

# USING THE TOUCHSCREEN IN MOST LECTURE THEATRES

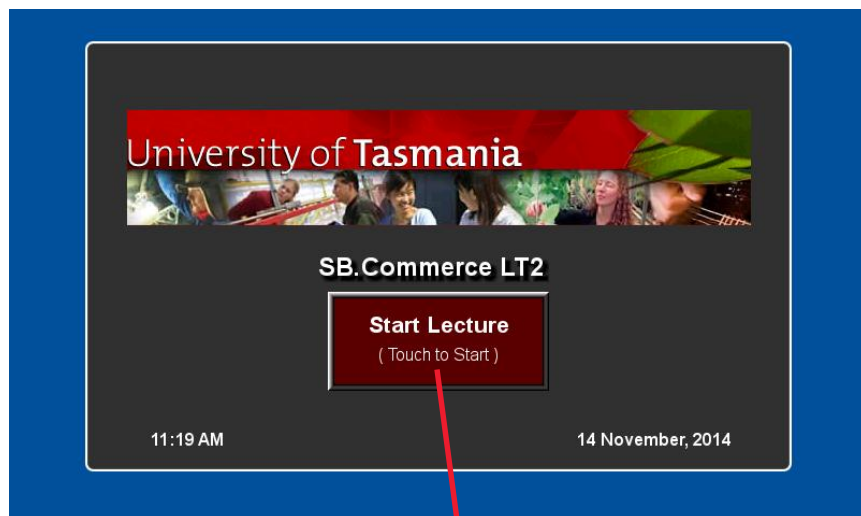
The touchscreen found in many lecture theatres can be used to control lighting, sound and what is projected on screen. This visual guide details the tabs and buttons that you will use most often. Please note that this guide does not apply to the Harvard Lecture Theatres, which use a different touch panel.

Start screen .....	2
The Main tab .....	3
The Lighting tab .....	4
The Audio tab .....	5
The Projector tab .....	6
The Recording tab .....	7
Where to do what – A summary .....	8

## VISUAL GUIDE: USING THE TOUCHSCREEN IN MOST LECTURE THEATRES IN MYLO

### Start screen

You may need to press the Start Lecture button to commence, so that you can see all of the controls. The controls are organised into screens known as *tabs*.



Tap on the *Start Lecture* button to commence. If you don't see this screen, the previous lecture may still be in session until your scheduled time starts.



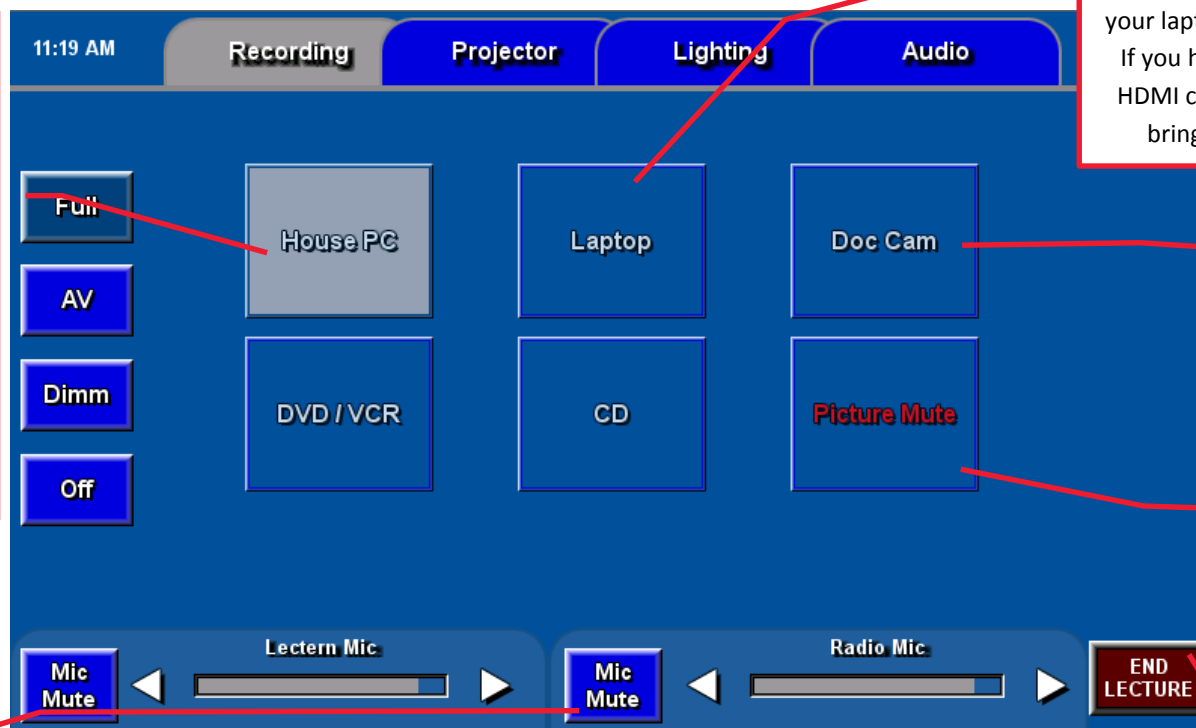
*Tabs* seen after the *Start Lecture* button is tapped.

