

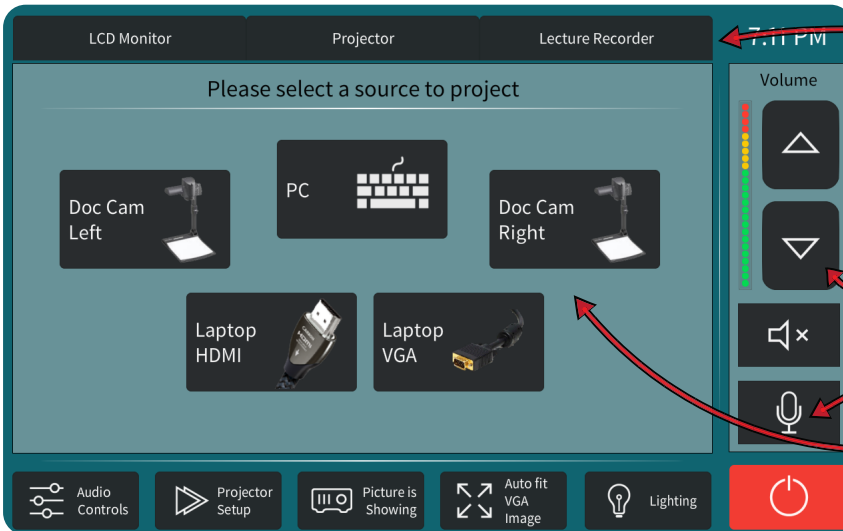
## Biffen Lecture Theatre

### Using the AV system for presenting in-person and Manual Lecture Capture

The AV system can be used for either single screen or dual screen presentation. Once a system mode has been selected the screen will drop down and the required projectors will turn on.

When selecting a source to display on any of the projectors it is also routed to lecture capture and the lectern monitor. In single screen mode this is straightforward, in dual screen mode the monitor and lecture capture follow the last source selected irrespective of which projector it was routed to.

Both the lectern monitor and lecture capture can have sources routed to them independently. To do this select the appropriate output tab at the top of the touchpanel and then uncheck the box on the following page that sets the output to follow projector source.



#### Output Select Tabs

Route sources to lectern monitor and lecture capture independently.

#### Content Volume Control

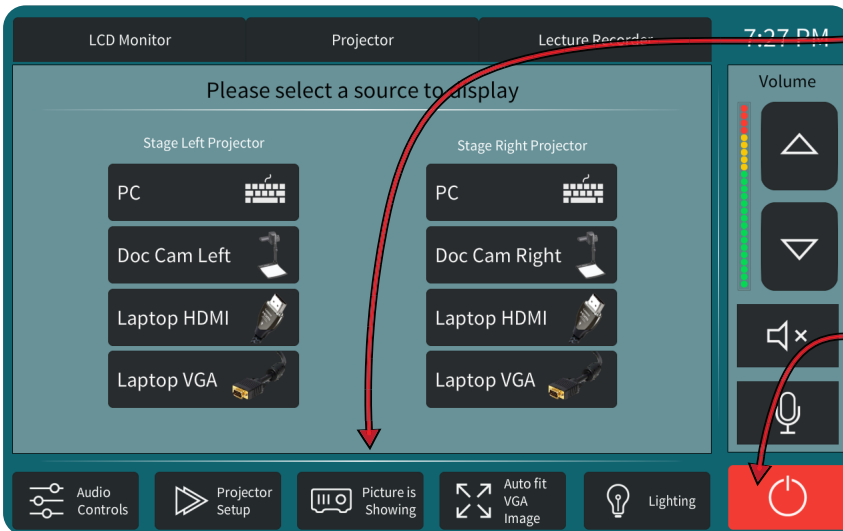
Level adjustment and mute.

#### Microphone Mute

Mutes both microphones.

#### Source Select

Routes the chosen input to the outputs. All three outputs are tied together by default but can be controlled separately by selecting the output select tabs at the top of the page.



#### Blank

Blanks the projector image - it remains visible to lecture capture.

#### Audio Controls

Individual microphone level adjustment and mute.

#### Projector Setup

Additional projector settings and controls to extend or retract the projection screen.

#### Shutdown

Turn off the projector/s and shut down the system.

