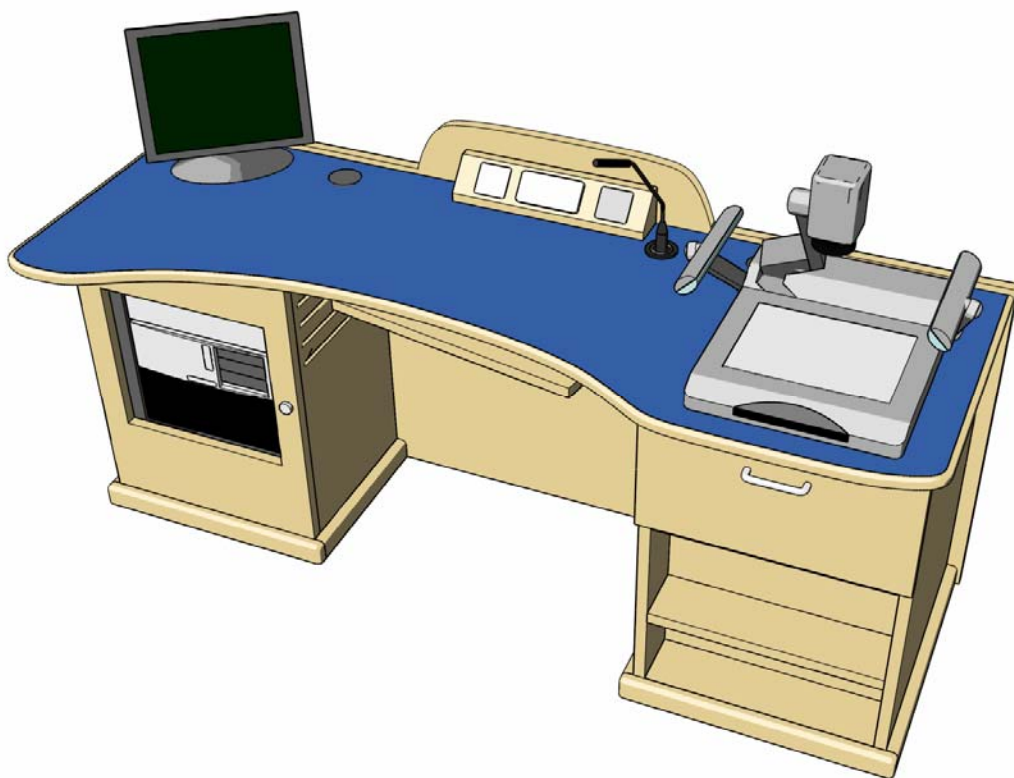


Room 213

AV system guide



0131-650 4097
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AV system Quick Start guide

- A. Turn on the main power switch: wait 10 seconds....
- B. Touch the AMX touch panel monitor to wake up the AV system.

Using the dedicated PC

1. Select PC on AMX touch panel monitor.
2. Log onto PC and use as normal.
3. A USB extension cable is provided for flash memory devices.

Using a laptop PC

1. Connect VGA cable to laptop.
2. Power up laptop.
3. Set laptop to give output (if required) Fn + F5 etc...
4. Select LAPTOP on AMX touch panel monitor.

To show a VHS tape

1. Select DVD/VCR on AMX touch panel monitor.
2. Insert VHS tape.
3. Press play on AMX touch panel or player.
4. Set volume on AMX touch panel monitor.

To show a DVD

1. Select DVD/VCR on AMX touch panel monitor.
2. Insert DVD.
3. Press play on AMX touch panel or player.
4. Set volume on AMX touch panel monitor.

- C. Eject and retrieve any tapes, CDs or DVDs.
- D. EXIT AV system using AMX touch panel monitor.
- E. Turn off main power switch.

The room 213 AV system.

The AV system in room 213 is an AMX system designed for versatility and ease of use.

The system is operated by a touch screen monitor and drives the various system components via an AMX Netlinx control system.

This allows the technical complexities to remain hidden from the user, who does not require an understanding of the system's internal workings.

Please take time to read through this guide and understand the method of operation of the system - minutes spent here could save hours later....

Facilities and capabilities of the system.

Video and data projection from a range of sources....

Laptop PC / Mac laptop connection for PowerPoint and other software.

Dedicated PC with Zip drive, USB and network connections.

Document camera for documents or solid objects.

DVD, CD, CD-R and MP3 audio replay.

VHS tape replay.

Audio cassette record and replay.

OHP.

Dual 35mm slide projection.

Radio microphone.

Facility for replay of Mini-Disc or mp3 (players NOT provided).

Laser pointer.

Induction loop (AFILS) for hearing impaired users.

For further information about equipment which may be installed in this location to assist disabled users please go to <http://www.disability-office.ed.ac.uk/> and follow the link for Teaching Room equipment.



AV SYSTEM – TURNING ON AND OFF

The power to the AV system is controlled by the master power switch.

This is located on the teaching desk as shown below.

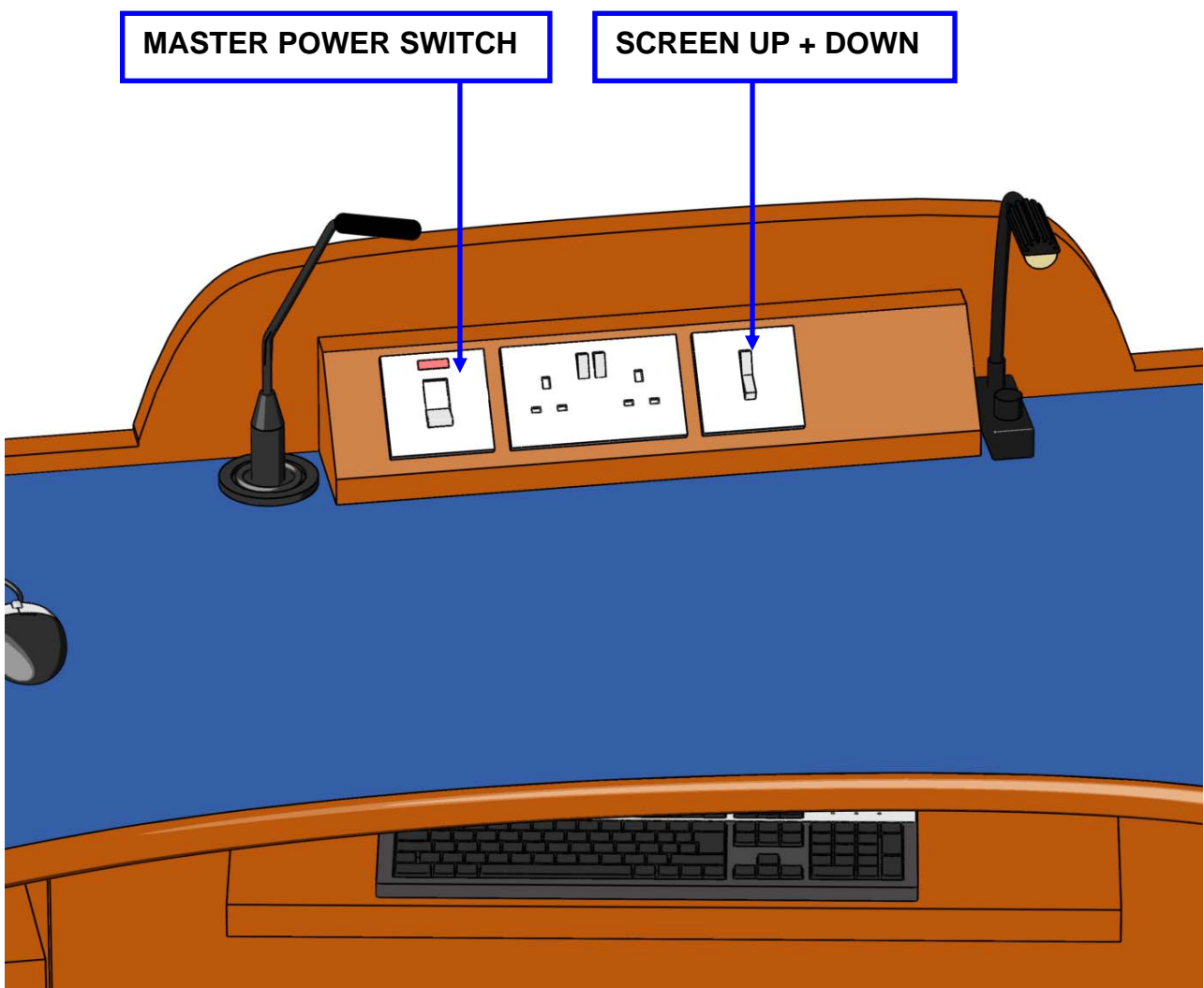
The master power switch is the switch with the **RED** neon.

