



AV Basics Training

2021 Monday 20th September

Agenda

- AV Services
- Room tour – what to expect a teaching room.
- Lectern – the heart of the room.
- Control panel – touch and button panels, controlling what is displayed.
- Teaching PC – how to switch on, login, and run software.
- Connectivity – using your own devices, connecting to the AV system, webcams to extend the room functions, Solstice.
- Display Devices – Projector, LCD Screen, Document Camera, Whiteboard, Blackboard
- Audio & Video
- Lecture Capture – recording and live streaming
- Questions



AV Services

The Team

The Audio Visual Services team are responsible for the specification, installation and maintenance of all Audio Visual equipment on campus.

We also provide a range of technical services to support teaching, learning and the business needs of Warwick's staff and students.

Services

- Ask Question
- Report a fault
- Arrange a Webinar – Blackboard Collaborate
- Book The Catchbox – Unavailable due to Covid
- Request assistance
- Borrow AV equipment – Unavailable due to Covid
- Digital Signage Request
- Request media conversion
- Arrange an equipment disposal
- Book an Audio & Video Conference – Starleaf Application
- Register an AV Installation Project
- Request set up of temporary AV equipment
- Training & Conference Centres report AV fault




Room Tour & Technologies

Room Tour

Audio Visual Services > Supported Areas > Centrally Timetabled Room Information > Humanities - H0.01

Humanities - H0.01




INFO

Soc.Dist capacity = 5
Usual capacity = 10
[Socially Distanced CTR Floorplans](#)
[Book this room: Room Booking](#)
Location: **H0.01**
This room contains the following supported equipment:

- Data Projector
- Fixed PC
- Laptop Input (VGA, HDMI)
- White Board

Audio Visual Services > Supported Areas > Centrally Timetabled Room Information > Ramphal - R0.03

Ramphal - R0.03




INFO

Term time = not bookable
Usual capacity = 30
[Socially Distanced CTR Floorplans](#)
[Book this room: Room Booking](#)
Location: **R0.03**
This room contains the following supported equipment:

- Fixed Computer
- Laptop Input (VGA, HDMI)
- Document Camera

Audio Visual Services > Supported Areas > Centrally Timetabled Room Information > Maths - MS.01

Maths - MS.01




INFO

Soc.Dist capacity = 48
Usual capacity = 270
[Socially Distanced CTR Floorplans](#)
[Book this room: Room Booking](#)
Location: **MS.01**
This room contains the following supported equipment:

- Fixed Computer
- Touch Screen Monitor
- Laptop Input (VGA, HDMI)

Audio Visual Services > Supported Areas > Centrally Timetabled Room Information > The Oculus: OC1.06

The Oculus: OC1.06



INFO

Soc.Dist capacity = 26
Usual capacity = 60
[Socially Distanced CTR Floorplans](#)
[Book this room: Room Booking](#)
Location: **OC1.06**
This room contains the following supported equipment:

- Data Projector x2
- Whiteboards x2
- Document Camera

<https://warwick.ac.uk/services/its/serviceessupport/av/lecturerrooms/>

Teaching Room Technologies

AV Website lists available technologies across campus with a brief description.

- Lectern
 - Fixed Computer (Login with ITS username & password)
 - Managed Windows 10 build limited software installed
 - Data Projector or LCD Screen
 - Screen Control
 - Touch Screen Monitor
 - AV Control Panel – Touchscreen *or* AV Control Panel – Button Panel
 - Document Camera
 - Microphones – Lapel, Handheld, Catchbox, Ceiling Microphone
 - Connectivity – HDMI, VGA 3.5mm Jack, Solstice
 - Lecture Capture
-
- Accessibility
 - Height adjustable lectern (in certain spaces only)
 - IR induction loop



Lectern Types & Walkaround

Lectern Walkaround

Lapel Microphones

AV Control
Touchpanel

Document Camera

Touch Screen Monitor

Lecture Capture
Indicator Lights

Technical Assistance
Contact Number

Wired Keyboard &
Mouse

Connectivity Options

Fixed Computer





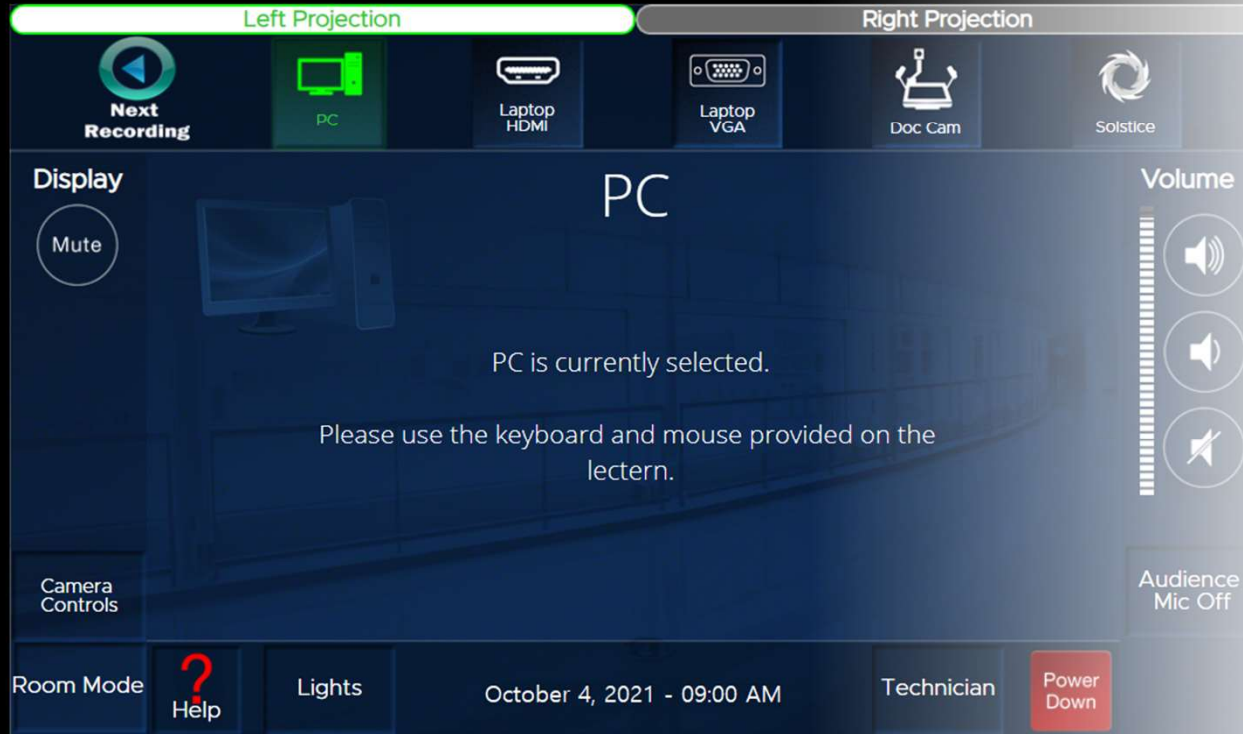
Control Panel



Button Panel

- Multiple input options
- Display Control On/Off/Mute
- Volume Control
- Switching between various Inputs or connectivity options
- Single room configuration
- Single Projection only
- Will need to manually bring down projection screens. (Some spaces may use a separate button to drop projection screen.)
- Should automatically turn on LCD Displays

Touch Panel



- Multiple input options
- Display Control On/Off/Mute
- Volume Control
- Camera Control
- Switching between various Inputs or connectivity options
- Echo 360 Recording feedback
- Complex room configuration
- Options for Dual LCD display or Dual Projection
- Normally brings down projection screens automatically. (Some spaces still need to pull down projection screen or use relevant screen control to drop projection screen.)

Teaching PC

<https://go.warwick.ac.uk/its/servicessupport/workstationapplcndelivery/managedwindows10desktop/teachingcomputers/>







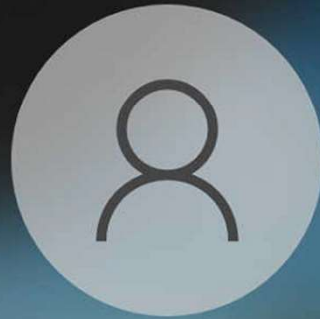


Press Ctrl+Alt+Delete to unlock.

15:52

Wednesday 14 July

DELL



Other user



Sign in to: ADS

[How do I sign in to another domain?](#)



DELL



- Teaching PC provided in all centrally timetabled rooms.
 - Physically located below the top of the lectern.
 - Includes CD/DVD player & USB Connectivity.
 - Ability to access online resources and university storage drives.
- Single Monitor setup – No presenter mode
- Presenter Mode available through Laptop HDMI input.
- Teaching Build vs Staff build.
 - Locked down Windows 10 Build.
 - Unable to install software for security and build efficiency reasons.
- Increased Security for microsoft applications – 2 factor authentication, text messages, application verification.

PC Summary

- Ensure the PC and monitor are switched on and responsive.
- Log into PC using your individual IT credentials.
- Locked down Windows 10 Build.
- Unable to install software for security and build efficiency reasons.
- PC audio run through the AV System.
- When your session has concluded, sign out of the PC by clicking the 'Start' button and selecting 'Sign Out' on the pop-up menu



Connectivity

Connection Types

- Check the connection types of your device.

<https://warwick.ac.uk/services/its/servicessupport/av/campusroominformation/connectivity>

- Check the connection types of the room that you will be using.

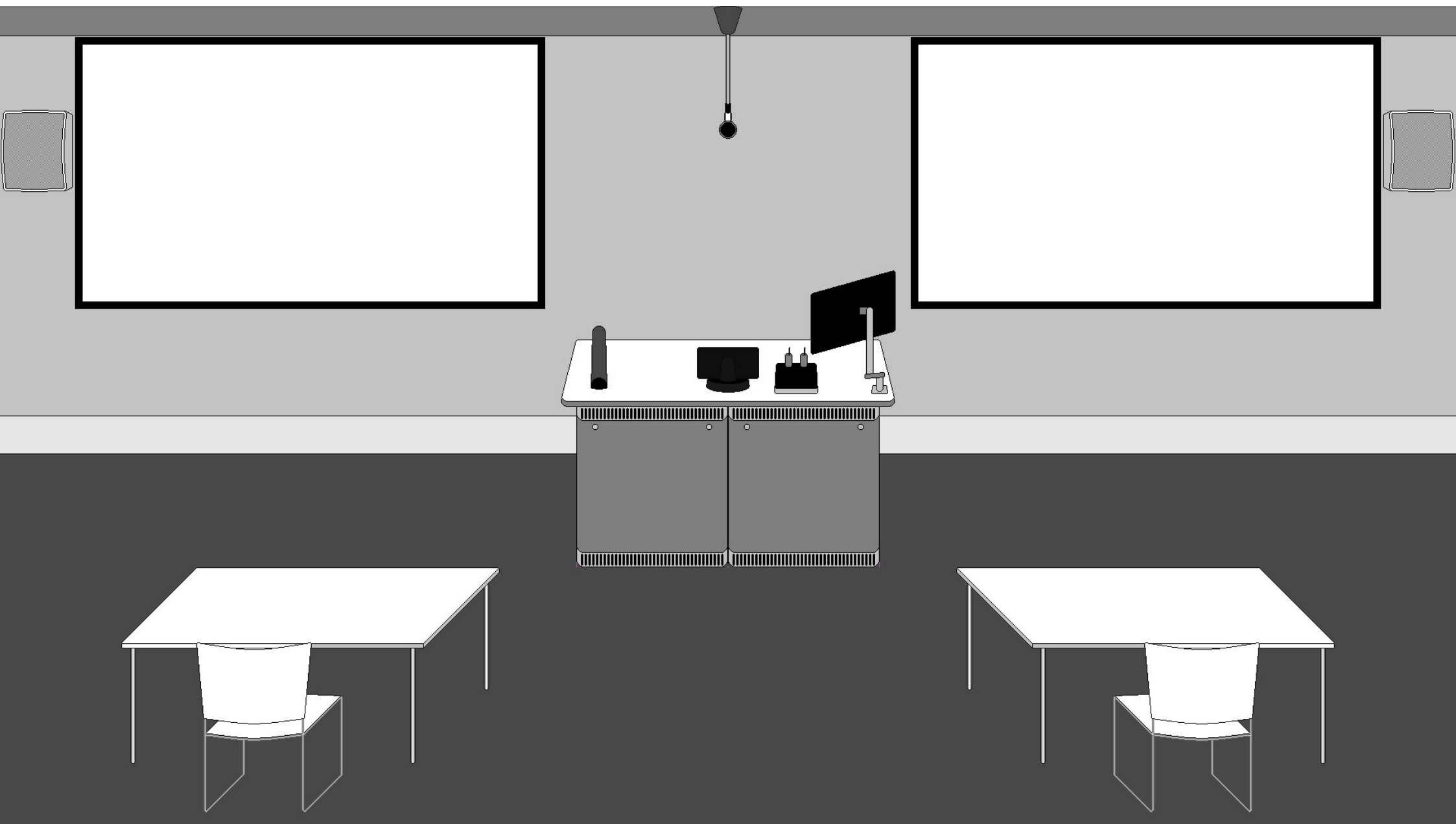
- Standard offerings are HDMI, VGA, 3.5mm Jack.

