter View
- Panopto (PC)
- Setting up a laptop
- Panopto (Laptop)

Hybrid Meetings using the PC

- Zoom
- Teams

TURNING ON THE AV SYSTEM

If the system is shut down touch the screen of the Tablet. It will light up and show this screen.



Press the screen again and it will ask you to choose your projector. Press Single Large Projector.



This will turn on the projector and drop the projection screen behind you. Please make sure the area is clear.

TURNING OFF THE AV SYSTEM

Make sure you have logged out of the PC before you shut down the AV equipment.

To turn off the AV system press the red off button. It will ask if you want to shut down, select yes.

ADDITIONAL AV SETTINGS

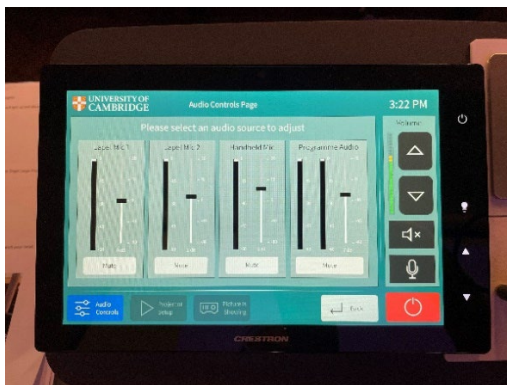
Blank the projector screen

- Press 'Picture is Showing'
- The button will flash red and the projector will turn off the image (but not shutdown)
- Press again to turn image back on

This is useful if you don't want the audience to see you setting up, or other areas of your laptop.

Volume Control

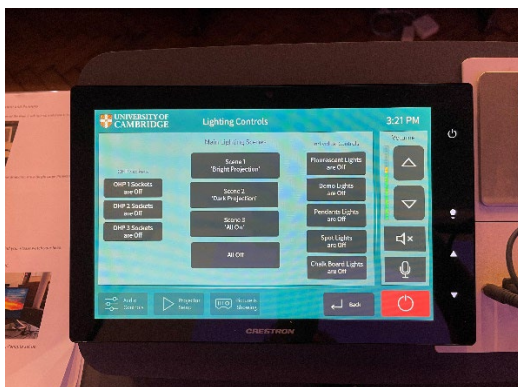
- Press 'Audio Controls' in bottom left
- The neck mic is linked to 'Handheld Mic'
- The handheld mic is linked to 'Lapel Mic 1'
- To adjust the volume, slide the marker on the right hand line of the correct source up to increase and down to decrease. You can see the decibel reading at the bottom. It is very sensitive



Lighting Control

- Press 'Lighting' in the bottom right
- Select 'Scene 2 Dark Projection' to lower the lights
- Select 'Scene 1 Bright Projection' to brighten the lights
- Select 'Scene 3 All On' to turn on all lights at full brightness
- Select 'All off' to turn all lights off
- Press Back to get back to main controls

You can control individual sets of lights under the settings 'Individual Controls'. The only lights that are not worth using are the chalkboard lights as the projector screen sits in the way.



SETTING UP THE PC

If you are using the PC provided select the tab 'Projector' and press PC.



The PC will light up and be projected on the screen. You may need to wiggle the mouse or hit the keyboard.

SIGNING IN TO THE PC

Sign in by pressing **ctrl + alt + delete** and using your CrsID (not your full email) and Raven password.


Open your presentation. If using a USB, the port is in the base unit on the shelf under the PC.

SIGNING OUT OF THE PC

Please remember to sign out of the PC after your lecture, so the next person doesn't accidentally upload under your name. We do have other departments use the lecture hall so it is important to check that it is you who is logged in so recordings do not go to the wrong place.

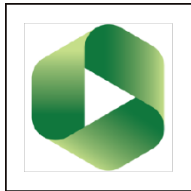
- Click the windows icon in the bottom left
- Click the person icon at the top
- Click signout

