Teaching Venues Overview

Here is a detailed list containing all the teaching venues Classroom Presentation Technologies.

Click Here

Teaching Venues AV Technologies

Below you will find a more detailed description of each teaching venue including capacity, photo of venue, classroom presentation technologies available and instructions on how to use the equipment in each venue.

Arts/Science Concourse Teaching Venues

Kirwan Theatre

The Kirwan theatre is a tiered lecture theatre located in the middle of the concourse which has a capacity of 312 seats.

Available Equipment:

Display	
Data Projector	**YES**
Interactive Touch Display on Lecture	**YES**
Audio	
2 x Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**YES**
Handheld Microphone (needs to be boooked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Pan Tilt and Zoom (PTZ) Panasonic High Definition (HD) camera (located on the back wall of theatre for web conferencing)	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**

Display	
Networked Windows Computer (PC)	YES
Document Camera	YES
Wireless Presentation via Apple TV	YES
Overhead projector	YES
Speakers	YES

Hybrid teaching equipment settings

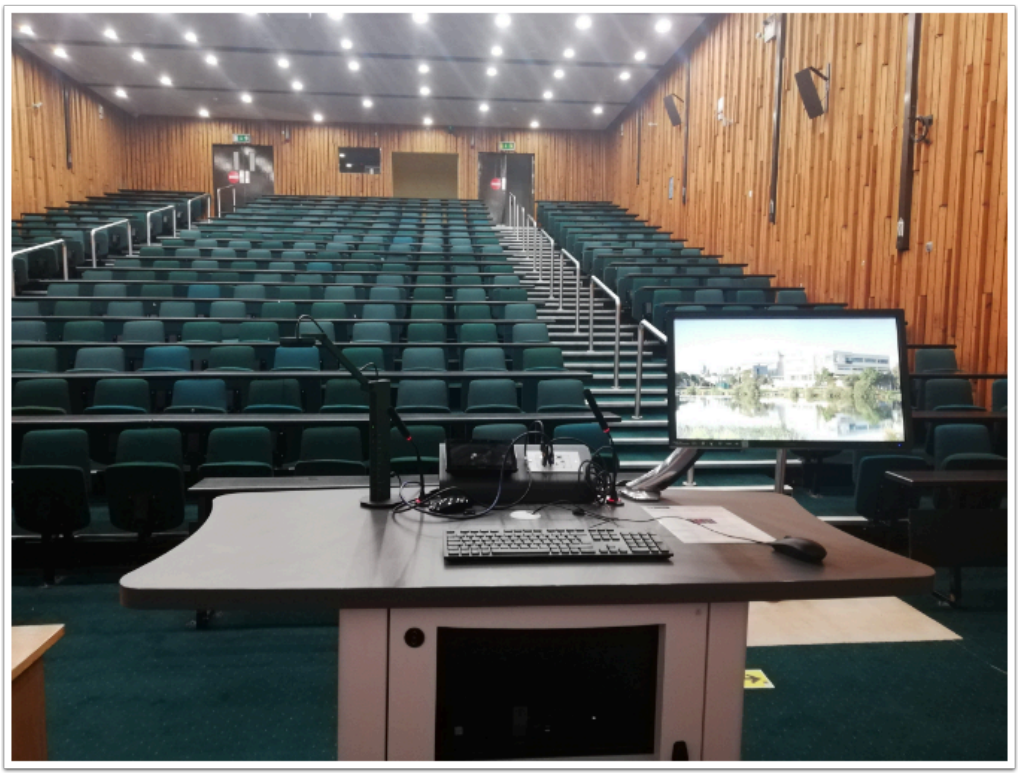
Speaker/ room camera	Microphone	Speaker
Panasonic AVStream Camera 1	Echo Cancelling Speakerphone DMP Plus USB1	Echo Cancelling Speakerphone DMP Plus USB1

Kirwan Theatre Instructions

Click here for instructions on how to use this venue

O'Flaherty Theatre

The O'Flaherty theatre is a tiered lecture theatre located on the concourse which has a capacity of 356 seats



Available Equipment:

Display	
2 x Data Projectors One for PC /Document camera One for Laptop presentations etc	**YES**
Interactive Touch Display on Lecturn	**YES**
Audio	
2 x Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**YES**
Handheld Microphone (needs to be boooked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**

Display	
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Pan Tilt and Zoom (PTZ) Panasonic High Definition (HD) camera (located on the back wall of theatre for web conferencing)	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron Touchpanel	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**YES**
Wireless Presentation via Apple TV	**YES**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching equipment settings

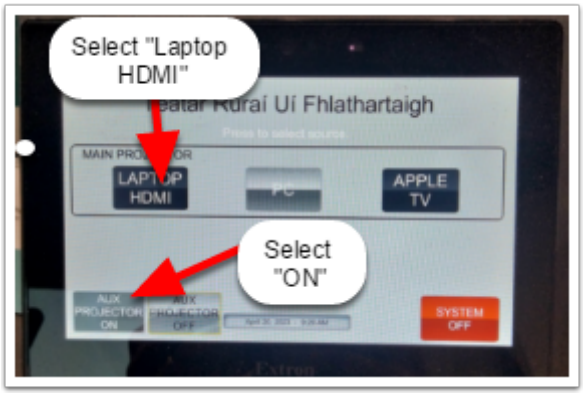
Speaker/ room camera	**Microphone**	**Speaker**
Panasonic AVStream Camera 1	Echo Cancelling Speakerphone DMP Plus USB1	Echo Cancelling Speakerphone DMP Plus USB1

O'Flaherty Dual Projector Instructions

This theatre is equipped with two projectors to allow for dual projection of two different sources to be displayed. For example on the Main screen your presentation slides from your laptop can be displayed and on the Auxiliary screen you could have the document camera that is connected to the PC.

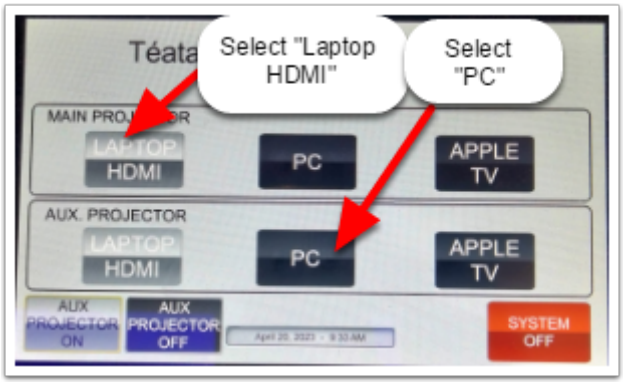
1. Press **"Power ON"** button to begin.

2. Main Projector is default menu. Select correct Input you want to use - ie. Laptop HDMI to present presentation from your laptop.

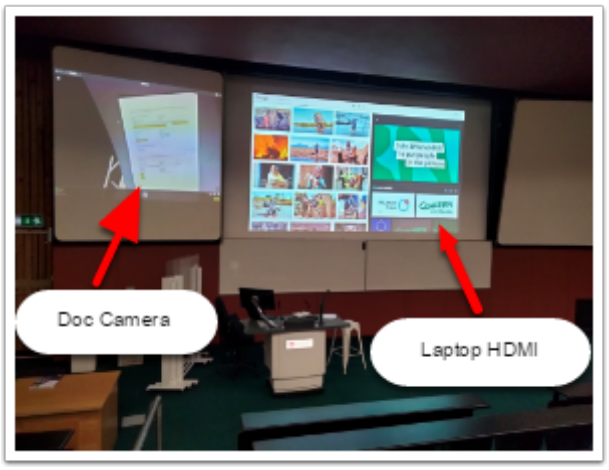


3. Select "Aux Projector ON" to power on the second projector.

4. Select "PC" if you want to show document camera or anything else from the PC.



This is what you should see below Main Screen is displaying whatever is on your laptop.
Auxilliary screen is displaying document camera that is connected to PC.



Please log off and Power off both projectors when finished

O'Flaherty Theatre Teaching Venue Instructions

Click here to see how to use the AV equipment in this venue.

Larmour Theatre

The Larmour theatre is a tiered lecture theatre located on the concourse which has a capacity of 93 seats

Available Equipment

Display	
Data Projector	**YES**
Interactive Touch Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**YES**

Display	
Handheld Microphone (needs to be boooked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Poly Cube wihch can be used for both the camera and microphone in a web conferencing session	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**YES**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

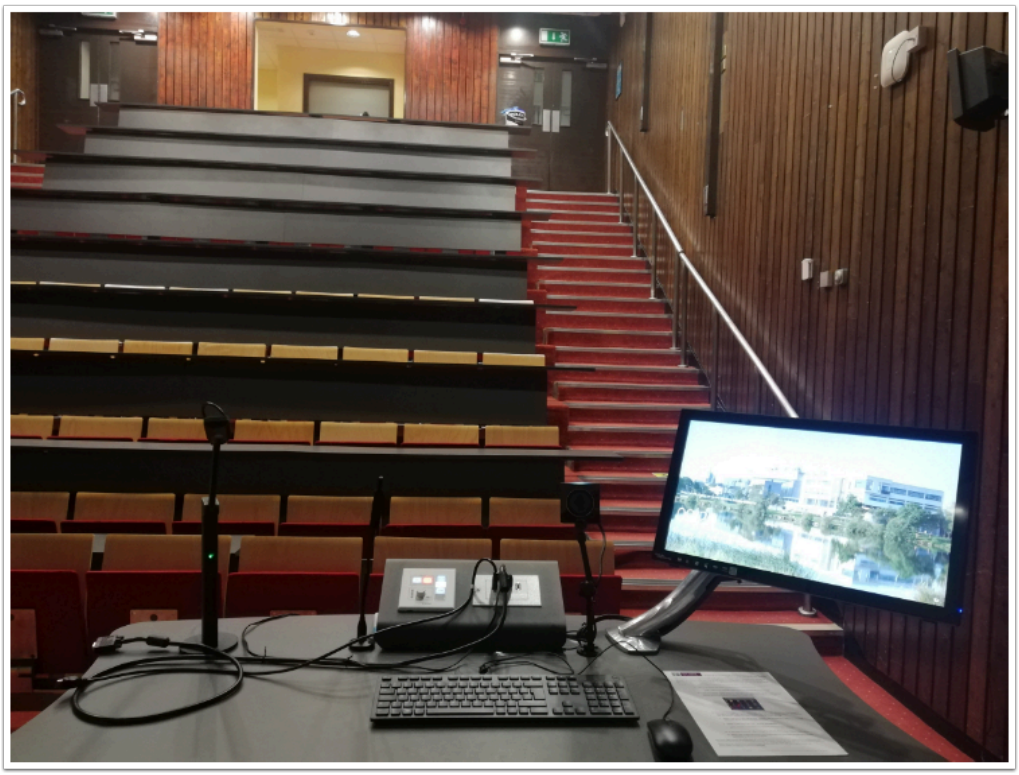
Speaker/ room camera	Microphone	Speaker
Poly Eagle Eye Cube USB	Poly Eagle Eye Cube USB	Speakers / Headphones (Realtek Audio)

Larmor theatre teaching venue instructions

Click here for instructions on how to use this venue

Dillon Theatre

The Dillon theatre is a tiered lecture theatre located on the concourse which has a capacity of 95 seats



Available Equipment

Display	
Data Projector	**YES**
Interactive Touch Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**YES**
Handheld Microphone (needs to be boooked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	

Display	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Poly Cube which can be used for both the camera and microphone in a web conferencing session	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams.	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**YES**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

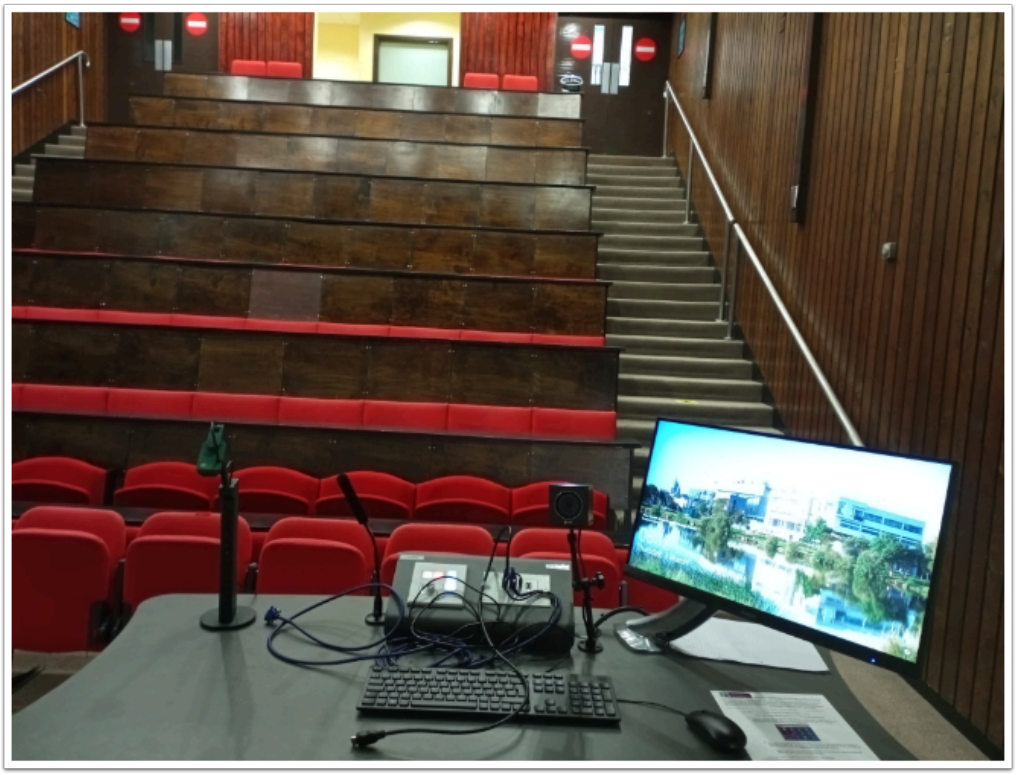
Speaker/ room camera	Microphone	Speaker
Poly Eagle Eye Cube USB	Poly Eagle Eye Cube USB	Speakers / Headphones (Realtek Audio)

Dillon Theatre teaching venue instructions

Click here for instructions on how to use this venue

McMunn Theatre

The McMunn theatre is a tiered lecture theatre located on the concourse which has a capacity of 94 seats



Available Equipment

Display	
Data Projector	**YES**
Interactive Touch Display on Lecturn	**YES**

Display	
Audio	
1 x Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**YES**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Poly Cube which can be used for both the camera and microphone in a web conferencing session	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams.	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**YES**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
Poly Eagle Eye Cube USB	Poly Eagle Eye Cube USB	Speakers / Headphones (Realtek Audio)

McMunn Theatre Teaching venue instructions

Click here for instructions on how to use this venue

Tyndal Theatre

The Tyndal theatre is a tiered lecture theatre located on the concourse which has a capacity of 125 seats

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Poly Cube which can be used for both the camera and microphone in a web conferencing session	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams.	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**

Display	
Document Camera	YES
Wireless Presentation via Apple TV	NO
Overhead projector	YES
Speakers	YES

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
Poly Eagle Eye Cube USB	Poly Eagle Eye Cube USB	Speakers / Headphones (Realtek Audio)

Tyndal Theatre Teaching venue instructions

Click here for instructions on how to use this venue

Anderson Theatre

The Anderson theatre is a tiered lecture theatre located on the concourse which has a capacity of 242 seats

Available Equipment

Display	
Data Projector	**YES**
Interactive Touch Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**YES**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**

Display	
Camera	
Poly Cube which can be used for both the camera and microphone in a web conferencing session	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**YES**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
Poly Eagle Eye Cube USB	Poly Eagle Eye Cube USB	Speakers / Headphones (Realtek Audio)

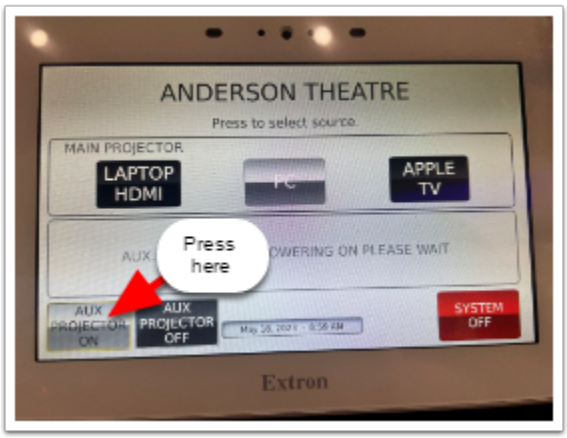
Anderson Theatre Teaching Instructions

Click here for instructions on how to use this venue

Anderson Dual Projector Instructions

This theatre is equipped with two projectors to allow for dual projection of two different sources to be displayed. For example on the Main screen your presentation slides from your laptop can be displayed and on the Auxiliary screen you could have the document camera that is connected to the PC.