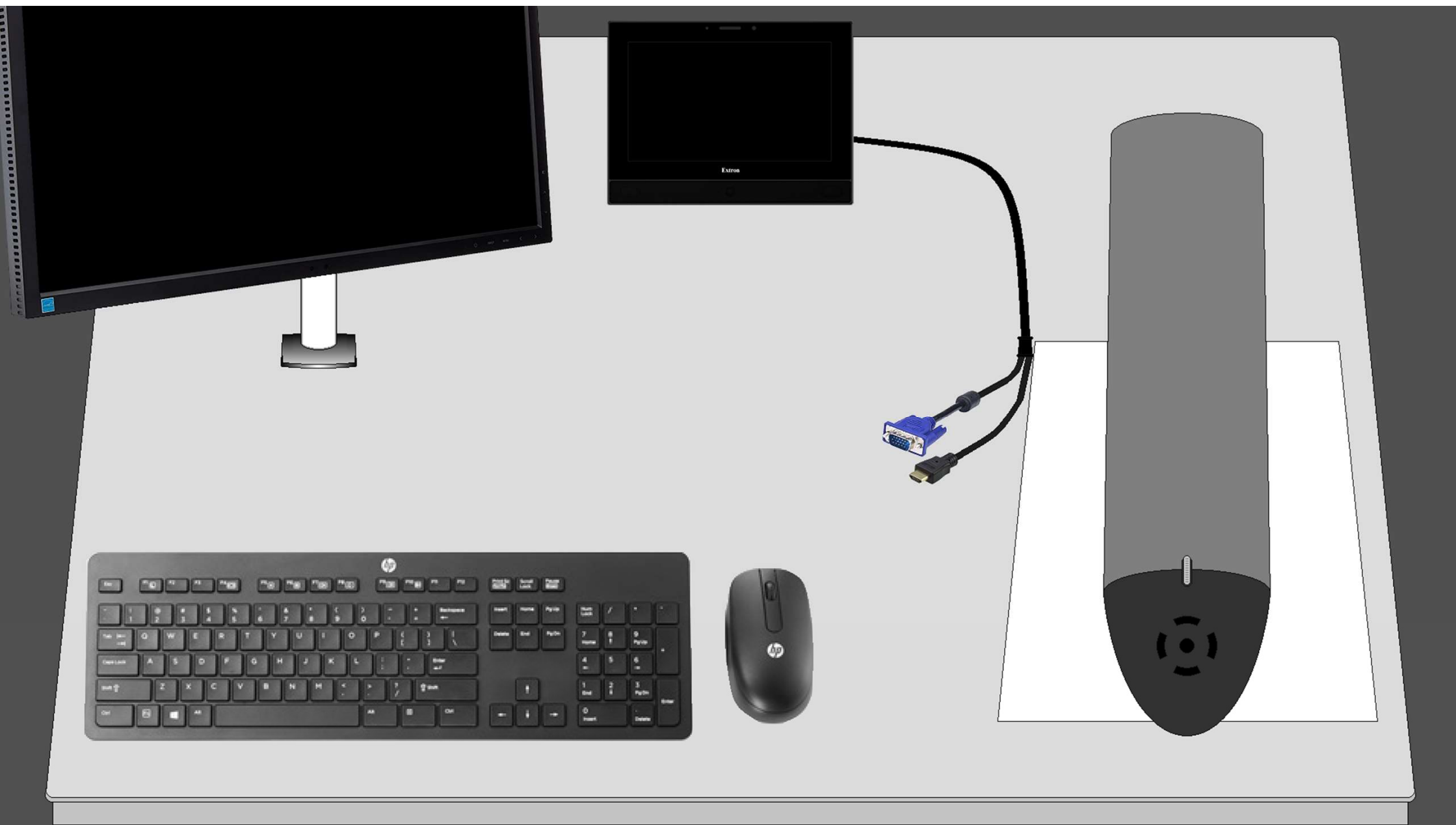
<https://warwick.ac.uk/services/its/servicessupport/av/lecturerooms/roominformation/>

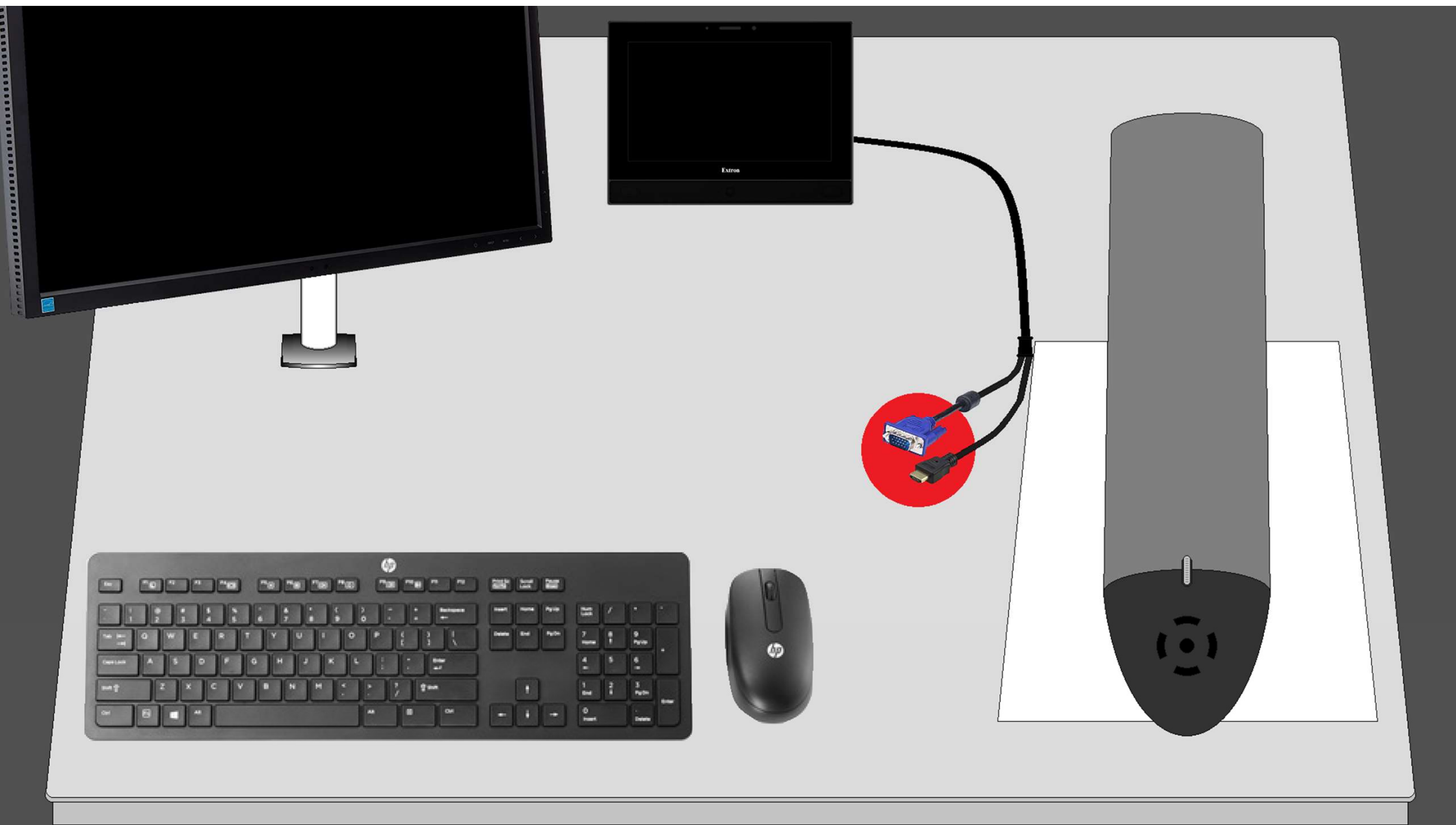
- AV Service do not provide adapters for your devices but will come out and resolve any issues with standard connectivity offerings if something is broken.