ENABLING PRESENTER MODE

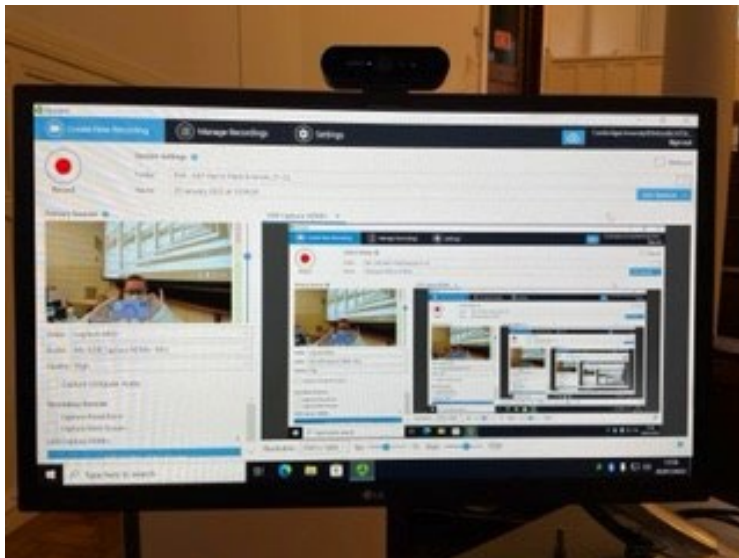
- Press windows button + P to open the 'Project' panel.  + P
- Select 'Extend'. This will extend the PC screen out to the projector so be aware that the mouse will travel off to the right of the PC screen on to the projection screen
- On your presentation go to the Slideshow tab and make sure presenter view is ticked
- Click 'Start slideshow from beginning'

PANOPTO SET-UP (PC)

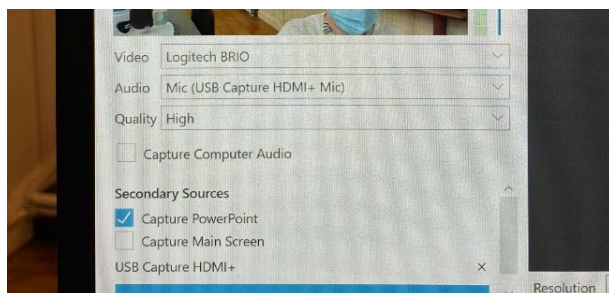
- Make sure you have your presentation on the PC but minimised in the taskbar
- In the search section of taskbar at the bottom of the PC screen type in PANOPTO
- The icon looks like this:



- Follow the opening instructions, it will ask you to press sign in a couple of times, you may need to log in with your CrsID and Raven password
- Once logged in you will see something like this screen

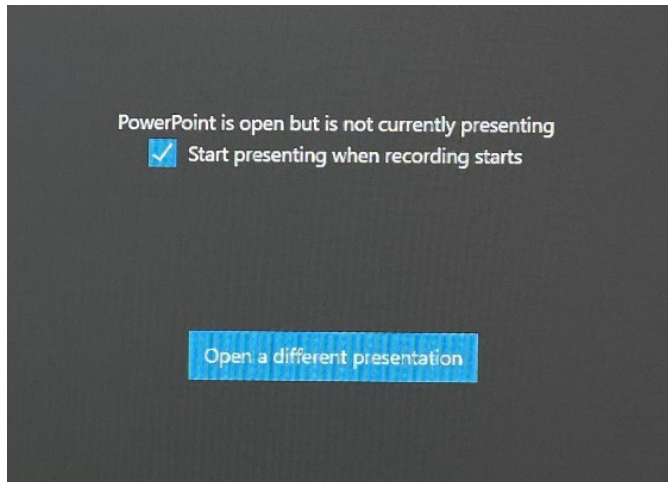


- At the top select the folder you want the recording to go in to on Moodle
- Name your recording
- The settings under the small square should be as follows:



Video: Logitech BRIO
Audio: Mic (USB Capture HDMI+Mic)
Quality: High
Secondary Source: tick Capture PowerPoint

- The large square will go dark and no longer show the feedback. Tick the box 'Start Presenting when recording starts' in the dark square



- Put on the neck mic. If you are not wearing this no sound will be recorded
- It should turn on automatically when taken out the cradle. The light on the front will flash red/green for a few seconds then go solid green. If it is solid red press the button on the front to turn it on
- Press the Record button in the top left of the screen. When you press the record button your presentation will open automatically as a standard slideshow. If you do not tick this box you will have to open your presentation manually

If you have enabled Presenter View you should see the following:

- Projector screen should be slides only
- PC screen should be Presenter View
- Panopto will record the slides only