1. Press **"PRESS HERE TO START"** button to begin



2. Main Projector is default menu. Select correct Input you want to use - ie. Laptop HDMI to present presentation from your laptop.

3. Select **"AUX PROJECTOR ON"** to power on the second projector.

4. Select **"PC"** if you want to show document camera on the Auxillary Projector and select **"LAPTOP HDMI"** if you want to show laptop on the main projector. Example below;

This is what you should see below Main Screen is displaying whatever is on your laptop. Auxilliary screen is displaying document camera that is connected to PC.

⚠ Please log off and Power off both projectors when finished

Darcy Thompson Theatre

The Darcy Thompson theatre is a tiered lecture theatre located on the concourse which has a capacity of 160 seats

Available Equipment

Display	
Data Projector	**YES**
Interactive Touch Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**YES**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	

Display	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Poly Cube which can be used for both the camera and microphone in a web conferencing session	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**YES**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
Poly Eagle Eye Cube USB	Poly Eagle Eye Cube USB	Speakers / Headphones (Realtek Audio)

Darcy Thompson theatre instructions

See instructions here

SC200A

SC200A is a small classroom located on the concourse which has a capacity of 30 seats

Available Equipment:

Display	
65" TV	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone	**NO**

Display	
(located in projection room at back of theatre)	
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Additional Technical Features	
Teachers Desk	**YES**
Control Panel - Extron MLC55 (located behind desk)	**YES**
Networked Windows Computer (PC)	**NO**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Class Room 201

Room 201 is a large tiered classroom located on the concourse which has a capacity of 96 seats

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with built in microphone	**YES**

Display	
for Hybrid Meetings	
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD VC Webcam	Echocancelling Spekerphone (Asus BE / C6 Webcam Series)	Speakers / Headphones (Realtek Audio)

Class Room 201 Instructions

See instructions here

Class Room 202

Room 202 is a large classroom located on the concourse which has a capacity of 88 seats

Available Equipment

Display	
Data Projecto**r**	**YES**
Interactive display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**

Display	
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**YES**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

Class Room 202 Instructions

See instructions here

Class Room 203

Room 203 is a large classroom located on the concourse which has a capacity of 88 seats

Available Equipment

Display	
Data Projecto**r**	**YES**
Interactive display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	

Display	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**YES**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

Class Room 203 Instructions

See instructions here

Class Room 204

Room 204 is a large classroom located on the concourse which has a capacity of 50 seats

Available Equipment

Display	
Data Projecto**r**	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	

Display	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**YES**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

Class room 204 Instructions

See instructions here

Class Room 213

Room 213 is a large classroom located on the concourse which has a capacity of 70 seats

Available Equipment

Display	
Data Projecto**r**	**YES**
Display on Lecturn	**YES**
Audio	

Display	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**YES**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

Room 213 Instructions

See instructions here

Class Room 214

Room 214 is a large classroom located on the concourse which has a capacity of 56 seats

Available Equipment

Display	
Data Projecto**r**	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	

Display	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**YES**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

Room 214 Instructions

See instructions here

Class Room 215

Room 215 is a large classroom located on the concourse which has a capacity of 70 seats

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**

Display	
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**YES**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Settings

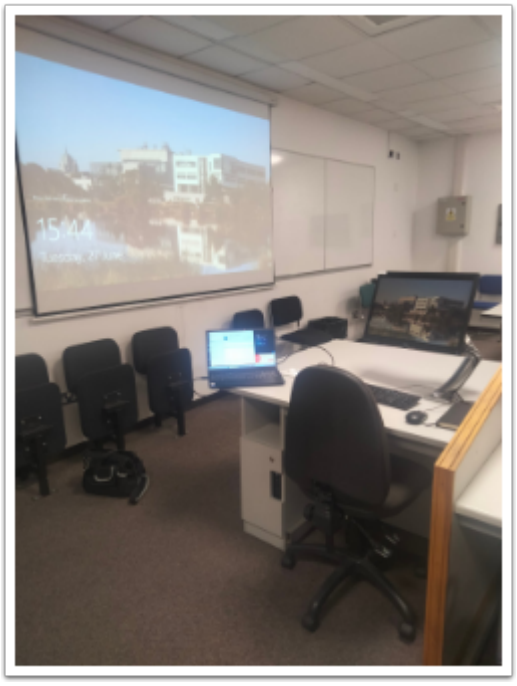
Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

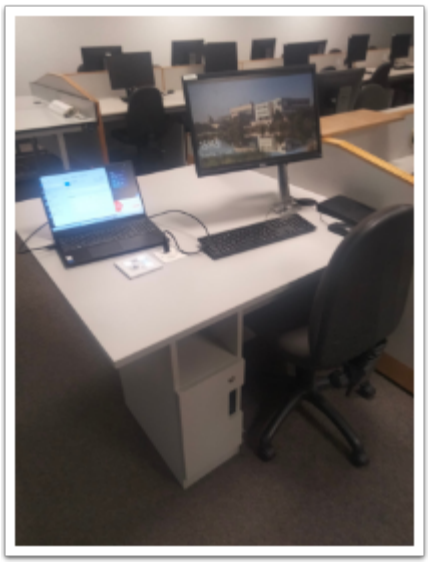
Room 215 Instructions

See instructions here

ISS General Access PC Suite 105

PC Suite 105 is a large PC Suite located in the Arts /Science Building.





Available Equipment

Display	
Data Projector	YES
Display on Desk	YES
Audio	
1 x Lecturn Microphone	NO
Lapel Microphone (located in projection room at back of theatre)	NO
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	NO
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	NO
Laptop Connections	
VGA Laptop connection	NO
HDMI Laptop connection	YES
Camera	

Display	
USB 2.0 FHD UVC Webcam on monitor	**NO**
Web Conferencing	
Compatible with Zoom, MS Teams	**NO**
Additional Technical Features	
Teachers Desk	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

ISS PC Suite 228

PC Suite 228 is a large PC Suite located in the Arts /Science Building.

Available Equipment

Display	
Data Projector	YES
Display on Desk	YES
Audio	
1 x Lecturn Microphone	NO
Lapel Microphone (located in projection room at back of theatre)	NO
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	NO
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	NO
Laptop Connections	
VGA Laptop connection	NO
HDMI Laptop connection	YES
Camera	
USB 2.0 FHD UVC Webcam on monitor	NO
Web Conferencing	
Compatible with Zoom, MS Teams	NO
Additional Technical Features	
Teachers Desk	YES
Control Panel - Extron MLC100	YES
Networked Windows Computer (PC)	YES

Display	
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES -through projector**

ISS PC Suite 229

PC Suite 229 is a large PC Suite located in the Arts /Science Building.

Available Equipment

Display	
Data Projecto**r**	**YES**
Display on Desk	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back	**NO**

Display	
of theatre)	
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**NO**
Web Conferencing	
Compatible with Zoom, MS Teams	**NO**
Additional Technical Features	
Teachers Desk	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES -through projector**

Aras Cairnes

Lecture Hall 1 (111)

Lecture Hall 1 is a tiered lecture theatre located in the Cairnes building which has a capacity of 105 seats.

Available Equipment:

Display	
Data Projector	**YES**
Interactive Touch Display on Lecture	**YES**
Audio	
2 x Lecturn Microphone	**YES**

Display	
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be boooked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
Pan Tilt and Zoom (PTZ) Panasonic High Definition (HD) camera (located on the back wall of theatre for web conferencing)	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**YES**
Wireless Presentation via Apple TV	**YES**
Overhead projector	**YES**
Speakers	**YES**

Hybrid teaching equipment settings

Speaker/ room camera	Microphone	Speaker
Panasonic AVStream Camera 1	Echo Cancelling Speakerphone DMP Plus USB1	Echo Cancelling Speakerphone DMP Plus USB1

Theatre Hall 1 Instructions

See instructions here

Lecture Hall 2 (101)

Lecture Hall 2 is a lecture room located in the Cairnes building which has a capacity of 40 seats.

Available Equipment:

Display	
Data Projector	**YES**
Interactive Touch Display on Lecture	NO
Audio	
2 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Webcam microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**Yes**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Web Cam	**Yes**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**NO**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**

Display	
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid teaching equipment settings

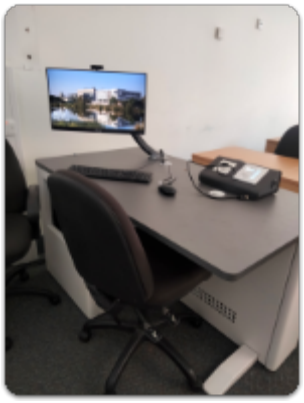
Speaker/ room camera	Microphone	Speaker
Panasonic AVStream Camera 1	Echo Cancelling Speakerphone DMP Plus USB1	Echo Cancelling Speakerphone DMP Plus USB1

CA11 Theatre Instructions

See instructions here

Classroom 115

CA115 is a classroom located in the Cairnes building which has a capacity of 20 seats



Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance	**NO**

Display	
and collected from Audiovisual)	
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with built in microphone for Hybrid Calls	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Equipment

Speaker/ room camera	Microphone	Speaker
USB 2.0	EchoCancelling	PT-VW460 (Intel

Speaker/ room camera	Microphone	Speaker
FHD UVC Webcam	Speakerphone (Asus BE/C6 Webcam Series)	Display Audio)

CA115 Instructions

See instructions here

Lecture Hall 116a

116a is a large classroom located in the Cairnes building which has a capacity of 60 seats

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Poly Cub Webcam	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**NO**
Control Panel	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**

Display	
Wireless Presentation via Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
Poly Cube Webcam	Poly Cube Microphone	PT-VW460 (Intel Display Audio)

Room 116 Instructions

See instructions here

Teresa Higgins Executive MBA Suite (117)

The MBA Suite is a large classroom located in the Cairnes building which has a capacity of 48 seats

Available Equipment

Display	
2 x Data Projector	**YES**
Interactive display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	

Display	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
Poly Cube camera and microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**NO**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
Poly Cube Microphone	Poly Cube Microphone	PT-VW460 (Intel Display Audio)

Room 117 Instructions

See instructions here

Lecture Hall 118

Room 118 is a large classroom located in the Cairnes building which has a capacity of 60 seats

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**

Display	
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**NO**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
Poly Cube	Poly Cube	PT-VW460 (Intel

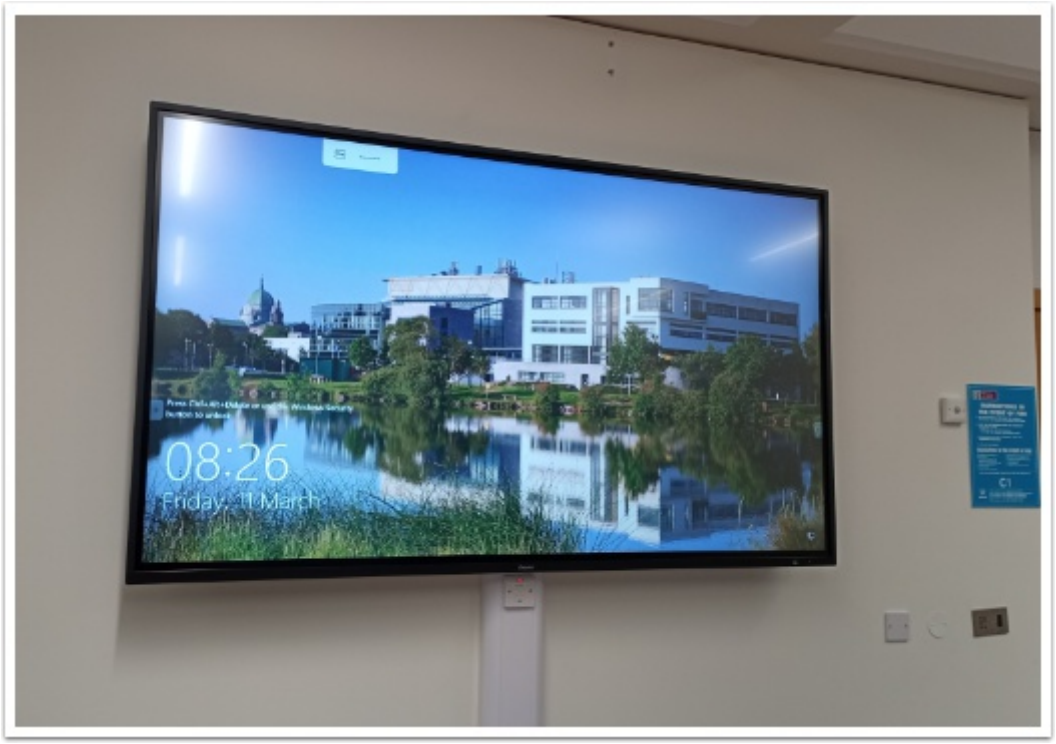
Speaker/ room camera	Microphone	Speaker
Webcam	Microphone	Display Audio)

Room 118 Instructions

See instructions here

Class room 001

Room 001 is a classroom located in the Cairnes building which has a capacity of 30 seats



Available Equipment

Display	
Data Projector	**YES**
Interactive display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**

Display	
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**NO**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

Room 001 Instructions

See instructions here

Class room 002

Room 002 is a classroom located in the Cairnes building which has a capacity of 30 seats

Available Equipment

Display	
Data Projector	**YES**
Interactive display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	

Display	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**NO**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

Room 002 Instructions

See instructions here

Class room 003

Room 003 is a classroom located in the Cairnes building which has a capacity of 30 seats

Available Equipment

Display	
Data Projector	**YES**
Interactive display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	

Display	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**NO**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

Room 003 Instructions

See instructions here

Class room 004

Room 004 is a classroom located in the Cairnes building which has a capacity of 30 seats

Available Equipment

Display	
Data Projector	**YES**
Interactive display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	

Display	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**NO**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

Room 004 Instructions

See instructions here

Class room 005

Room 005 is a classroom located in the Cairnes building which has a capacity of 30 seats

Available Equipment

Display	
Data Projector	**YES**
Interactive display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	

Display	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**NO**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

Room 005 Instructions

See instructions here

Business Classroom (243)

Room 243 is a classroom located in the Cairnes building. It has a large screen at the top of the room for teaching and 6 TVs around the room each connected to its own controller and av connections for group work.

