Audiovisual Guide

Room 505
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Introduction

The following is a guide designed to assist you with operating the audiovisual equipment available at New England Law | Boston. Even though the logic and concepts are similar throughout all of our rooms we felt there was enough difference in the orientation and specific equipment found in classrooms to warrant developing a guide for each one. This guide offers both an overview of the specific components available in the room (and their locations) as well as comprehensive step-by-step guides to cover common AV functions used in classrooms.

If there is an additional scenario you have used that is not included in this guide or if you have any suggestions for modifications please let us know at tms@nesl.edu, we are always appreciative of your input.

Section 1 - Room Equipment List

Room 505 contains the following audiovisual equipment

1) Desktop Computer
2) Wire and Wireless Keyboard and Mouse
3) Room Control Panel
4) Wall-mounted LCD TV
5) Laptop Video & Audio Cable
6) USB Input Cable
7) Power Outlets (floor box & wall-mounted)
8) Network Port (floor box)
9) Ceiling-button Microphone
10) Wall-mounted Speakers
11) DVD Player
12) VHS Video Player
13) Wall-mounted Camera
Section 2 - Room Equipment Location and Description

Image - View from front the Lectern
2.1) Desktop Computer, Monitor, Keyboard and Mouse

Image - Computer Equipment Location

The PC in the room (located in the closed door cabinet below the keyboard, see image above)) has Windows 7 installed and comes equipped with applications typically used as part of lectures. These include common document reading applications (Microsoft Office 2010, WordPerfect and Adobe Reader.), common web browsers (Internet Explorer, Firefox, Google Chrome), various media-related applications (Windows Media Player, VLC media player, RealPlayer, iTunes) and a SMART Board Suite.

The computer can access both the school’s local network and the Internet. Class presentation material can either be accessed via a local network folder (e.g. the Faculty share), an Internet cloud service (e.g. TWEN) or a drive plugged into the machine’s USB port accessible on the front of the unit (see highlighted green rectangle in image above). The computer can display anything that is showing on it’s monitor on the room projector system so is typically the main mechanism for showing slide presentations, Internet resource references etc. See step-by-step guide ‘Playing a DVD in the classroom’ for more details.
2.2) Room Control Panel

For location see ‘View from front of the Lectern’s image on page 3

To simplify accessing and controlling the equipment in the room a lot of the common functions (listed below) have been programmed as buttons on a touchscreen panel embedded in the lectern desk. The step-by-step guides section covers some examples of workflows using this unit.

Available functions:

- Power on and off room equipment
- Selecting the source to display on the LCD TV
- Transport controls for equipment (EG DVD play, pause etc)
- Volume controls (including mute) for equipment (EG DVD player)
- Display control (TV on/Off, Image Mute)

2.3) LCD TV

For location see ‘View from front of the Lectern’s image on page 3

Room 505 is equipped with a single wall-mounted LCD TV (65”) that is pre-wired for all the relevant equipment in the room (Lectern Desktop Computer,
2.4) Laptop Input Cables

The Laptop Input cable is located on the floor box near the lectern desk. It seats inside the box. It is a black cable VGA type. Because of the limitation in space, Room 505 using the direct VGA port on floor box to transport laptop signal LCD TV.

Image – Laptop Input Cables Inside Front Floorbox Location

A) Laptop Video Cable
Connect this to the VGA out port found on most laptops to share your devices display with the class via the projector.

*Note: the connector type is a 15 pin standard display type, your laptop may need an adapter to connect its output to this standard. MacBooks for example typically have a technology called ‘DisplayPort’ which needs a a converted in order to plug into this input. If in doubt reach out to the TMS group (see ‘Support hours, procedures and contact information’ section at the end of this guide) and we can offer assistance.*

B) Laptop Audio Cable
This 1\(\frac{1}{8}\)th inch connector should be plugged into the headphones jack on your laptop in order to share your devices audio with the class via the in-room sound system. (Note, anything device with a standard headphone jack, e.g. an iPod or iPhone, can use this cable to play audio through the room's sound system)

Image - Laptop Input Cables (closer look)

2.5) USB Input Cable (Male)

Connect this to any compatible equipment you have with a USB input (e.g. a portable drive) to gain access to it via the Desktop Computer

Image - USB Input Cable
2.6) Power Outlets (floor box)

There are two places for you to plug in any equipment you may be bringing into the room (e.g., laptop, phone charger, tablet charger, etc.). The most convenient place for you is within the floor box discussed in point 2.4 above. There are several electrical outlets in there.

