

Martin Wood AV Instructions

Seating Capacity: 230

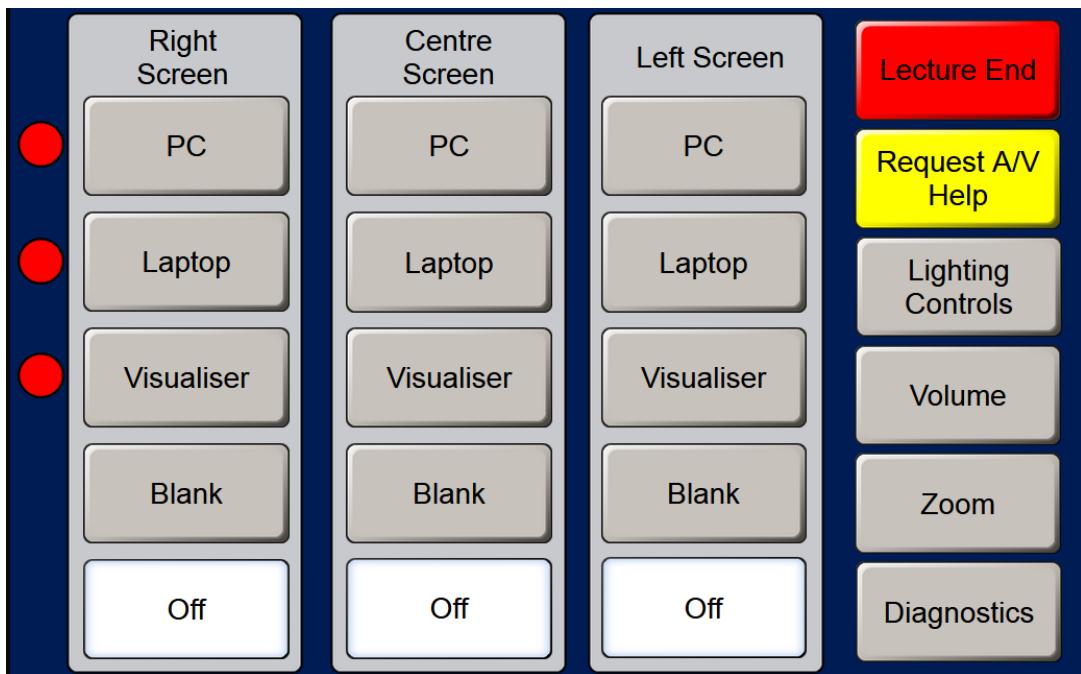


List of features

Extron integrated touch screen control system
integrated Video Conference System with Zoom support
3 x Data projectors
Multi channel sound system
Windows PC connected to the Physics network
Laptop input
Sennheiser radio-microphone system
Multimedia playback
Visualizer
Wireless and ethernet connectivity
3 x Roller blackboards
Hearing loop system (left hand side of theatre only)
Panopto Lecture Recording



Control Panel



PC - Select the PC button to display the in-built PC on the right and left projectors. The circle indicator light will be lit up green if it detects a signal from the PC. Pressing this button will turn on the projectors and bring down the screens.

Laptop - Select the Laptop button to display your laptop on the right and left projector. The circle indicator light will be lit up green if it detects a signal from the laptop HDMI which can be found on the lectern.

Blank - Pressing the blank button on either screen will hide the screen on the selected projector.

Off - Pressing the Off button will turn the selected projector off and put the screen up.

Request A/V Help - Pressing the request help button will send a direct message through to Media Services. Somebody will come to assist you as soon as they can. Keep in mind the technician may be coming from the other building. If you no longer need help press the button again to cancel. If this button doesn't appear here it means that it is outside of media services working hours.

Volume - This will open the volume control button where you can control the volume of the sound in the room.

Lights - This will take you to the control panel for the lights in the room.

Lecture End - Pressing the Lecture End button will turn off all projectors and put all screens up, please make sure you press this button once you are done with the room.

Zoom - Press this button to get to the video conference options.

Diagnostics - This button is for use by Media services and IT staff.



Video Conferencing



When selecting Zoom it will ask you if you would like 2 or 3 screens. 2 Screens will be both of the side screens, whereas 3 screens will also include the middle screen.

Martin Wood Zoom Room - Meeting ID: 97402442484 Press the Martin Wood Zoom Room button to join a premade meeting room. You can share this with anyone wanting to join and there is no password required. This is ideal for non-confidential meetings.