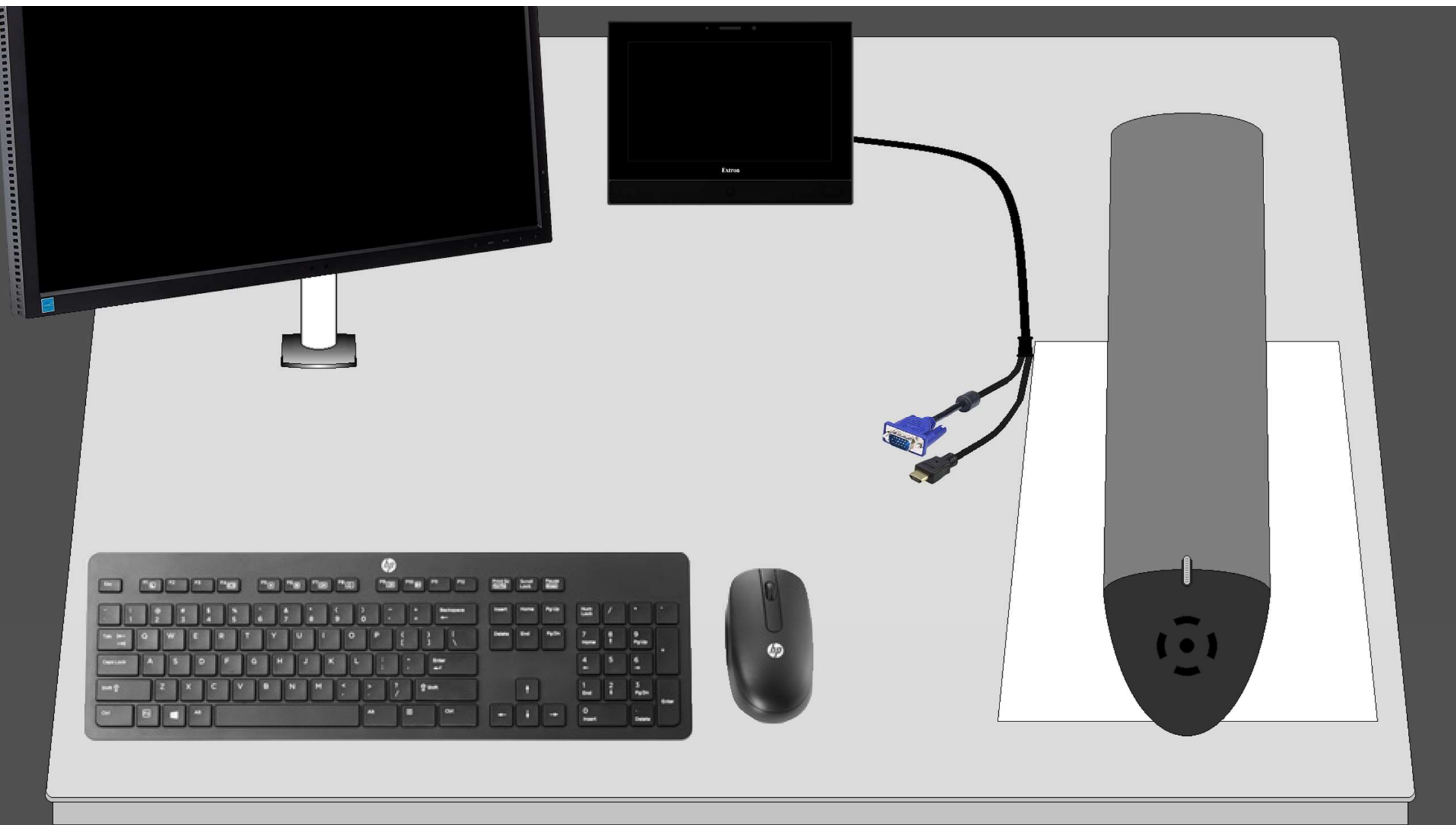
Laptop Connectivity - HDMI

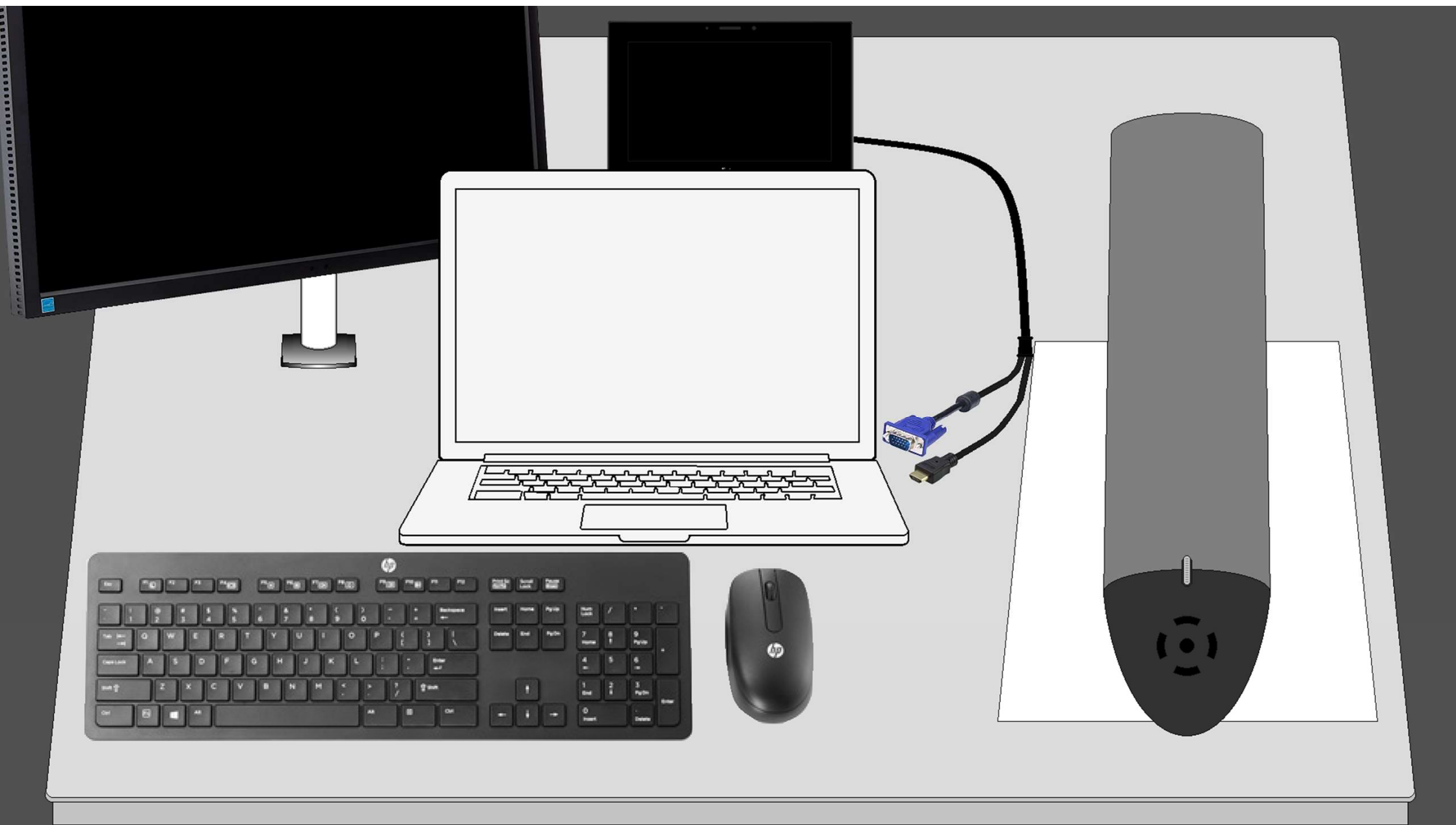


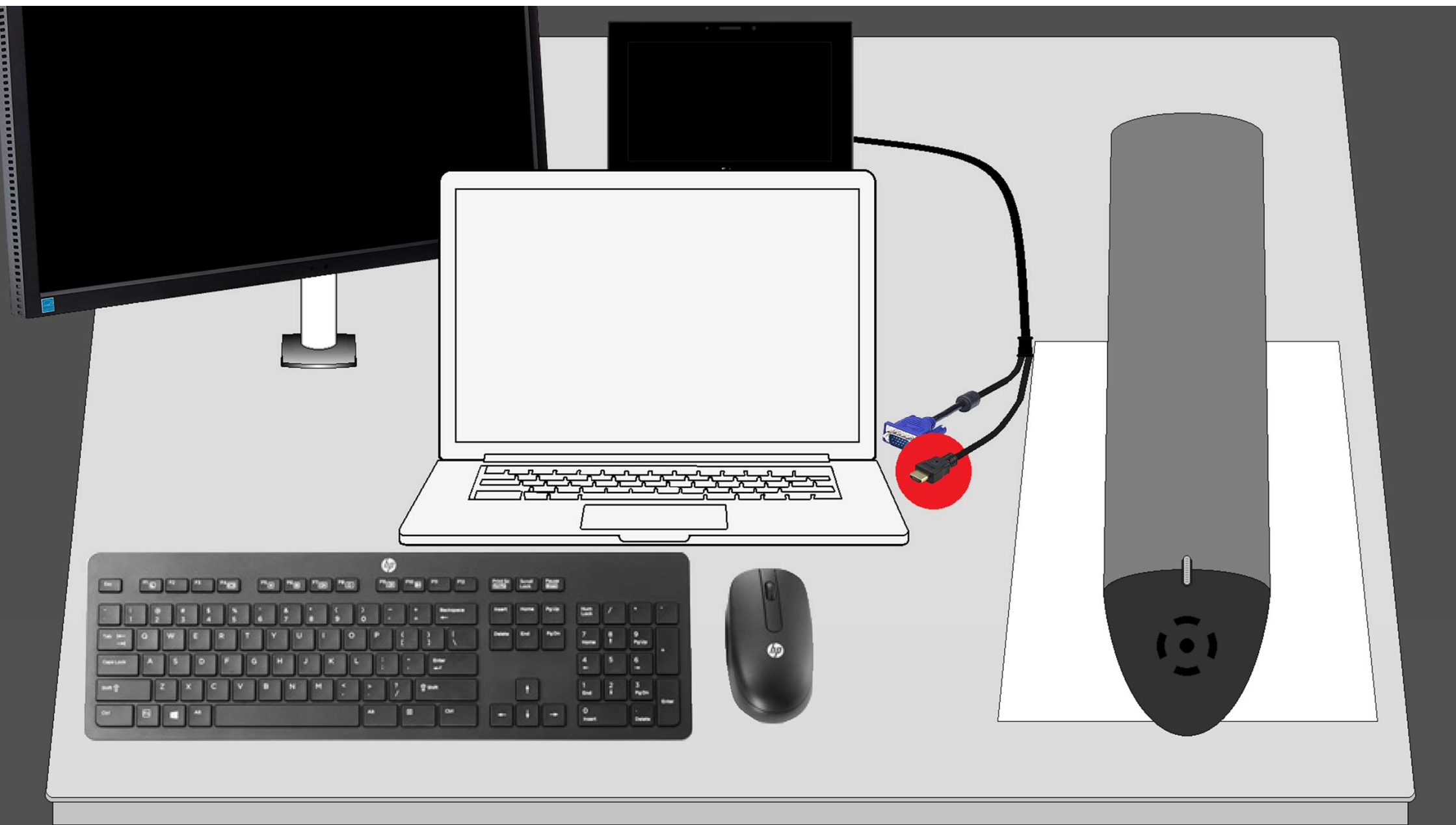


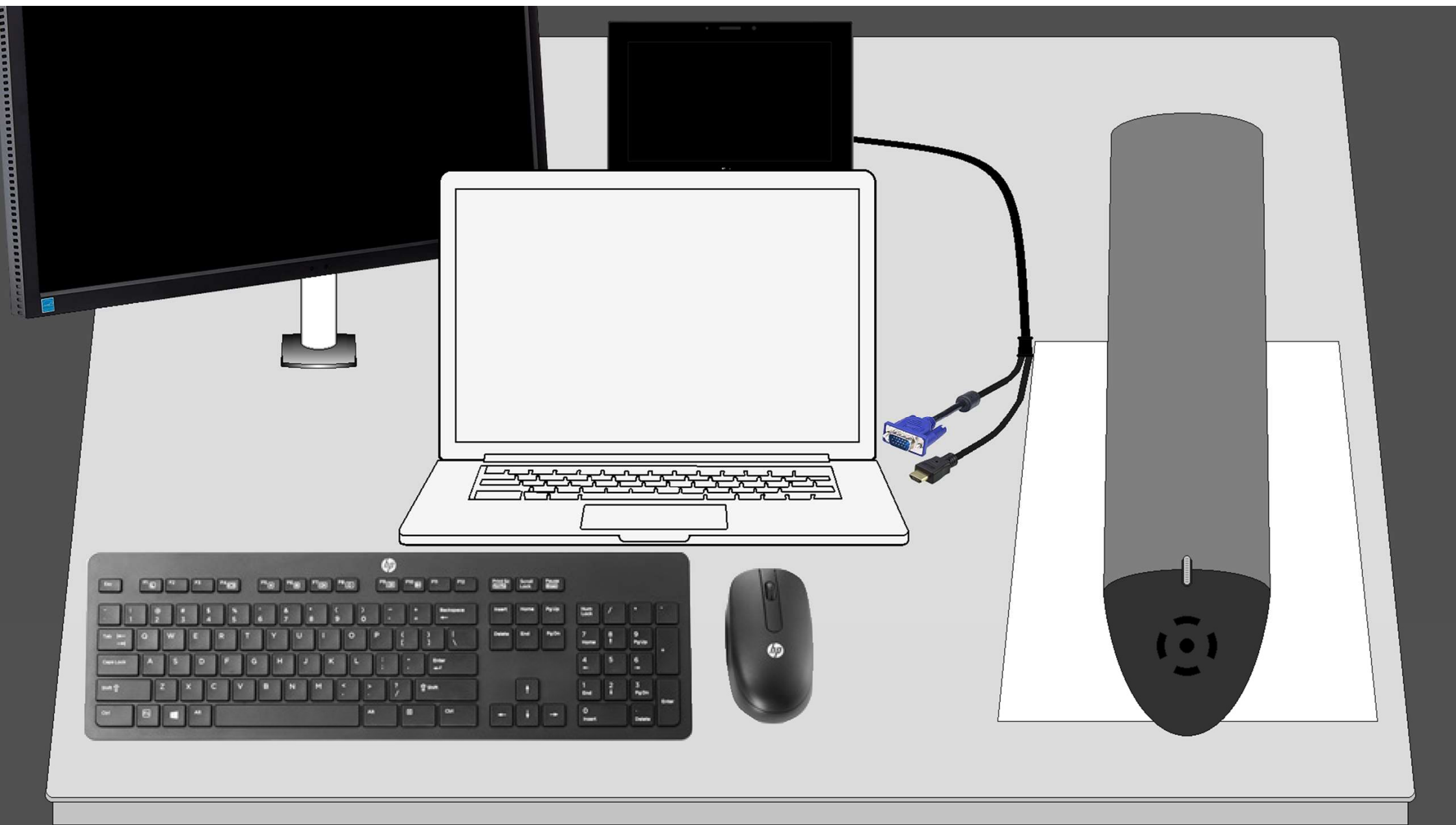






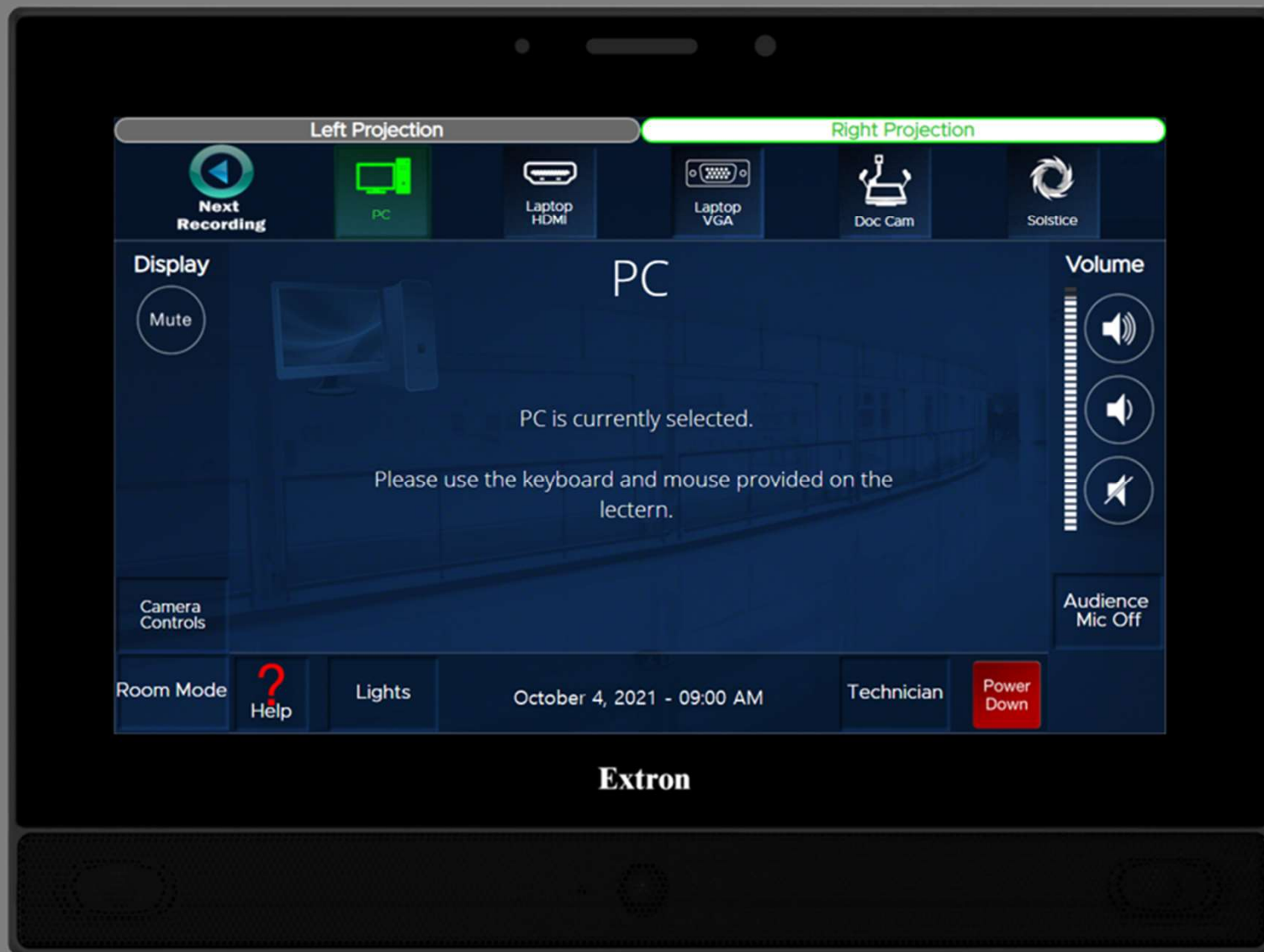


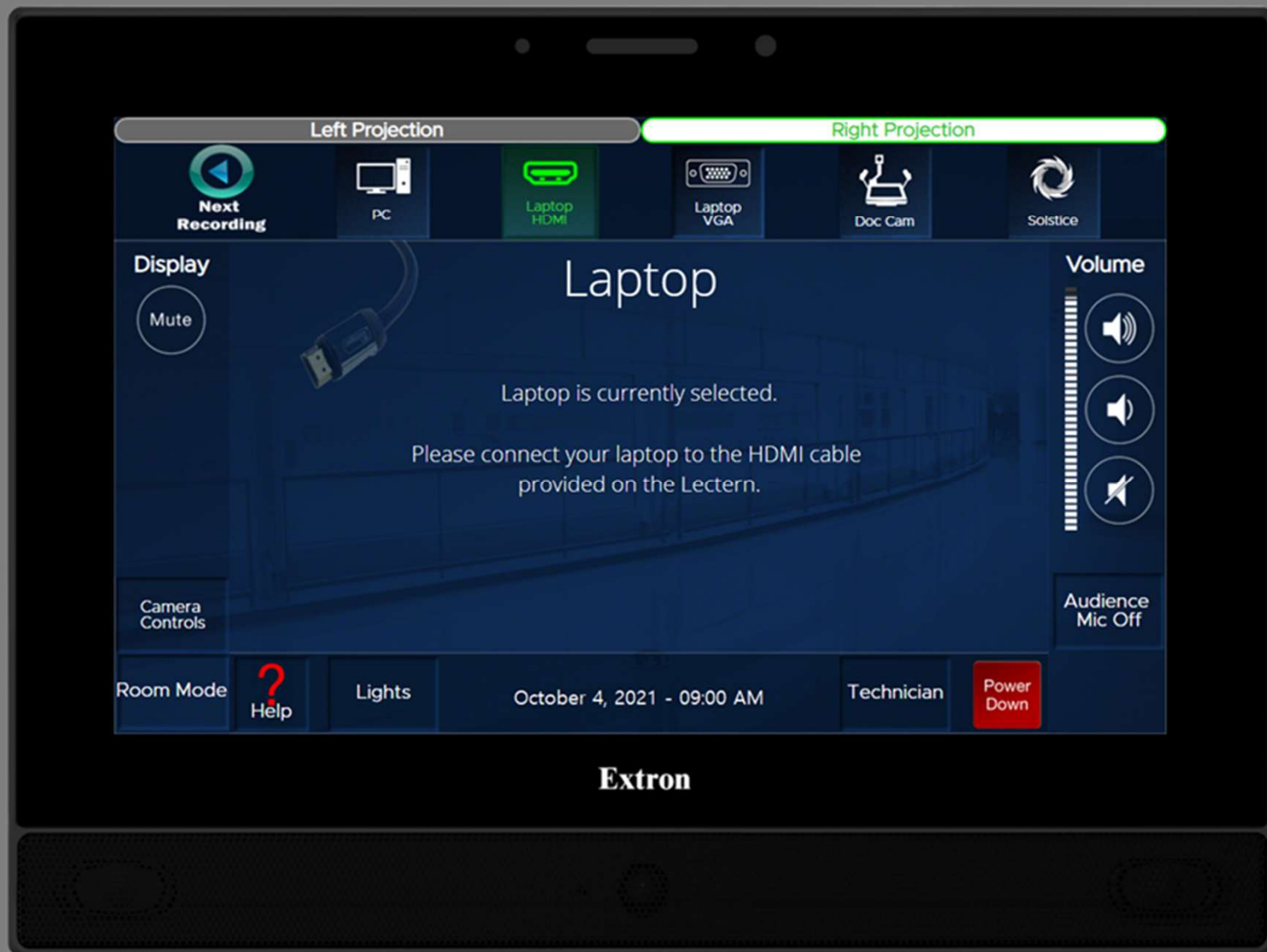
















Windows logo icon Type here to search





Recycle Bin



Firefox



Solstice Client



VLC media player



Google Chrome



Microsoft Edge

PROJECT



PC screen only



Duplicate



Extend



Second screen only

Type here to search



3



PROJECT



Type here to search



Laptop HDMI Summary

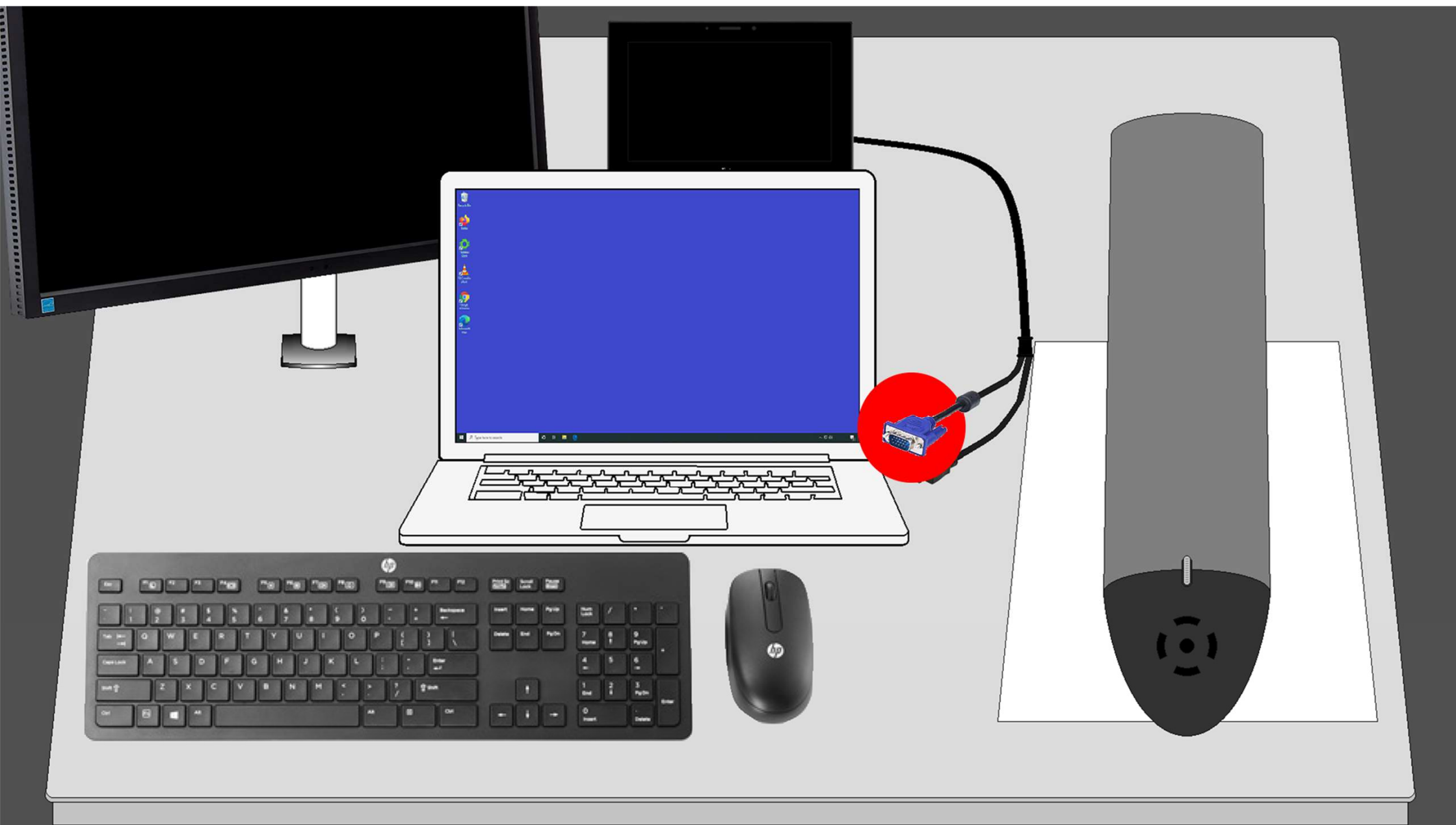