## VISUAL GUIDE: USING THE TOUCHSCREEN IN MOST LECTURE THEATRES IN MYLO

### The Main tab

This is usually the first tab you will see. You can return to this view by clicking *Done* on any other tab.

When one of these buttons is highlighted, it will be projected onto the screen. You can flick between buttons to show content from different sources. If you choose to use the in-room computer (*House PC*), we recommend bringing along a USB drive with your materials.



If you prefer to use your own laptop, you will need to attach the monitor cable to your laptop, then tap on the *Laptop* button. If you have a modern laptop that uses an HDMI connection for monitors, we advise bringing an HDMI to VGA converter.

Tap on the *Doc Cam* button to show content from the document camera. You may need to switch the document camera on first.

To quickly 'hide' content on screen, tap the *Picture mute* button.

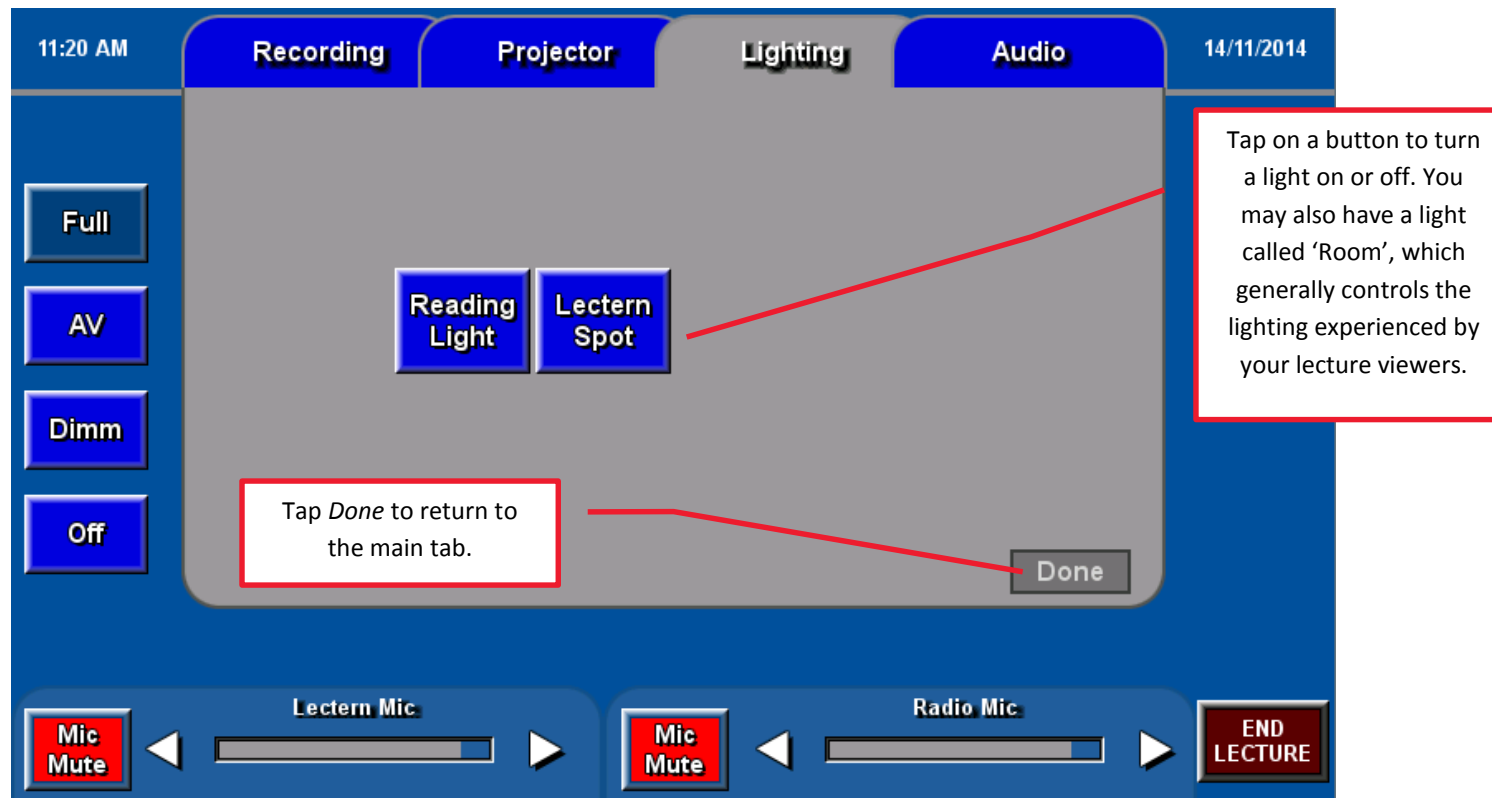
Tap *End Lecture* at the end of your session. This will end a recording as well.