Push down to turn the AV system on.

The **RED** neon indicator shows the power is on.

The dedicated PC is always powered up and not controlled by the master power switch.

Please remember to turn the AV system off after use...



THE AMX TOUCH SCREEN

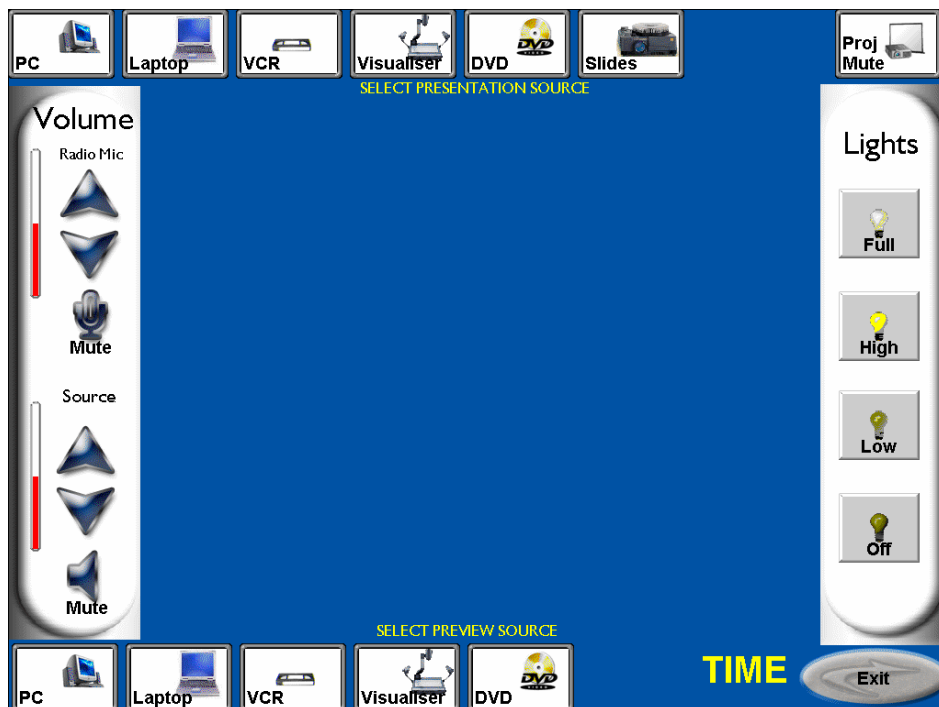
The AV equipment in this location is driven by an AMX touch screen system.

This controls all the AV equipment in the theatre.

Having turned on the AV system using the master power switch the AMX touch screen will display the Welcome screen shown below.



Touch the screen to continue...



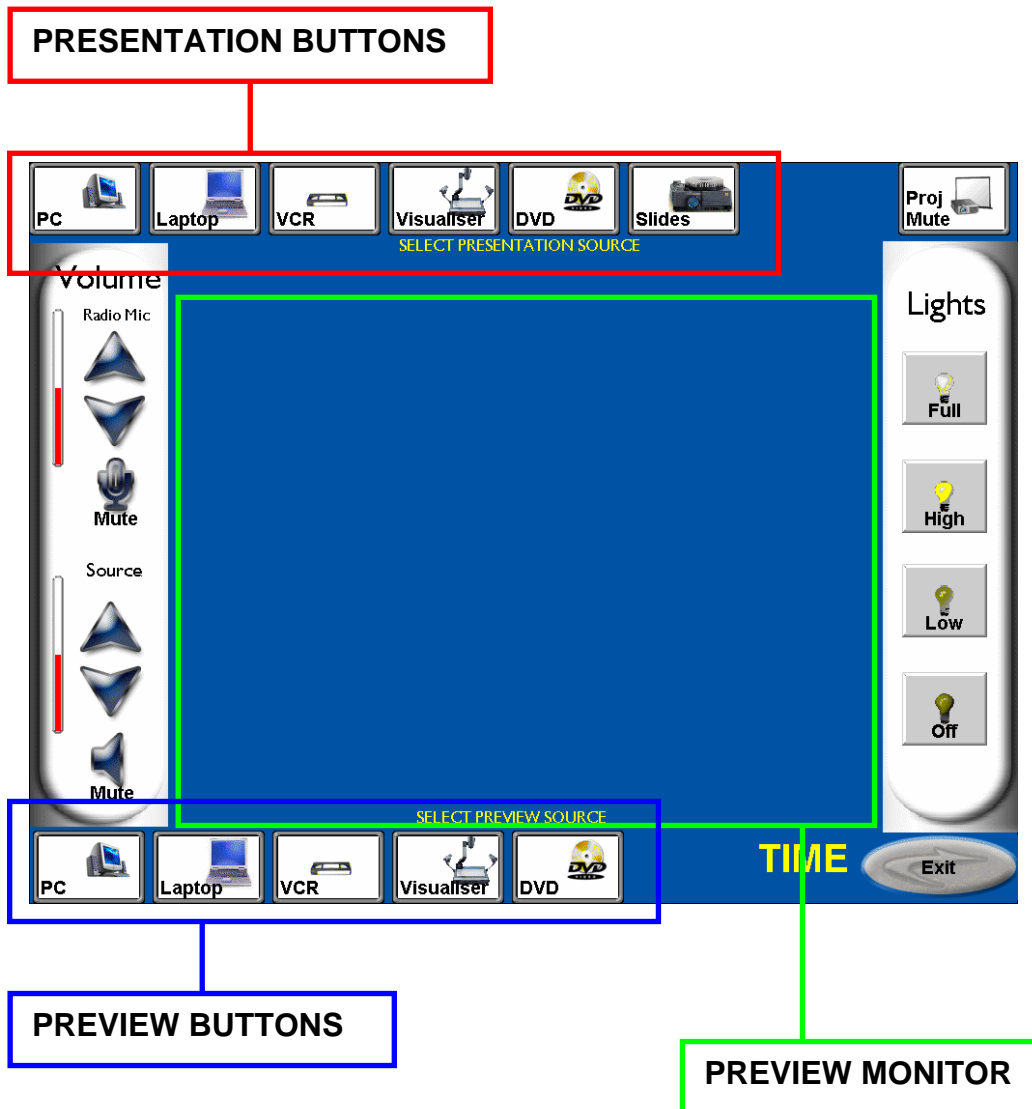
You will now see the Main screen... continued on next page...