Available Equipment

Display	
85" TV at top of room for teaching	**YES**
6 x 49" TVs around the room for group work	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	

Display	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	NO
Web Conferencing	
Compatible with Zoom, MS Teams	NO
Additional Technical Features	
Height Adjustable Lecturn	**NO**
Control Panel - Extron MLC100 (located on wall beside TV)	**YES**
In- built PC	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Moot Court (107)

The state-of-the art Moot Courtroom was designed to replicate the experience of a real court hearing for students. It features a witness stand, judges bench, jury box, and senior counsel tables all made out of natural oak. The Moot Courtroom was designed primarily for Mooting modules and competitions.

Two large AV screens inputted into a tall solid unit allow for activities including hybrid video conference communication, as well as traditional single classroom instruction. The technology was designed to be a flexible AV system switching between several sources, including HD cameras and distribution to several display devices in the room. AV and

control signals were extended between AV equipment at the defence and prosecution tables, lectern, judge's bench, witness stand, and jury box.

Available Equipment:

Display	
2 *65" TVs on the main teaching display	**YES**
Interactive display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**YES**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**YES**

Display	
Seinheiser Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
Lecture Capture Camera - Panasonic Camera x 2	**YES**
Hybrid Teaching / Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Lecturn / Teachers Desk with AV Controller	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Wolfvision Eye Document Camera in ceiling	**YES**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Video on Moot Court Equipment

Have a look at the below video which will give you an introduction to the Moot Court facilities and AV equipment installed.

Video on using Document Camera

Video on Cameras and Presets

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
Panasonic AV Stream Camera 1/ 2	1 X Seinheiser Ceiling Mic	PT-VW460 (Intel Display Audio)

Moot Court Instructions

See instructions here

Biz Hub

The Biz Hub is a Flexible Learning & Social Space that encourages social interaction and active engagement with knowledge, lays positive foundations for a life of learning in an evolving global landscape. This Flexible Learning & Social Space includes:

- Event Room
- Collaborative learning spaces
- Meeting Room Pods
- Innovation Zones
- Presentation Areas

Take a look around the Biz Hub to see all the flexible learning and social spaces with the video below;

Event Room CA239e

The state-of-the art Event Hub in the Biz Hub was designed as a flexible space for hosting events which has 56 seats. It features a 98" TV on the main wall with hybrid video conference communication available. The technology was designed to be a flexible AV system switching between two camera tracking systems, one at the front and one at the back of the room, and two echo cancellation ceiling microphones, and eight speakers on the ceiling.

Available Equipment:

Display	
98" TV	**YES**
Extron Touch Panel (located on the side panel)	**YES**
Audio	

Display	
1 x Lapel Microphone	**YES**
2 x Handheld Microphone	**YES**
2 x Seinheiser Ceiling Microphone (used for hybrid meetings / events into MSTeams, Zoom)	**YES**
Laptop Connections	
USB -C Cable (for presentations and hybrid events to connect camera, microphone)	**YES**
Floor Box with HDMI Plate	**YES**
Camera	
Poly Studio E70 Camera (located underneath TV) AVeR PTC330N (located on back wall for tracking presenter)	**YES**
Hybrid Teaching / Web Conferencing	
Compatible with Zoom, MS Teams, Canvas etc	**YES**
Additional Technical Features	
Wireless Presentation via Apple TV	**YES**
Speakers	**YES**

Instructions on how to use the system for Hybrid Events

- Using the Controller on the Left Hand Side of the display cabinet, Press "PRESS HERE TO START" button to turn on TV.
- Select "WALL HDMI INPUT" from the controller.
- Connect USB- C cable to laptop to connect presentations, cameras and microphones for hybrid Meeting.

How to select the correct Camera, Microphone, and Speaker while using this PC for Hybrid Meetings:

- From the laptop, please double click on the application you wish to use. i.e. MS Teams or Zoom and login using your UDS creditenals.
- Once you have logged into the application you wish to use, ensure that you select the correct, camera, microphone and the speaker within the application's Audio & Video settings.
- Select **"Poly Studio E70 Video"** as your camera if using the room in a meeting environment.
- Select **"AVER PTC330UV2"** as your camera if presenting.
- Select **"Echo Cancelling Speakerphone (DMP Plus USB#1)"** as your microphone.
- Select **"Echo Cancelling Speakerphone (DMP Plus USB#1)"** as your speaker. (Note you can adjust the speaker volume using the volume button on the wall controller).

You can share content presentations / excel sheets as normal through your chosen application. Make sure your presentation is available and ready so you can access it.

Hybrid Teaching Equipment Settings

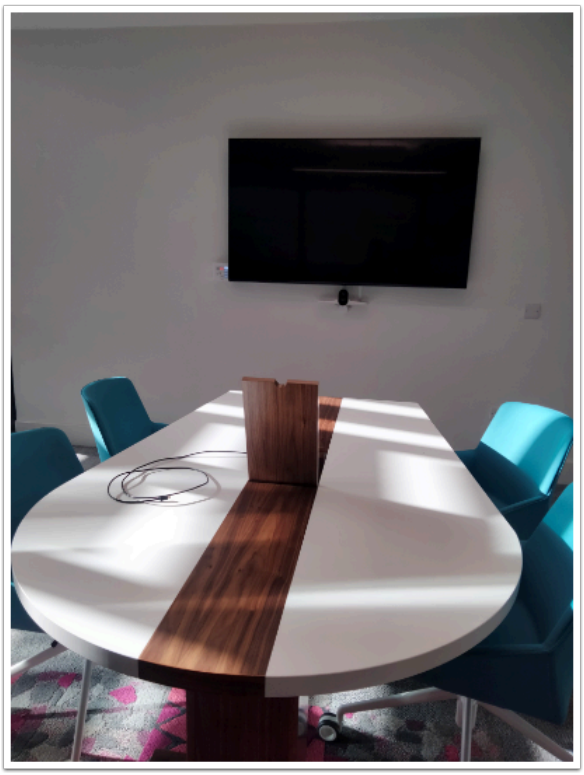
Speaker/ room camera	Microphone	Speaker
Poly E70 Studio (located underneath TV) AVeR PTC330N (located on back wall)	Echocancelling Speakerphone (DMP Plus USB#1)	Echocancelling Speakerphone (DMP Plus USB#1)

Connecting Wireless via Apple TV

- Using the Controller on the Left Hand Side of the display cabinet, Press “PRESS HERE TO START” button to turn on TV.
- Select "APPLE TV" from the controller.
- Connect your MACBook/iPhone/iPad, to the same EduRoam Wi-Fi network.
- Open the control centre on your apple device. Select "Screen Mirroring".
- Select your Apple TV which will be the name of the theatre/room you are in.
- An AirPlay passcode will appear on the screen, enter the passcode on your iOS or iPadOS device.
- Your screen should appear on large screen in room.

Large Meeting Room CA239a

The Large Meeting Room was designed as a flexible meeting space which has 8 seats. It features a 55" TV on the main wall with hybrid video conference communications available with a sennheiser ceiling microphone and a Poly Studio E70 Camera Tracking Solution.



Available Equipment:

Display	
55" TV	**YES**
Extron MLC100 (located on wall beside TV)	**YES**
Audio	
1 x Sennheiser Microphone (used for hybrid meetings / events into MSTeams, Zoom)	**YES**
Laptop Connections	
USB- C Cable used for Presentation, power and to connect camera, microphone	**YES**
Camera	
Poly Studio E70 Camera	**YES**
Hybrid Teaching / Web	

Display	
Conferencing	
Compatible with Zoom, MS Teams, Canvas	**YES**
Additional Technical Features	
Wireless Presentation via Apple TV	**YES**
Speakers	**YES**

Instructions on how to use the system for Hybrid Meetings

- Using the Controller on the Left Hand Side of the display, Press "ON" button to turn on TV.
- Select "HDMI" from the controller.
- Connect USB - C cable to laptop to connect for Presentation, power, cameras and microphones in a Hybrid Meeting.

How to select the correct Camera, Microphone, and Speaker while using this PC for Hybrid Meetings:

- From the laptop, please double click on the application you wish to use. i.e. MS Teams or Zoom and login using your UDS creditenals.
- Once you have logged into the application you wish to use, ensure that you select the correct, camera, microphone and the speaker within the application's Audio & Video settings.
- Select **"Poly Studio E70 Video"** as your camera if using the room in a meeting environment.
- Select **"Dante USB I/O Module"** as your microphone.
- Select **"(LG TV Intel (R) Display Audio)"** as your speaker. (Note you can adjust the speaker volume using the volume button on the wall controller).

You can share content presentations / excel sheets as normal through your chosen application. Make sure your presentation is available and ready so you can access it.

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
Poly E70	Dante USB I/ O	LG TV (Intel (R)

Speaker/ room camera	Microphone	Speaker
Studio Camera	Module	Display Audio)

Small Meeting Room CA239b

The Small Meeting Room was designed as a flexible meeting space which has 8 seats. It features a 55" TV on a stand with hybrid video conference communications available with a Poly Studio X50 Camera Tracking Solution.

Available Equipment:

Display	
55" TV	YES
Extron MLC100 (located on wall beside TV)	YES

Display	
Audio	
Poly Studio X50 in-built microphones	**YES**
Laptop Connections	
USB- C Cable used for Presentation, power and to connect camera, microphone	**YES**
Camera	
Poly Studio X50 tracking camera	**YES**
Hybrid Teaching / Web Conferencing	
Compatible with Zoom, MS Teams, Canvas	**YES**
Additional Technical Features	
Wireless Presentation via Apple TV	**YES**
Speakers	**YES**

Instructions on how to use the system for Hybrid Meetings

- Using the Controller on the Left Hand Side of the display, Press "ON" button to turn on TV.
- Select "LAPTOP" from the controller.
- Connect USB - C cable to laptop to connect for Presentation, power, cameras and microphones in a Hybrid Meeting.

How to select the correct Camera, Microphone, and Speaker while using this PC for Hybrid Meetings:

- From the laptop, please double click on the application you wish to use. i.e. MS Teams or Zoom and login using your UDS creditenals.
- Once you have logged into the application you wish to use, ensure that you select the correct, camera, microphone and the speaker within the application's Audio & Video settings.
- Select **"Poly Studio X50 Video"** as your camera if using the room in a meeting environment.
- Select **"Poly Studio X50"** as your microphone.
- Select **"Poly Studio X50"** as your speaker. (Note you can adjust the speaker volume using the volume button on the wall controller).

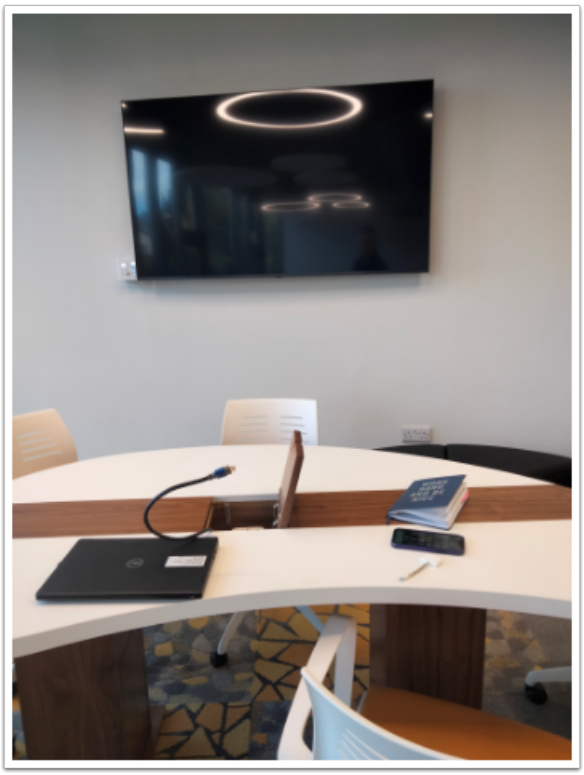
You can share content presentations / excel sheets as normal through your chosen application. Make sure your presentation is available and ready so you can access it.

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
Poly Studio X50	Poly Studio X50	Poly Studio X50

Collaboration Room CA239c

The Collaboration Room was designed as a flexible space for students. It features a 55" TV on one wall with a meeting table for collaboration work. There are also 3 Collaboration Spaces with 5 people per space . Here you will find interactive touch displays and AV collaboration furniture.



Available Equipment:

Display	
55" TV on Main Wall	**YES**
Extron MLC100 (located on wall beside TV)	**YES**
Laptop Connections	
HDMI Cable	**YES**
Additional Technical Features	
Wireless Presentation via Apple TV	**YES**
Speakers	**YES**

Collaboration Space Available Equipment:

Display	
3 x 55" Interactive TVs on AV	**YES**

Display	
Collaborative Furniture	
Extron MLC100 (located underneath TV)	**YES**
Laptop Connections	
HDMI Cable	**YES**
USB Cable	**YES**
Additional Technical Features	
Wireless Presentation through screen - mirroring	**YES**
Speakers	**YES**

Instructions for sharing laptop

1. Using the Controller press **“ON”** button to turn on TV.
2. Select **"LAPTOP "** to connect your laptop for video and audio on screen.
3. Plug the laptop into the HDMI cable. The HDMI Cable is in the cubby in the desk. Pop up cubby and HDMI cable is located here.
4. Select “Duplicate” mode on your laptop and your laptop should display on screen.
5. Press **“OFF”** when finished and return HDMI to cubby in table.