If you need additional power or if you experience any problem with the floor box sockets, there are also two outlets located on both sides of the wall near the lectern table (when facing it).

2.7) Network Port (floor box)

This is located inside the floor box – see above image.

Even though the Stuart Street building is equipped with a wireless network, there may be situations where you want to plug your laptop into the wired network and this offers the means to do that.

2.8) Ceiling-mounted Microphones and Speakers
Room 505 is equipped with two microphones mounted to the ceiling invisible near the Lectern Table and behind the room. These Microphones can be used for sending a lecturer’s voice to an additional room\rooms (termed ‘overflow’) or for capturing the lecturer’s voice when a class is being recorded. Overflow and recordings are available services where circumstances warrant it by making a request to TMS, see the ‘Support hours, procedures and contact information’ section at the end of this guide).

Please note that as these microphones are the source for capturing the presenter’s voice for class recordings it’s important to be cognitive of your physical position when teaching a class being recorded, deviating too far from the location of these microphone will result in fluctuating volume quality.

The speakers are mounted into the wall and located at designated positions near the Lectern Desk. As well as projecting the sound picked up from ceiling microphones in the room these are also the source for presenting sound from the Lectern Desktop Computer, anything plugged into the Lectern Laptop Audio Input Cable, a DVD or VHS video being played in the room and any signal from another classroom set to overflow into 505.

**Volume controls** for room 505’s speakers can be accessed via buttons that appear on the left of the touchscreen once it is engaged and on the home
screen (see step 3 of the “Playing a DVD on the projector” step-by-step guide later in this manual for details of how to get to the home screen). There are Volume Up (Arrow Up), Volume Down (Arrow Down) and Volume Mute (Square Box) controls. The speakers labeled ‘Program Volume’ and will control the level of whatever audio you happen to be running through the speakers at the time, e.g. a DVD or sounds from the computer.

2.9) DVD Player\VHS video Player

A dedicated DVD and VHS player is available for displaying disks\tapes. The Lectern Desktop Computer can also play DVDs that can be sent to the projector in the room in the event problems are experienced when using the dedicated player.

2.10) Wall-mounted Camera

A video camera is permanently fixed to the wall at the back of the classroom. This is the means by which TMS can record classes when applicable. Unless a class has been specifically requested as recorded (students are not allow to make such a request, only the presenting professor or in some instances the administration on behalf of the professor) this camera is not used.
Section 3 - Step-by-Step Guides
Note: All of the step-by-step guides assume the equipment is off when you walk into the room. It’s conceivable that a previous lecturer left the computer or projector on when leaving their class. Even if this is the case follow the steps as they appear below, some items such as the descriptions of the equipment warming up will be irrelevant.

3.1) Displaying a PowerPoint Presentation on the LCD TV Screen (using the Lectern Computer)

1) Locate the touchscreen panel on the lectern desk (see ‘View from front the lectern’ image on page 3). It may be in a sleep state (screen dark) if nobody was using it prior to you that day. If so just touch the screen once and the following should appear.

![Touch Screen to Begin](image)

Press anywhere on the screen to get to the ‘home’ screen. You should now be presented with something that looks like this.
2) Press on the “PC” button, the “PC” button will be highlighted in blue and the LCD TV starts to turn on. The LCD TV display should show the login page. Use the wire or wireless keyboard & mouse (see Computer Equipment Location image on page 3 for its location), and log in.

   **Note:** If you find that the computer starts up but instead of a login screen you see desktop icons it means the last user did not log out of the PC. We would advise that in this situation you log off the computer and log on again with preferred credentials.

3) Locate and launch your PowerPoint presentation (see section below ‘Locating Your Files’ for working with various file storage scenarios)

4) When the presentation is over you have two options.

   a) **Leave the Equipment Running**
   If you think there is another lecture following your own class it is advisable to leave the equipment on. This will save the incoming presenter from having to go through the complete startup process. In this instance just close whatever application you were using for the presentation (presumably PowerPoint), if you were running the file from a copy stored on the local Desktop PC delete it, and just log off the computer.

   b) **Shut Down the Equipment**
   If you want to do a complete shutdown of the system this is quite easy to do. Close whatever application you were using for the presentation
(presumably PowerPoint), if you were running the file from a copy stored on the local Desktop PC delete it, and just log off the computer. Then on the touchscreen locate the large red ‘EXIT’ button on the bottom left and press it.