The Main screen has two rows of source buttons....

The top row is for **PRESENTATION** and switches the source to the data projector.

These buttons change the image appearing on the projection screen.

The bottom row is for **PREVIEW** and shows the source on the touch screen preview monitor only – this allows videos and DVDs etc. to be cued up before use.



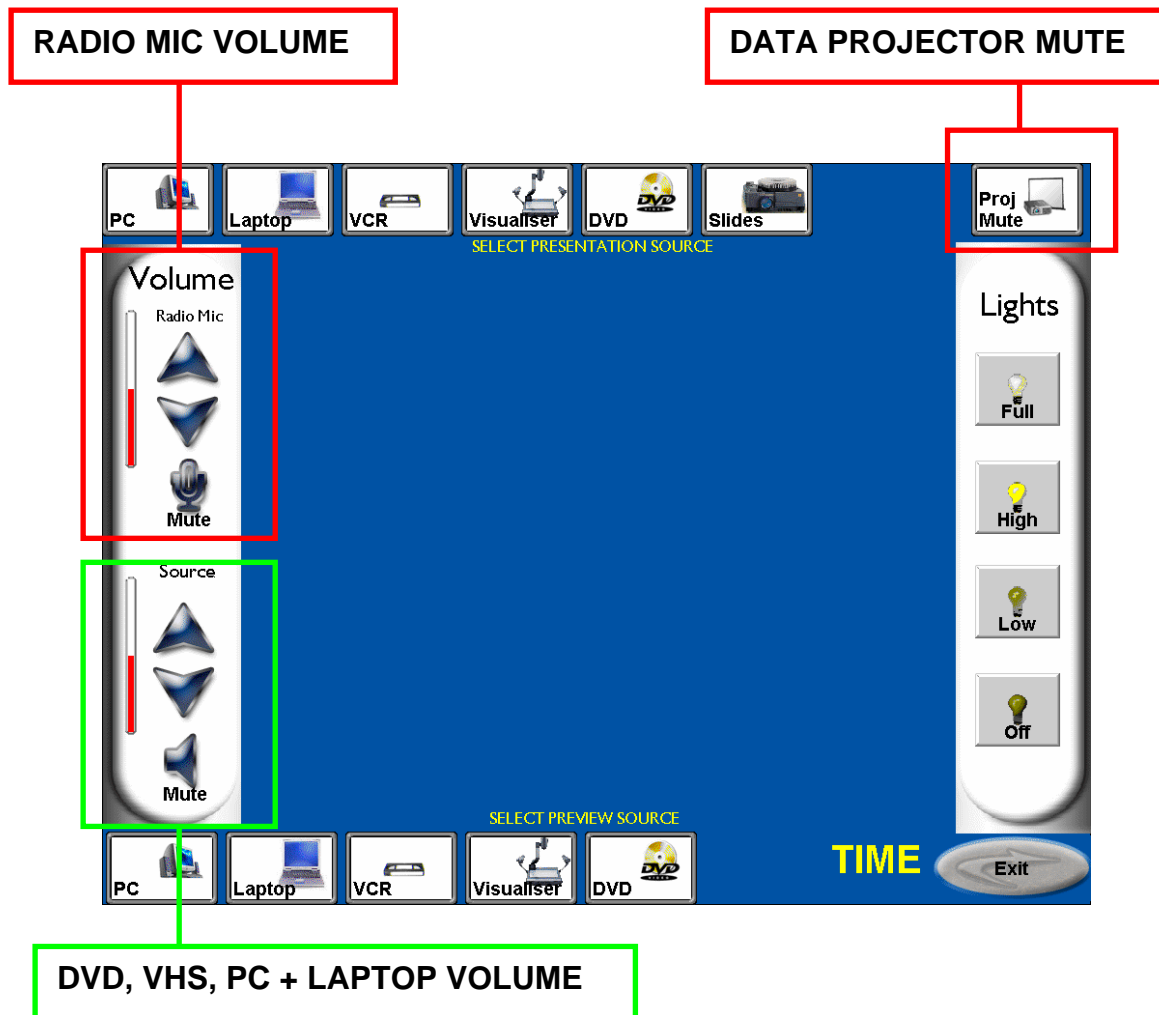
Continued on next page...

The Main screen also has controls for...

Radio microphone volume.

Source volume - DVD, VHS, PC and laptop sources.

Data projector mute (blank screen).

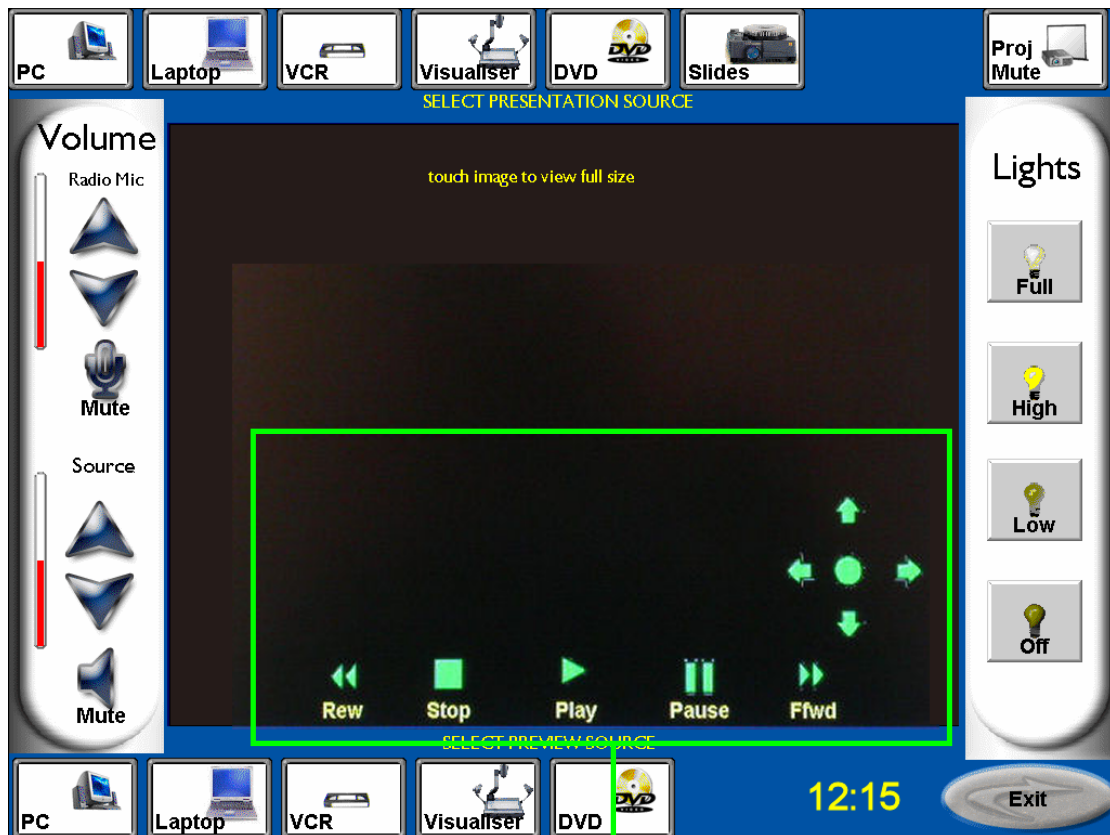


The up arrows increase the volume, the down arrows decrease the volume. The red bar graph shows the volume setting.