Instructions & Features on how to use the interactive display

- Using the Controller underneath TV press “ON” button to turn on TV.
- Select "HDMI" from the controller.
- Connect HDMI cable to laptop to connect for Presentations.
- Connect USB cable to write on presentation / document without affecting any work behind original document.
- Connect Wirelessly to the TV via screen -mirroring on the phone.
- By simply clicking the note layer button, users can enjoy smooth writing anytime, anywhere on any content displayed, without affecting any work behind the original layer.
- Users can quickly and easily select, move, crop, capture, and edit any images
- Each Image can also be merged to the roll with just one click of a button, allowing it to be edited or erased.

Open Plan Small Meeting Area CA239

The Open Plan Small Meeting Area was designed as a flexible meeting space for students. It features a 55" TV on one wall with a meeting table for collaboration work.

Available Equipment:

Display	
55" TV	**YES**
Extron MLC100 (located on wall beside TV)	**YES**
Audio	
Poly Studio X50 in-built microphones	**YES**
Laptop Connections	
USB- C Cable used for	**YES**

Display	
Presentation, power and to connect camera, microphone	
Camera	
Poly Studio X50 tracking camera	**YES**
Hybrid Teaching / Web Conferencing	
Compatible with Zoom, MS Teams, Canvas	**YES**
Additional Technical Features	
Wireless Presentation via Apple TV	**YES**
Speakers	**YES**

Instructions for sharing laptop

1. Using the Controller press **“ON”** button to turn on TV.
2. Select **"LAPTOP "** to connect your laptop for video and audio on screen.
3. Plug the laptop into the HDMI cable. The HDMI Cable is in the cubby in the desk. Pop up cubby and HDMI cable is located here.
4. Select “Duplicate” mode on your laptop and your laptop should display on screen.
5. Press **“OFF”** when finished and return HDMI to cubby in table.

Aras Moyola

MY120

MY120 is a classroom located in the Moyola Building which has a capacity of 30 people

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
1 x Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**NO**

Display	
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Line (2-Zoom U-22 Driver)	E658 (Intel (R) Display Audio)

MY120 Instructions

See instructions here

MY123

MY123 is a classroom located in the Moyola Building which has a capacity of 30 people

Available Equipment

Display	
Data Projector	**YES**
Display on Desk	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance	**NO**

Display	
and collected from Audiovisual)	
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Desk	**YES**
Control Panel - Extron MLC52	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (Asus BE/C6 Webcam Series)	PTVW360 (Intel (R) Display Audio)

MY123 Instructions

See instructions here

MY124

MY124 is a classroom located in the Moyola Building which has a capacity of 30 people

Available Equipment

Display	
Data Projector	**YES**
Display on Desk	**YES**
Audio	

Display	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Desk	**YES**
Control Panel - Extron MLC52	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (Asus BE/C6 Webcam Series)	PTVW360 (Intel (R) Display Audio)

MY124 Instructions

See instructions here

MY125

MY125 is a classroom located in the Moyola Building which has a capacity of 30 people

Available Equipment

Display	
Data Projector	**YES**
Display on Desk	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Desk	**YES**
Control Panel - Extron MLC52	**YES**
Networked Windows Computer (PC)	**YES**

Display	
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Settings

Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (Asus BE/C6 Webcam Series)	PTVW360 (Intel (R) Display Audio)

MY125 Instructions

See instructions here

MY126

MY126 is a classroom located in the Moyola Building which has a capacity of 30 people

Available Equipment

Display	
Data Projector	**YES**
Display on Desk	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	

Display	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Desk	**YES**
Control Panel - Extron MLC52	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (Asus BE/C6 Webcam Series)	PTVW360 (Intel (R) Display Audio)

MY126 Instructions

See instructions here

MY129 Large Classroom

MY129 is a large classroom located in Moyola Building which has a capacity of 80 seats.

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Poly USB Eagle Eye Cube Camera and Microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**

Display	
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
2 x AVeR DL30 camera one for the audience and one for the lecturn/ presenter	Dante USB REcieve (Dante USB I/O Module)	VP440X (Intel (R) Display Audio)

MY129 Instructions

See instructions here

MY127 Large Classroom

MY127 is a large classroom located in Moyola Building which has a capacity of 105 seats.

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Sennheiser Ceiling Microphone (used for lecture capture audio into MSTeams, Zoom, Canvas, Kaltura etc)	**YES**
Laptop Connections	

Display	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
2 x AVerDL30 Tracking cameras (one for the audience and one for the presenter / lecturn)	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams, Canvas	**YES**
Additional Technical Features	
Height adjustable Lecturn	**YES**
Control Panel - Extron Touchpanel	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
2 x AVeR DL30 camera one for the audience and one for the lecturn/ presenter	Dante USB REcieve (Dante USB I/O Module)	VP440X (Intel (R) Display Audio)

MY127 Instructions

See instructions here

MY202

MY202 is a classroom located in the Moyola Building which has a capacity of 20 people

Available Equipment

Display	
1 x 86" screen	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
1 x Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	

Display	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Line (2-Zoom U-22 Driver)	Extron HDMI (Intel (R) Display Audio)

MY202 Instructions

See instructions here

MY207

MY207 is a classroom located in the Moyola Building which has a capacity of 20 people

Available Equipment

Display	
1 x 86" screen	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance	**NO**

Display	
and collected from Audiovisual)	
1 x Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (Asus BE/C6	

Camera	Microphone	Speaker
	Webcam Series)	

MY207 Instructions

See instructions here

MY225

MY225 is a classroom located in the Moyola Building which has a capacity of 20 people

Available Equipment

Display	
Data Projector	YES

Display	
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
1 x Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VMZ50 -3 (Intel (R) Display Audio)

MY225 Instructions

See instructions here

MY227

MY227 is a classroom located in the Moyola Building which has a capacity of 20 people

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
4 x Ceiling Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
AVER DL30	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**

Display	
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
AVER DL30	Extron HDMII IIntel(R) Display Audio)	Dante USB Recieve (Dante USB I/O Module)

MY227 Instructions

See instructions here

MY228

MY228 is a classroom located in the Moyola Building which has a capacity of 20 people

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
1 x Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	

Display	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

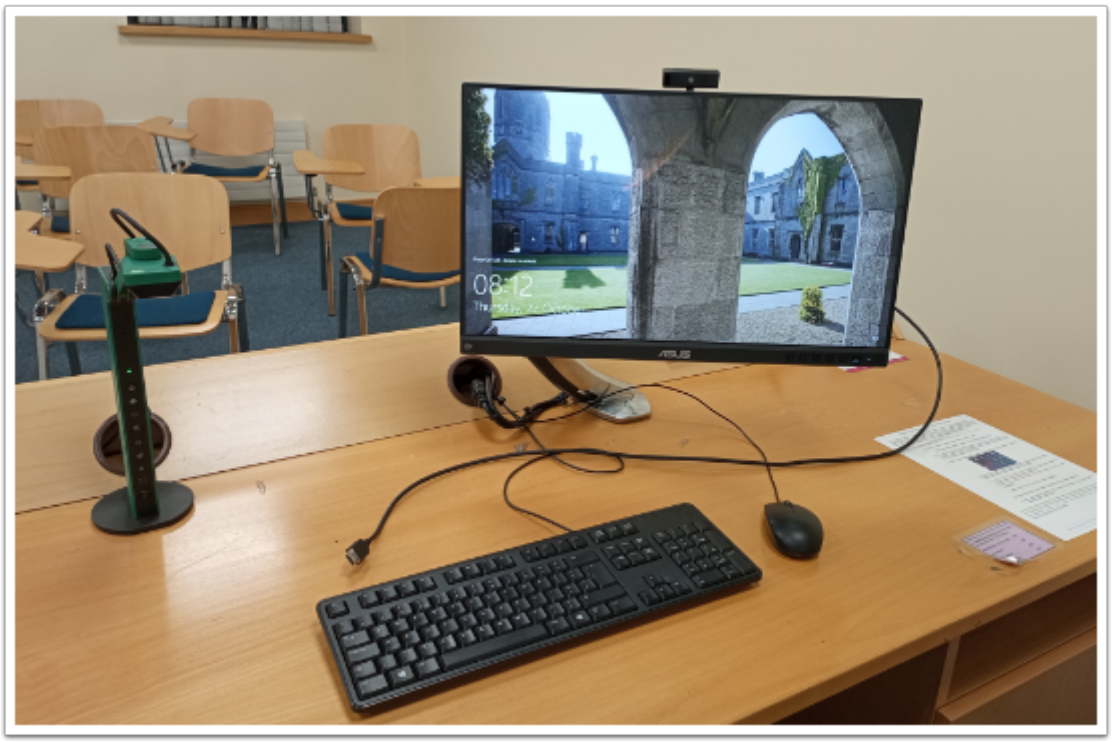
Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (Asus BE/C6 Webcam Series)	

MY228 Instructions

See instructions here

MY231

MY231 is a classroom located in the Moyola Building which has a capacity of 20 people



Available Equipment

Display	
Data Projector	**YES**
Display on Desk	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance	**NO**

Display	
and collected from Audiovisual)	
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Desk	**YES**
Control Panel - Extron MLC52	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (Asus BE/C6 Webcam Series)	PTVW360 (Intel (R) Display Audio)

MY231 Instructions

See instructions here

MY232

MY232 is a classroom located in the Moyola Building which has a capacity of 20 people

Available Equipment

Display	
Data Projector	**YES**
Display on Desk	**YES**
Audio	
Lecturn Microphone	**NO**

Display	
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Desk	**YES**
Control Panel - Extron MLC52	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (Asus BE/C6 Webcam Series)	PTVW360 (Intel (R) Display Audio)

MY232 Instructions

See instructions here

MY237 Health Assessment Lab

MY306

MY306 is a classroom located in the Moyola Building which has a capacity of 20 people

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**

Display	
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (Asus BE/C6 Webcam Series)	VP440X (HD Driver for Display Audio)

MY306 Instructions

See instructions here

MY328

MY328 is a classroom located in the Moyola Building which has a capacity of 20 people

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	

Display	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (Asus BE/C6 Webcam Series)	VP440X (HD Driver for Display Audio)

MY328 Instructions

See instructions here

MY329

MY329 is a classroom located in the Moyola Building which has a capacity of 20 people

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone	**NO**

Display	
(used for lecture capture audio into MSTeams, Zoom, Canvas, Kaltura etc)	
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams, Canvas	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (Asus BE/C6 Webcam Series)	VP440X (HD Driver for Display Audio)

MY329 Instructions

See instructions here

MY330

MY330 is a classroom located in the Moyola Building which has a capacity of 20 people

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	

Display	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Canvas, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams, Canvas	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (Asus BE/C6 Webcam Series)	VP440X (HD Driver for Display Audio)

MY330 Instructions

See instructions here

MY331

MY331 is a classroom located in the Moyola Building which has a capacity of 20 people

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	

Display	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (Asus BE/C6 Webcam Series)	PTVW360 (Intel (R) Display Audio)

MY331 Instructions

See instructions here

MY335

MY335 is a classroom located in the Moyola Building which has a capacity of 20 people

Available Equipment

Display	
Data Projector	**YES**
Display on Desk	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**

Display	
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Desk	**YES**
Control Panel - Extron MLC52	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (Asus BE/C6 Webcam Series)	PTVW360 (Intel (R) Display Audio)

MY335 Instructions

See instructions here

MY336

MY336 is a classroom located in the Moyola Building which has a capacity of 20 people

Available Equipment

Display	
Data Projector	**YES**
Display on Desk	**YES**
Audio	

Display	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Desk	**YES**
Control Panel - Extron MLC52	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

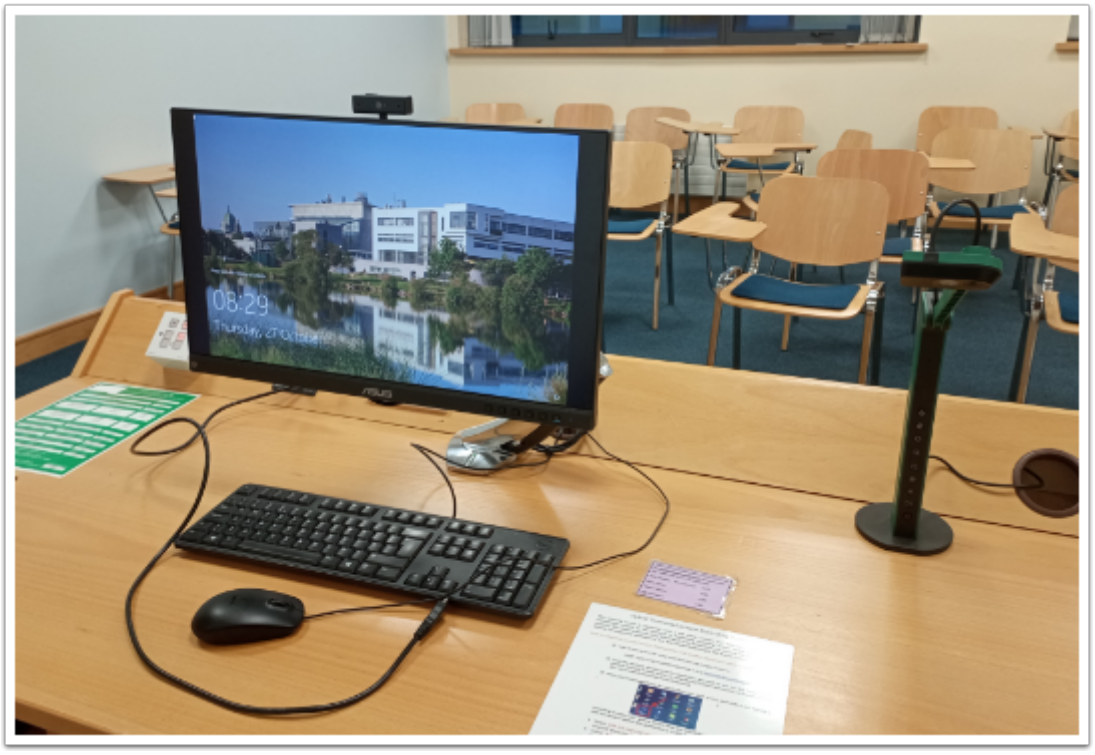
Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (Asus BE/C6 Webcam Series)	PTVW360 (Intel (R) Display Audio)

MY336 Instructions

See instructions here

MY337

MY337 is a classroom located in the Moyola Building which has a capacity of 30 people



Available Equipment

Display	
Data Projector	**YES**
Display on Desk	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Desk	**YES**
Control Panel - Extron MLC52	**YES**
Networked Windows Computer (PC)	**YES**

Display	
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (Asus BE/C6 Webcam Series)	PTVW360 (Intel (R) Display Audio)

MY337 Instructions

See instructions here

MY342 Computer LAB

MY342 is a computer lab located in the Moyola Building which has a capacity of people

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on	**YES**

Display	
monitor with in built microphone	
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam1	Echo Cancelling Speakerphone (Asus BE/C6 Webcam Series)	VP440X (HD Driver for Display Audio)

MY342 Instructions

See instructions here

MY243 Lecture Theatre

MY243 theatre is a tiered lecture theatre located in Moyola Building which has a capacity of 232 seats.

