

Lecture Theatre - User Guide



INTRODUCTION

The AV equipment in the Lecture Theatre is controlled from the touchscreen at the lectern.

Press anywhere on the screen to get started, then select from the following options:



INPUTS

PC

Present from the PC at the lectern

LAPTOP

Connect a laptop via USB-C or HDMI

DOC CAM

Show content from the document camera

WEPRESENT

Present wirelessly over the BU WiFi

BLU-RAY

Play a Blu-ray or DVD disc

Share Lecture Theatre | BU Bournemouth University | 15 Jan, 14:57

PC | Laptop | Doc Cam | WePresent | Blu-ray

1 Login with your BU credentials starting with staff\
2 Press Windows logo key + P to choose extend or duplicate desktop

HELP
Press to call the IT Service Desk, the Estates Helpdesk, or **222** in case of an emergency

Room Off | **Blank** | **Vol Down** | **Mute** | **Vol Up** | **Capture** | **Controls**

Info pane - shows instructions & advice

Shutdown the AV equipment

Blank/reveal the projected image

Adjust the volume - press and hold, or tap

Raise/lower lighting levels, select pre-set scenes & adjust blinds (if available)



LECTURE CAPTURE

Adjust camera and microphone settings, for use with lecture capture/streaming on the lectern PC

- ensure that the correct camera/microphone inputs are selected in your chosen capture/streaming software

CAMERA

Adjust the angle of the camera (if available) - pan, tilt, zoom or select from pre-set positions

MICROPHONE

Mute/un-mute the microphones - press to toggle on/off

PRIVACY

Press the **Privacy** button to mute all microphones and point the camera towards the ceiling