See overleaf for guidance on using Panopto Recorder

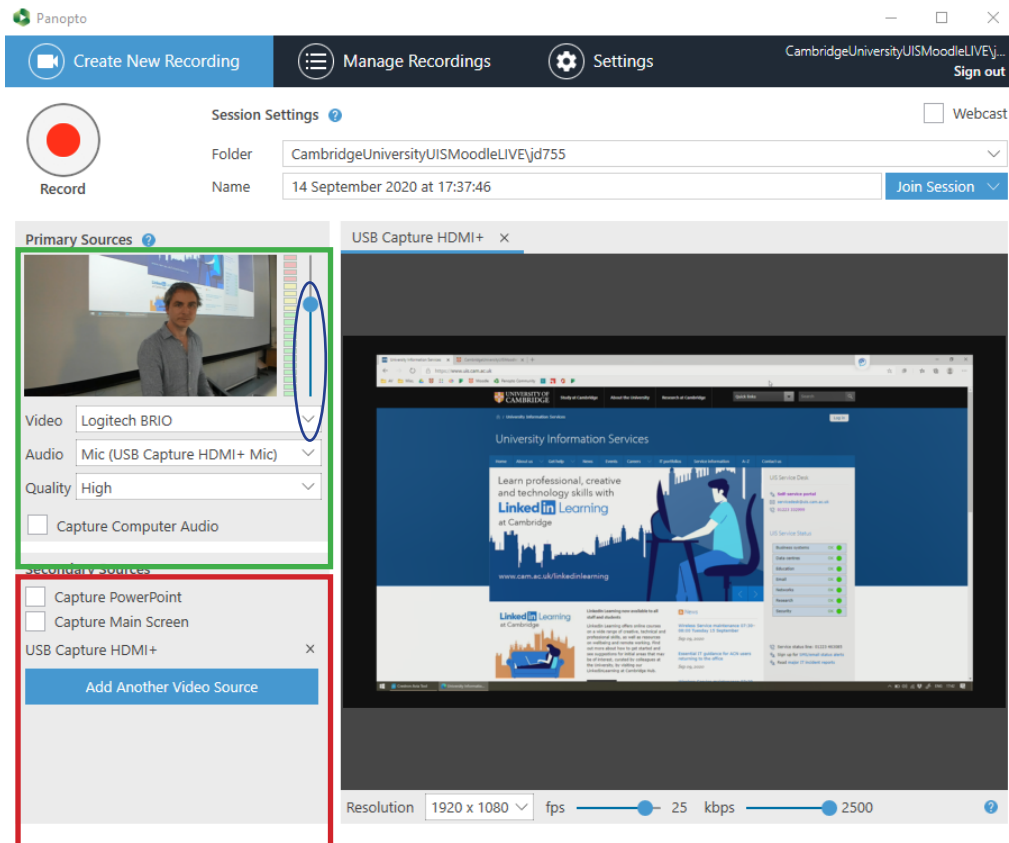
## Biffen Lecture Theatre

### Using the AV system for presenting in-person and Manual Lecture Capture

Some knowledge of Panopto Recorder is necessary to record lectures in this room. Detailed guidance on recording, managing and publishing content with Panopto is available on the Moodle Panopto Educational Video Support pages.

After opening Panopto Recorder on the MCS workstation and logging in with your CRSID via Moodle you will be presented with a window like the one below.

Setting up and recording content in this room is much the same as when recording on your own laptop or desktop PC. The highlighted areas and associated notes below indicate differences you need to be aware of.



#### Primary Sources

The primary video source will default to "Logitech BRIO". This is the camera on the lectern monitor, it can be disabled if you do not want to capture a camera feed.

The primary audio source will default to "Mic (USB Capture HDMI + Mic)", this device captures a mix of any content sound, the lanyard microphone, and the handheld microphone.

Please do not adjust the audio level (highlighted with the blue ellipse) as this can negatively affect the recording. To adjust the audio levels please use the touchpanel controller on the lectern.

"Capture Computer Audio" should remain unchecked (*with the exception of the use described in the Secondary Sources section below*).

#### Secondary Sources

"Capture Powerpoint" is unchecked by default. This can be checked if you want to import slides directly from PowerPoint when presenting from the PC.

"Capture Main Screen" is unchecked by default. It can be checked if you want to capture content from the PC as well as another source selected on the AV system (eg. visualiser). In this case you will need to check "Capture Computer Audio" - the AV system only routes audio from the source selected on the touchpanel.

The "USB Capture HDMI +" secondary source is a duplicate of the main output from the AV system. This is controlled from the touchpanel controller on the lectern.

It is possible to capture both visualisers as separate streams. To do this, select "Add Another Video Source" and choose "USB Capture HDMI" (note the missing "+"). This device is connected directly to the right hand visualiser. Route the left hand visualiser to the projector with the AV system and both visualisers will be captured.

See overleaf for guidance on using the AV system