Available Equipment

Display	
Data Projector	**YES**
Interactive Touch Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**YES**
Handheld Microphone (needs to be booked in advance	**YES**

Display	
and collected from Audiovisual)	
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Pan Tilt and Zoom (PTZ) Panasonic High Definition (HD) camera (located on the back wall of theatre for web conferencing)	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**YES**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
Panasonic	Echo Cancelling	Echo Cancelling

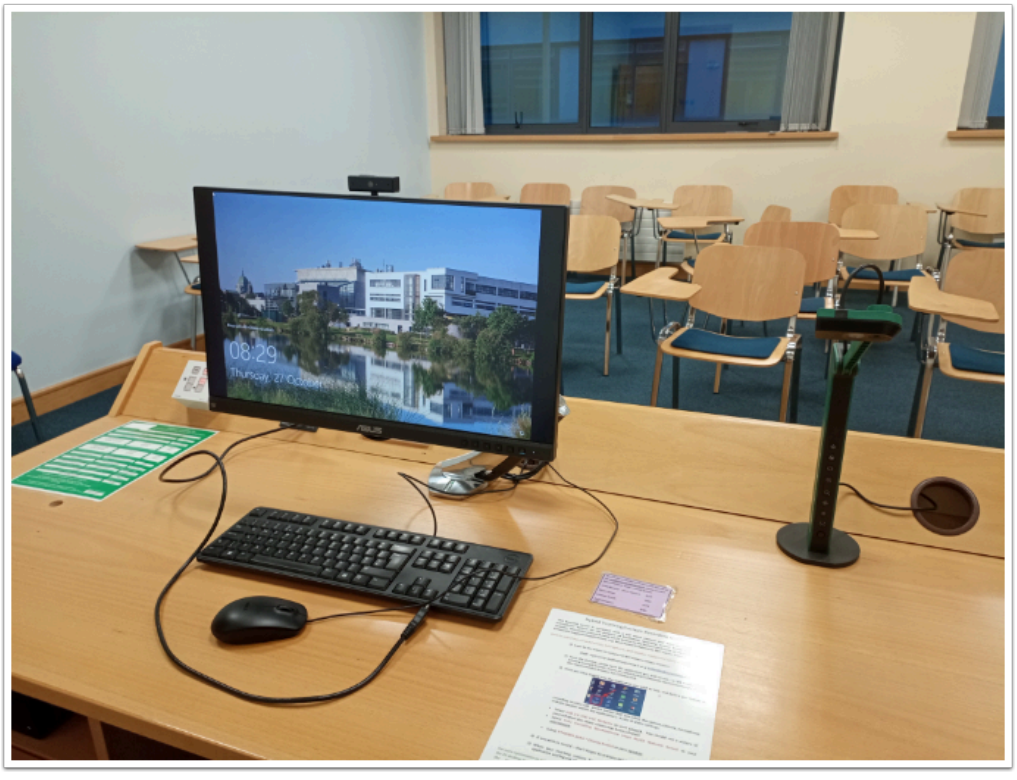
Speaker/ room camera	Microphone	Speaker
AVStream Camera 1	Speakerphone DMP Plus USB1	Speakerphone DMP Plus USB1

MY243 Instructions

See instructions here

MY422

MY422 is a classroom located in the Moyola Building which has a capacity of 30 people



Available Equipment

Display	
1 x 86" TV	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
1 x Ceiling Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
AVER DL30	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**

Display	
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
AVER DL30	Dante USB Receive (Dante USB I/O Module)	Extron HDMI-2(Intel(R) Display Audio)

MY422 Instructions

See instructions here

MY428

MY428 is a classroom located in the Moyola Building which has a capacity of 30 people

Available Equipment

Display	
1 x 65" TV	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
1 x Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	

Display	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (Asus BE/C6 Webcam Series)	

MY428 Instructions

See instructions here

MY435

MY435 is a classroom located in the Moyola Building which has a capacity of 30 people

Available Equipment

Display	
1 x 65" TV	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance	**NO**

Display	
and collected from Audiovisual)	
1 x Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (Asus BE/C6 Webcam Series)	

MY435 Instructions

See instructions here

Health Sciences Medical Simulation

Room 101

MY101 is a multifuncitonal room located in the Moyola Building

Available Equipment

Display	
1 x 98" TV	**YES**

Display	
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
2 x Sennheiser Microphones (used for hybrid teaching / lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
2 x USB Cameras (Located in the ceiling with presets to different positions in the room)	**YES**
Web Conferencing / Hybrid Teaching	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron Touchpanel	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**

Display	
Overhead projector	NO
Speakers	YES

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB Capture HDMI	Echo Cancelling Speakerphone (2-DMP Plus USB #1)	Echo Cancelling Speakerphone (2-DMP Plus USB #1)

Room 102

MY102 is a classroom located in the Moyola Building

Available Equipment

Display	
1 x 98" TV	**YES**
Touch display on Lecturn	**YES**
Audio	
Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
1 x Sennhesier Microphone (located in the ceiling used for lecture capture / hyrbid teaching audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
1 x Camera located in ceiling	**YES**

Display	
Web Conferencing / Hybrid Teaching	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron Touchpanel	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB Capture HDMI	Echo Cancelling Speakerphone (DMP Plus USB#1)	Echo Cancelling Speakerphone (DMP Plus USB #1)

102 Instructions

Room 109 Clinic Room / Room 110 Observation Room / Room 111 Clinic Room

Available Equipment

110 Observation Room Equipment:	
PC	**YES**
Monitor for PC	**YES**
27" Monitor above PC monitor for camera selection / preview	**YES**
Roland Video Switcher (to switch between camera sources and PC)	**YES**
Extron Touchpanel (located on the wall)	**YES**
Paging Microphone (located on desk and can be heard	**YES**

110 Observation Room Equipment:	
in observation room)	
In Room Monitor Speaker (can be used for audio from observation room)	**YES**
3 x Headsets (can be used for audio from observation room)	
2 x Tourguides (can be used for audio from observation room) (needs to be charged in the charging station)	**YES**
109 Clinic Room Equipment:	
2 x Cameras (PTZ that can be controlled from the Control Room)	**YES**
1 x Sennheiser Microphone (located in the ceiling for use in a Hybrid call or recording)	**YES**
2 x In Ear Monitors (IEM) (for use in the Observation Room for audio from Control Room)	**YES**
Speaker (located on wall for audio from Control Room)	**YES**
111 Clinic Room Equipment:	
2 x Cameras (PTZ that can be controlled from the Control Room)	**YES**
1 x Sennheiser Microphone (located in the ceiling for use in a Hybrid call or recording)	**YES**
2 x In Ear Monitors (IEM) (for use in the Observation Room for audio from Control Room)	**YES**

110 Observation Room Equipment:	
Speaker (located on wall for audio from Control Room)	**YES**

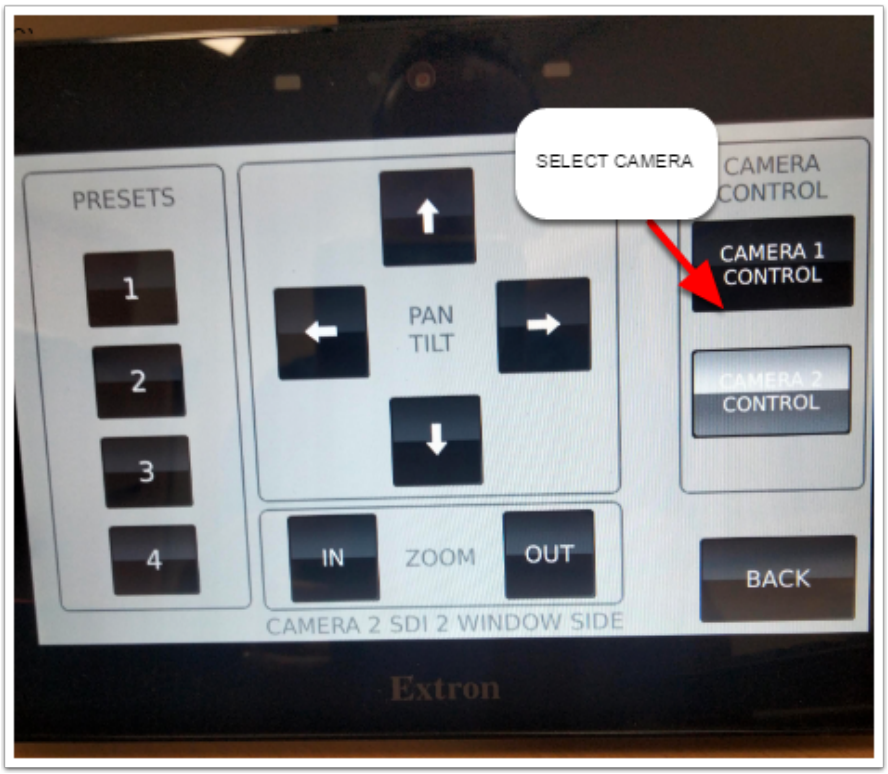
Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB Capture SDI	Echo Cancelling Speakerphone (DMP Plus USB#1)	Echo Cancelling Speakerphone (DMP Plus USB#1)

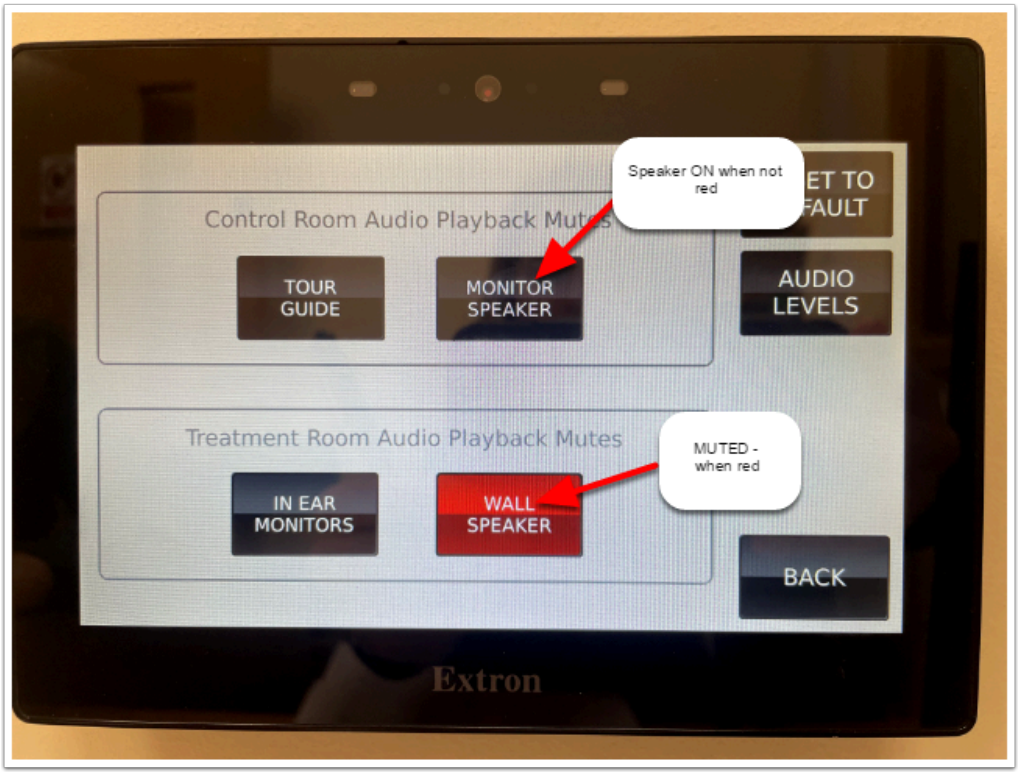
USE CASE 1: Students in the control room with both audio and visual of treatment room. Students cannot be heard in the treatment room:

All microphones and speakers are MUTED by default

- On the Control Panel select **"PRESS HERE TO START"**
- Select Camera you want to use using CAMERA CONTROL for **"CAMERA 1 CONTROL"** or **"CAMERA 2 CONTROL"** and adjust position with the controls on the control panel, Pan / Tilt / Zoom or using PRESET buttons.



- In Audio Controls under "Control Room Audio Playback Mutes" confirm **"MONITOR SPEAKER"** ON (Button will be red on mute).
- Under "Treatment Room Audio Playback Mutes" confirm **"WALL SPEAKER"** is muted. (Button will be red on mute)
- Please log off by pressing **"SHUTDOWN"** on the controller when finished.



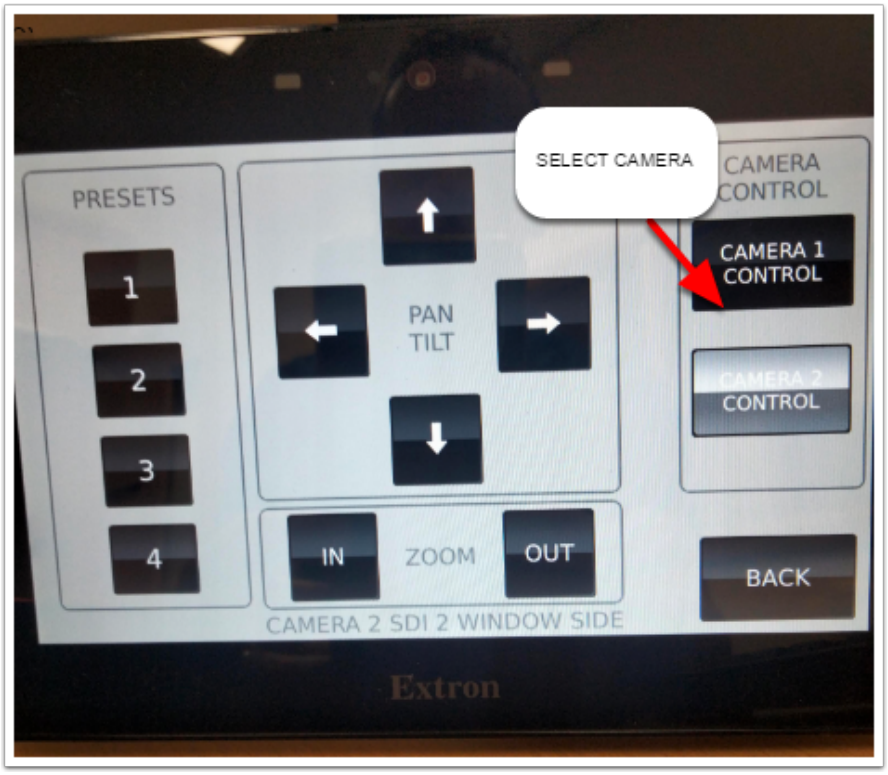
Test your scenario before you begin to make sure Wall Speaker is muted in treatment room.

Check to make sure your microphone in the control room is also muted! This can be checked in Audio Levels!

