

# Helpsheet:

## Audio Visual (AV) equipment in teaching and learning spaces (including lecture theatres)

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This helpsheet provides information about the audio visual equipment available in the teaching and learning spaces of Deakin University.

Teaching and learning spaces include all lecture theatres and meeting rooms as well as other teaching spaces.

Audio and video reproduction is available in all lecture theatres, meeting rooms and teaching spaces through the existing audiovisual equipment located in these spaces.

Detailed information on the facilities available in an individual teaching space can be found at <[www.deakin.edu.au/its/av/rooms/](http://www.deakin.edu.au/its/av/rooms/)>.

### Using the equipment

Log in with your Deakin username and password to use the workstation (including laptops) in these facilities.

Information on what to do before you use equipment as well as help with logging in can be found in the *Using IT equipment in lecture theatres* helpsheet available from the ITSD Publications website at <[www.deakin.edu.au/its/publications/](http://www.deakin.edu.au/its/publications/)>.

### Workstations

All lecture theatres (and some meeting rooms and teaching spaces) have a Windows workstation installed.

These workstations are connected to Deakin's network and are also able to connect to the Internet. You need to log in with your Deakin username and password.

USB memory sticks and CD/DVD Rom media can be used with all provided workstations.

### *Laptop connections*

Laptops can be connected to all lecture theatres, some meeting rooms and teaching spaces. Log in with your Deakin username and password.

USB memory sticks and CD/DVD Rom media can be used with most laptops.

## **Video equipment**

### ***Data projectors***

Data projection facilities are available in all lecture theatres, some meeting rooms and teaching spaces.

These projectors are fixed to the ceiling and connected to the lecturers' presentation desk at the front of the room.

They display native XGA 1024 x 768 resolution, and are capable of displaying 800 x 600 if required. Use of display resolutions higher than the native resolution is not recommended.

### ***DVD playback***

DVD players are standard in all lecture theatres, and also provided in some meeting rooms and teaching spaces.

They are generally located with the local workstation and VCR (typically in an equipment rack or in the lecturers' presentation desk).

This equipment is controlled using the AMX Integrated Touch Screen control system. The image is projected onto the front projection screens and the audio is controlled via the touch screen panel on the lecturers' desk.

### ***VCR playback***

VCR devices are standard in all lecture theatres and some meeting rooms and teaching spaces.

They are generally located with the local workstation and DVD player (typically in an equipment rack or in the lecturers' presentation desk).

This equipment is controlled using the AMX Integrated Touch Screen control system. The image is projected onto the front projection screens and the audio is controlled via the touch screen panel on the lecturers' desk.

### ***Preview monitors***

Preview monitors enable you to see what is happening on the main screens behind you while you are presenting to your audience.

The left hand monitor displays the same image as is displayed over your left shoulder, and the right hand monitor displays the same image as is displayed over your right shoulder.

Note that this display method is not the industry standard, and will be rectified in future revisions of the AMX control system design.

### ***Motorised screens***

With the improvement in technologies, the current Deakin display screen standard is a well finished, painted plaster wall. This has proven to be a more reliable and cost-effective option than previous standards.

Currently, motorised screens are fitted in most lecture theatres, meeting rooms and teaching spaces, as this was the former Deakin standard.

Motorised screens automatically operate when the touch screen is activated, and where a vision source is selected. Once the room is 'Shut Down', these screens automatically retract.

## **AMX Touch Screen**

The AMX Touch Screen control panel is located in the centre of the lecturers' presentation desk.

This touch screen panel allows you to control nearly all facilities in the teaching and learning space—from lighting, volume levels etc. through to DVDs, VCRs, room temperature and cameras.

Touch the surface of the screen to navigate the user friendly room interface.

Instruction in the use of the AMX Touch Screen can be booked through the IT Service Desk (either online or by phone).

## **Sound equipment**

Sound (audio) equipment is offered in all lecture theatres, some meetings rooms and teaching spaces.

### ***Microphones***

There are three different types of microphones available for use.

#### **Desk gooseneck**

These are fixed to the lecture desks (generally at the front of the facility). You need to stay within range of these microphones.

#### **Lapel or Lavellier**

These are usually kept on the lecturer desks beside the document camera and are generally worn on your lapel.

This type of microphone allows you to walk around the teaching space freely so that you can interact with the students without compromising the audio quality or level. This is particularly helpful where the lecture is being recorded.

#### **Hand held**

These are another option that allows you to move about the teaching space freely. They do however restrict your mobility to some extent.

### ***Presentation audio reinforcement***

Microphone reinforcement is standard in lecture theatres and some meeting rooms depending on the size of the space and whether or not the space is set up for video conferencing.

Presentation audio reinforcement is supported for local and laptop PCs, VCR and DVD replay. It is also available for auxiliary devices such as camcorders, DV cameras etc., as well as external audio and video equipment.

The standard for presentation audio is stereo, however mono is also acceptable.

There is currently no provision for 5.1 surround sound.

## iLecture

iLecture is offered in all lecture theatres, some meeting rooms and teaching spaces.

iLecture allows the digital recording and streaming of a lecturer's presentation. You can record either Self view or Content, and this is selectable via the touch screen control system.

Note that currently, you cannot record both Self view and Content at the same time.

You must book an iLecture session through the Knowledge Media Division streaming website located at [www.deakin.edu.au/streaming/](http://www.deakin.edu.au/streaming/).

iLecture is not managed by ITSD or the Facilities Management Services Division's room booking procedure.

## Where to go for help

ITSD publishes a range of helpsheets and user guides. These are available from the ITSD publications website located at [www.deakin.edu.au/its/publications](http://www.deakin.edu.au/its/publications).

If you are having problems with your username and password being accepted, or have any audio visual issues please ring the Teaching Space Support number which is ext. 78466.

If you are having problems with equipment while delivering a session, ring the **Priority Assistance** number which is displayed on the lecturers' console in the teaching and learning facility.