A ‘Shutdown Confirmation’ message will appear asking ‘Are you sure you want to turn the system off’. Press the ‘No’ button to return to your presentation (this is just in case you unintentionally pressed EXIT) or the ‘Yes’ button to turn off LCD TV display.

**Locating Your Files**

**Network Drive**
If you have the presentation saved on a network share, double-click the ‘Computer’ icon located on the top left of the desktop. A list of all the connected drives should appear. If logged on as the ‘Lectern’ user the L drive should default to the Lectern share. If logged on as your own username the Lectern share will most likely not appear, in that instance you will have access to your U: drive or any department shared folders (e.g. Fac_Shared).

**Cloud Drive**
If you have your file stored on the Internet, e.g. TWEN site, just open any of the web browsers on the PC, point to the relevant web address and log in to it. It would be suggested to copy the file down to the local desktop for the duration of the lecture, this will ensure that even if system wide internet issues occur while you are teaching the class you should remain unaffected. Ensure to delete the file from the local storage when the class is completed.

**USB Drive**
If you are bringing some form of storage drive with you (e.g. a Thumb Drive) then plug it in to one of the USB ports on the front of the lectern computer (these are highlighted in the Computer Equipment Location image located on page 4). Or, you can use the following available ports on Desktop Monitor or USB cable on AV Rack.

*Note:* Sometimes certain USB drives don’t get the power they need from a specific USB port, if your drive doesn’t get recognized remove it and plug it in to one of the other available ports.

If the drive gets recognized the following message may appear (if not skip down to the ‘If no popup appears when you plug in the USB drive.’ Section below)
Click ‘Continue without scanning’. You should then be presented with the following window:
Select ‘Open folder to view files’. Locate your file, either drag it onto the
desktop to run it locally (remember to delete it after the lecture) or launch it
straight from the USB drive.

**If no popup appears when you plug in the USB drive.**

Locate the ‘Computer’ icon on top left of the desktop and double-click it.
From the window that appears, under the ‘Devices with Removable Storage’
section locate your drive (it typically will show up as the ‘E’ drive in room
502 and should have the following icon).

![USB drive icon]

Double-click it to locate your files stored on it.

### 3.2) Using a laptop to show class material on the LCD TV Screen

**Note:** If you are planning on accessing the Internet as part of your presentation
ensure the laptop is connected to the school’s WiFi or plugged in to one of the
available room network ports prior to class beginning. If you need any assistance
setting this up please reach out to the helpdesk see ‘Support hours, procedures and
contact information’ section at the end of this guide

1) Locate the **front floorbox** near the lectern desk and its VGA cable. For
location, see image – *laptop input cables inside front floorbox location* (page
6).

   **NOTE:** There are two AV Floor Boxes in Room 505. One in front of the room,
   we call “front floorbox” and one in the back of the room, we call “rear
   floorbox”. In most cases, when using laptop to connect to room AV system, we
   only use front floorbox.

2) Plug your laptop’s ‘display out’ connector into the cable highlighted on the
   **Laptop Input Cables** image that appears on page 7, session 2.4. (*Note that
   this could also be a tablet or any other device you have but in most cases you
   will need an adapter to translate its video out connector into the standard
   VGA type found on the cable.)*

   If you plan to also use some audio on your device as classroom material plug
   the 1\8th inch audio cable, *which is also highlighted in the Laptop Input
   Cables image*, into the headphone jack on your laptop\device.
3) Locate the touchscreen panel on the lectern desk (see 'View from front the lectern' image on page 3). It may be in a sleep state (screen dark) if nobody was using it prior to you that day. If so just touch the screen once and the following should appear.

4) Press anywhere on the screen to get to the ‘home’ screen. You should now be presented with something that looks like this.
5) Press on the “AUX Inputs” button, the “AUX Inputs” button will be highlighted in blue and gives you 4 choices as show in the screen below. In this instance, press on “Front Laptop Floorbox” button.

