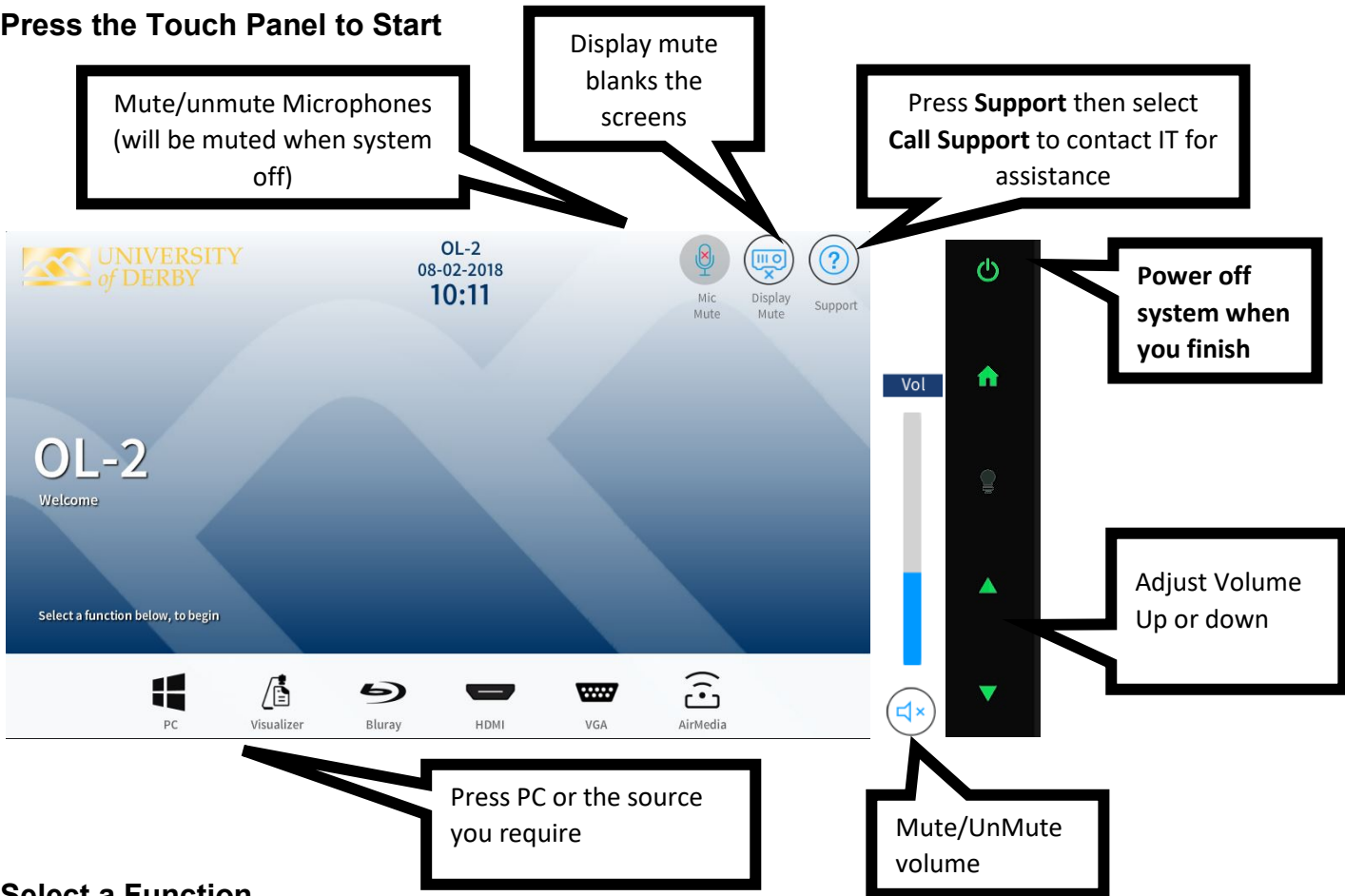# OL2 Audio Visual Quick Start Guide

1. Press the Touch Panel to Start

> Mute/unmute Microphones (will be muted when system off)

> Display mute blanks the screens

> Press **Support** then select **Call Support** to contact IT for assistance

> **Power off system when you finish**

> Adjust Volume Up or down

> Press PC or the source you require

> Mute/UnMute volume

UNIVERSITY of DERBY

OL-2
08-02-2018
10:11

Mic Mute — Display Mute — Support

Vol

OL-2
Welcome

Select a function below, to begin

PC | Visualizer | Bluray | HDMI | VGA | AirMedia

2. Select a Function

3. Select to 'Send to' projectors

e.g 'Send to All' will send to all projectors and repeaters screens. Or select to 'Send to Main' or Send to Sides'

Sources:

PC: Select PC and log in to your University account. The monitor on the lectern is a touchscreen. **DVDs** can be played through the PC (Use VLC player software)

Blu-ray: Insert DVD/Blu-ray disc into the Blu-ray player, use the controls that appear on the touch screen

Visualiser: Select to use the Wolfvision Document Camera/Visualiser. Use the onscreen controls to adjust

Laptops/ Mobile Devices: Connect your device to the lectern HDMI or VGA input, then select **HDMI or select VGA if you have connected to the VGA input**

AirMedia*: Select to send wireless content from your device to the projector(s). Follow the onscreen instructions that appear on the monitor *only available on University Managed staff devices that are connected to the UniStaff wifi

Panopto lecture capture: This room is setup up with cameras for lecture capture. Please use the radio microphones provided if moving away from the lectern.

Any questions, please call the
IT Service Centre on **01332 591234**

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Radio Microphones in OL2

1 x Lapel microphone and 1 x Hand Held Radio microphone are kept in charging dock.

To use the microphones remove them from the dock and they will power on after approx. 10 secs.

Check that the 'Mute' button is switched off when you are ready to use the microphones (light on the microphone will be green when unmuted).

Please return the microphones to the charging dock when you have finished