

USING ROOM CB06.04.40

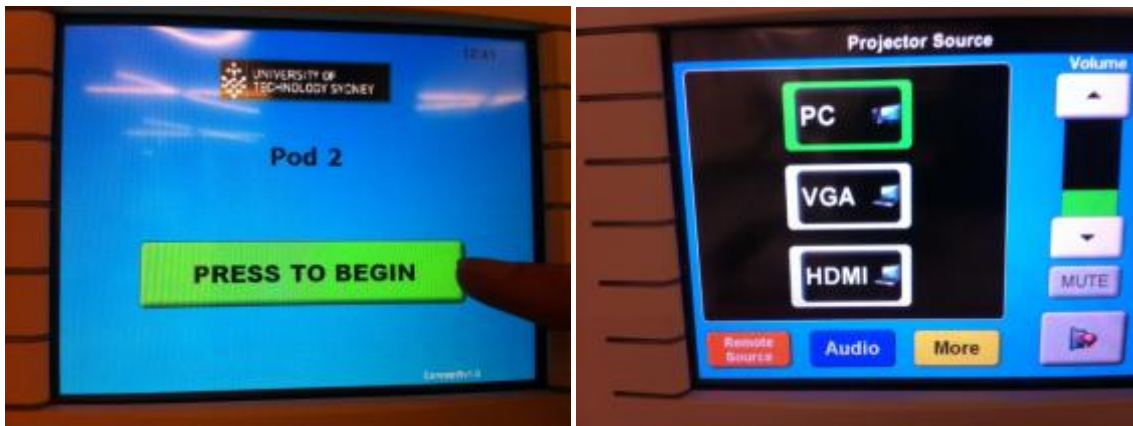
TURNING ON THE SYSTEM AND GETTING ALL BOARDS TO PROJECT THE SAME IMAGE

The room is designed as a workshop space with each “pod” controlling its own speakers and smartboard. To use it as a lecture space, the best thing is to get there 15mins before class.

1. Switch on the pod PC you want to use (I find Pod 10 works best for me as it puts me in the middle of the room), or connect your laptop to the VGA cable hanging out of the pod housing (you will need an Apple VGA adaptor if you have a Mac laptop).



2. Turn on the projector on the pod you are using (tap the touchscreen panel, touch “press to begin” if requested). Then hit the “PC” button if using the pod computer or the “VGA” button if using your laptop). If using sound from the PC, make sure the sound is not muted and is turned up.



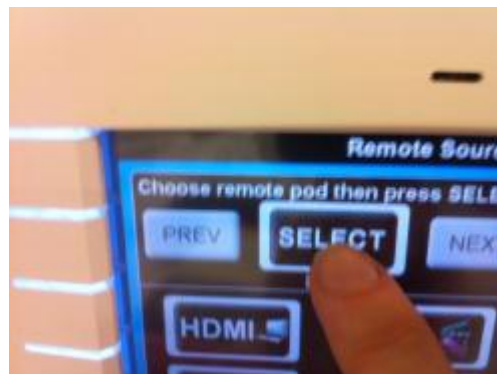
3. If using the smartboard with your laptop, connect the beige/grey coloured USB cable to the USB slot on your laptop

4. If using sound from your laptop, connect the green cable to the headphones socket on your laptop, then make sure “headphones” is selected as the output audio device on your laptop. Make sure you have turned the sound on and up on your laptop too.

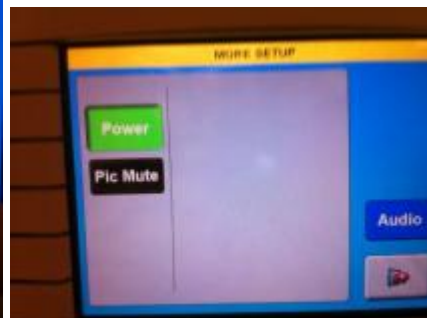
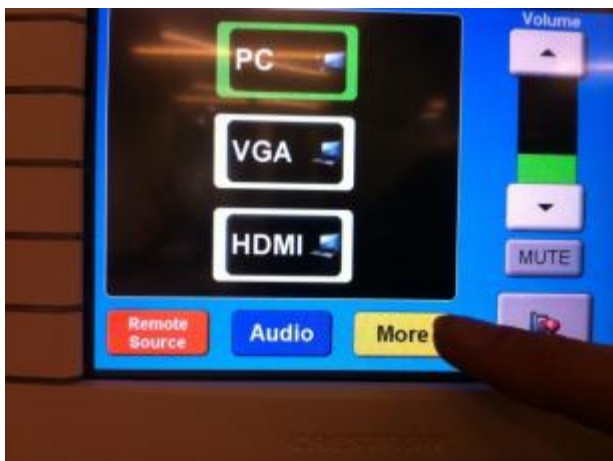
5. Hit the blue “audio” button on the pod touchscreen, and make sure the output audio controls are all turned up (you can adjust later). If using a microphone, make sure the microphone audio is also turned all the way up, and that the buttons are white coloured. If they are red, this means the microphone is muted so hit the button again to turn white. The radio lapel mic is usually on the microphone 2 setting, and the handheld radio mic is usually on the microphone 1 setting.