The *Mic Mute* button appears on every tab. If the button is flashing red and blue, it means that the associated microphone is muted, meaning no sound! When it is a solid colour, the microphone is unmuted. Always check that the device itself is switched on. We recommend using the Radio Mic, as this allows you to move around without compromising the sound on your recording. When in doubt, ask your students to be quiet, and then ask if they can hear you through the speakers. If they can, the microphone is working.

## VISUAL GUIDE: USING THE TOUCHSCREEN IN MOST LECTURE THEATRES IN MYLO

### The Lighting tab

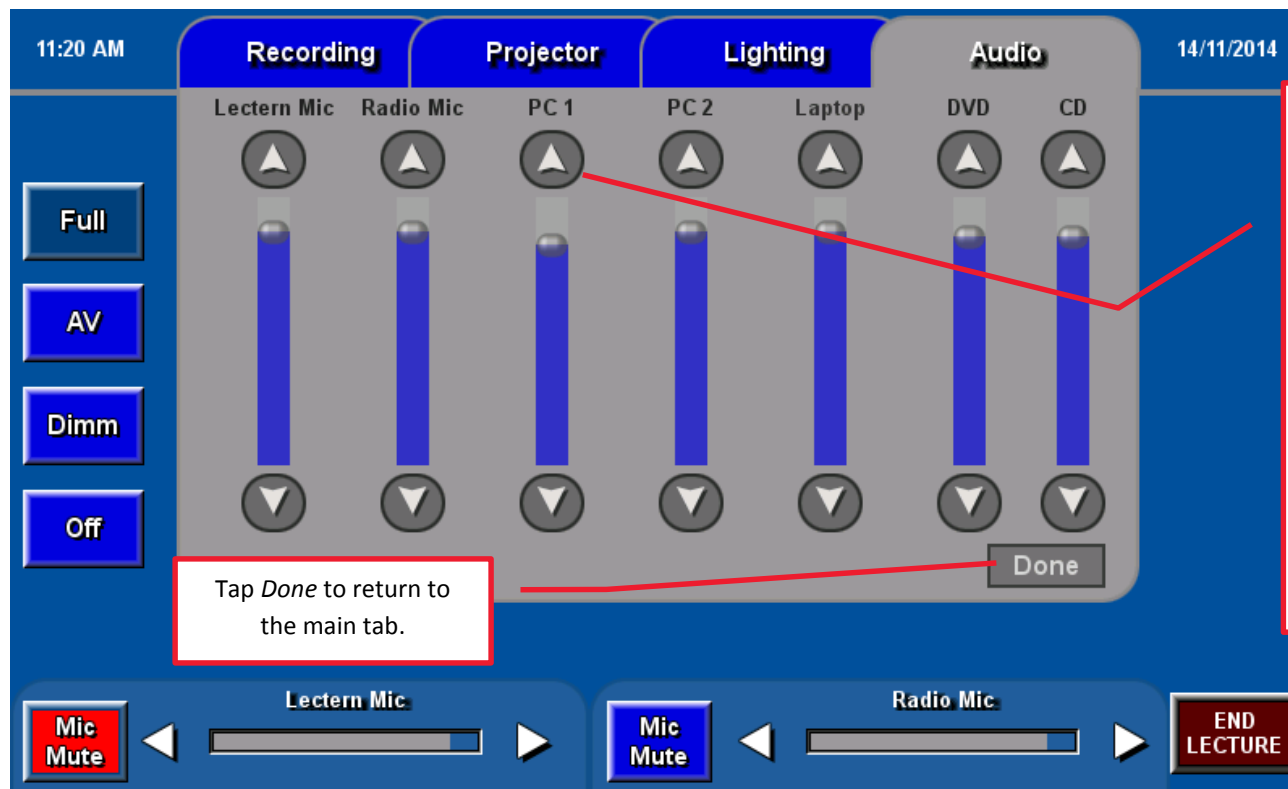
Use this tab to control the lighting in your lecture theatre. The lighting options available will depend on the lecture theatre. Generally, you will only need to use these settings if you wish to light up the lectern area, or dim the light in the area (e.g. because you are projecting a video).



## VISUAL GUIDE: USING THE TOUCHSCREEN IN MOST LECTURE THEATRES IN MYLO

### The Audio tab

Use this tab to control the volume of most devices.