The data projector mute button is used when a blank screen is required without turning off the data projector.

Continued on next page...

Some sources will display an extra page with controls for that source.
Shown below is the page for the DVD player.
This has the DVD transport controls.

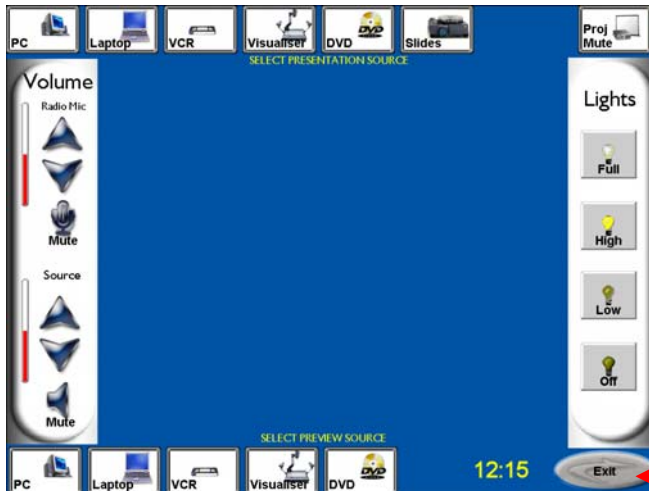


DVD CONTROLS – PLAY, PAUSE, STOP ETC.

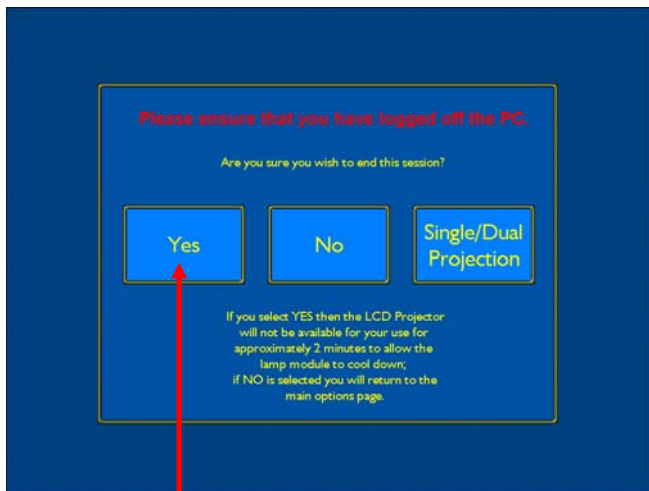
The DVD player, VHS player, slide projectors and visualiser all have their own control pages.

Turning the AMX system OFF

Please turn the data projector off after use to maximise the life of the projector lamp..



EXIT + TURN OFF PROJECTOR



YES TO EXIT THE SYSTEM

When you have finished your session please use the EXIT button to turn off the data projector. Press YES on the confirmation page.

The touch screen will display a 30 second countdown while the data projector cools down....

You may now switch off the AMX AV system using the master power switch.

Remember to retrieve any VHS tapes, DVDs or CDs from the players, and please logout from the dedicated PC.

Using a laptop computer

Cables are provided on the desktop for connecting your laptop computer to the AV system.

This can be a PC or Mac system.

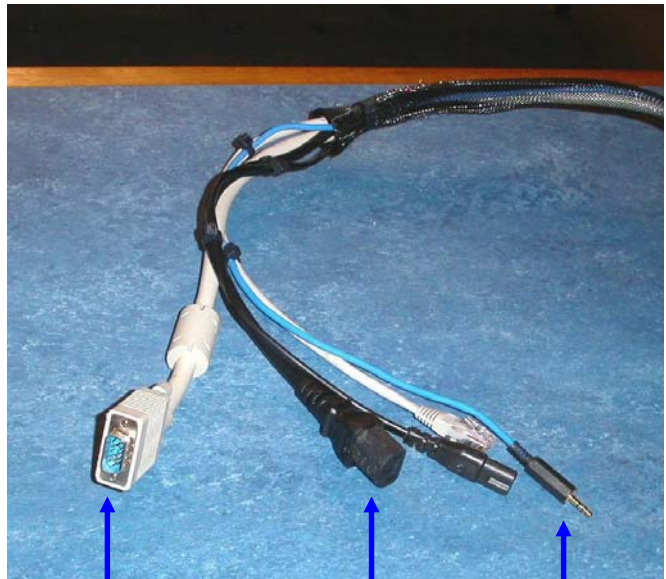
The data projector supports resolutions up to 1024 x 768 (XGA).

Connect the 15pin HD connector to your laptop's VGA output connector.

You can now power up your laptop.

Select laptop on the AMX touch screen.

If audio is required then also connect the 3.5mm minijack cable – this usually connects to the laptop's headphone socket.



15pin HD CONNECTOR

3.5mm MINIJACK

IEC + fig 8 MAINS cables
and CAT5 Network cable.

You may need to set your LAPTOP to send a signal to the data projector...

This is usually done by using the laptop's function key and one of the F keys across the top of the laptop keyboard – i.e. F5, F7, F8 etc.

The correct F key will usually have a picture of 2 monitors or LCD/CTR on it. (If in doubt consult your laptop's user guide)...

You may have to repeat the toggling 2 or 3 times before the image appears on the screen.

Please wait a few seconds between key presses to allow the data projector time to adjust itself.