6. To project your Pod image onto the other pods in the room, tap the orange “remote sources” button at the bottom left of the touchscreen. Then select the pod number that you are projecting from (numbers are all listed above each pod’s touchscreen), and hit “select”. You should see the image appear on the board. Then hit the blue “audio” button and make sure all the sound controls are up, and the microphone buttons are white not red. Do this for all the pods you want to show the image on / project sound to.



7. If you need to hide the projected image on a board at any time, you can either hide using the B or W key on your keyboard if using Powerpoint or Keynote (B gives a black screen, W gives a white screen) or hit the “More” button on the pod touchscreen till you see the “Pic mute” button. Hit this and it hides the projection, hit again and it turns it on again.



8. If you are playing audio from, e.g. your laptop and you want to keep it playing while you switch to PC, you can press the “hold audio” button on the touchscreen (this wasn’t working though last time I tried)

AUDIO

There are acoustic difficulties with the layout and finishes in the room and the exposed ceiling and loud air conditioning ducts. The best way of overcoming this is to use a radio microphone. This can be booked in advance from AVS in Building 2 but you need to pick it up and return it yourself. If you are unsure of its use, you can also book a set-up service with AVS. The room is designed as a workshop space rather than lecture space so each “pod” (there are 12) controls its own set of speakers (either side of the corresponding smartboard).



Getting microphone sound to come out of all speakers


As above, to get your audio coming out of all speakers, you need to run round at the beginning and make sure all the audio controls are on, up and unmuted (if you see a red button, this means it is muted – hit again to make white, and you should hear sound). The lapel mic usually is on mic 2 and the handheld mic is on mic 1.

