

**BOOTH LECTURE THEATRE**

1. **Booking.** The School of Medicine gets first call to book the Booth Lecture Theatre during teaching term time<sup>1</sup>. Other schools or students can make bookings for the lecture theatre from mid October onwards. Bookings for the summer, all evenings (1800 hrs to 21.45 hrs) and all weekends are through the Conference Services group.
2. **Evening and weekend users.** All evening and weekend users are responsible for providing or arranging with the usual service providers:
  - a. **Security.** North Haugh Janitors are required to open the main door outside normal opening times (8am to 6pm Mon to Fri) and also to open the tutorial and seminar room doors.
  - b. **Cleaners.** The lecture theatre is cleaned by University cleaners every weekday morning. Any evening and weekend users who specifically need cleaning should contact the janitors with a few days' notice.
  - c. **AV support.**
  - d. **Heating and ventilation.** Note that the heating level is reduced at the weekend unless Estates are requested to heat the space for a weekend user.
3. **Fit Out.** The lecture theatre is equipped with a range of AV systems:
  - a. **Room resident PCs.** There are 2 computers for single or dual screen presentation. These networked PCs require the standard University log in and password and allows all staff and students to access their documents area. Users without a University login will need to use a temporary login, available from the conference organiser. Files can also be imported via USB port or CD ROM.
  - b. **Lap top connection plug.** A VGA port to allow personal laptops to be connected to the projector. This method sidesteps the requirement for user log-in. Macbook users require an adaptor that converts their display port to VGA.
  - c. **Software:**
    - i. The main lecture theatre PC has Mozilla Firefox and Internet Explorer installed. Any login that is used will be able to see the world wide web. There is no guarantee that websites using technology dependant on third party software such as Java or Flash will display correctly.
    - ii. New software cannot be installed without prior warning.
    - iii. The PCs are loaded with Office 2010 on Windows XP, it is expected to be compatible with powerpoint files that are in both ppt (Powerpoint 97) and pptx (Powerpoint 2003 +). To use a non-standard font users should embed the font in the Powerpoint file, see the help pages in Powerpoint for more information.
  - d. **Powerpoint:**
    - i. Video files embedded in Powerpoint slides can be troublesome. Windows Media Video format (9) should be fine. To play video bring the video file separately. The PC has VLC media player which will handle most common video formats. If you intend to use video or audio in your presentation, you should arrive early and check that it works

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<sup>1</sup> Teaching Time is the date of the Monday of Freshers' Week to the Friday of the second exam week in May, less inter semester break and the Easter break.

before starting your presentation.

ii. Occasionally, Powerpoint presentations that have been created on a Macintosh may create issues. If you are using a Mac to create the slideshow and intend to deliver the presentation on our PC, you should avoid transparent shapes, shadows and reflections, non-standard animation, video clips and unusual fonts.

e. **Turning Point.** Audience response system at each chair, linked to display software. This system must be set up prior to an event starting. This is used with clickers installed around the theatre that communicate with the main lecture theatre PC. Users who intend to poll the audience, should use the most up to date version of Turning Point to create your slides (this can be downloaded for free from [turningtechnologies.co.uk](http://turningtechnologies.co.uk)) and arrive in advance to test that this is working.

f. **Smart Symposium display system.** Displays live annotation, diagrams and Smart Notebook compatibility.

g. **Audio and video presentation.** Projects DVD/Bluray.

h. **Visualiser.** This projects documents, OHPs and objects onto the screen.

i. **Voice Reinforcement.** There is audio amplification and induction loop. Users can choose between using tie-clip or desk microphones.

j. **Control Panel.** The touch screen control panel controls volume, lighting and which inputs are displayed on the screen.

k. **Curtain / blind controls.** The lectern controller opens and shuts the blind and the internal curtain.

l. **Remote presenter.** This comprises a laser pointing and remote control of Powerpoint slides - installed on main PC only.

4. **AV Advice.** The AV systems are sophisticated. Although they are very user friendly they are, inevitably, daunting for the novice. First time users or high profile events are strongly encouraged to undertake some training on the AV systems before the event or to secure the attendance of Media Services to be present. Additionally users are invited to arrive early in case the previous user has left the system set in a surprising manner.

5. **Cleanliness.** No food or drink, less bottled water, is permitted in the lecture theatre.

6. **Security.** The AV control room is swipe activated, theatre users can access all the systems they require from the lectern.