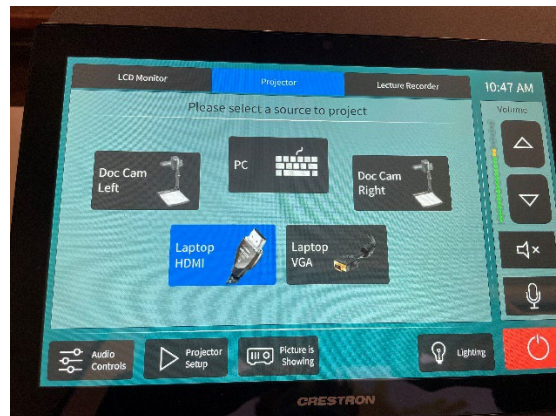
When you have finished your lecture press the ESC button and go back to panopto and press stop. It will ask if you are happy to upload the recording or if you want to delete it and re-record. **Select upload.**

SETTING UP A LAPTOP

If you are recording your presentation using Panopto you need to record via the PC. You should not record your presentation from your laptop as it will not correctly capture sound.

If it is for a hybrid meeting using Zoom or Teams use the PC only.

- Select the tab 'Projector' and press either 'Laptop HDMI' or 'Laptop VGA' depending on your connection
- Connect your laptop using the cables provided and your laptop will be projected on the screen. (USB-C to HDMI adaptor available at reception)
- Open your presentation
- Go to the tab 'LCD Monitor'
- Press PC to turn on the PC to record. You may need to wiggle the mouse or tap the keyboard to wake the PC up
- Sign into the PC by pressing **ctrl + alt + delete** and using your CrsID (not your full email) and Raven password
- In the end the LCD Monitor tab should be set to PC and the Projector tab should be set to Laptop HDMI or Laptop VGA



PANOPTO SET-UP (LAPTOP)

Make sure you have your presentation open on your laptop.

On the PC –

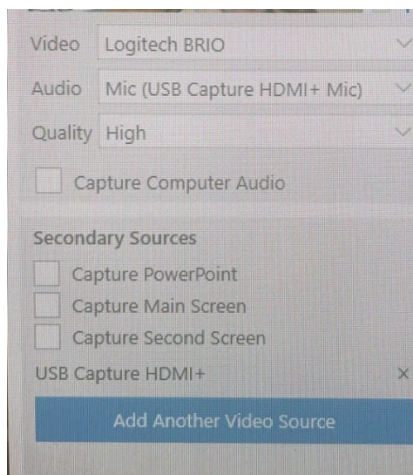
- In the search section of taskbar at the bottom of the PC screen type in PANOPTO
- The icon looks like this:



- Follow the opening instructions, it will ask you to press sign in a couple of times you may need to log in with your CrsID and Raven password
- If you are using a laptop you should see your laptop desktop or whatever you have open in the larger square and yourself in the smaller

The projection should still be your laptop. If it is projecting the PC, then the set up on the Tablet is wrong.

- At the top select the folder you want the recording to go in to on Moodle
- Name your recording
- The settings under the small square should be as follows:



Video: Logitech BRIO
Audio: Mic (USB Capture HDMI+Mic)
Quality: High
Secondary Source: Leave all unticked

- The large square should show what is being projected
- Press the record button and use your laptop to control the powerpoint
- When you have finished your lecture go back to panopto and press stop. It will ask if you are happy to upload the recording or if you want to delete it and rerecord. **Select upload**

ZOOM (PC)

It is recommended that you are **not** the host account as you will have the notifications played through the speakers in the room. Try to get another member of your group to host the talk on a laptop in the LLT. They will need to have their microphone switched off to avoid feedback. They can also monitor the chat for any questions.

- Turn on the AV system
- Select the tab 'Projector' and press PC
- The PC will light up and be projected on the screen. You may need to wiggle the mouse or hit the keyboard
- Sign in by pressing **ctrl + alt + delete** and using your CrsID (not your full email) and Raven password
- Open your presentation. If using a USB, the port is in the base unit on the shelf under the PC

ZOOM GENERAL SET UP

- Type Zoom in to the search bar at the bottom left of the screen
- Open zoom
- Log in to your account
- Join the meeting
- If your screen is mirrored go to the home page of zoom where you joined the meeting and select the 'Settings' icon (cog) in the top right corner
- Go to Video and untick 'Mirror my Video'