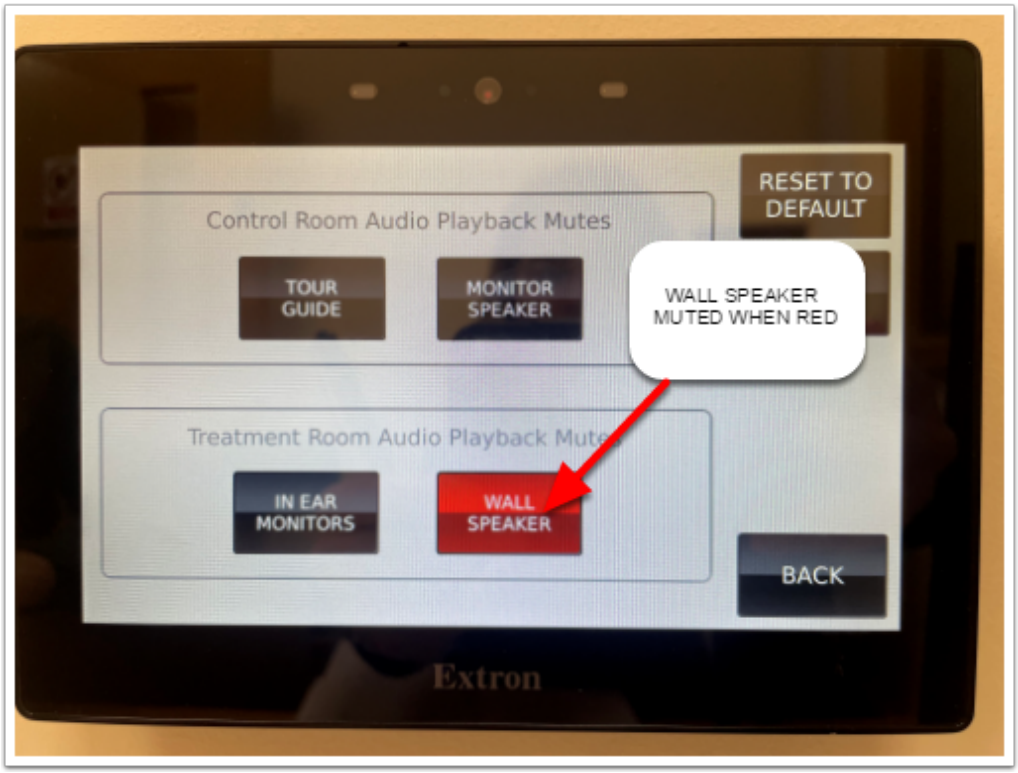
USE CASE 2: Students in the control room with both audio and visual of treatment room - Students can speak to someone with the in-ear monitor only:

All microphones and speakers are muted by default

- On the Control Panel select **"PRESS HERE TO START"**
- Select Camera you want to use and adjust position with the controls, Pan / Tilt / Zoom or using PRESET buttons.
- Please log off by pressing **"SHUTDOWN"** on the controller when finished.



- In Audio Controls under "Control Room Audio Playback Mutes" confirm **"MONITOR SPEAKER"** ON. (Button will be red on mute).
- Under "Treatment Room Audio Playback Mutes" confirm **"IN EAR MONITORS"** ON and **"WALL SPEAKERS"** are muted. (Button will be red on mute)



Test your scenario before you begin to make sure Wall Speaker is Muted and In Ear Monitors are live from Control Room

Check to make sure your microphone in the control room is live and working as should

USE CASE 3: Students in the control room with both audio and visual of the treatment room - Students can speak to all in the treatment room via wall speaker:

All microphones and speakers are muted by default

- On the Control Panel select **"PRESS HERE TO START"**

- Select Camera you want to use and adjust position with the controls, Pan / Tilt , Zoom etc
- In Audio Controls under **"Control Room Audio Playback Mutes"** confirm **"Monitor Speaker"** ON. Tour Guides can be muted (Button will be red on mute). Under **"Treatment Room Audio Playback Mutes"** confirm "In Ear Monitors" are muted (Button will be red on mute) and **"Wall Speakers"** are ON. (Not red)
- Please log off by pressing **"SHUTDOWN"** on the controller when finished.

⚠ Test your scenario before you begin to make sure Monitor Speaker is on in Control Room and Speakers are on in the treatment room.

❗ Check to make sure your microphone in the control room is live and working as should

USE CASE 4: Set up for an external (Hybrid Meeting)

ℹ All microphones and speakers are muted by default

- On the Control Panel select **"PRESS HERE TO START"**
- Turn ON the PC and login using your UDS creditentials. ***0123456s@universityofgalway.ie.***
- Select Camera you want to use and adjust position with the controls, Pan / Tilt , Zoom etc
- In Audio Controls under **"Control Room Audio Playback Mutes"** confirm "**MONITOR SPEAKER"** ON. Tour Guides can be muted (Button will be red on mute). Under "Treatment Room Audio Playback Mutes" confirm "In Ear Monitors" are muted (Button will be red on mute) and **"WALL SPEAKERS"** are un-muted. (Not red)
- Login to the provided PC using your University of Galway campus account:
- Staff: login using staffid(***e.g 0123456s***) and associated password.
- From the PC desktop, please double click to the application you wish to use. i.e. MS Teams or Zoom. When signing in to Teams or Zoom please use login ***0123456s@universityofgalway.ie.***

How to select the correct Camera, Microphone, and Speaker while using this PC for Hybrid Meetings:

- From the PC desktop, please double click on the application you wish to use. i.e. MS Teams or Zoom and login using your UDS creditenals.
- Once you have logged into the application you wish to use, ensure that you select the correct, camera, microphone and the speaker within the application's Audio & Video settings.
-
- Select **"USB Capture SDI"** as your camera. You can change the camera you want to choose using the Roland Switcher on the desk.

- Select **“Echo Cancelling Speakerphone (DMP Plus USB#1)”** as your microphone.
- Select **“Echo Cancelling Speakerphone (DMP Plus USB#1)”**as your speaker.
- Please log off by pressing **"SHUTDOWN"** on the controller and logging off the PC when finished.

Room 112 Clinic Room / Room 113 Observation Room

Available Equipment

Display	
1 x 65" TV	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
1 x Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Collaborate, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams, BB Collaborate	**YES**

Display	
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (Asus BE/C6 Webcam Series)	

117 Control Room Equipment:	
PC	**YES**
Monitor for PC	**YES**
27" Monitor above PC monitor for camera selection / preview	**YES**
Roland Video Switcher (to switch between camera sources and PC)	**YES**
Extron Touchpanel (located on the wall)	**YES**
Paging Microphone (located on desk and can be heard in observation room)	**YES**

117 Control Room Equipment:	
In Room Monitor Speaker (can be used for audio from observation room)	**YES**
3 x Headsets (can be used for audio from observation room)	
2 x Tourguides (can be used for audio from observation room) (needs to be charged in the charging station)	**YES**
118 Observation Room Equipment:	
2 x Cameras (PTZ that can be controlled from the Control Room)	**YES**
1 x Sennheiser Microphone (located in the ceiling for use in a Hybrid call or recording)	**YES**
2 x In Ear Monitors (IEM) (for use in the Observation Room for audio from Control Room)	**YES**
Speaker (located on wall for audio from Control Room)	**YES**

Room 113 Observation Room / Room 114 Clinic Room

Available Equipment

Display	
1 x 65" TV	**YES**
Display on Lecturn	**YES**
Audio	

Display	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
1 x Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Collaborate, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams, BB Collaborate	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

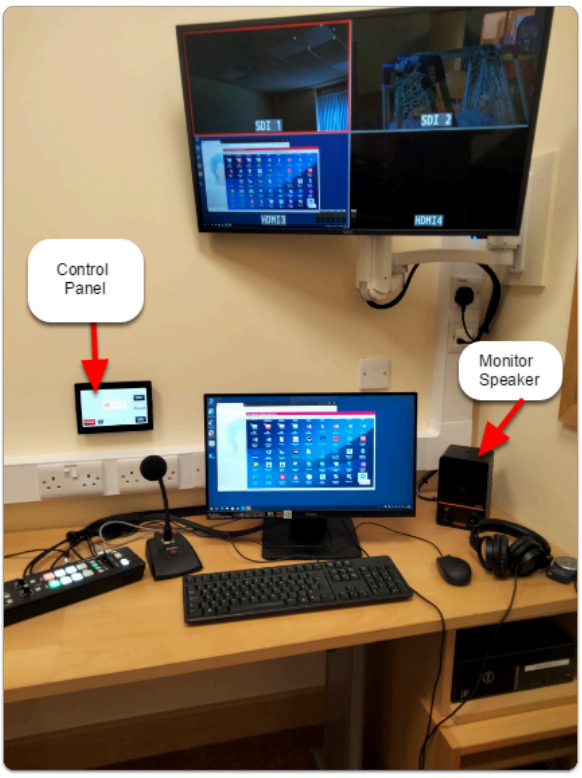
Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (Asus BE/C6 Webcam Series)	

117 Control Room Equipment:	
PC	**YES**
Monitor for PC	**YES**
27" Monitor above PC monitor for camera selection / preview	**YES**
Roland Video Switcher (to switch between camera sources and PC)	**YES**
Extron Touchpanel (located on the wall)	**YES**
Paging Microphone (located on desk and can be heard in observation room)	**YES**
In Room Monitor Speaker (can be used for audio from observation room)	**YES**
3 x Headsets (can be used for audio from observation room)	
2 x Tourguides (can be used for audio from observation room) (needs to be charged in the charging station)	**YES**
118 Observation Room Equipment:	
2 x Cameras	**YES**

117 Control Room Equipment:	
(PTZ that can be controlled from the Control Room)	
1 x Sennheiser Microphone (located in the ceiling for use in a Hybrid call or recording)	**YES**
2 x In Ear Monitors (IEM) (for use in the Observation Room for audio from Control Room)	**YES**
Speaker (located on wall for audio from Control Room)	**YES**

Room 117 Observation Room / Room 118 Clinic Room

Control Room Equipment:



117 Control Room Equipment:	
PC	**YES**
Monitor for PC	**YES**

117 Control Room Equipment:	
27" Monitor above PC monitor for camera selection / preview	**YES**
Roland Video Switcher (to switch between camera sources and PC)	**YES**
Extron Touchpanel (located on the wall)	**YES**
Paging Microphone (located on desk and can be heard in observation room)	**YES**
In Room Monitor Speaker (can be used for audio from observation room)	**YES**
3 x Headsets (can be used for audio from observation room)	
2 x Tourguides (can be used for audio from observation room) (needs to be charged in the charging station)	**YES**
118 Observation Room Equipment:	
2 x Cameras (PTZ that can be controlled from the Control Room)	**YES**
1 x Sennheiser Microphone (located in the ceiling for use in a Hybrid call or recording)	**YES**
2 x In Ear Monitors (IEM) (for use in the Observation Room for audio from Control Room)	**YES**
Speaker (located on wall for audio from Control Room)	**YES**

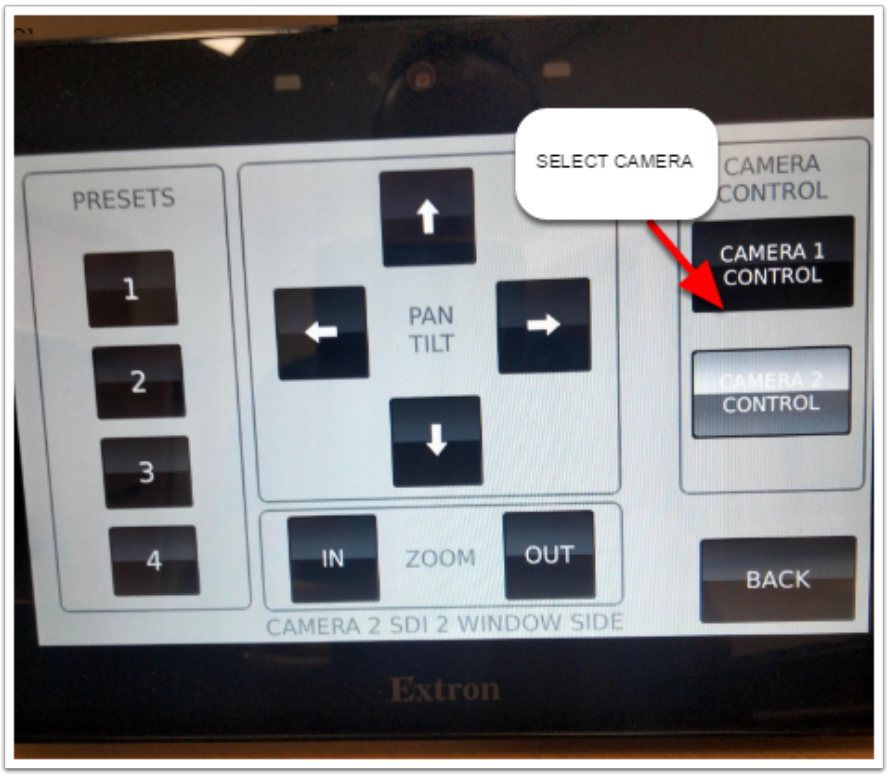
Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB Capture SDI	Echo Cancelling Speakerphone (DMP Plus USB#1)	Echo Cancelling Speakerphone (DMP Plus USB #1)

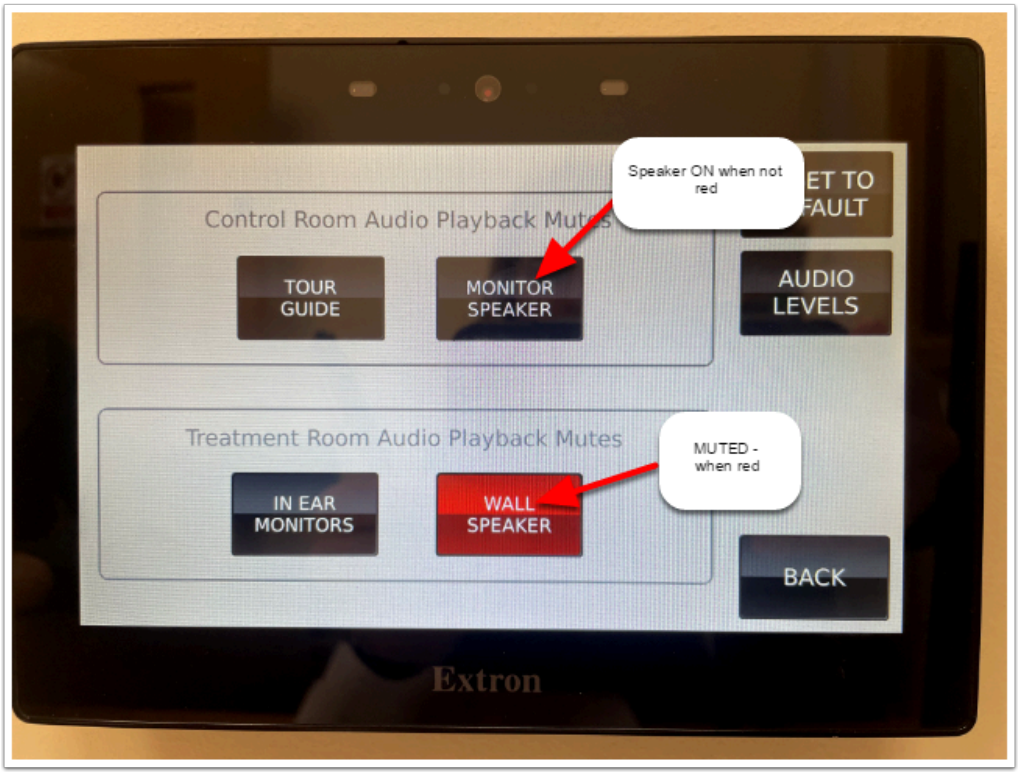
USE CASE 1: Students in the control room with both audio and visual of treatment room. Students cannot be heard in the treatment room:

All microphones and speakers are MUTED by default

- On the Control Panel select **"PRESS HERE TO START"**
- Select Camera you want to use using CAMERA CONTROL for **"CAMERA 1 CONTROL"** or **"CAMERA 2 CONTROL"** and adjust position with the controls on the control panel, Pan / Tilt / Zoom or using PRESET buttons.