7. **Safety.** The fire escape route is to leave the theatre by any of the four doors and exit the building to the right or left, both ways lead to a fire exit.

**LECTURE THEATRE CONTROLS**

The following pages describe the use of a dozen or so complex AV equipment. There is one enduring piece of advice for users. These facilities will be presented in the manner in which the last user left them. The slapdash user may not have logged off, powered down the PCs or left battery operated devices 'flat'. Users should arrive in time to check that the systems they want are ready for use and that they know how to use them.

The AMX panel allows the user to control the PC, computers, visualiser, lights, projected sound and microphones.

The main volume slider controls the sound produced by the PC; movie clips in PowerPoint shows or sound clips.

The Lectern mic button controls the volume for the lectern mic. See the 'Sound' section.

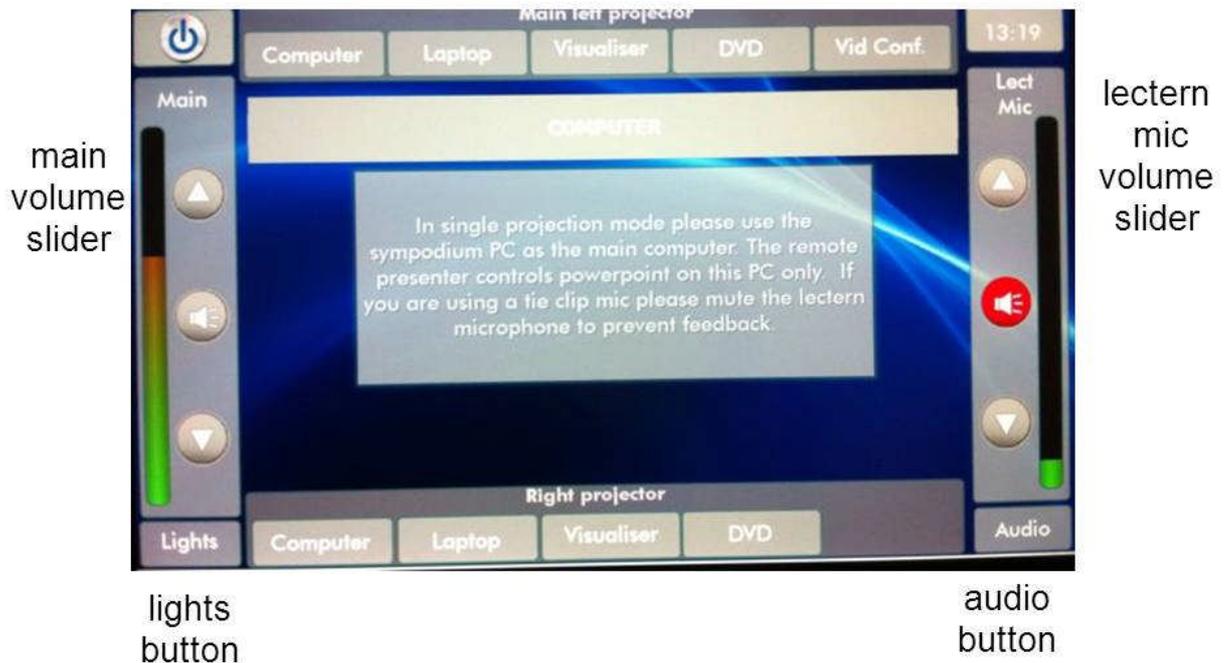
The audio button brings up the audio panel, see Sound section

The lights button brings up the main light control panel. See the 'Lights' section

The 'main left' projector bar relates to the devices that can project on that system; the PC (sympodium), a laptop if it is connected, the visualiser, the DVD player or Video Conf

The 'Right projector' relates to the second PC if it is in use.

**Diagram 1**



**SOUND**

**Microphones.** There are 4 tie clip mics, 2 hand held mics and a lectern mic which is fitted to the lectern. The tie clip and handheld mics should be pushed onto the charger when not in use. When 'on charge' the red light will glow, this turns to green when fully charged. The ones displaying the red light are good to use as they will still show as 'charging' even if 99% charged.

**Tie clips.** The tie clips only work if they receive a voice signal. Hence they should be clipped to clothing or on a lanyard about 8 inches below the speaker's mouth. If the speaker turns their head, perhaps to look at the screen, then it follows that the microphone will have no signal to pick up and nothing to amplify. Speakers who routinely talk over their shoulder should use the hand held.