Contacts - Preprogrammed meetings can be found in the contacts page.

Zoom - Press Zoom for the zoom gateway, here you can enter your meeting ID using the numpad on the touchpanel. You will then be asked for a passcode, if there is no passcode just hit enter.

Mic Mute - Use this button to mute the microphone through to zoom. For more information about which microphones to use see Microphones page

Layout - Pressing the Layout button will allow you select whether you want the presentation feed or the zoom participants displayed on each projector.

Lights - This will take you to the control panel for the the lights in the room.

Share - Here you can choose if you want to share your laptop or the built in PC through to zoom.

Volume - Use this button to change the volume of the speakers in the room.

Signage - Use this to get to the menu for turning on the welcome slides.



Cable Adapters

The PC goes to a HDMI output which can be converted into whichever output you need using the provided adapters. You will need to put the red and black braided HDMI cable into the HDMI slot on the adapter you want to use.

If you are using a Windows or Linux laptop please use the Lenovo USB-C to HDMI adapter. (Figure 1)

If you are using an older laptop it may need the VGA Adapter (Figure 2). To use this adapter you will need to plug in both the VGA adapter and the USB to power the adapter due to VGA not transmitting power.

For a Mac with a USB C port you will want to use the official Mac adapter (Figure 3)to make sure there are no compatibility issues. If you have an older MacBook you may need to use the MiniDisplayPort (Figure 4)

If the adapter you require isn't in the room please come collect one from MSU on level 5 of the DWB.



Figure 1



Figure 2



Figure 3



Figure 4



Microphones

Lapel Microphone

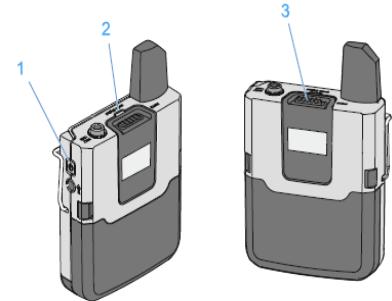
The Lapel Microphone clips onto your clothing (Figure 1). This is best used if you have a solitary speaker as it will override the ceiling microphone.

Handheld Microphone

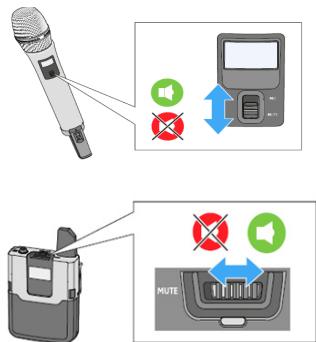
The Handheld Microphone can be used for Questions and Answers or for a secondary speaker in a lecture. (See figure 2 for correct usage).

Status LED

- Disconnected
- Muted
- Active



Unmuting Microphones



The Microphones will turn on automatically when removed from the charger. The status LED will show red until it is ready to use, this can sometimes take upwards of 10 seconds. If the status LED is orange then slide the mute switch until the LED turns green.

When finished with the Microphones please slot them back into the charger. The LED's on the charger will turn on if the microphone is placed in properly.

Correct Microphone usage

We recommend wearing something with pockets when using the lapel microphone as you will need to keep the mic receiver on your person. See Figure 1 for good microphone placement.



Figure 2

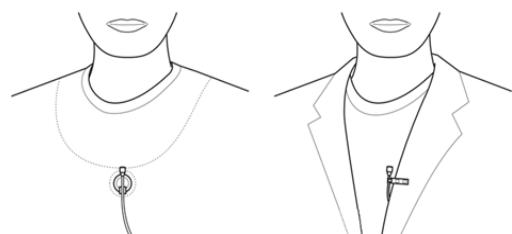


Figure 1

When using the handheld microphone make sure to keep it 5-10cm from the speaker as holding the mic too far away will result in no pickup.



Frequently Asked Questions

Q: Why are we appearing as muted on zoom even though the microphones are active?

A: You may have mute on entry, a warning is normally displayed when you first join the call. To unmute press 1 to bring up the menu then 2 to unmute. The menu can be brought up when not sharing.

Q: Why is my PC/Laptop screen showing something different to the projector?

A: You may have extended desktop on, on a windows laptop press the windows key + P and change to duplicate or on Mac go to Apple menu > System Settings, then click Displays in the sidebar. Click the screen that does not say built in display. From here click use as to change between extended desktop and mirror the built in display.

Q: Why is the sound coming out my laptop and not the speakers?

A: Make sure that the extron option is selected under audio outputs in the audio devices settings.

