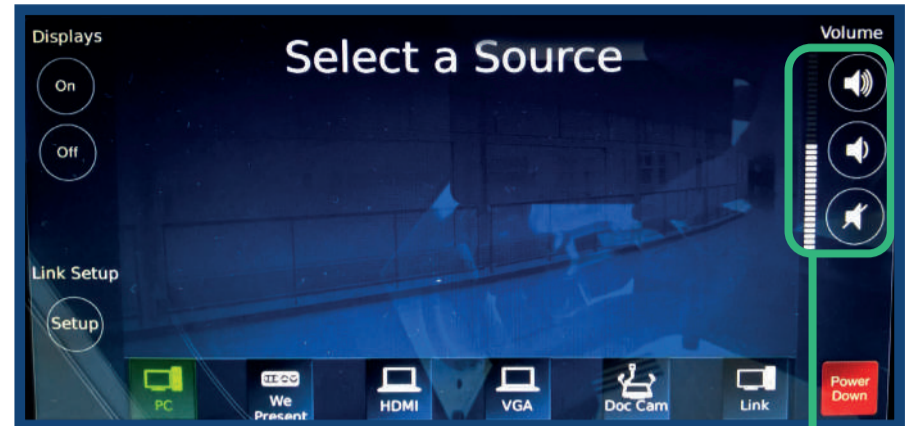# Using the AV Equipment

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

Desktop Controller Screen

Volume Control

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 Tap the desktop touchscreen controller to switch on the displays and AV system.

3 Select the input you require, using the desktop controller buttons – PC, HDMI, VGA, DocCam, WePresent (wireless) or Link (other PCs).

4 When using 'Link' (switching display between different PCs), refer to the provided guide. By default, all screens mirror the cabinet control.

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).

School of Music, Humanities and Media