**Hand held.** Good for passing round. The volume varies with the distance from the speaker's mouth.

**Lectern mic.** This is fitted to the lectern and is only suitable for those speakers who stay put at the lectern.

**To Use the tie clip and handheld.** Lift the mic out the holder and press the button once for 1 second. The microphone will pair to the receiver and the light will start flashing green. This may

take a few seconds, do not press the button again or hold the button down. When flashing green then the microphone is live.

The microphone volume is controlled by the AMX panel. These should remain set at 80% for the tie clips and 70% for the handhelds. To adjust the volume press 'audio' to get the microphone settings screen and adjust the microphone in use to the desired level. Set the level according to the audience at the back.



80% for tie clips

70% for hand held

**To use the lectern mic.** Turn it on at the AMX by pressing the lectern Mic light (red for off, white for on). Set the volume at about 50% although this can go up or down depending on the height of the speaker. Don't use a tie clip at the same time or feedback will occur.

**TIPS**

- There is no default setting. You will inherit the setting the speaker before you applied.
- Ensure that the volume setting is right for your voice before the presentation starts, get someone, ideally with the worst hearing, to sit at the back and advise on the volume setting.
- Speak into the tie clip mic by looking straight ahead - do not speak over your shoulder while looking at the screen. The microphone is good but it can't amplify sound that it does not receive.
- If the hand held is too loud or quiet move it closer or further from the mouth. This is quicker than adjusting the volume.
- prior preparation prevents poor performance.

## LIGHTING

When the lighting button is pressed the lighting panel comes up. Press one of the 6 options as follows:

- Lecture – dimmed in the auditorium, bright on the stage
- Presentation – dimmer than lecture in the auditorium, lectern lit up
- Cinema – almost dark throughout
- All on
- All off – prior to leaving the room at the end of the day
- Cleaners – brightest setting for Cleaning



Note that when the 'lighting button is pressed then the other functions are not available until the lighting panel turn off after about 15 seconds.

## BLINDS

The brushed metal box controls the curtain. Press the 'all' button then press the 'open' or 'close' button. The buttons may need to be pressed twice or held down to ensure that the RF signal reaches the curtain control unit. Press the blind 'up' or 'down' switch to control the blind



## COMPUTERS

The top unit is the DVD player. Insert a DVD, set it to play with the controls on the box and select 'DVD from the AMX panel.

The middle unit is the main (left) PC. This should not be touched unless loading a data CD. The USB port for this PC is on the side of the Sympodium. This PC must not be switched off

The bottom unit is the Right PC. This should not be touched unless loading a data CD or a USB drive, which is on the front of the PC. This PC must not be switched off



The left hand keyboard and mouse controls the main (left) PC and the right hand keyboard and mouse controls the right PC. The Sympodium screen is the confidence monitor of the left (Main) and the vertical monitor is the confidence monitor for the right PC. These should not be switched round.



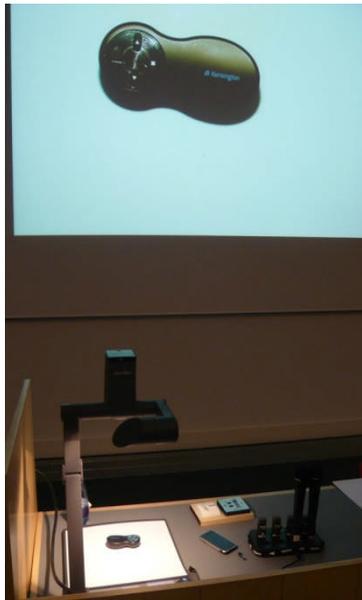
The remote mouse controls the left (Main) PC. Press the right arrow to move slides forward and the left arrow to move them back. The red button activates the laser pointer. Spare batteries are with the AV technician. The well prepared presenter will try these out before the talk starts to ensure that the last user has not left them with flat batteries.



Laptop. The laptop connects to the VGA cable and 3.5mm jack that sits on the lectern. 'Laptop' must be selected on the AMX panel



The visualiser is turned on with the 'power switch' and is made ready for use by lifting up the arm. There are focus controls to bring the item into focus. Note that to ensure the image is displayed the 'Visualiser' needs to be selected on the AMX Panel



## DVD PLAYER

Ensure that the DVD player is on, that the DVD is loaded into the tray. Select 'DVD' from the AMX panel and this screen is displayed. Play, pause, ffd and rwd buttons are standard.