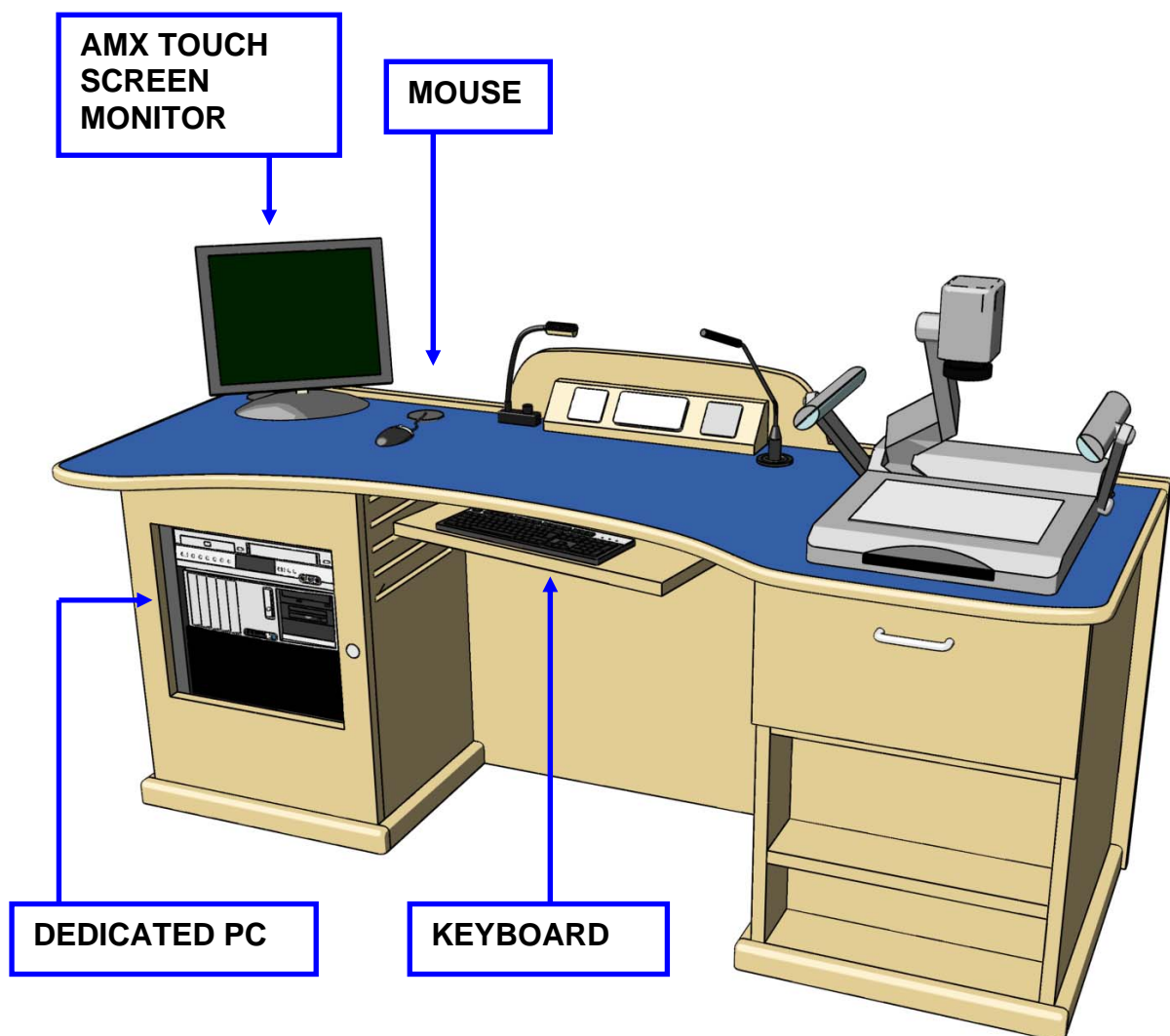
Using the dedicated PC

There is a dedicated PC in the teaching desk running Windows XP.

The PC has a CD / DVD drive, floppy disk drive, USB ports and network access.

The PC output can be seen on the AMX touch screen monitor.

Please see the next page for information about logging onto the network



The Samsung DVD / VHS combi player

The Samsung DVD / VHS combi player is the upper unit in the left side of the teaching desk.

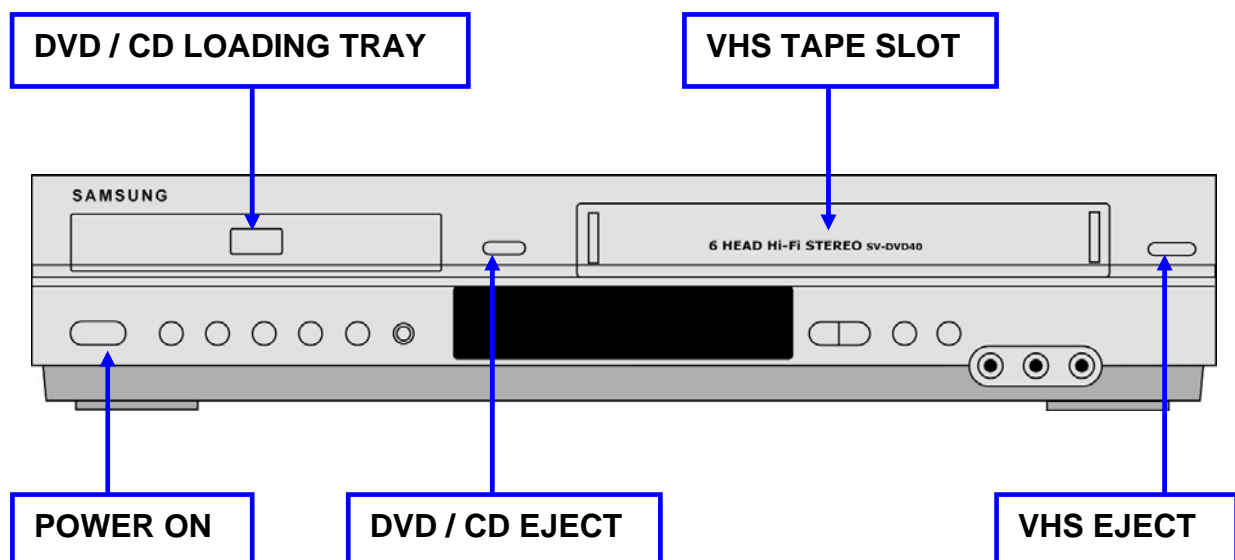
This unit can play DVDs, CDs, MP3 CDs and VHS tapes. It is controlled by the AMX touch screen controller.

Power on the AV system using the main power switch.

Select either DVD or VCR on the AMX touch screen.

Load your disk or tape and use the AMX touch screen to control Play, Stop and Rewind etc.

Please remember to retrieve your discs and tapes after your session...



SENNHEISER G2 Radio Microphone

TIE CLIP MICROPHONE

Connect the tie clip microphone to your clothing at a suitable point.

If the mic is positioned too low or too high it will be less effective. A good guide is a hands width from your chin.



Open the hinged cover to access the ON/OFF button and battery compartment.

Press the ON/OFF button to turn the radio mic on...
The **RED** LED indicator will light showing the mic is on.

Press the ON/OFF button to turn the radio mic off.

A flashing RED LED shows the battery is exhausted.

