LR3B Operational Guide: AV System

Using the projector

Lightly press the touch screen on the lectern to wake it up, then press where it says 'Touch screen to begin' to initialise the system. The projection screen should lower and the projector will turn on automatically.

Using the lectern PC

Switch on the PC if it isn't already. You should begin to see the various boot screens as it starts up. It will automatically boot into Windows after a short time but feel free to press enter to speed things up. It is normal for the display to go on and off during the boot process since it is switching between different graphics modes, but all should be stable by the time you get to the login screen.

To use this PC you will need your Engineering AD or teaching login. If you have forgotten your password you will need to contact the IT Helpdesk. If you are a visitor to the department you can obtain a guest login from Reception in the Baker Building.

To show the PC on the projector, press the 'PC' button on the touch screen controller. If you can't see the source buttons (PC, HDMI, USB-C etc.) press the 'Video' button at the bottom of the screen to ensure you are on the video source selection screen.

Only the PC's extended desktop will display on the projection screen, meaning that you may have to drag any windows from the main display across for them to be visible. When using software such as PowerPoint to display a presentation, the Extended Desktop should be chosen as the primary display. In this situation, the monitor on the lectern can display presenter tools.

The Logitech Spotlight presentation clicker available in the room is connected to the lectern PC. This is a software-based presentation tool and creates an overlay of a laser pointer or highlighting effect, enabling recordings or hybrid/online feeds of the projectors to capture the interaction. It is always best to test with your PowerPoint/pdf prior to the presentation.

The audio output level of the PC can be adjusted using the controls on the touch panel. Select the 'Audio' button towards the bottom left of the screen and use the fader graphic to control the level of sound coming from the PC.

When you are finished, please log out of the PC by right-clicking on the Windows logo, then selecting 'Shut down or sign out', followed by 'Sign out'. This enables the next user to be able to log in without waiting for the PC to start up from scratch.

Using a laptop or tablet

You can connect your own device using either the HDMI or USB-C cables on the lectern. Press the HDMI or USB-C source buttons to route your display to the projector.

You can choose to mirror your device's internal screen, or extend the desktop onto the projection screen to allow yourself a different view from your audience. If you can adjust the resolution of your device, the ideal resolution for use with the projection screen is 1920 x 1080 (sometimes referred to simply as 1080p). PowerPoint slides made using a 16:9 ratio should horizontally fill the screen.

Audio from your device will be passed using the same connection. You may need to alter the audio output of your device to use either HDMI or USB-C rather than its internal speakers. On a Windows computer this can be done by clicking the speaker icon towards the right-hand end of the taskbar. On a Mac you can select the output device within in the Sound pane of System Settings (System Preferences on older versions of the operating system). Signage on the lectern will tell you the name of the device to select as your sound output.

The presentation clickers available in the room will only work with the lectern PC. If you don't have your own for use with your laptop, you can borrow one from AV Support or the IT Helpdesk.

When you are finished, you can disconnect the USB-C/HDMI cable and proceed with the projector shut down. Please return any borrowed devices to the respective team.

Using the visualiser

Pressing the 'Visualiser' source selection button will automatically turn the visualiser on (if it isn't already) and send its output to the screen. The white surface beneath the visualiser is a wipe-clean writing surface that can be used with whiteboard markers.

You can adjust the zoom of the visualiser using the grey dial on top of the unit. Pushing the dial away from you zooms out, pulling it towards you zooms in.

The head of the visualiser can be folded down if it is not in use and is otherwise obscuring the view of the lectern.

Lecture Capture

The touch panel can be used to confirm the status of any current lecture capture recording. Press the 'Lecture Capture' button on the bottom right-hand side of the display to see the name of any recording currently in progress, alongside images of the sources being recorded – usually this will be the camera from the back of the room, and the source currently displayed on the projection screen. When lecture capture is in progress, the light around the touch panel will be red.

You also have the option to pause or stop scheduled lecture capture. This is useful if there are some sections of a lecture (for example group discussions) that you don't want to be recorded. Note that once you stop (as opposed to pausing) a scheduled recording there is no way to restart it.

The AV system also has a privacy mode that can be used during scheduled lecture capture to avoid recording unwanted exchanges. Press the icon at the top of the screen of an eye with a line through it to activate Privacy Mode. This will mute the microphone and turn the camera to face the wall. Press the same icon again to reverse your choice. Privacy Mode will always be automatically turned off at the start of each new scheduled recording.

Hybrid use

It is possible to use the room microphone and camera as inputs to video conferencing applications (like Teams, Zoom or WebEx) running on the lectern PC. Use the device settings option of your chosen application to set the microphone, camera, and speaker options. The correct device options are printed on the yellow sign beneath the touch panel.

Camera control

By default, the room camera is set to auto track a subject. This should ensure that anyone presenting from the front of the room always remains within the video frame. You can however disable auto tracking and frame a static camera position. This is achieved by pressing the menu button (the three horizontal stripes in the top left corner) and selecting 'Camera Control' from the resulting screen. Here you can toggle auto track on or off.

With auto tracking off you can use the controls overlaid on the video image to move the camera. Press [+] or [–] to zoom in or out, or use the arrow keys to physically move the camera left, right, up or down. Be aware that there is a period of latency between pressing the controls and the image appearing to update on the touch panel, so it is usually best to try small incremental adjustments first.

Switching off the system

Press the red power icon at the top right of the touch screen display to power off the system. Following confirmation, the projector and visualiser will power off, and the screen will begin to retract.