Audiovisual Guide

Moot Court Room
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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

Moot Court Room contains the following audiovisual equipment:

1) Touchscreen Room Control Panel
2) LCD TVs
3) Laptop Cables
   - Laptop Video / Audio Cable on the judge Bench
   - Laptop Video/ Audio Cable on the Wall
   - Power Outlets
   - Network Port
4) Wireless microphones
5) Ceiling-mounted Speakers
6) Blu-Ray Player
7) VHS Video Player
8) Wall-mounted Cameras
9) Wireless Microphone Receiver
Section 2 - Room Equipment Location and Description

Image - View from front of AV Rack
2.1) Wall-mounted Touchscreen Control Panel

There are two touchscreen control panels in Moot Court. One is mounted on the wall near the main door and another one is on the judge bench.

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 on wall as well as on the judge bench. 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 projector
- Transport controls for equipment (EG Blu-ray play, pause etc)
- Volume controls (including mute) for room microphones
- Volume controls (including mute) for equipment (EG VSH player)
- Room control (Image Show/Blank and Power On/Off for LCD TVs)

2.2) LCD TVs
Moot Court room is equipped with 3 ceiling mounted LCD TVs that are pre-wired for all the relevant equipment in the room (Blue Ray, DVD and VHS Players, Laptop Input). It is also specifically oriented to best utilize the space and angle of the room’s projector screen.

2.3) Laptop cables

1. Embedded Laptop Cable Inputs on Judge Bench

On the of moot court room, there is a judge bench. There, you will find some of the available cables as well as power outlets, Ethernet port to connect to your laptop.
A) Laptop Video Cable (VGA)
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 Video Cable (HDMI)
Connect this to the HDMI out port found on most laptops to share your devices display with the class via the projector.

*Note:* HDMI (High-Definition Multimedia Interface) is a compact audio/video interface for transferring uncompressed video data and compressed or uncompressed digital audio data from a HDMI-compliant source device to a compatible computer monitor, video projector, digital television, or digital audio device. In case you choose to use HDMI cable to connect to your laptop, you will get a full HD signal send to projector screens.
C) Laptop Audio Cable
This 1\8\textsuperscript{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)

D) Network Port
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.
(See ‘Image – Bench Cables, Power Outlets and Network Port Location’ on page 5)
2. Wall-mounted Laptop Cable Inputs,

There is another place for you to plug in your laptop in moot court room. Most of professors find the wall-mounted VGA/HDMI inputs is more convenient. The wall-mounted VGA/HDMI inputs is near the 2 front tables on the right. There is a floor box (see above image) nearby where you can plus in your power cord or access to Ethernet cable.

If you need additional power or if you experience any problem with the outlets on the floor box, there are also two outlets located on the wall just to the right about 1 meter from the Laptop input.

2.4) Ceiling-mounted Speakers
The Moot Court Room is equipped with speakers mounted to the ceiling around the center of the room.

The speakers are mounted onto the ceiling and located at designated positions around the classroom. As well as projecting the sound picked up from the 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 Moot Court.

Program/Speech Volume controls for both the microphones and the speakers can be accessed via buttons that appear on the right of the touchscreen once it is engaged and on the home screen (see step 3 of the “Playing a VHS on the LCD TV” step-by-step guide later in this manual for details of how to get to the home screen). There are Volume Up, Volume Down and Volume Mute controls to 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 – for short, we call ‘room audio’ or ‘room sound’.

Image – Program/Speech Volume Control Locations

2.5) Blue Ray Player
Moot Court Room is capable to handle your HD or Blu-Ray disc. A dedicated OPPO Blue-Ray player is available for displaying HD Disc. See Section 3 – Step-by-Step Guides for playing a Blu-ray DVD on the LCD TV.
2.6) VSH Player

A dedicated VHS player is available for displaying tapes.
2.7) Wall-mounted Camera

Two video cameras are permanently fixed to the wall on the corners of the Moot Court room, one is just on the corner to the right of the Bench, and the other one is about 25 feet distance from the first one toward 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 allowed 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 LCD TVs (Using the Laptop-Bench)

1) Locate the touchscreen panel on wall. 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.
2) Press the “Bench Laptop’ button. This will also kick on LCD TVs power and ready for the Bench Laptop input. Then connect the laptop using the inputs cables on top of the bench (see session 2.3 / laptop cables).

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 SYSTEM’ button on the bottom right and press it.
A ‘Shutdown Confirmation’ message will appear asking ‘You are about
to exit the system. Would you like to continues?’. Press the ‘No, return
to the main menu’ button to return to your presentation (this is just in
case you unintentionally pressed EXIT SYSTEM) or the ‘Yes, shutdown
the system’ button to begin the shutdown process. The projectors and
room audio will power down, the computer VGA may stay on, you can
leave it alone as the computer’s power saving settings will take care of
that subsequent to the other equipment.