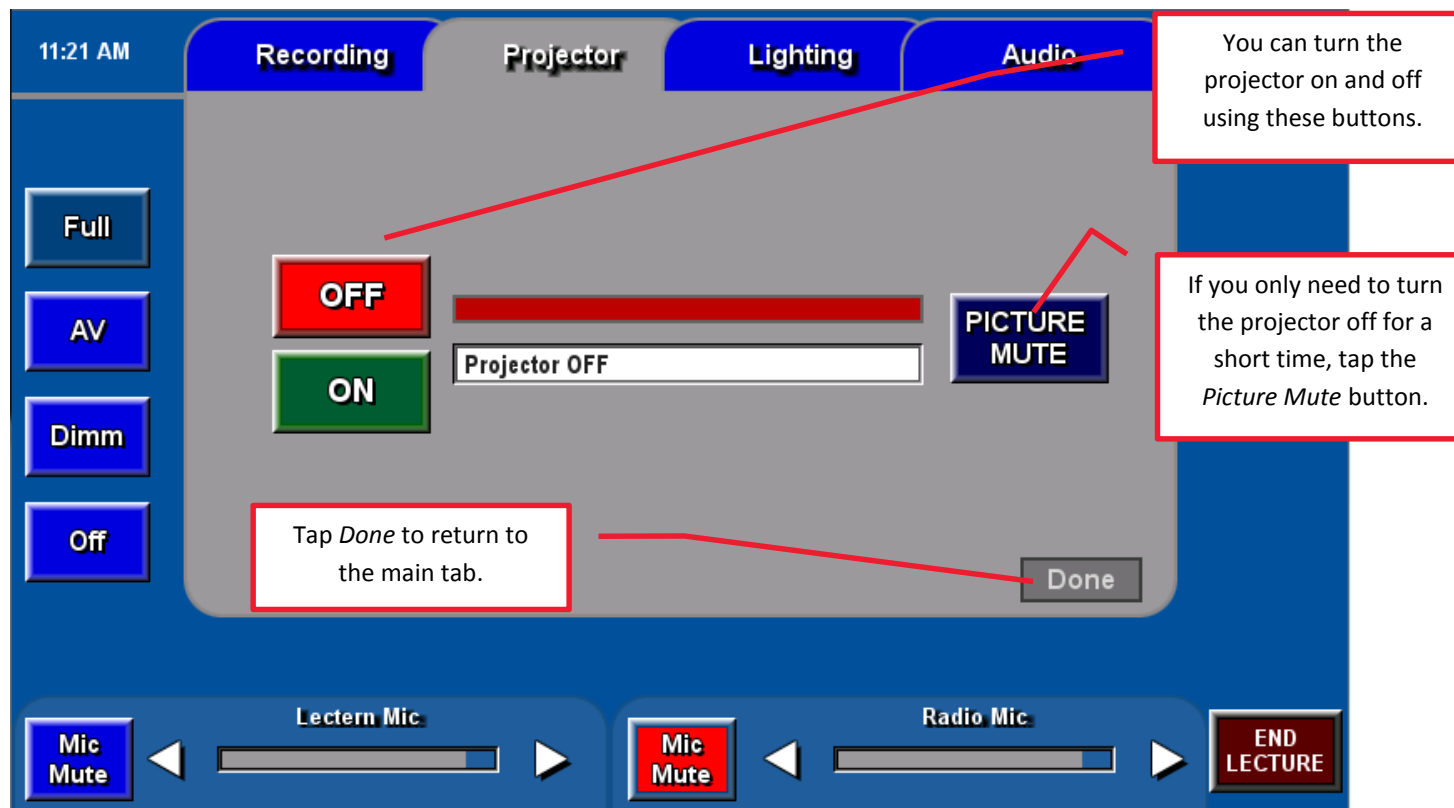
Tap *Done* to return to the main tab.

Tap on the top arrow to turn a device's volume up, or on the bottom arrow to turn the volume down. Alternatively, tap and hold the volume notch to drag it up and down. *PC1* generally represents the *House PC*. Still can't hear anything? Make sure the computer/laptop sound is not muted.