- In Audio Controls under "Control Room Audio Playback Mutes" confirm **"Monitor Speaker"** ON (Button will be red on mute).
- Under "Treatment Room Audio Playback Mutes" confirm **"Wall Speaker"** is muted. (Button will be red on mute)
- Please Log Off Controller when finished by pressing "SHUTDOWN" when finished.



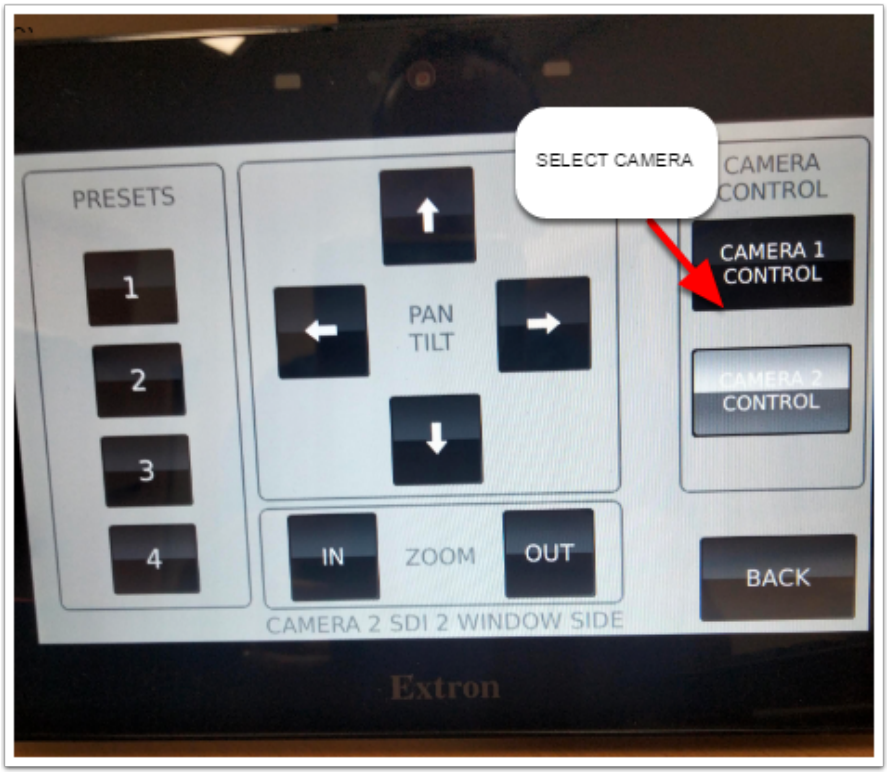
Test your scenario before you begin to make sure Wall Speaker is muted in treatment room.

Check to make sure your microphone in the control room is also muted! This can be checked in Audio Levels!

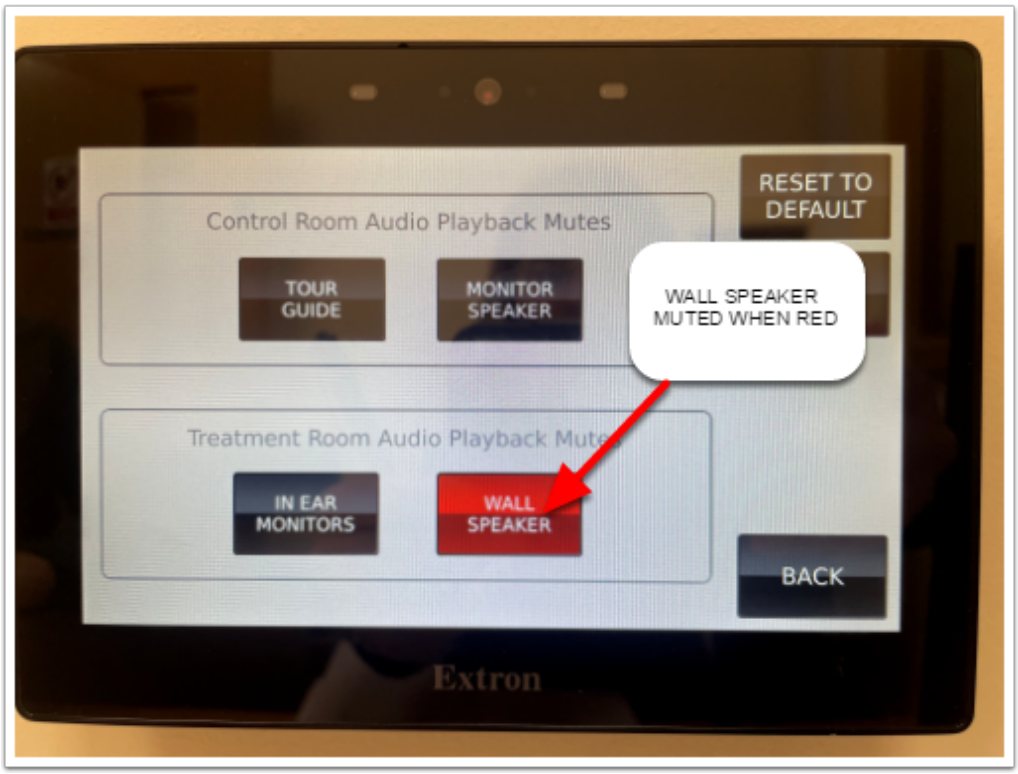
USE CASE 2: Students in the control room with both audio and visual of treatment room - Students can speak to someone with the in-ear monitor only:

All microphones and speakers are muted by default

- On the Control Panel select **"PRESS HERE TO START"**
- Select Camera you want to use and adjust position with the controls, Pan / Tilt / Zoom or using PRESET buttons.



- In Audio Controls under "Control Room Audio Playback Mutes" confirm **"Monitor Speaker"** ON. (Button will be red on mute).
- Under "Treatment Room Audio Playback Mutes" confirm **"In Ear Monitors"** ON and **"Wall Speakers"** are muted. (Button will be red on mute)
- Please Log Off Controller when finished by pressing "SHUTDOWN" when finished.



Test your scenario before you begin to make sure Wall Speaker is Muted and In Ear Monitors are live from Control Room

Check to make sure your microphone in the control room is live and working as should

USE CASE 3: Students in the control room with both audio and visual of the treatment room - Students can speak to all in the treatment room via wall speaker:

All microphones and speakers are muted by default

- On the Control Panel select "PRESS HERE TO START"
- Select Camera you want to use and adjust position with the controls, Pan / Tilt , Zoom etc
- In Audio Controls under **"Control Room Audio Playback Mutes"** confirm **"Monitor Speaker"** ON. Tour Guides can be muted (Button will be red on mute). Under **"Treatment**

Room Audio Playback Mutes" confirm "In Ear Monitors" are muted (Button will be red on mute) and **"Wall Speakers"** are ON. (Not red)

- Please Log Off Controller when finished by pressing "SHUTDOWN" when finished.

> ⚠ Test your scenario before you begin to make sure Monitor Speaker is on in Control Room and Speakers are on in the treatment room.

> ❗ Check to make sure your microphone in the control room is live and working as should

USE CASE 4: Set up for an external (Hybrid Meeting)

> ℹ All microphones and speakers are muted by default

- On the Control Panel select "PRESS HERE TO START"
- Turn ON the PC and login using your UDS creditentials - may not be required
- Select Camera you want to use and adjust position with the controls, Pan / Tilt , Zoom etc
- In Audio Controls under "Control Room Audio Playback Mutes" confirm "Monitor Speaker" ON. Tour Guides can be muted (Button will be red on mute). Under "Treatment Room Audio Playback Mutes" confirm "In Ear Monitors" are muted (Button will be red on mute) and "Wall Speakers" are un-muted. (Not red)
- Login to the provided PC using your University of Galway campus account:
- Staff: login using staffid(***e.g 0123456s***) and associated password.
- From the PC desktop, please double click to the application you wish to use. i.e. MS Teams or Zoom. When signing in to Teams or Zoom please use login ***0123456s@universityofgalway.ie.***

How to select the correct Camera, Microphone, and Speaker while using this PC for Hybrid Meetings:

- From the PC desktop, please double click on the application you wish to use. i.e. MS Teams or Zoom and login using your UDS creditenals.
- Once you have logged into the application you wish to use, ensure that you select the correct, camera, microphone and the speaker within the application's Audio & Video settings.
-
- Select **"USB Capture SDI"** as your camera. You can change the camera you want to choose using the Roland Switcher on the desk.
- Select **"Echo Cancelling Speakerphone (DMP Plus USB#1)"** as your microphone.
- Select **"Echo Cancelling Speakerphone (DMP Plus USB#1)"**as your speaker.

- Please Log Off Controller when finished by pressing "SHUTDOWN" and Log OFF the PC when finished.

Room 339 Simulation

339 Classroom Equipment:	
PC	**YES**
Monitor for PC on Lecturn	**YES**
Lecturn	**YES**
HDMI cable to connect Laptop	**YES**
Extron Touchpanel	**YES**
Document Camera	**YES**
Lecturn Microphone	**YES**
2 x Sennheiser Ceiling Microphones to enable Hybrid Video Calls or recordings	**YES**
1 x Camera to enable Hybrid Video Calls or recordings	**YES**

339 Classroom Equipment:	
Simulation Area (2 Beds)	
PC	**YES**
HDMI	**YES**
Camera and Microphone above each bed for recording	**YES**
Control Panel - Extron MLC100	**YES**
Observation Room Equipment:	
1 x Extron Touchpanel	**YES**
1 x PC	**YES**
Paging Microphone (located on desk and can be heard in simulation area)	**YES**
2 x Monitors	**YES**
In Room Monitor Speaker (can be used for audio from Simulation room)	**YES**
2 x In Ear Monitors (IEM) (for use in the Simulation area for audio from Observation Room)	**YES**
3 x Headsets (can be used for audio from observation room)	**YES**
2 x Tourguides (can be used for audio from observation room) (needs to be charged in the charging station)	**YES**

Room 340 Simulation

117 Control Room Equipment:	
PC	**YES**

117 Control Room Equipment:	
Monitor for PC	**YES**
27" Monitor above PC monitor for camera selection / preview	**YES**
Roland Video Switcher (to switch between camera sources and PC)	**YES**
Extron Touchpanel (located on the wall)	**YES**
Paging Microphone (located on desk and can be heard in observation room)	**YES**
In Room Monitor Speaker (can be used for audio from observation room)	**YES**
3 x Headsets (can be used for audio from observation room)	
2 x Tourguides (can be used for audio from observation room) (needs to be charged in the charging station)	**YES**
118 Observation Room Equipment:	
2 x Cameras (PTZ that can be controlled from the Control Room)	**YES**
1 x Sennheiser Microphone (located in the ceiling for use in a Hybrid call or recording)	**YES**
2 x In Ear Monitors (IEM) (for use in the Observation Room for audio from Control Room)	**YES**
Speaker (located on wall for audio from Control Room)	**YES**

Room 436

MY436 is a classroom located in the Moyola Building which has a capacity of 30 people

Available Equipment

Display	
1 x 65" TV	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
1 x Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**

Display	
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (Asus BE/C6 Webcam Series)	

Alice Perry Engineering

Dr Joe Higgins Theatre (ENG-G018)

ENG-G018 is a large tiered theatre located in the Alice Perry Building, has a capacity of 250 seats.

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
2 x Lecturn Microphones	**YES**
Lapel Microphone	**YES**
2 x Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**YES**
2 x Boundary Microphones (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
Pan Tilt and Zoom (PTZ) Panasonic High Definition (HD) camera (located on the back wall of theatre for web conferencing)	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height adjustable Lecturn	**YES**
Control Panel - Extron Touchpanel	**YES**
Networked Windows Computer (PC)	**YES**

Display	
Document Camera	YES
Wireless Apple TV	NO
Overhead projector	YES
Speakers	YES

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
Panasonic AVStream Camera 1	Echo Cancelling Speakerphone (TesiraFORTE)	Echo Cancelling Speakerphone (TesiraFORTE)

ENG-G018 Instructions

See instructions here

Lee Theatre (ENG-G047)

ENG-G047 is a small tiered theatre located in the Alice Perry Building, has a capacity of 116 seats.

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**YES**
Lapel Microphone	**YES**

Display	
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**YES**
Sennheiser Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
AVer Tracking camera (pointing at the lecturn to capture the presenter)	
Poly USB Eagle Eye Cube Camera (located at the back wall beside projection screen pointing at the audience)	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams, BB Collaborate	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron Touchpanel	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
AVer DL30 (for presenter) Poly Eagle Eye Cube USB (for audience)	Echo Cancelling Speakerphone (TesiraFORTE)	Echo Cancelling Speakerphone (TesiraFORTE)

ENG-G047 Instructions

See instructions here

Lecture Theatre 02 (ENG-G017)

ENG-G017 is a large tiered theatre located in the Alice Perry Building, has a capacity of 135 seats.

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
2 x Lecturn Microphones	**YES**
Lapel Microphone	**YES**
2 x Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**YES**
2 x Boundary Microphones (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**

Display	
Camera	
Pan Tilt and Zoom (PTZ) Panasonic High Definition (HD) camera (located on the back wall of theatre for web conferencing)	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height adjustable Lecturn	**YES**
Control Panel - Extron Touchpanel	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**YES**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
Panasonic AVStream Camera 1	Echo Cancelling Speakerphone (TesiraFORTE)	Echo Cancelling Speakerphone (TesiraFORTE)

ENG-G017 Instructions

See instructions here

Classrooms

Lecture Room 01 (ENG-2001)

ENG-2001 Lecture Room located in the Alice Perry building, has a capacity of 74 seats.