![Image of AUX Inputs screen]

6) The LCD TV will be then turned on and connects to the Laptop input and should show your laptop\device's display appearing on the both screens.

7) When the presentation is over you have two options.

   a) **Leave the Room Equipment Running**
   If you think there is another lecture following your own class it is advisable to leave the equipment on. This will save the incoming presenter from having to go through the complete startup process. In this instance just unplug your laptop or device from the VGA input cable and take it with you.

   b) **Shut Down the Equipment**
   If you want to do a complete shutdown of the system this is quite easy to do. On the touchscreen locate the large red ‘EXIT’ button on the bottom left and press it.

   A ‘Shutdown Confirmation’ message will appear asking ‘Are you sure you want to turn the system off’. Press the ‘No’ button to return to your presentation (this is just in case you unintentionally pressed EXIT) or the ‘Yes’ button to begin the shutdown process. The room LCD TV and room audio will power down.
3.3) Playing a DVD on the LCD TV Screens

The following steps assume you are using the dedicated DVD player in the room. It’s also possible to place a disk in the Desktop Computer’s drive and use any of the available media playing applications installed on it (VLC Player tends to work best). Some presenters prefer that method as jumping to certain points in the video are easier on a computer. To run a DVD that way just refer to the instructions from step-by-step guide 3.1 (Displaying a PowerPoint Presentation on the LCD TV Screens), the steps for using the computer as a DVD player are very similar except instead of opening a presentation you will insert a DVD disk into the computer and the video should auto-launch.

1) Locate the dedicated DVD player by opening the cabinet doors below the computer keyboard tray in the lectern desk (refer to the DVD\VHS Player image on page 13). Press the eject button (the button to the right of the DVD tray that is marked with a symbol of a triangle above a rectangle). The tray will open, place your DVD disk on it and then press the eject button. The disk will begin loading.

2) Locate the touchscreen panel on the lectern (see ‘View from front the lectern’ image on page 3). It may be in a sleep state (screen dark) if nobody was using it prior to you that day. If so just touch the screen once and the following should appear.

![Touch Screen to Begin](image)

Press anywhere on the screen to get to the ‘home’ screen. You should now be presented with something that looks like this.
3) Press the **DVD/VCR** button.

4) The “**DVD/VCR**” button will be highlighted in green. The LCD TV Screen starts to turn on and connect to the DVD player's input and it should show the DVD main menu.

5) All of the commonly used transport controls for the DVD player will now show up on the touchscreen (there will be a button for DVD and VHS depending on what kind of media you are trying to control but the transport controls work the same on both units)
6) When completed, repeat the process from step 1) above to remove the disk from the DVD player.

   a) Leave the Room Equipment Running
      If you think there is another lecture following your own class it is advisable to leave the equipment on. This will save the incoming presenter from having to go through the complete startup process.

   b) Shut Down the Equipment
      If you want to do a complete shutdown of the system this is quite easy to do. On the touchscreen locate the large red ‘EXIT’ button on the bottom left and press it.

      A ‘Shutdown Confirmation’ message will appear asking ‘Are you sure you want to turn the system off’. Press the ‘No’ button to return to your presentation (this is just in case you unintentionally pressed EXIT) or the ‘Yes’ button to begin the shutdown process. The LCD TV display will turn off and room audio will power down.

      **NOTE:** Repeat from step 1 to 6 for **VHS**, just press “**VCR**” button on the touch control panel at step 5.
3.4) Having a class recorded

This is a service available on request. Only review classes and make-up classes don’t require approval from the faculty Dean. No matter what the nature of the class being recorded is though the procedure is the same and involves you making a request online, below are some guidelines.

1) Go to the TMS home page (http://tms.nesl.edu), under ‘Faculty Center’ on the left of the home page click ‘Audio Visual Requests’ for the necessary form. This must be submitted within the minimum notice period for such requests (see the ‘Support hours, procedures and contact information’ section at the end of this guide for specifics)

2) Fill out the request form. Select ‘My class/event needs to be recorded’ on the form and make sure to specify in the appropriate section what type of media you want the class captured on

**Online Streaming Video** – The class will be available to view as a streaming video watched via a web browser

**DVD** – The class will be recorded directly to a DVD disk that can be made available in the library to be checked out for viewing or just given to a presenter to distribute as he/she sees fit.