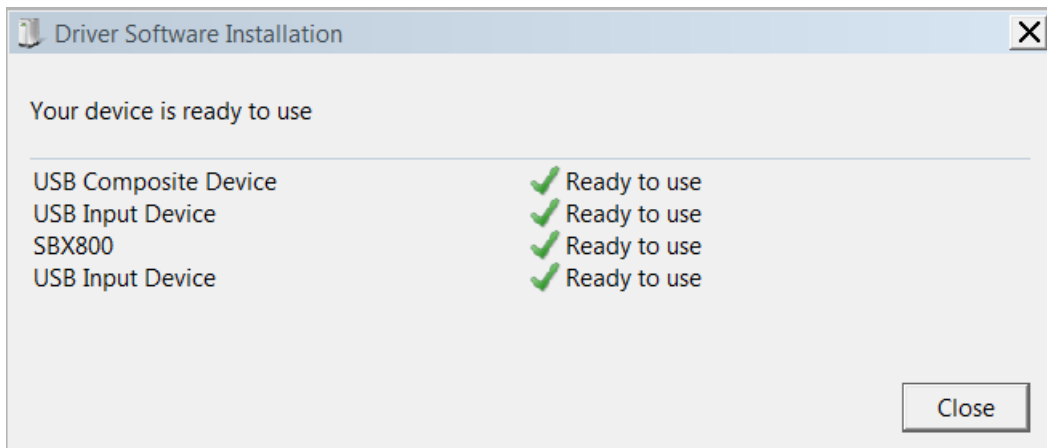


Sound isn't coming out of laptop

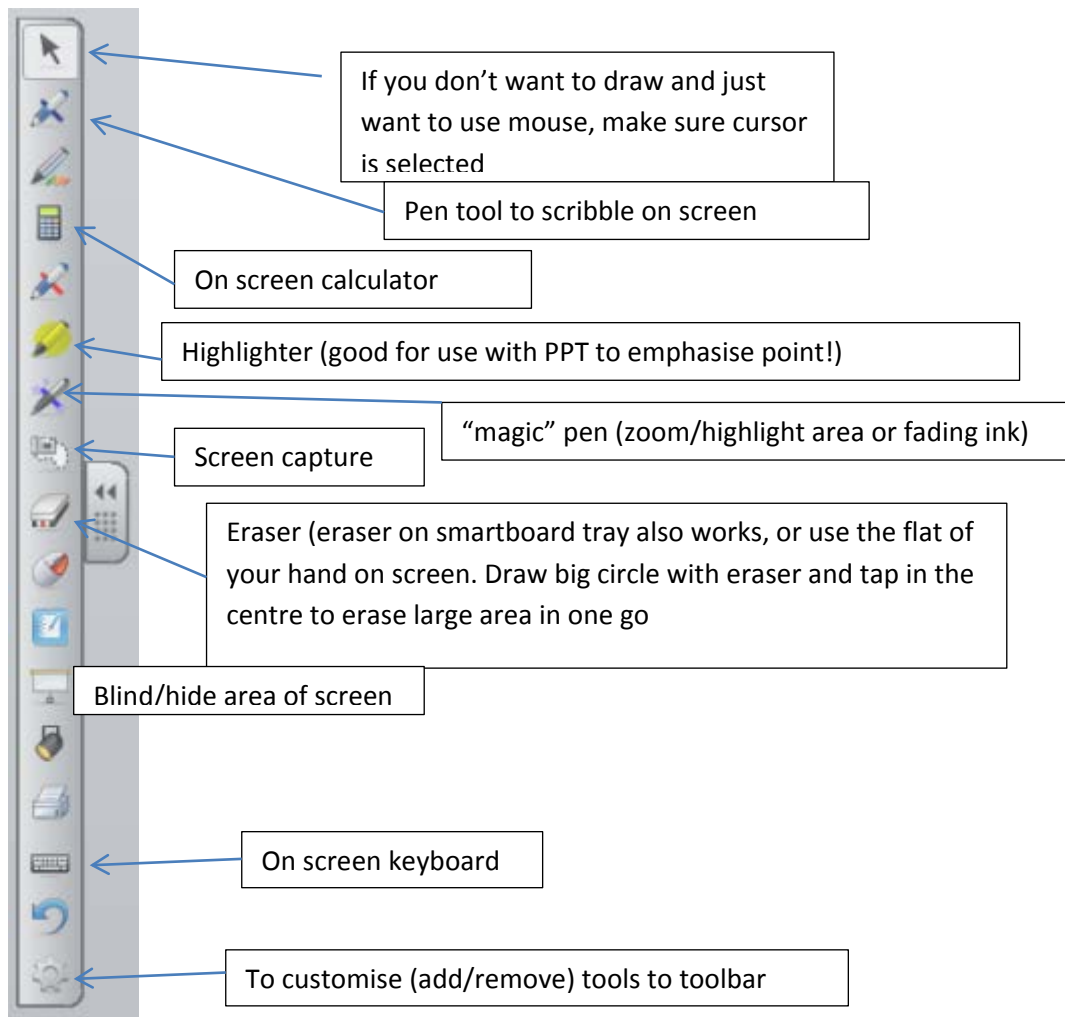
If your sound isn't coming out of your laptop, and you've connected the green cable to the headphones outlet, check that "headphones" is selected as the speaker used by your laptop, and make sure your sound is on and up.

USING SMARTBOARDS

1. AVS have installed an automatic switching system. This means that the PCs are automatically connected to their corresponding Smartboards when they are turned on and you hit the "PC" button.
2. To connect your laptop to the Smartboard, you need to make sure you connect the beige/grey USB cable to your laptop's USB slot **as well as** the VGA cable. When you hit the "VGA" source button on the touchscreen you should hear a small "clicking" noise from within the pod after a second or two and then the  USB connection button should appear showing you the smartboard is connected. If it's the first time you have connected it, it may take a minute or two to get the drivers all working (as below). If this doesn't happen, follow step 3, below.



3. Drivers and software control the smartboards. If you don't have drivers installed on your laptop, you won't be able to use the smartboard with it (download from smarttech website).
4. You can now use your fingers or the smartboard pens and the toolbar to draw on your screen, highlight etc and then capture the image if needed. If you press and hold the "eraser" end of the pen or your finger, it acts as a right click/menu select....The menu bar is something like the one below.



TURNING SYSTEM OFF – IMPORTANT ESPECIALLY IF YOU ARE LAST LECTURE OF DAY!

1. The PCs do not automatically log-off by themselves until 3am each day, when they are timed to switch off. So, make sure you log off before you leave the room, and get your students to do the same if using the PCs
2. Particularly if you are the last person using the room each day, make sure you go to each pod and hit the “back” button (bottom right of each screen), until you see “are you sure you want to end session?” screen and hit “yes” to turn off each projector, otherwise they will continue running, even if projected image appears blanked.