- Connect Laptop/Portable device to the HDMI fly lead on the lectern.
- Use the AV Touchpanel/Buttonpanel to display the HDMI Input on either the left or right display.
- Set your device's display settings to your preferred display mode (Duplicate/Extended) using the shortcut Windows Key + P



Analogue Connectivity - Laptop VGA





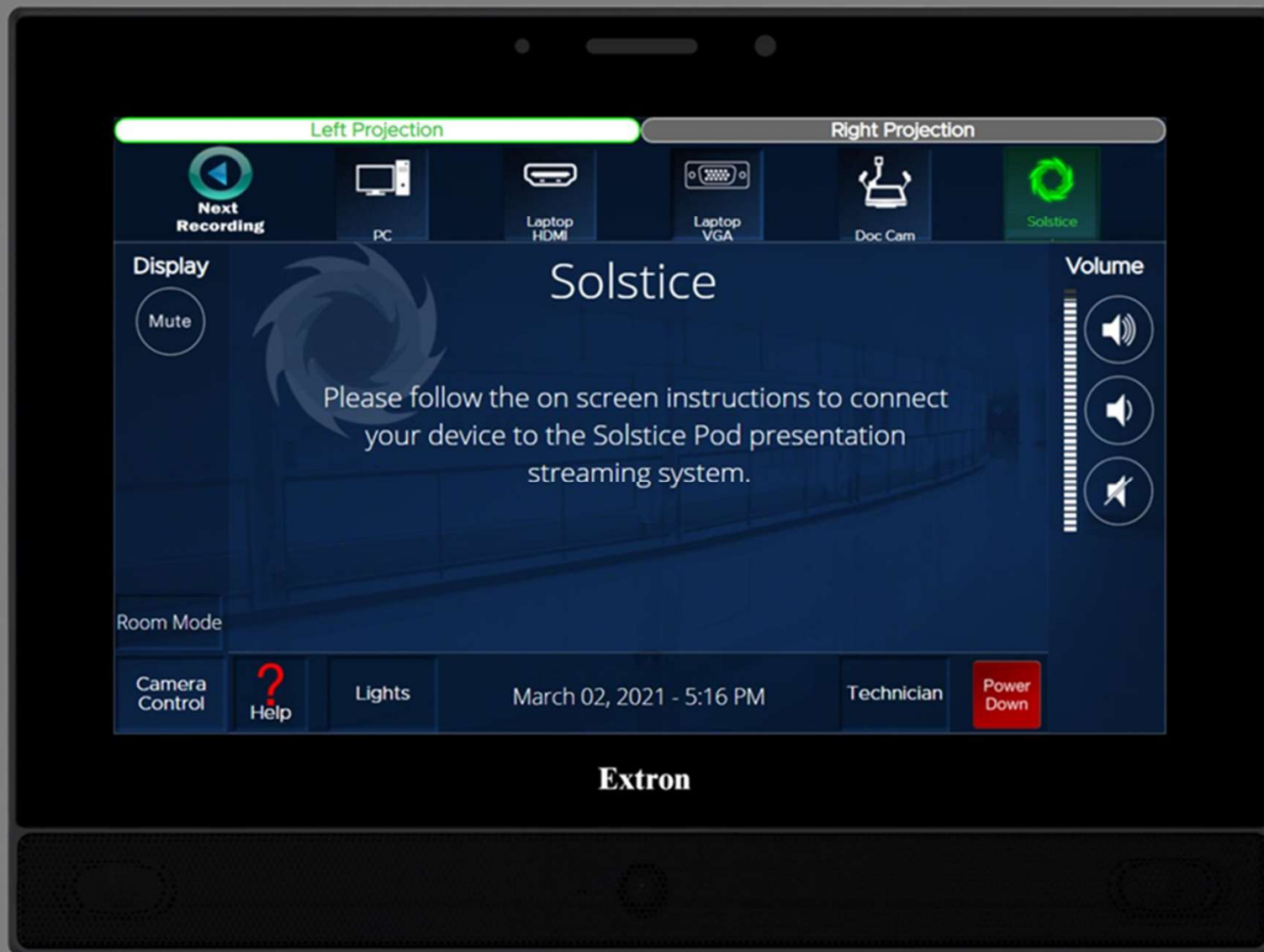





A glowing blue network of interconnected nodes and lines forming a globe-like shape against a black background. The nodes are small dots, and the lines are thin, creating a mesh that covers the right half of the image.