**Both** – The class will be captured to both DVD disk and made available for viewing online.

Once the request is completed and has been submitted you will receive a confirmation Email.

3) The video that will be recorded for the presentation will be captured via the in room camera mounted on the wall at the back of the class. It is suggested that you verify the orientation of the camera is to your liking before the session begins.

**Adjusting the Camera Orientation**

Position the camera to an optimum angle to the way you want to present the class. To do this, first locate the touchscreen panel on the lectern (see ‘View from front of the lectern’ image on page 3). It may be in a sleep state (screen dark) if nobody was using it prior to you that day. If so just touch the screen once and the following should appear.
Press anywhere on the screen to get to the ‘home’ screen. You should now be presented with something that looks like this.

Press the ‘Camera’ button. The LCD TV will turn on. It will connect to the Camera Input to display Room Camera image and the following should now appear.
Use the arrows and Zoom in\out to manipulate the camera image (you will see immediate adjustments happening on the LCD TV Screen).

**Note: these changes directly affect the display on the camera and therefore what will appear on the recording.**

Where you may not need to normally focus on your position while teaching a class, when a recording is in progress best practice would be to be cognitive of not moving out of camera shot where possible for the duration of the class.

4) After making adjustments, you should **turn off the LCD TV** or **switch to another input source** such as lectern desktop computer "PC" so that the recording will not record the camera image showing up on LCD TV display.
   a. To turn off LCD TV: hit ‘EXIT’ button and choose ‘YES’.
   b. To switch to another input source: hit ‘PC’ button

5) The audio that will be recorded for the presentation will be captured via the ceiling microphones in the room. For room 505 these are located in the ceiling (*see section 9 of the Room Equipment Location and Description section at the start of this guide for more detail*). Where you may not need to normally focus on your position and movement while teaching a class, when a recording is in progress best practice would be to stand behind the lectern so that the audio volume remains at a consistent level.
6) All recording equipment and work happens outside the room so there is nothing for you to do beyond that point. A helpdesk member will reach out to you when the recording has been prepared on the selected media (can take up to 24 hours to complete) with the necessary link or DVD disk.
Support Contact Information, Hours and Policies

Technology and Media Services Contact Information

Telephone:
From a phone on the school system: **7404**

Note: on the third floor of Stuart Street there is a phone handset located on the wall between room 302 (student lounge) and room 303, you just need to dial 7404 on this for helpdesk assistance.

From a phone not on the school system (e.g. your mobile): **617-422-7404**

Email: – **tms@nesl.edu**

Web Site: [http://tms.nesl.edu](http://tms.nesl.edu)

Technology and Media Services Hours of Operation

The TMS will now be open as follows:

- **During the academic year**
  - 9 a.m. to 9 p.m. Monday through Thursday
  - 9 a.m. to 5 p.m. on Friday
  - Staff can be made available for audiovisual requests on Friday evening, Saturday, Sunday, and holidays*
  - Remote support during winter break

- **During the summer**
  - 9 a.m. to 7 p.m. Monday through Thursday
  - 9 a.m. to 4:30 a.m. on Friday
  - Staff can be made available for audiovisual requests on Friday evening, Saturday, and Sunday*

* Staff will only be on site if a specific audiovisual request that needs assistance (e.g. class recording) is submitted within the minimum required notice period (see below).
Technology and Media Services Required Minimum Notice Periods For AV Requests

To facilitate scheduling the necessary TMS staff resources to facilitate audiovisual requests, while still maintaining a service level for all of the other responsibilities that’s required from the helpdesk, the following minimum notice periods are in effect.

<table>
<thead>
<tr>
<th>Day</th>
<th>Minimum required notice</th>
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<tbody>
<tr>
<td>Monday through Thursday, 9 a.m. to 9 p.m.</td>
<td>24 hours</td>
</tr>
<tr>
<td>Friday 9 a.m. to 5 p.m.</td>
<td>24 hours</td>
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<tr>
<td>Friday 5 p.m. to 9 p.m.</td>
<td>By 5 p.m. on the preceding Wednesday</td>
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<tr>
<td>Weekends</td>
<td>By 5 p.m. on the preceding Monday</td>
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<tr>
<td>Holidays</td>
<td>By 5 p.m. on the preceding Thursday</td>
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