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).

*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 507 and should have the following icon).

Double-click it to locate your files stored on it.
3.2) Displaying a PowerPoint Presentation on LCD TVs
(Using the Wall-mounted Plate)

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) Start by plug in your laptop’s ‘display out’ connector into the cable highlighted on the Laptop Input Cables image that appears on page 7. (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.

If you want to use HDMI output port on your laptop instead of VGA port, use HDMI cable highlighted on Laptop Input Cables image that appears on page 8. This will take care both video and audio output from your laptop. No need to plug 1\8th inch audio cable.

2) Locate the touchscreen panel on the wall. 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 “Bench Laptop’ button. This will also kick on LCD TVs power and ready for the Bench Laptop input. Then connect the laptop to the inputs cables on top of the wall (see “Image – Wall Laptop Cable Inputs, Ethernet Port and Power Outlet Locations” on page 7)

3) 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 SYSTEM’ button on the bottom right and press it.
A ‘Shutdown Confirmation’ message will appear asking ‘You are about to exit the system. Would you like to continues?’ Press the ‘No, return to the main menu’ button to return to your presentation (this is just in case you unintentionally pressed EXIT SYSTEM) or the ‘Yes, shutdown the system’ button to begin the shutdown process. The projectors and room audio will power down. Unplug your laptop or device from the VGA input cable and take it with you.

3.3) Playing a VHS on the LCD TV

The following steps assume you are using the dedicated VSH player in the room.

1) Locate the dedicated VSH player on the AV Rack (refer to the VHS Player image on page 12). Place your VSH Tape into VSH player windows. The tape will begin loading.

2) Locate the touchscreen panel on the wall or judge bench (see wall-mounted or judge bench control panel locations 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.
3) Press the VCR button. The LCD TV Screen starts to turn on and connect to the VSH player's input and it should show the VSH main menu.

4) All of the commonly used transport controls for the VSH player will now show up on the touchscreen.
5) When completed, repeat the process from step 2) above to remove the tape from the VSH 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 SYSTEM’ button on the bottom right and press it.

A ‘Shutdown Confirmation’ message will appear asking ‘You are about to exit the system. Would you like to continues’ Press the ‘No, return to the main menu’ button to return to your presentation (this is just in case you unintentionally pressed EXIT SYSTEM) or the ‘Yes, shutdown the system’ button to begin the shutdown process. The projectors and room audio will power down.

3.4) Playing a Blu-Ray DVD on LCD TVs

The following steps assume you are using the dedicated Blu-Ray DVD player in the room.

1) Locate the dedicated Blu-Ray DVD player on the AV Rack (refer to the Blu-Ray Disc Player image on page 12). Press the eject button (the button to the right of the Blu-Ray DVD tray that is marked with a symbol of a triangle above a rectangle). The tray will open, place your Blu-Ray DVD disk on it and then press the eject button. The disk will begin loading.

2) Locate the touchscreen panel on the wall or on the judge bench (see 'View from front of AV Rack' 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.
4) Press the Blu-Ray button.

5) The LCD TV Screen starts to turn on and connect to the DVD player’s input and it should show the DVD main menu.

6) All of the commonly used transport controls for the Blu-Ray player will now show up on the touchscreen.

7) When completed, repeat the process from step 2) 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 quit easy to do. On the touchscreen locate the large red ‘EXIT SYSTEM’ button on the bottom right and press it.

   A ‘Shutdown Confirmation’ message will appear asking ‘You are about to exit the system. Would you like to continues?’ Press the ‘No, return
to the main menu’ button to return to your presentation (this is just in case you unintentionally pressed EXIT SYSTEM) or the ‘Yes, shutdown the system’ button to begin the shutdown process. The projectors and room audio will power down.

3.5) 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.

NOTE: If you need to position the camera to an optimum angle to the way you want to present the class, please reach out to TMS staffs prior
your class begins to discuss your reference. TMS Staffs will make adjustments from Control Office (HeadEnd).

4) The audio that will be recorded for the presentation will be captured via the microphones in the room. For room 507 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.

5) 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](mailto: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>
</tr>
</thead>
<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>
</tr>
<tr>
<td>Friday 5 p.m. to 9 p.m.</td>
<td>By 5 p.m. on the preceding Wednesday</td>
</tr>
<tr>
<td>Weekends</td>
<td>By 5 p.m. on the preceding Monday</td>
</tr>
<tr>
<td>Holidays</td>
<td>By 5 p.m. on the preceding Thursday</td>
</tr>
</tbody>
</table>