ZOOM WITHOUT PRESENTER VIEW

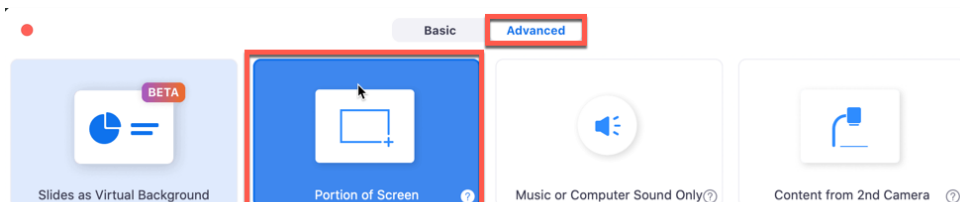
Follow the above 'general' instructions then:

- Share your screen selecting the presentation
- Put on the neck mic. If you are not wearing this remote viewers will not be able to hear you
- Present your talk

ZOOM WITH PRESENTER VIEW

Follow the above 'general' instructions then continue with these steps:

- In Zoom, click on Share Screen
- Click on the Advanced Tab
- Select Portion of Screen (Allows you to share just a portion of your screen. It will display a coloured rectangle)



HYBRID MEETINGS

- Click Share
- Click on the **Slide Show** tab and check that '**Use Presenter View**' is selected
- Click on **Present from Beginning** under Slide Show and then resize the coloured rectangle to display only the slide portion of the presentation. This way only the slides will display to the students/viewers

The screenshot shows a presentation interface. The main slide is titled "Stereotypes, Prejudice, and Discrimination Chapter 5" and features a large mural of Martin Luther King Jr. on a city street. Below the title, there is a URL: <https://www.aljazeera.com/news/2020/6/3/martin-luther-king-jr-mural-18.jpg>. To the right of the main slide, there is a "Next slide" section containing a "TRUE OR FALSE?" quiz with five questions. Below the quiz, there is a red-outlined box labeled "No Notes." The interface also includes a top bar with a timer (0:00:10), a pause button, a refresh button, and the time (11:59 AM). At the bottom, there is a toolbar with icons for drawing, erasing, zooming, and other presentation controls.

0:00:10 11:59 AM

Stereotypes, Prejudice, and Discrimination

Chapter 5

<https://www.aljazeera.com/news/2020/6/3/martin-luther-king-jr-mural-18.jpg>

Next slide

TRUE OR FALSE?

- Children do not tend to show biases based on race; they learn to respond to people differently based on race.
- Interracial interactions tend to go better and to reduce the perceptions of racism if a colorblind mentality is used, which denies or minimizes any acknowledgment of racial differences.
- An African American student is likely to perform worse on an athletic task if the task is one that is described as one reflecting sports intelligence than if it is described as reflecting natural athletic ability.
- Being reminded of one's own mortality makes people put things into greater perspective, thereby tending to reduce ingroup-outgroup distinctions and hostilities.
- People's very quick judgments are not influenced by a stereotype unless they actually believe the stereotype to be true.

No Notes.

Remember to sign out of the PC when you are finished.

- Click the windows icon in the bottom left
- Click the person icon at the top
- Click signout

TEAMS SET UP (PC)

Make sure you have your phone with you as Teams requires two-factor authentication.

It is recommended that you are **not** the host account as you will have the notifications played through the speakers in the room. Try to get another member of your group to host the talk on a laptop in the LLT. They will need to have their microphone switched off to avoid feedback. They can also monitor the chat for any questions.

- Turn on the AV system
- Select the tab 'Projector' and press PC
- The PC will light up and be projected on the screen. You may need to wiggle the mouse or hit the keyboard
- Sign in by pressing **ctrl + alt + delete** and using your CrsID (not your full email) and Raven password
- Open your presentation. If using a USB, the port is in the base unit on the shelf under the PC
- Type Teams in to the search bar at the bottom left of the screen
- Open Teams on the PC
- Log in to your account using your university email
- Click 'Work/School Account'
- Enter your Raven Password
- Authenticate your login by your usual method
- Check the device settings, the camera needs to be Logitech BRIO
- Join the meeting / make your call
- Share your screen
- Click Presentation
- Open your presentation
- If using presenter view make sure it is ticked
- Put on the neck mic. If you are not wearing this remote viewers will not be able to hear you

Remember to sign out of the PC when you are finished

- Click the windows icon in the bottom left
- Click the person icon at the top
- Click signout