

Small Lecture Theatre (Tom ap Rees) AV Instructions

The Tom ap Rees is set up for scheduled lecture capture.

If you are giving a scheduled lecture as part of the Part II course, your lecture will be recorded automatically you do not need to use Panopto, you just need to give your lecture. Instructions on setting up the AV system are on the next page.

REMEMBER

- **DO NOT** unplug any of the cables from the back of the PC or the equipment located under the PC stand. These all need to be plugged in for the lecture capture to work. If you unplug something it could cause the lecture not to be recorded.
- There is a USB port on the left of the PC if you need one.
- The correct camera and microphone will be selected automatically. The PC's camera and microphone have been disabled please do not enable them.
- If using the OWL you will be given the OWL's camera and microphone as an option.
- This is a shared PC anything you put on there will be seen by other users.
- The desktop will be cleared at the end of every month any presentations or files on the desktop will be deleted.
- If you sign into teams or google your account may be remembered and others may be able to sign in as you. Try not to select 'Remember Me' if prompted. If you think the PC is remembering your account let Kat at reception know and she can remove the account from the PC. Any saved accounts will be removed at the end of the month.
- Lectures will be scheduled to record by Rhyanna Halasovski.
- Any problems please see Kat Maltby at Reception or Rhyanna Halasovski in room G17 by the Teaching Lab.

Setting up the AV system:

- If using the PC provided turn on the PC by either wiggling the mouse, tapping the keyboard, or pressing the on button of the screen. Click 'Sign In', there is no password.
- If using a laptop, plug in your laptop using the HDMI cable provided, labeled with an orange sticker. (Image 1)
- Turn on the projector by pressing the 'ON' button of the black box on the wall to your left by the PC. After a few moments your chosen screen will be projected. The laptop will override the PC and be automatically shown you do not need to press any of the other buttons on this box. (Image 2)
- Open your presentation. If you need to insert a USB there is a space on the left side of the PC screen. (Image 3)

Image 1



Image 2



Image 3



- Present your lecture at the scheduled time.
- When you have finished, unplug your laptop, or sign out of the PC. Do not turn the PC off.
- If you are the last lecture of the day turn the projector off by pressing the 'OFF' button for 3 seconds.
- Lights are controlled by the white 'Thorlux' panel under the projection controls. Instructions are under the panel. In the first instance press the light switch by the door to turn the lights on.