## VISUAL GUIDE: USING THE TOUCHSCREEN IN MOST LECTURE THEATRES IN MYLO

### The Projector tab

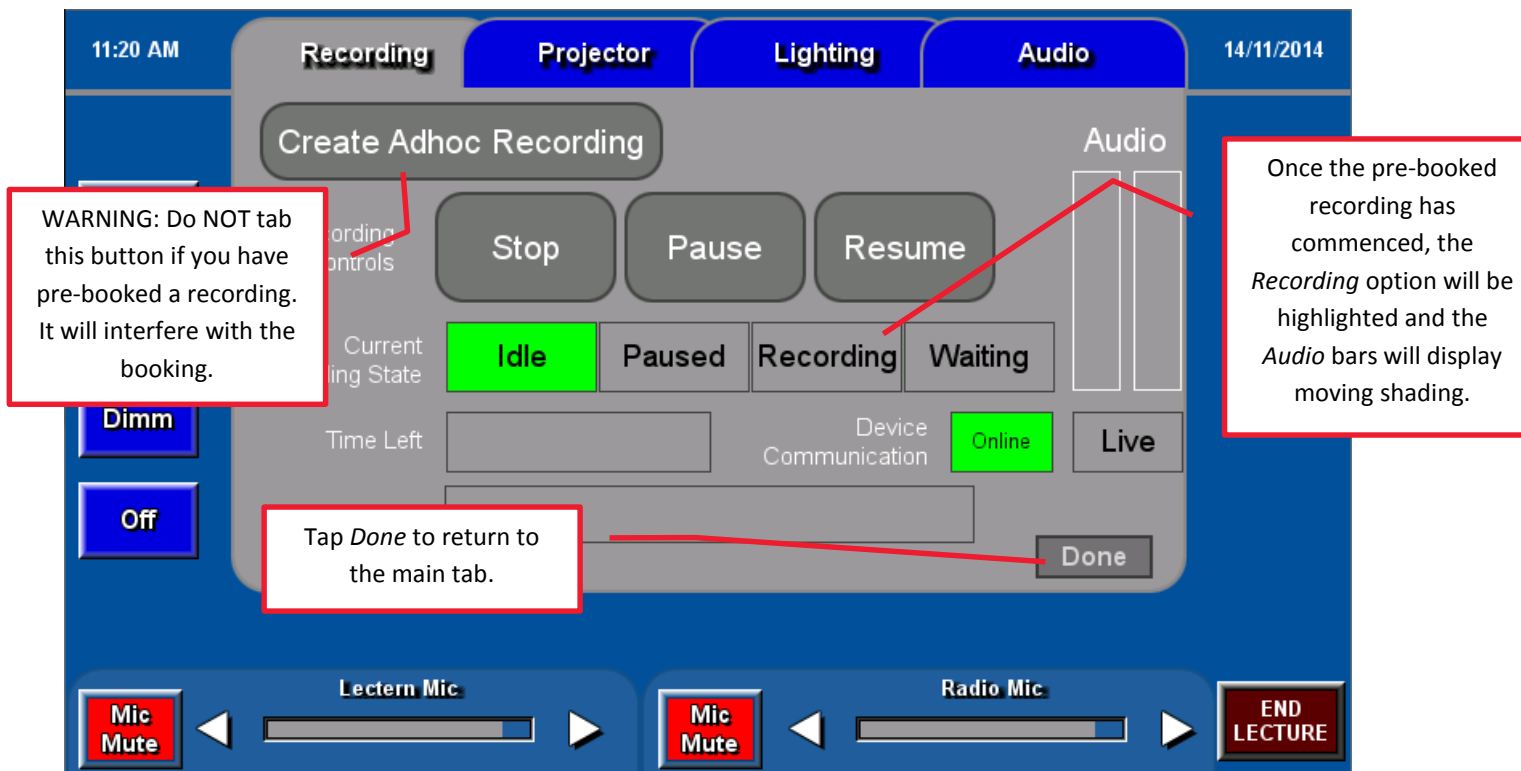
Use this tab to control the projector.



## VISUAL GUIDE: USING THE TOUCHSCREEN IN MOST LECTURE THEATRES IN MYLO

### The Recording tab

Use this tab to keep track of whether a pre-booked recording has commenced. There is no need to initiate a recording if you have already booked one.



## VISUAL GUIDE: USING THE TOUCHSCREEN IN MOST LECTURE THEATRES IN MYLO

### Where to do what – A summary

This table summarises common tasks in the lecture theatre and associates them with a tab and a button on the control panel.

<b>Task</b>	<b>Tab/screen</b>	<b>Button</b>
Start the lecture/View tabs.	Start screen	Start Lecture
Turn the projector on.	Projector	On
Choose the device to display on the projector.	<i>Main</i> (click <i>Done</i> on any tab to return to the <i>Main</i> tab).	Tap the relevant device e.g. <i>House PC, Laptop, Doc Cam</i>
Turn on the microphone so students/the recording can hear your voice.	Any screen, except the <i>Start</i> screen.	If the <i>Mic Mute</i> button is flashing (red and blue), tap it. When the button is solid, the mic is un-muted. Do the reverse to mute the microphone.
Turn the volume up or down (e.g. volume of a PC, microphone etc).	<i>Audio</i>	Use the arrow buttons to move the volume up and down.
Dim/turn on the lighting at the front of the lecture theatre.	<i>Lighting</i>	Tap on/off a light. Exact lighting options will vary in each lecture theatre.
Check that a pre-booked recording has commenced.	<i>Recording</i>	<i>Recording</i> option should be highlighted. Audio bars will have moving shading (indicating that they are picking up sound from the microphone/s).
End the lecture (and the recording).	Any tab, except the <i>Start</i> screen.	<i>End Lecture</i>