Wireless Connectivity - Solstice





 For more information, go to warwick.ac.uk/solstice

S0.21

6215

3:49pm

<http://172.22.2.112>




1. Connect your device to **hotspot-secure**
2. Browse to the address above
3. Connect



Apple users can AirPlay to **S0.21** after connecting via Solstice app

<http://172.22.2.112> 6215

 For more information, go to warwick.ac.uk/solstice

S0.21

Display Name

6215

Key

3:49pm

IP/Web Address

<http://172.22.2.112>



- Instructions
1. Connect your device to **hotspot-secure**
 2. Browse to the address above
 3. Connect



Apple users can AirPlay to **S0.21** after connecting via Solstice app

<http://172.22.2.112>

6215

- Share
- Layout
- Moderate
- Conference
- Settings



No displays found on your network.

No displays found on this network.
Try connecting to a different network.

Solstice

172.22.2.112

×

●

Enter an IP address to connect.

- Share
- Layout
- Moderate
- Conference
- Settings

Solstice 172.22.2.112 ×

Enter an IP address to connect.

- Private
- Support
- Processes
- Conferences
- Settings

6 2 1 5

Enter the screen key on the room display

Connect

Cancel

- Share
- Layout
- Moderate
- Conference
- Settings

Connected to: S0.21



Presenter
Sharing 0 items

Disconnect



Share



Desktop



App Window



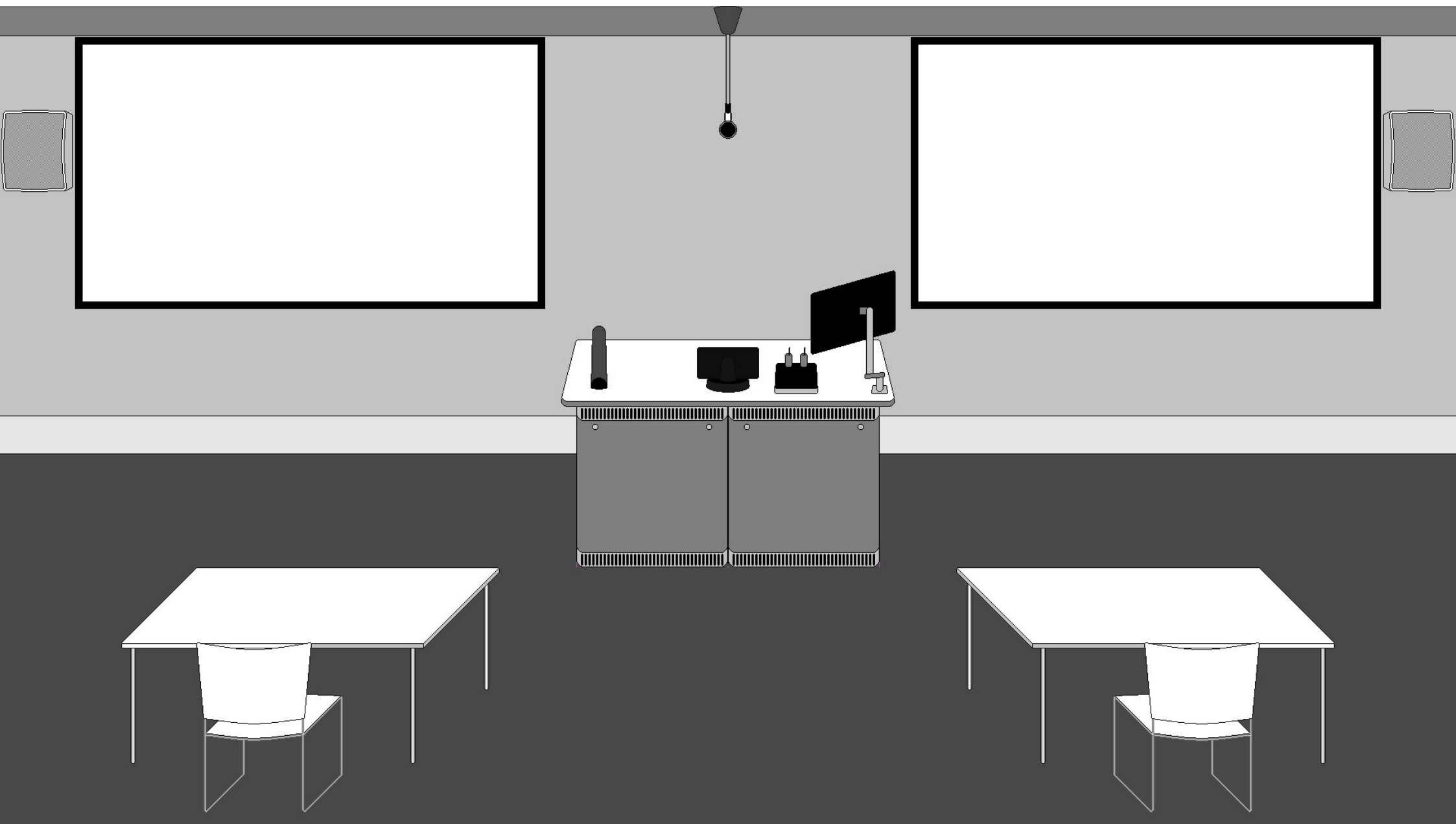
Media File

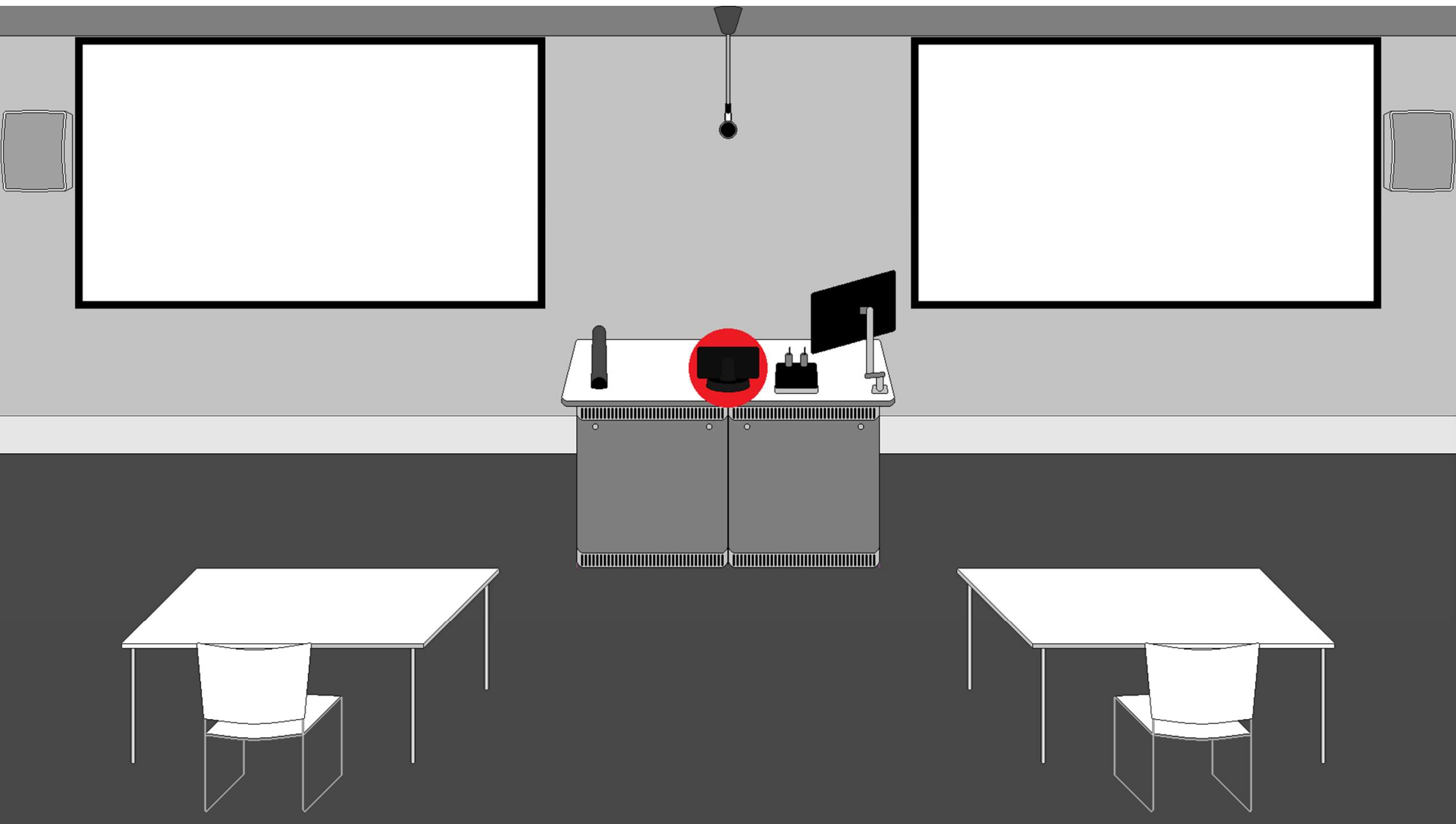
Connectivity Summary

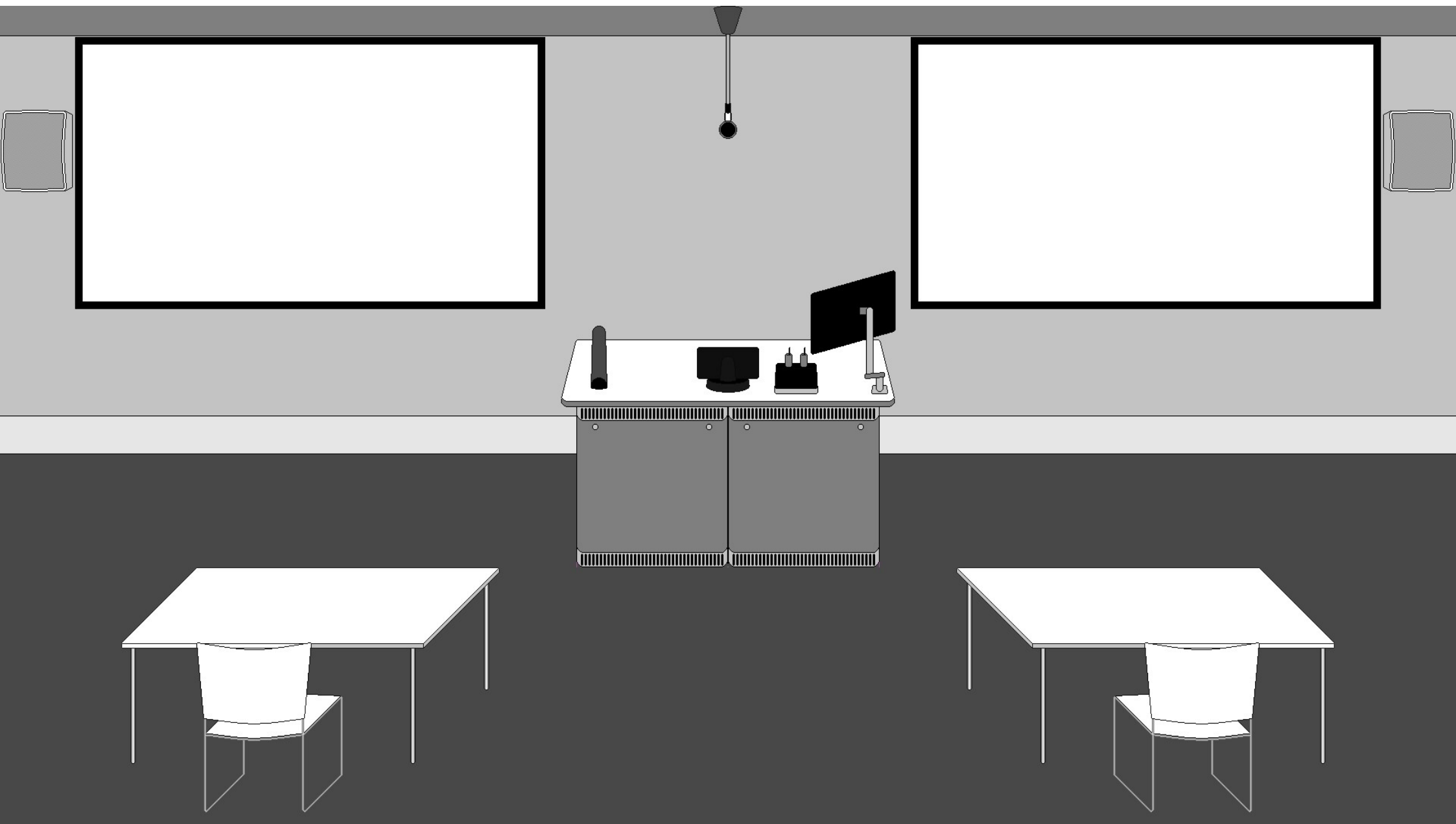
- You can bring your own devices such as laptops, tablets, and connect them to the AV system.
- You can bring your own microphones or webcams and connect them to the main Teaching PC.
- Ensure you know which connection type you will need.
- Check the space that you have booked to see if it has the connection type you are looking for or if you will need an adapter.
- Remember to use the control panel to switch to your desired input/connection type.
- Check volume controls to ensure audio level is ideal

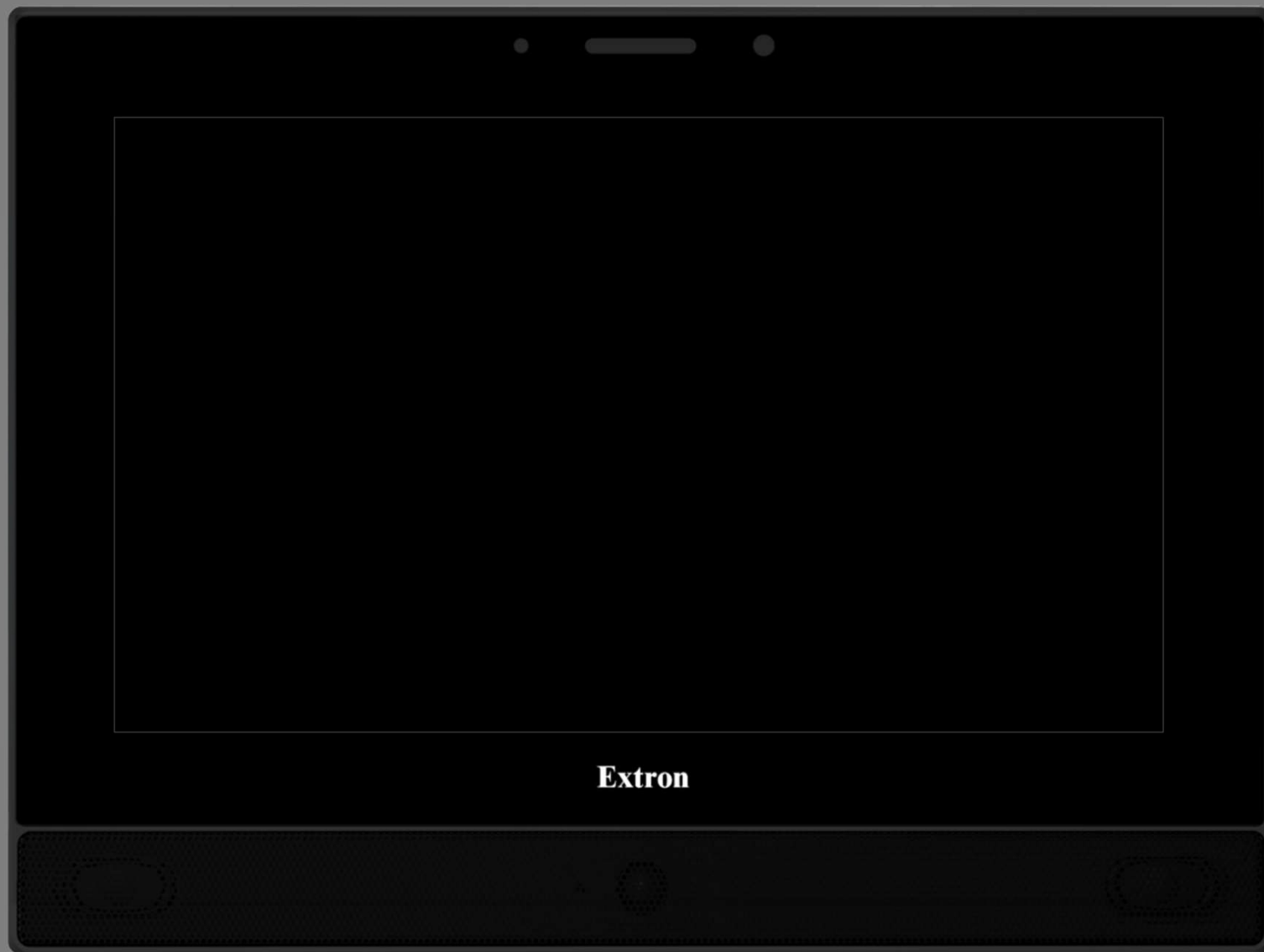


Control Panel











**Next
Recording**

University Classroom

October 4, 2021 - 09:00 AM

TOUCH SCREEN TO BEGIN

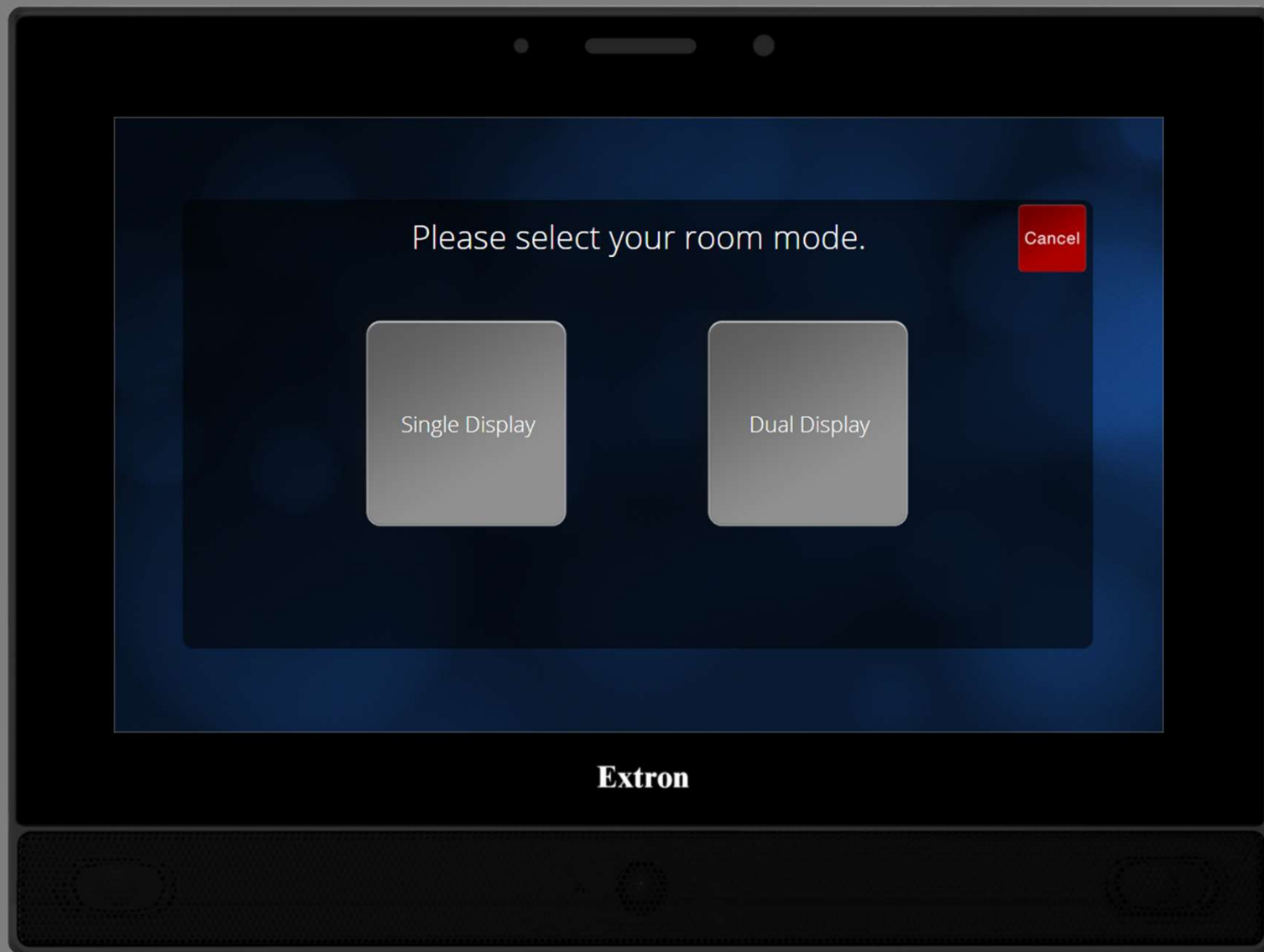


Lights



Audio

Extron



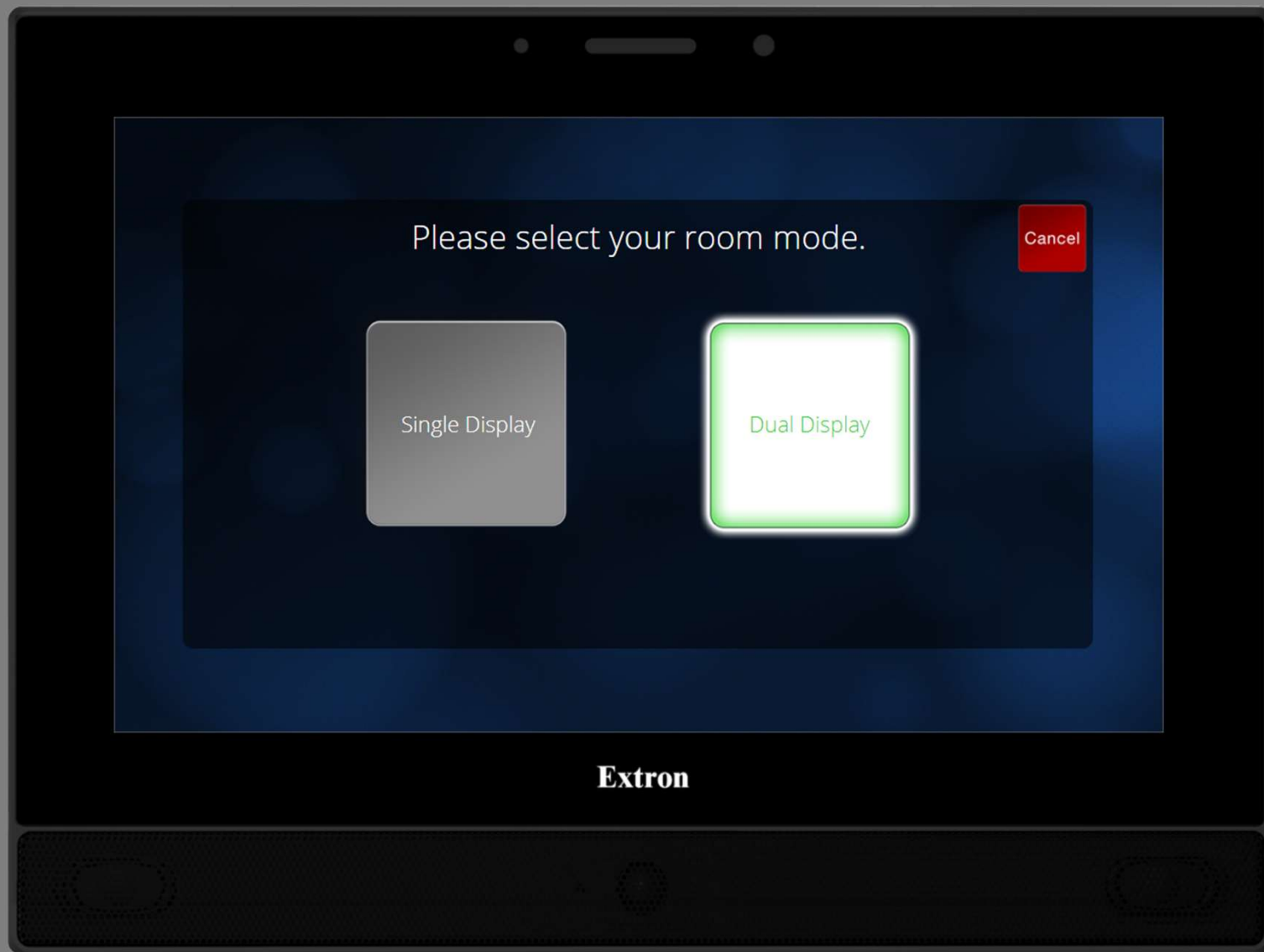
Please select your room mode.

