

Using the AV Equipment

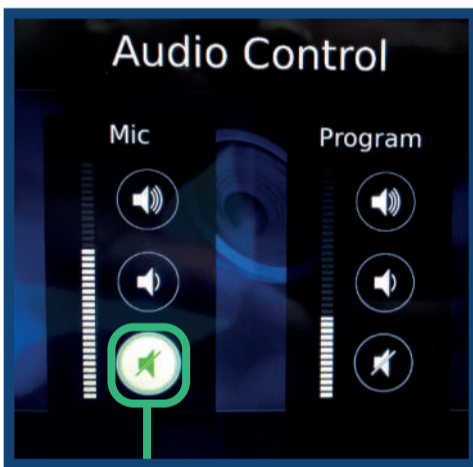
...a short guide to _____ from
your friendly neighbourhood
MHM IT/AV Technicians.

1 Check the PC is on, and if not, boot it up. This room has lecture capture installed so the computer should be left on at all times

2 Press 'Start' on the desktop touchscreen controller to switch on the screens and AV system.

3 Select the input on the desktop controller according to which you wish to use - PC, HDMI, VGA, DocCam or WePresent (wireless).

Audio Control Window



Activated
mute button

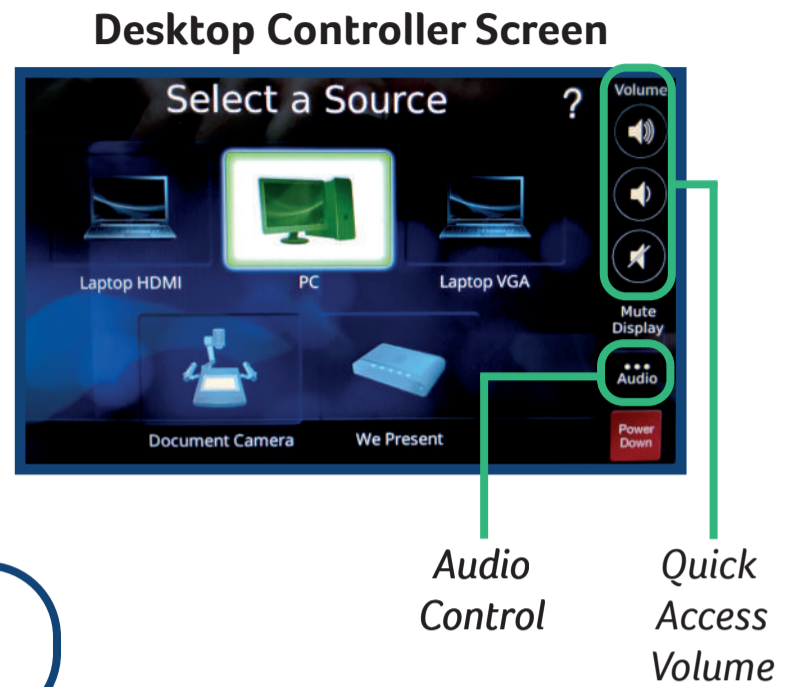
4 Enter the audio control window on the desktop controller and make sure neither mic or program have a highlighted mute button.

5 Control the volume for any input with the 'program' volume buttons. Control microphone volume the same way.

If using **the microphone**, check the mic is turned on by the red LED on the mic' itself.

If you wish to use **your own device**, we recommend simply plugging in via HDMI or VGA as appropriate using the cables provided.

On finishing a session, **please power down the system** by pressing the red button on the controller screen.



If you have followed these steps and there is still an issue that requires immediate attention, please call the helpline on **ext. 8469**.
IT-AV Technicians: room **OA3/09**, ext. 2388 (Alex) and 1162 (Farah/Ben).