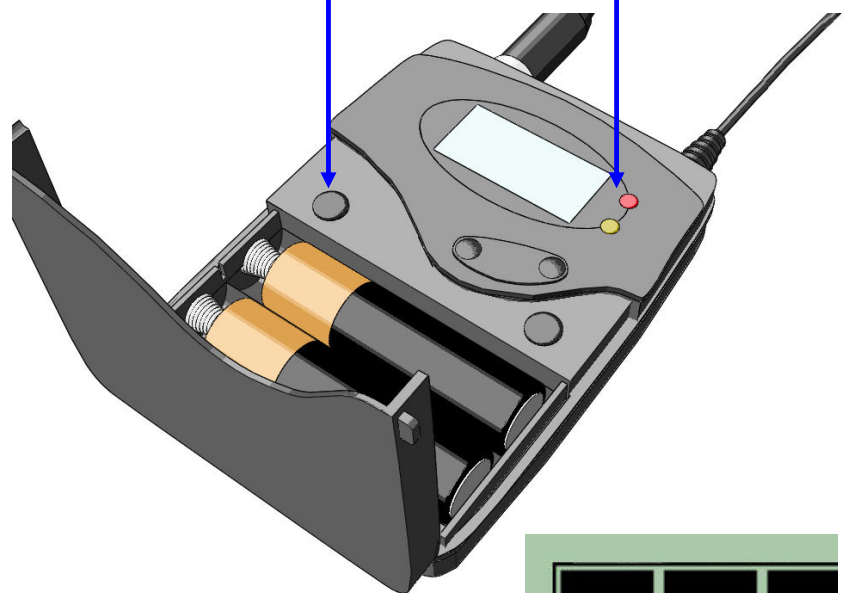
The LCD display has a battery level meter – 3 bars show a full battery..

The mic uses 2 x AA alkaline batteries.

Please remember to turn off after use...

ON/OFF BUTTON

LED INDICATOR



BATTERY METER



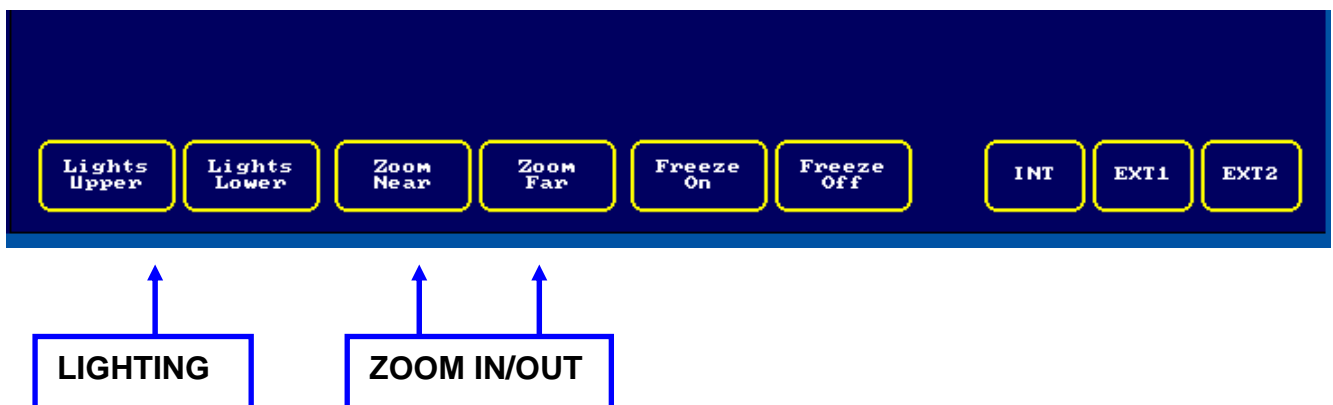
As there is an induction loop system fitted in this location it is important the radio mic is used at all times.

For further information about equipment which may be installed in this location to assist disabled users please go to <http://www.disability-office.ed.ac.uk/> and follow the link for Teaching Room equipment.



USING THE VISUALISER

The visualiser is a document camera with a built-in light box and top lighting. Documents or objects placed on the light box are then displayed using the data projector.



Having powered up the AMX system, select visualiser from the main screen. At the bottom of the visualiser screen are some control buttons.

Adjust lighting and zoom as required...

The controls may also be operated directly from the visualiser's front panel.

Using an mp3 or Mini-Disc player

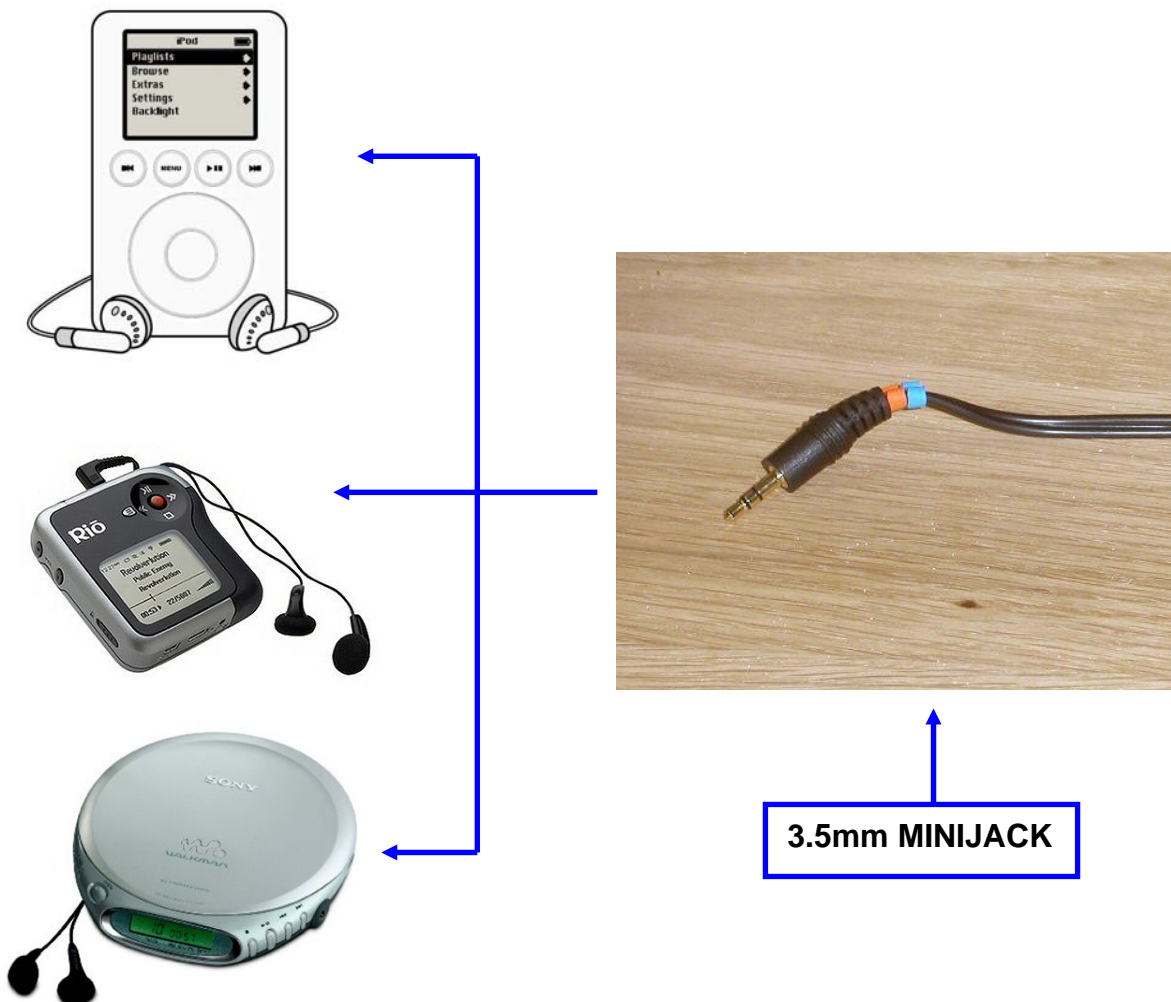
The above audio formats can be used BUT.... you will have to bring your own player.