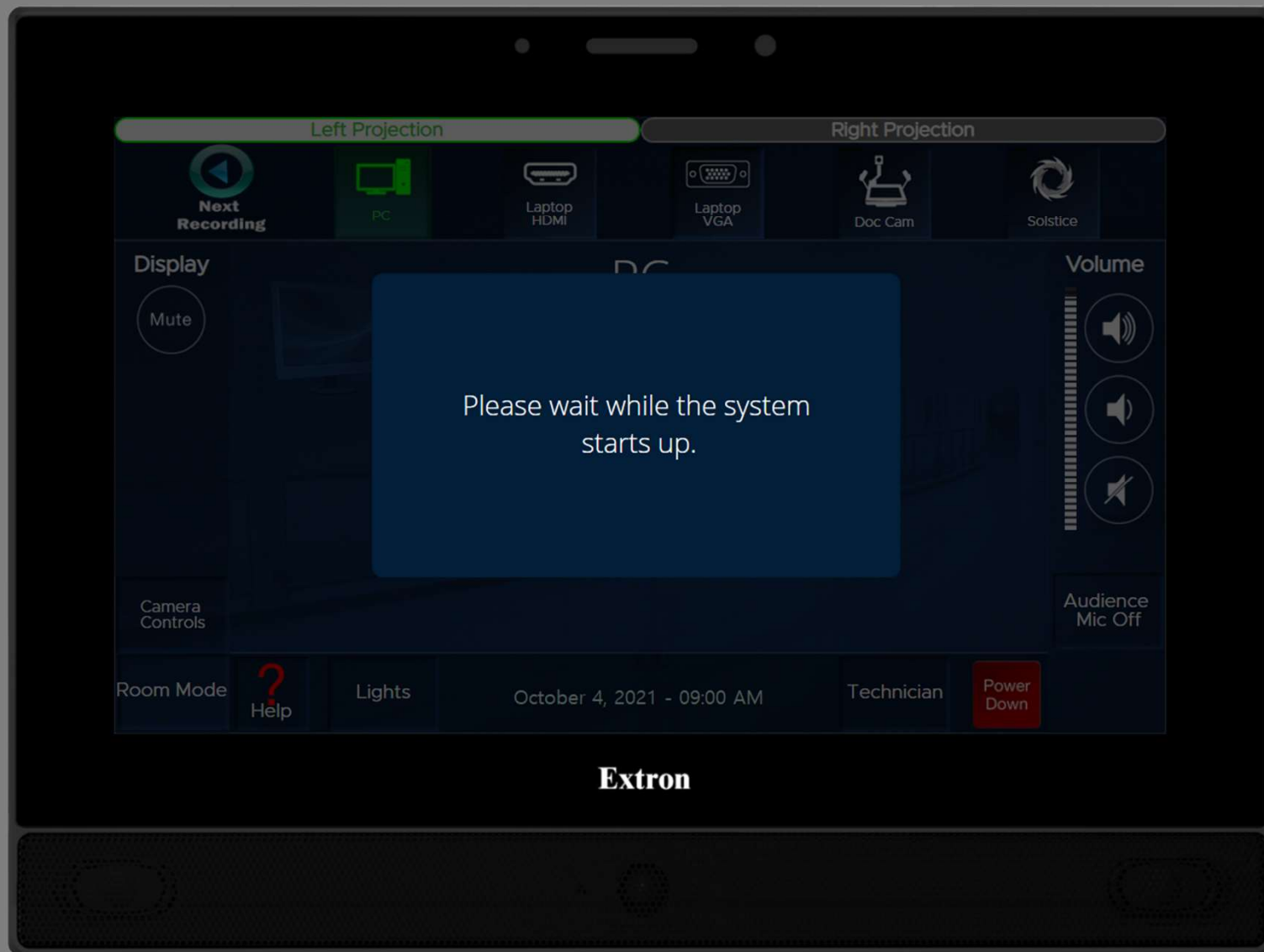
Cancel

Single Display

Dual Display

Extron



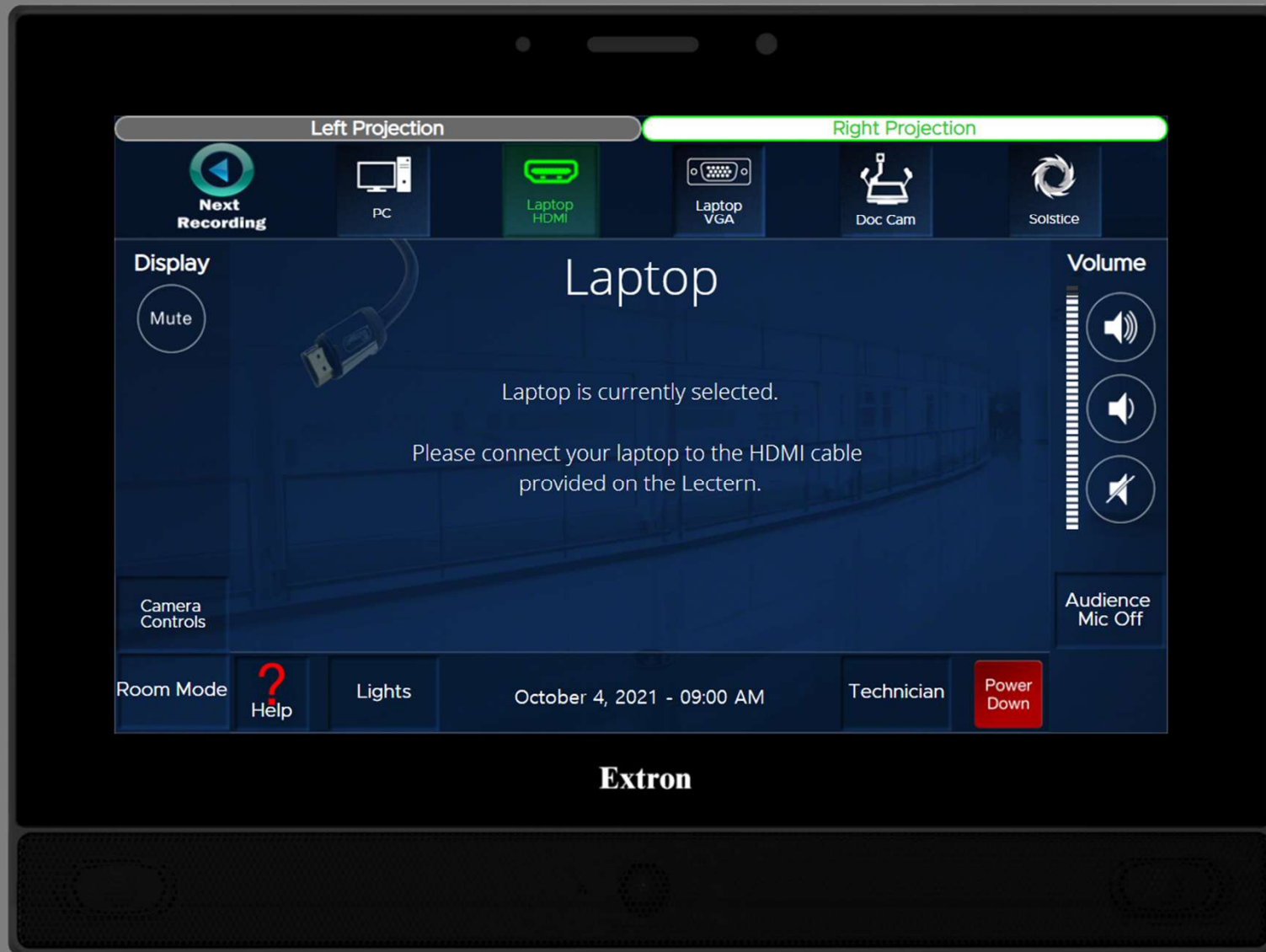












Control Panel Summary

- Press screen on panel to start room system
- Select the display you would like Single – drops one screen, Dual – uses both screens.
- When system has started up:
 - Select what you would like to display on each input
 - Check volume controls to ensure audio level is ideal
- When all the day's sessions have concluded, please switch system off (Red 'Power Down' button)



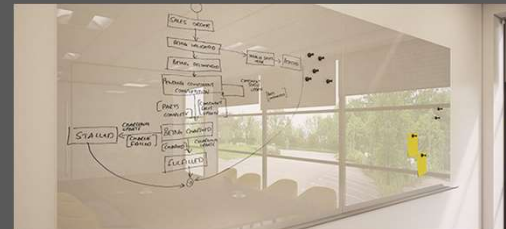
Display Devices

Displays



<https://warwick.ac.uk/services/its/service-support/av/training/teachingroomtech>

Hand Written Content



<https://warwick.ac.uk/services/its/service-support/av/training/teachingroomtech>



Microphones

Microphone Types

Handheld



- Sennheiser Speechline
- On/Off Button on the side.
 - Should turn on automatically when taken out the dock.
 - Battery displayed on screen
 - Dock to recharge.
 - Mute disabled by default
 - Indicator lights.

Lapel

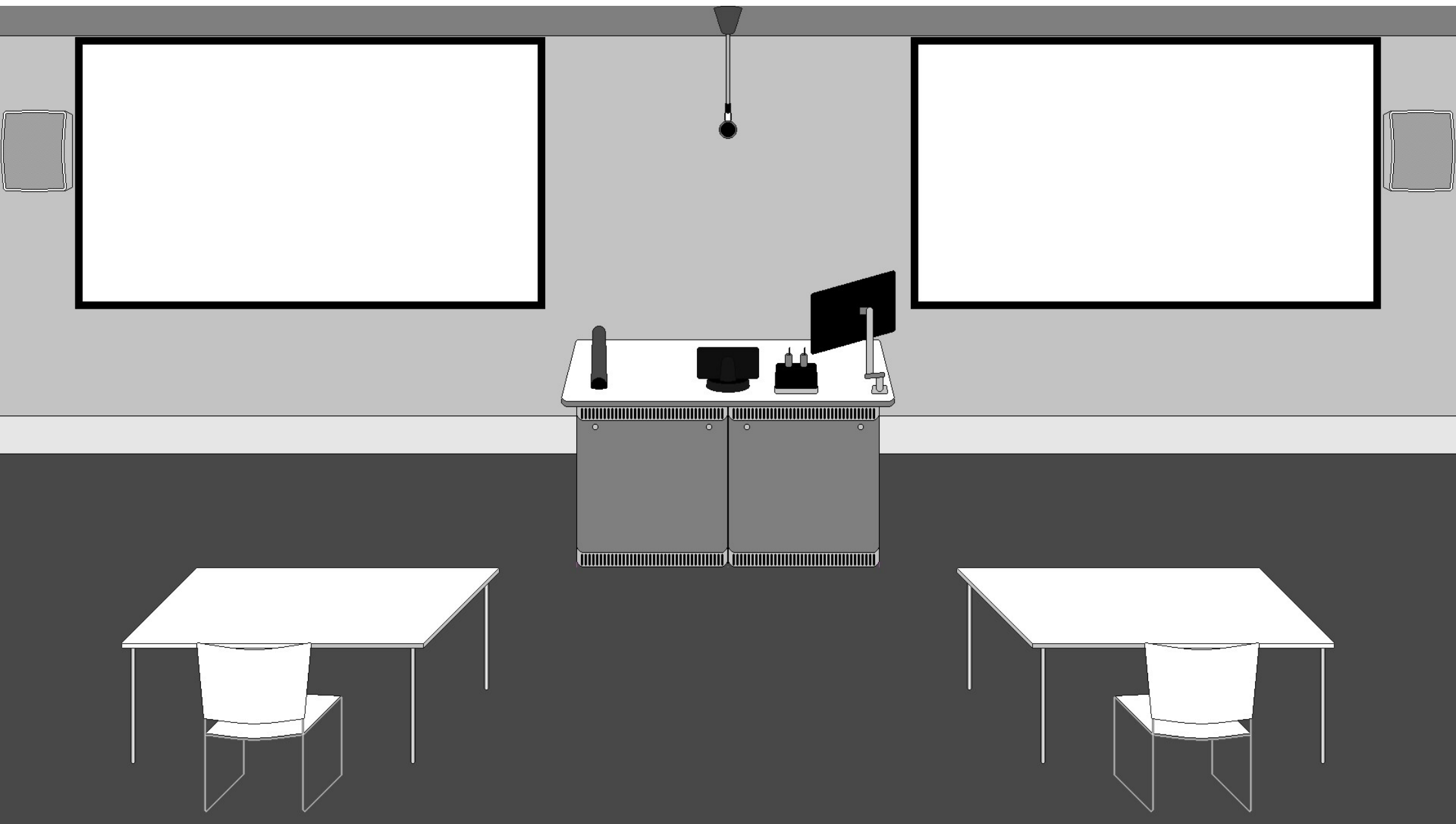


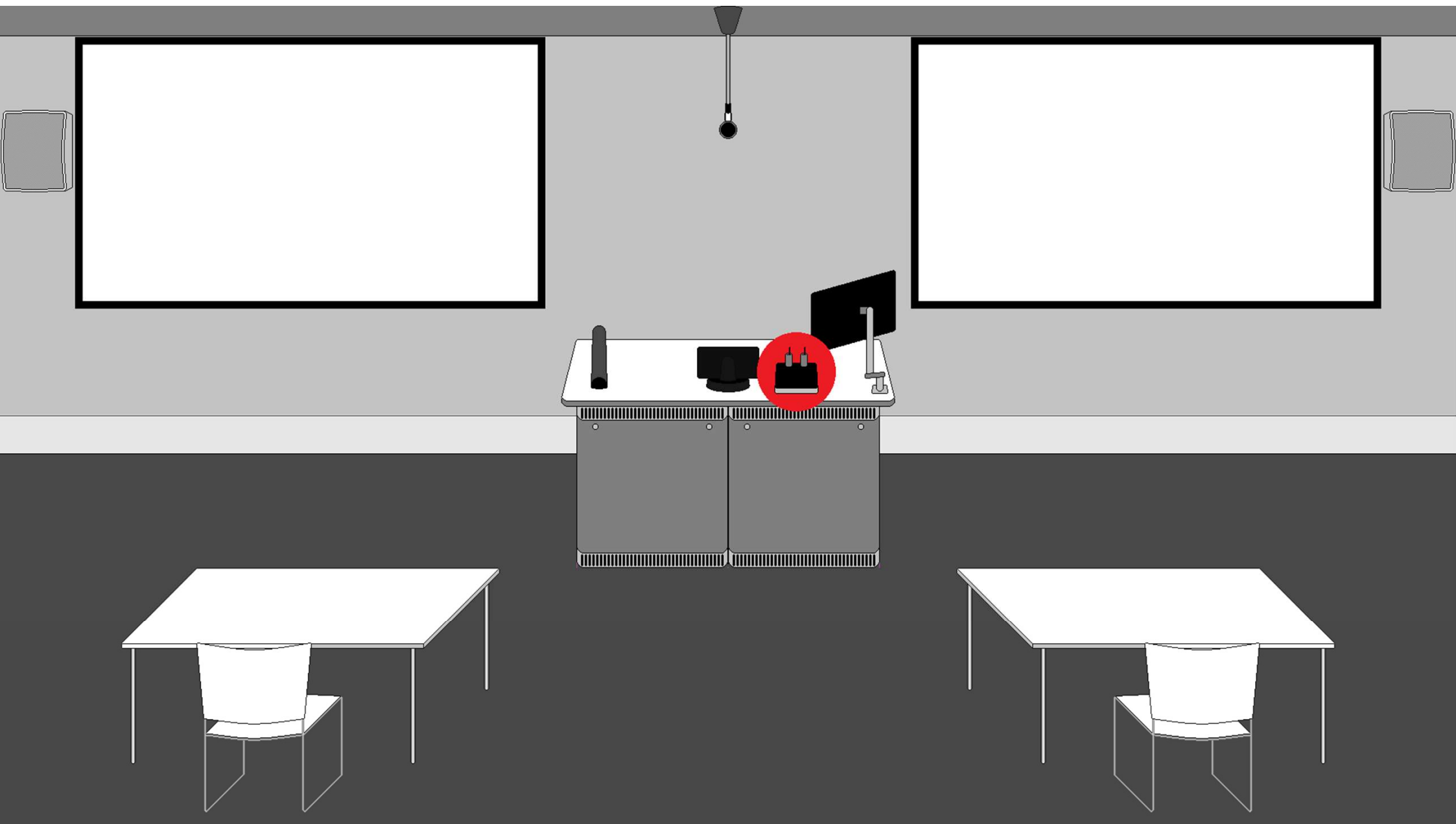
- Beyer TS910C
- On/Off Slide switch next to antenna.
 - Battery displayed on screen.
 - Dock to recharge.
 - No mute function.

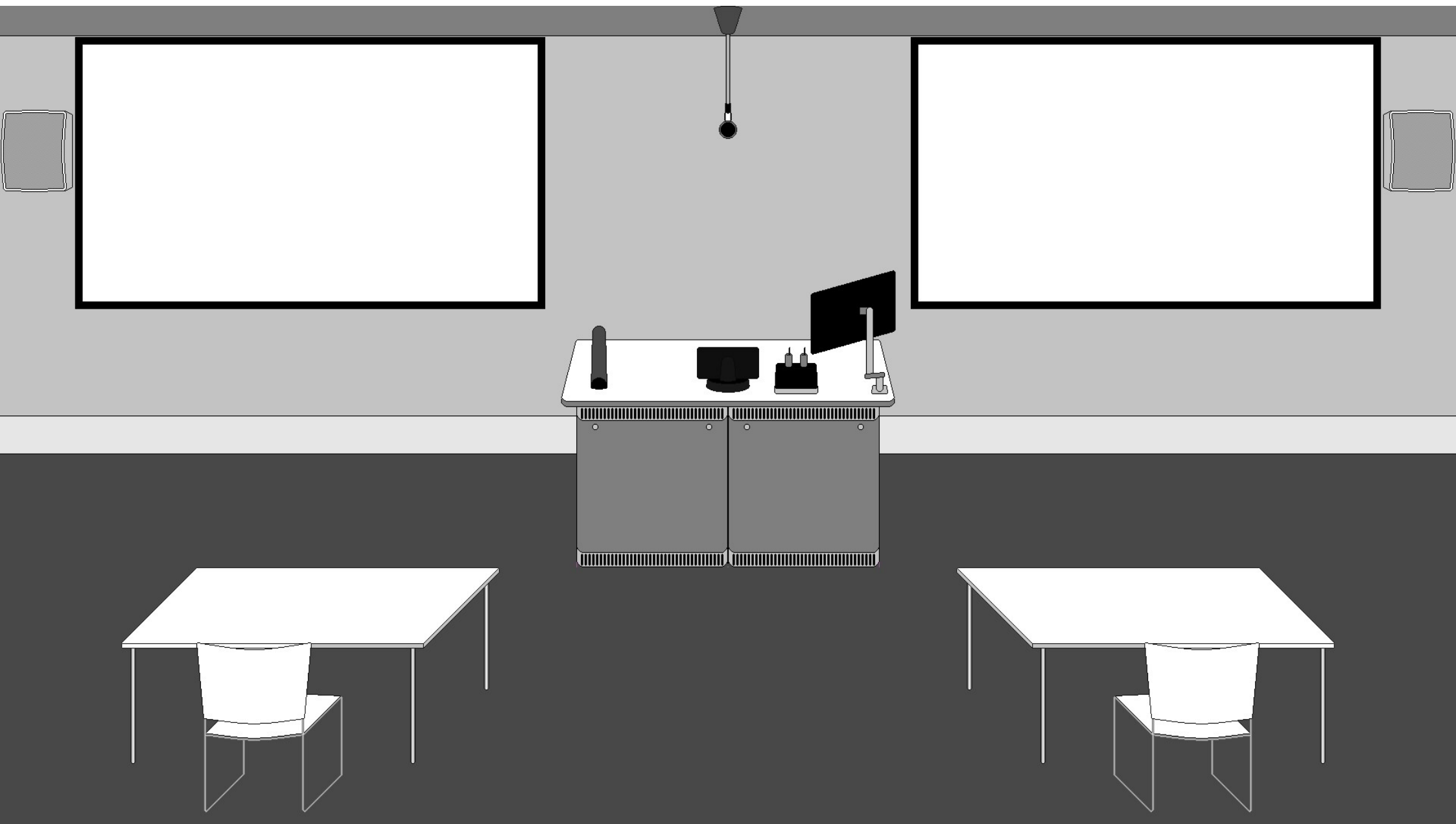
Catchbox



- Catchbox
- Bookable via web form.
 - Utilizes existing in room microphone.
 - Encourages audience interaction.





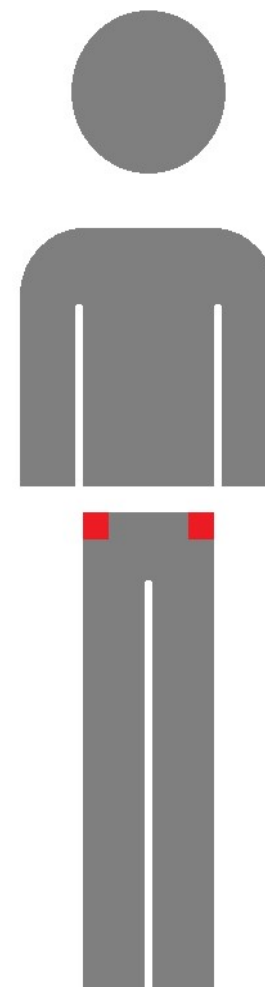


















Microphone Summary

- Remove Microphone(s) from charging dock
- Microphones should power on automatically (if they don't, power button is located on left side of belt pack)
- Green light on top of belt pack indicates microphone is live
- After each session where possible, put the microphones back in the charging dock so they can be fully charged for the next user (the next user is in all likelihood, YOU!)
- Microphone levels cannot be adjusted, they are set for speech reinforcement and appropriate recording levels.



Echo 360 Lecture Capture



[This Photo](#) by Unknown author is licensed under [CC BY-SA](#).

Echo 360 Recordings

- Opt in recording policy
- Availability to record lectures and seminars in spaces enabled with Echo 360
- Request an appropriate space with timetabling/check the room you have been assigned.
- Capable of capturing any content shown through the AV system, includes:
 - Audio
 - PC Input e.g. webpages, videos presentation screensharing
 - HDMI Input e.g. laptops
 - Document Camera
 - Video Camera (In certain spaces)
- Book recordings with Academic Technology Team via their website and the appropriate booking form.

Live streaming using Echo 360

- Useful for capacity reasons/timetabling purposes
- May be suitable where student engagement is not real time
(1 minute delay)
- Available to anyone with the livestream link/moodle access to watch live or asynchronously after the session on any device.
- Possible to stream to other rooms across campus.
- See Academic Technology Webpages for details of booking recordings.





Video

In room Video Camera

Only available in select spaces:

- *Lecture Capture Camera*
- *MS Teams Video Camera*
- *Teams – Tutor Camera*

Utilised for Lecture Capture.

Utilised for Hybrid Teaching.

Controllable through the Touchpanel.

HD quality images of the front of a teaching room.



Help & Support

- Breakdowns & Emergencies: 024 765 22463
- Online report forms & further training material via the website.
- Website:
<https://warwick.ac.uk/services/its/servicessupport/av/>

Office location: S0.42, Social Sciences Building

On site Monday - Friday

Term Time Hours

8:30am - 7:00pm Monday to Thursday

8:30am - 6:00pm Friday

Out of Term Hours

8:30am - 5.00pm Monday to Thursday

8:30am - 4:00pm Friday

Summary

- Online Sessions are good, but you will learn most by getting hands on experience.
- Visit your spaces before you are due to teach in them, either physically or virtually to familiarise yourself with them.
- Book technical assistance for your spaces/teaching sessions if you are unfamiliar with any of the technology in them or have not used them for some time.
- Should you have trouble with any of the AV systems report it to us as it will likely affect others too.
- If you feel like spaces are not equipped for your needs let us know. Your voices are important.



Questions