It must have a 3.5mm stereo minijack output (Walkman headphone size).

Please test your player with the AV system before your presentation...

You cannot use the above formats and laptop audio simultaneously as they use the same 3.5 minijack connector.

Audio CDs and MP3 audio files on CD can be played in the DVD / VHS Combi player provided and on the dedicated PC using Windows media player.



Connect the 3.5mm minijack cable to your player's output (headphone) connector. Set the volume on your player at around half...

Select laptop on the AMX touch panel control panel.

Set a comfortable listening level using the source volume buttons on the AMX touch panel control panel.

THE LASER POINTER



The lecture theatre is equipped with a green laser pointer.

The beam from the laser pointer should not be shone directly into anyone's eyes as this can cause eye damage.

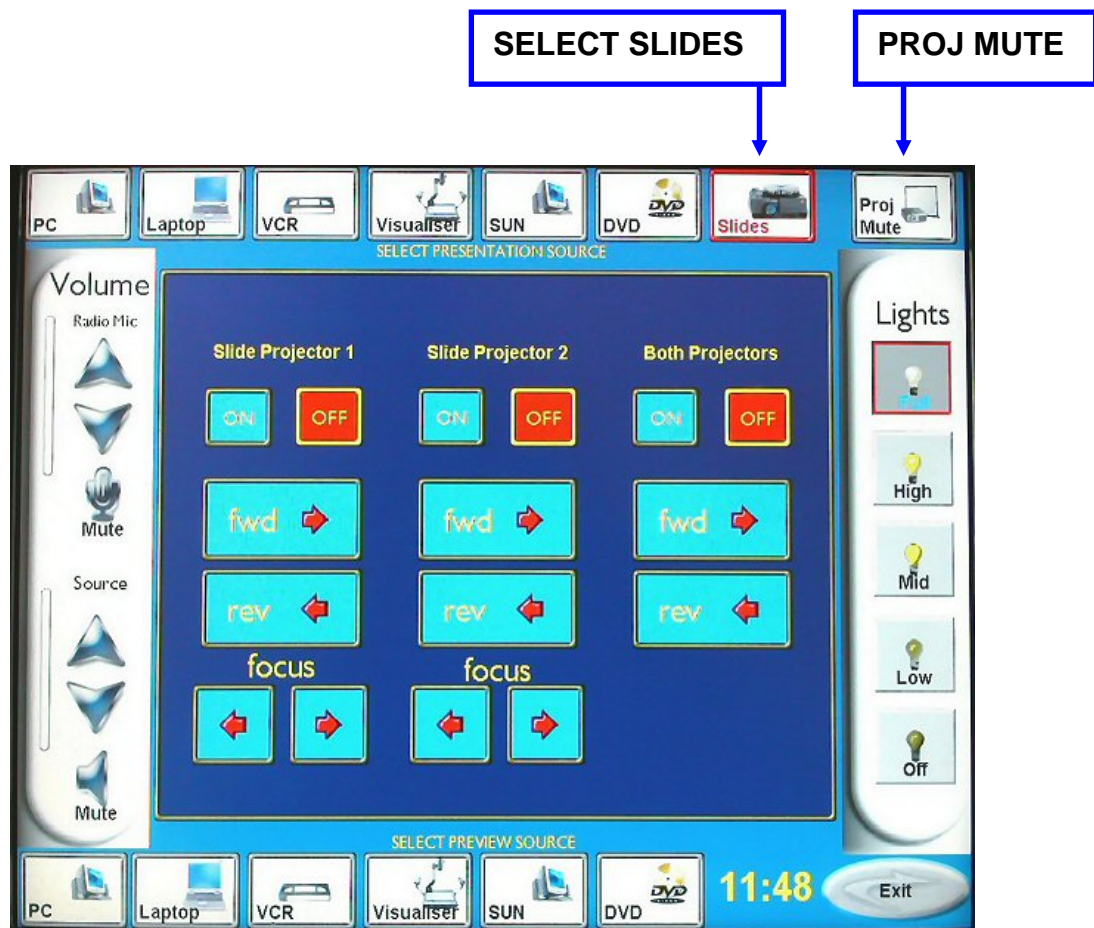
Other than this the laser's output is harmless to humans.

The laser pointer is powered by two AAA 1.5 volt alkaline batteries. Should the batteries expire, replacements can be obtained from the Servitor or direct from MALTS.

SLIDE PROJECTION

The lecture theatre is equipped with dual 35mm slide projectors.

The slide projectors take standard Kodak Carousel slide magazines and are controlled by the AMX touch screen controller.



Having powered up the AV system, select slides on the AMX touch screen.

The slide page shown above will appear....

Using the touch screen turn on the slide projector (or both projectors if dual projection is required).

Use the FWD and REV buttons to change the slides and the FOCUS buttons if required.

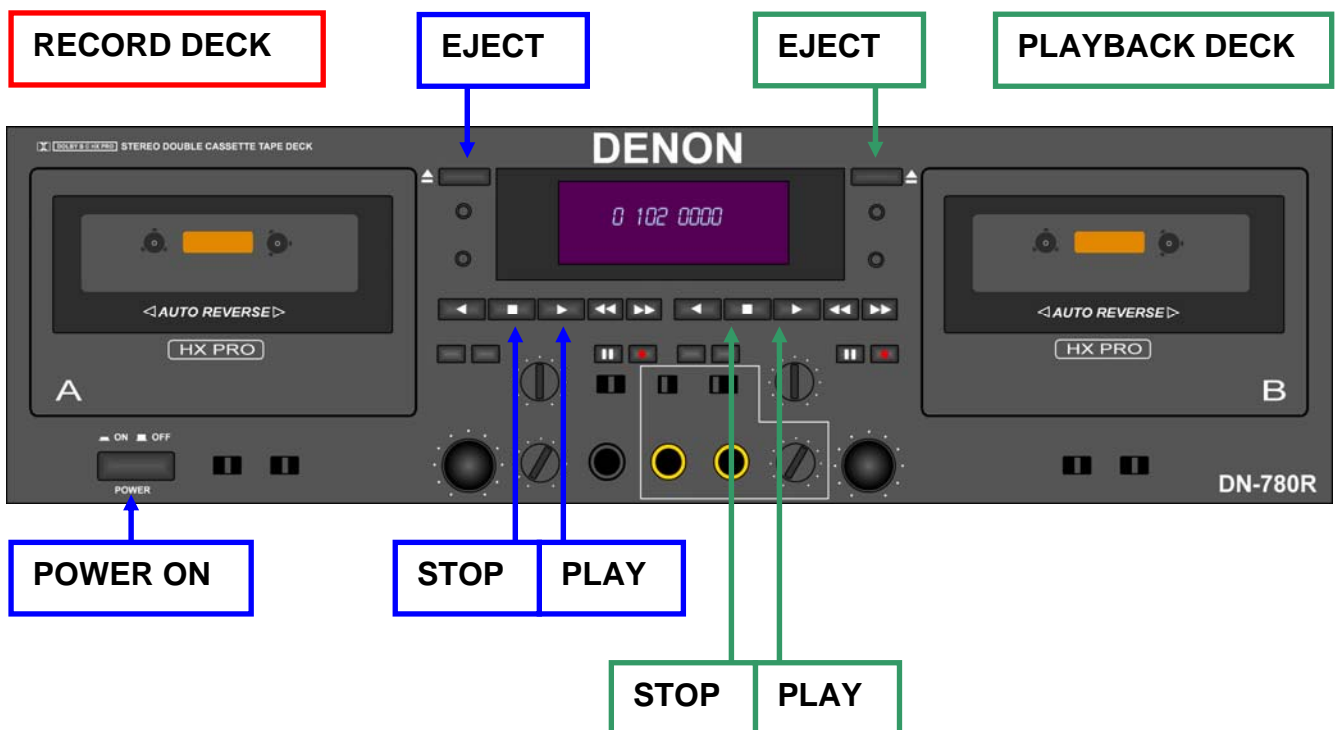
Use the PROJ MUTE button to blank the data projector if necessary.

Please turn the slide projectors OFF after use and retrieve your slides...

PLAYING AN AUDIO CASSETTE

This lecture theatre is equipped with a Denon audio cassette deck for playback and recording.

The cassette deck is the lowest unit in the left side of the teaching desk.



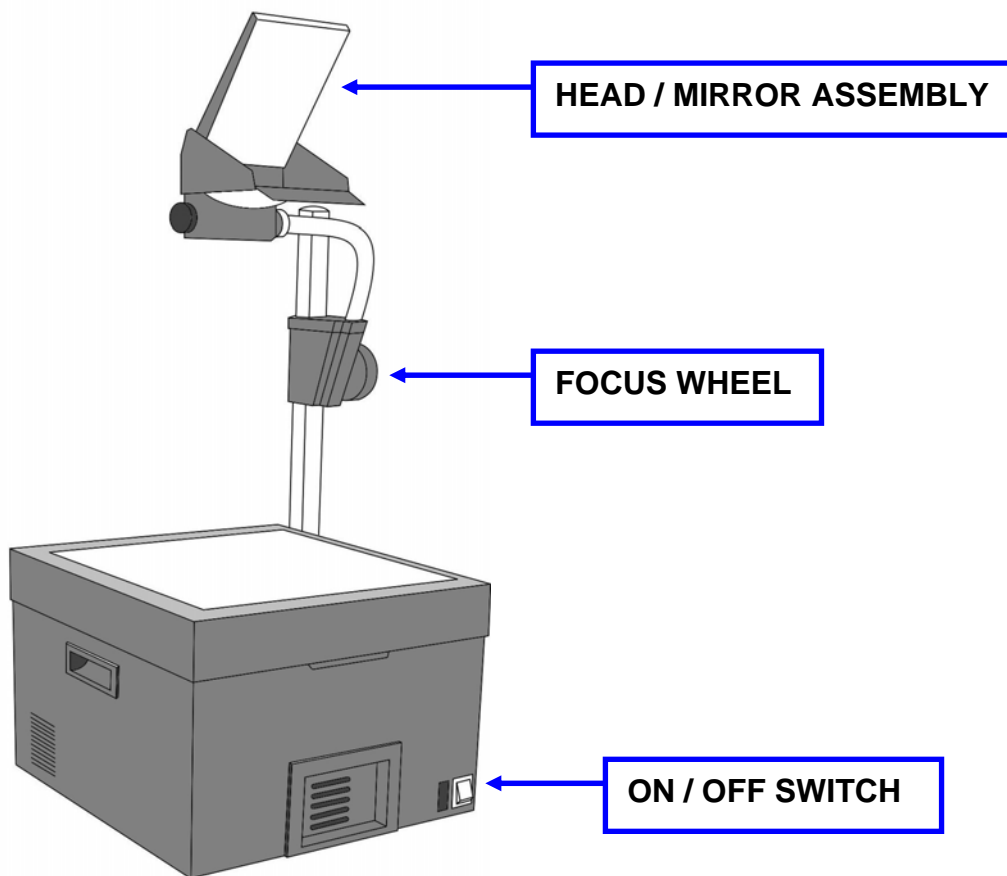
Load your cassette tape in the record or playback deck.

Select cassette on the AMX touch screen.

The cassette control page will be displayed. Use the touch screen to control the cassette decks.

Adjust the volume to a comfortable level using the AMX source volume touch buttons.

USING THE OHP



Ensure that the OHP is plugged in and that any trailing cables are secured – **beware of creating a trip hazard.**

Open the head / mirror assembly and switch on the projector.

Focus the image and adjust the mirror for minimum keystone distortion and colour fringing.

When required use the lamp changeover switch to select the second bulb – report this when you have finished using the equipment.

Do not operate the OHP with the mirror assembly closed as this can result in serious overheating.

Do not lift the OHP by the column.

Do not move the OHP when hot.

Do not under any circumstances allow any unqualified person to open the OHP base unit – there are no user serviceable parts inside.

TROUBLESHOOTING GUIDE

The AV system uses an AMX control system designed for flexibility and ease of use.

Most operations are controlled from the touch screen - it is not necessary for the user to understand the inner workings of the system to use it. The system is very reliable and should not give the user many problems.

Should you experience a difficulty with the system's operation the steps below will help isolate the problem.

If you are unable to resolve a problem please call MALTS on 0131-6504097

NOT GETTING AUDIO?

Is AV system powered up? – Main power switch will show a red light when power is on.

Check volume settings on the touch screen – is the audio muted, shown by a red cross on the SOURCE MUTE button? Un-mute if required.

Is the volume set to minimum? The red bar graph indicator should be at about three quarters of its maximum height.

Check you have selected the correct PRESENTATION source on the touch screen.

If using a laptop check you have the 3.5mm minijack plugged fully into the correct socket. (Headphone socket – NOT MICROPHONE).

NOT GETTING A PICTURE ON THE PROJECTION SCREEN?

Is AV system powered up? - Main power switch will show a red light when power is on.

Is the data projector turned on? Have you waited 30 seconds for the projector to warm up?

Check that the PROJECTOR MUTE button is not on.

Check you have selected the correct PRESENTATION source on the touch screen.

If using a laptop check you have the laptop VGA cable firmly plugged into the laptop's monitor output socket.

You may need to set your LAPTOP to send a signal to the data projector. This is usually achieved using the Laptop FUNCTION key and one of the keys across the top of the laptop keyboard – i.e. F5, F7, F8 etc.

Is the DVD / VHS player turned on? Is there anything on the tape/disk?

USER FEEDBACK FORM

LOCATION: Old Infirmary room 213

AV SYSTEM: AMX Touch Screen system.

I found the AV System to be:

EXCELLENT

GOOD

AVERAGE

POOR

VERY POOR

I found the User Guide to be:

EXCELLENT

GOOD

AVERAGE

POOR

VERY POOR

Comments:

Suggestions:

Please return to:
USER GUIDES @ MALTS
55 George Square malts@ed.ac.uk
Edinburgh EH8 9JU

0131 650 4097