Available Equipment

Display	
Data Projector	**YES**
Desk	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**

Display	
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoo Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Desk	**Yes**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**No**
Overhead projector	**Yes**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0	EchoCancelling	PT-VW460 (Intel

Speaker/ room camera	Microphone	Speaker
FHD UVC Webcam	Speakerphone (Asus BE/C6 Webcam Series)	Display Audio)

Lecture Room 01 Instructions

See instructions here

Lecture Room 02 (ENG-2003)

ENG-2003 Lecture Room located in the Alice Perry building, has a capacity of 52 seats

Available Equipment

Display	
Data Projector	**YES**
Desk	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**No**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**

Display	
Document Camera	**NO**
Wireless Presentation via Apple TV	**No**
Overhead projector	**Yes**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

Lecture Room 02 Instructions

See instructions here

Lecture Room 04 (ENG-2002)

ENG-2002 Lecture Room located in the Alice Perry building, has a capacity of 75 seats

Available Equipment

Display	
Data Projector	**YES**
Desk	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	

Display	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**No**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**No**
Overhead projector	**Yes**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

Lecture Room 04 Instructions

See instructions here

Lecture Room 05 (ENG-3035)

ENG-3035 Lecture Room located in the Alice Perry building, has a capacity of 74 seats

Available Equipment

Display	
Data Projector	**YES**
Desk	**YES**
Audio	

Display	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**No**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**No**
Overhead projector	**Yes**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

Lecture Room 05 Instructions

See instructions here

Lecture Room 06 (ENG-2033)

ENG-2033 Lecture room located in the Alice Perry building, has a capacity of 50 seats

Available Equipment

Display	
Data Projector	**YES**
Desk	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**

Display	
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	
Additional Technical Features	
Height Adjustable Lecturn	**No**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**No**
Overhead projector	**Yes**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

Lecture Room 06 Instructions

See instructions here

Lecture Room 07 (ENG-2034)

ENG-2034 Lecture room located in the Alice Perry building, has a capacity of 50 seats

Available Equipment

Display	
Data Projector	**YES**
Desk	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**

Display	
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**No**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**No**
Overhead projector	**Yes**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

Lecture Room 07 Instructions

See instructions here

Lecture Room 08 (ENG-2035)

ENG-2035 Lecture room located in the Alice Perry building, has a capacity of 50 seats

Available Equipment

Display	
Data Projector	**YES**
Desk	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back	**NO**

Display	
of theatre)	
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**No**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**No**
Overhead projector	**Yes**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

Lecture Room 08 Instructions

See instructions here

Lecture Room 09 (ENG-3034)

ENG-2034 Lecture room located in the Alice Perry building, has a capacity of 30 seats

Available Equipment

Display	
Data Projector	**YES**
Desk	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**No**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**

Display	
Document Camera	**NO**
Wireless Presentation via Apple TV	**No**
Overhead projector	**Yes**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

Lecture Room 09 Instructions

See instructions here

Lecture Room 10 (ENG-3036)

ENG-3036 Lecture room located in the Alice Perry building, has a capacity of 40 seats

Available Equipment

Display	
Data Projector	**YES**
Desk	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**

Display	
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**No**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**No**
Overhead projector	**Yes**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

Lecture Room 10 Instructions

See instructions here

ENG-3034 Lecture room located in the Alice Perry building, has a capacity of 30 seats

Available Equipment

Display	
Data Projector	**YES**
Desk	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**

Display	
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**No**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**No**
Overhead projector	**Yes**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0	EchoCancelling	PT-VW460 (Intel

Speaker/ room camera	Microphone	Speaker
FHD UVC Webcam	Speakerphone (Asus BE/C6 Webcam Series)	Display Audio)

ENG-3024 Lecture Room 09 Instructions

See instructions here

Computer Labs

ENG-G047

ENG-G047 is a computer suite located in the Alice Perry building.

Available Equipment

Display	
Data Projector	**YES**
Desk	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**No**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**

Display	
Document Camera	**NO**
Wireless Presentation via Apple TV	**No**
Overhead projector	**Yes**
Speakers	**YES**

Hybrid Teaching Equipment Settings

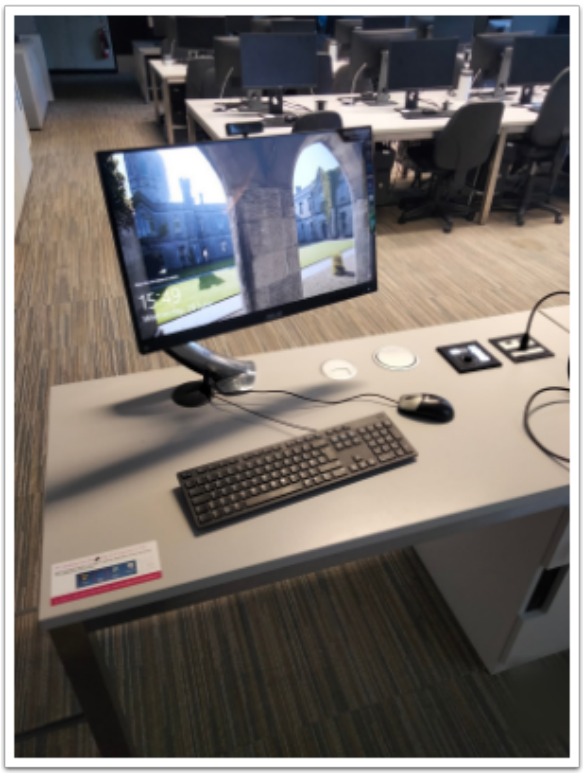
Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

ENG-G047 Instructions

See instructions here

ENG-2016

ENG-2016 is a computer suite located in the Alice Perry building.



Available Equipment

Display	
Data Projector	**YES**
Desk	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom Kaltura etc)	**NO**
Laptop Connections	

Display	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**NO**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

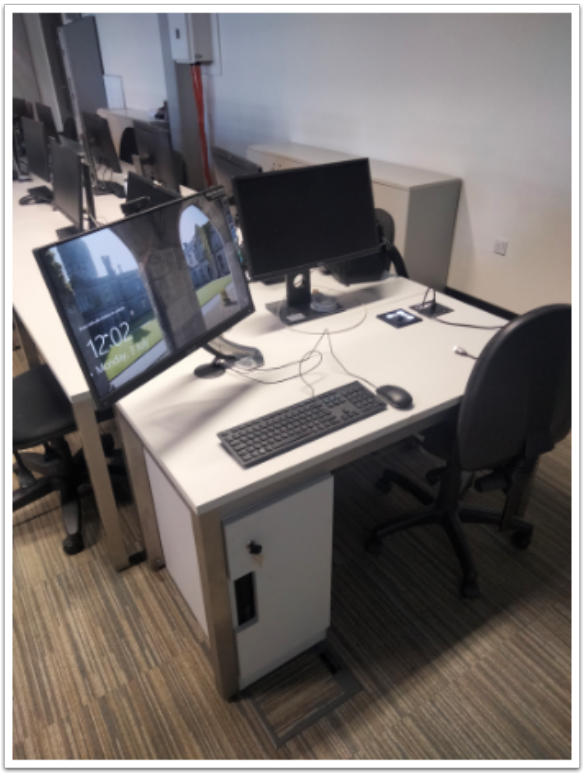
Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

ENG-2016 Instructions

See instructions here

ENG-2017

ENG-2017 is a computer suite located in the Alice Perry building.



Available Equipment

Display	
Data Projector	**YES**
Desk	**YES**
Audio	

Display	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**No**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**No**
Overhead projector	**Yes**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

ENG-2017 Instructions

See instructions here

Arts Millennium

Fottrell Theatre (AMB-1022)

The Fottrell theatre is a tiered lecture theatre located in the Art Millennium building which has a capacity of 212 seats.

Available Equipment:

Display	
Data Projector	**YES**
Interactive Touch Display on Lecture	**YES**
Audio	
2 x Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**YES**
Handheld Microphone (needs to be boooked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Collaborate, Kaltura etc)	**YES**

Display	
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Pan Tilt and Zoom (PTZ) Panasonic High Definition (HD) camera (located on the back wall of theatre for web conferencing)	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams, BB Collaborate	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**YES**
Wireless Presentation via Apple TV	**No**
Overhead projector	**YES**
Speakers	**YES**

Hybrid teaching equipment settings

Speaker/ room camera	Microphone	Speaker
Panasonic AVStream Camera 1	Echo Cancelling Speakerphone DMP Plus USB1	Echo Cancelling Speakerphone DMP Plus USB1

Fottrell Theatre Instructions

Click here for instructions on how to use this venue

Colm O'hEocha Theatre (AMB-1021)

The O'hEocha theatre is a tiered lecture theatre located in the Art Millennium building which has a capacity of 252 seats.

Available Equipment:

Display	
Data Projector	**YES**
Interactive Touch Display on Lecture	**YES**

Display	
Audio	
2 x Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**YES**
Handheld Microphone (needs to be boooked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Pan Tilt and Zoom (PTZ) Panasonic High Definition (HD) camera (located on the back wall of theatre for web conferencing)	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**YES**
Wireless Presentation via Apple TV	**No**
Overhead projector	**YES**
Speakers	**YES**

Hybrid teaching equipment settings

Speaker/ room camera	Microphone	Speaker
Panasonic AVStream Camera 1	Echo Cancelling Speakerphone DMP Plus USB1	Echo Cancelling Speakerphone DMP Plus USB1

O'hEocha Theatre Instructions

Click here for instructions on how to use this venue

Maritin O'Thnuthail Theatre (AMB-1023)

The O'Thunthail theatre is a tiered lecture theatre located in the Art Millennium building which has a capacity of 147 seats.

Available Equipment:

Display	
Data Projector	**YES**
Interactive Touch Display on Lecture	**YES**
Audio	
2 x Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**YES**
Handheld Microphone (needs to be boooked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	

Display	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Pan Tilt and Zoom (PTZ) Panasonic High Definition (HD) camera (located on the back wall of theatre for web conferencing)	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**YES**
Wireless Presentation via Apple TV	**No**
Overhead projector	**YES**
Speakers	**YES**

Hybrid teaching equipment settings

Speaker/ room camera	Microphone	Speaker
Panasonic AVStream Camera 1	Echo Cancelling Speakerphone DMP Plus USB1	Echo Cancelling Speakerphone DMP Plus USB1

Fottrell Theatre Instructions

Click here for instructions on how to use this venue

AMB-G005

AMB-G005 is a classroom located on the Arts Millennium building which has a capacity of 34 seats

Available Equipment

Display	
85" TV	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on	**YES**

Display	
monitor	
Web Conferencing	
Compatible with Zoom, MS Teams.	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers on TV	**YES**

Hybrid Teaching Settings

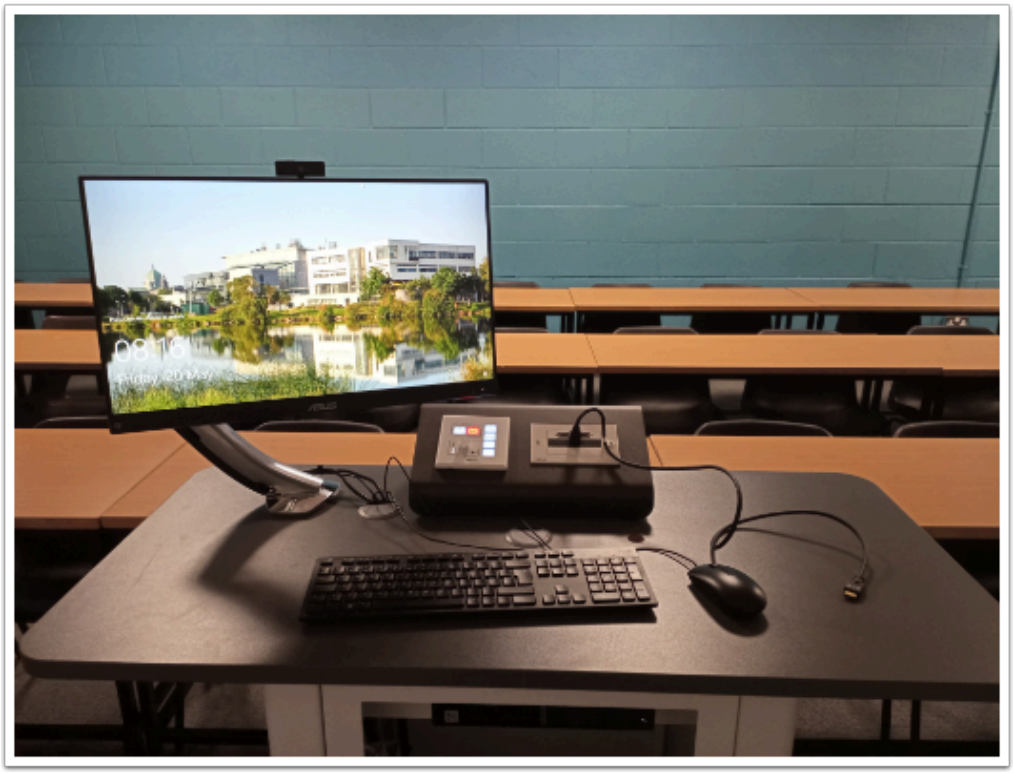
Room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PL8604U (Intel Display Audio)

AMB-G005 Instructions

See instructions here

AMB-G006

AMB-G006 is a classroom located on the Arts Millennium building which has a capacity of 30 seats



Available Equipment

Display	
85" TV	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**

Display	
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers on TV	**YES**

Hybrid Teaching Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PL8604U (Intel Display Audio)

AMB-G006 Instructions

See instructions here

AMB-G007

AMB-G007 is a classroom located on the Arts Millennium building which has a capacity of 40 seats

Available Equipment

Display	
85" TV	YES
Display on Lecturn	YES
Audio	
1 x Lecturn Microphone	NO

Display	
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers on TV	**YES**

Hybrid Teaching Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PL8604U (Intel Display Audio)

AMB-G007 Instructions

See instructions here

AMB-G008

AMB-G008 is a classroom located on the Arts Millennium building which has a capacity of 40 seats

Available Equipment

Display	
85" TV	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone	**NO**

Display	
(needs to be booked in advance and collected from Audiovisual)	
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers on TV	**YES**

Hybrid Teaching Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC	EchoCancelling Speakerphone	PL8604U (Intel Display Audio)

Speaker/ room camera	Microphone	Speaker
Webcam	(Asus BE/C6 Webcam Series)	

AMB-G008 Instructions

See instructions here

AMB-G009

AMB-G009 is a classroom located on the Arts Millennium building which has a capacity of 40 seats

Available Equipment

Display	
85" TV	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**

Display	
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers on TV	**YES**

Hybrid Teaching Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PL8604U (Intel Display Audio)

AMB-G009 Instructions

See instructions here

AMB-G010

AMB-G010 is a classroom located on the Arts Millennium building which has a capacity of 40 seats

Available Equipment

Display	
85" TV	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**

Display	
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers on TV	**YES**

Hybrid Teaching Settings

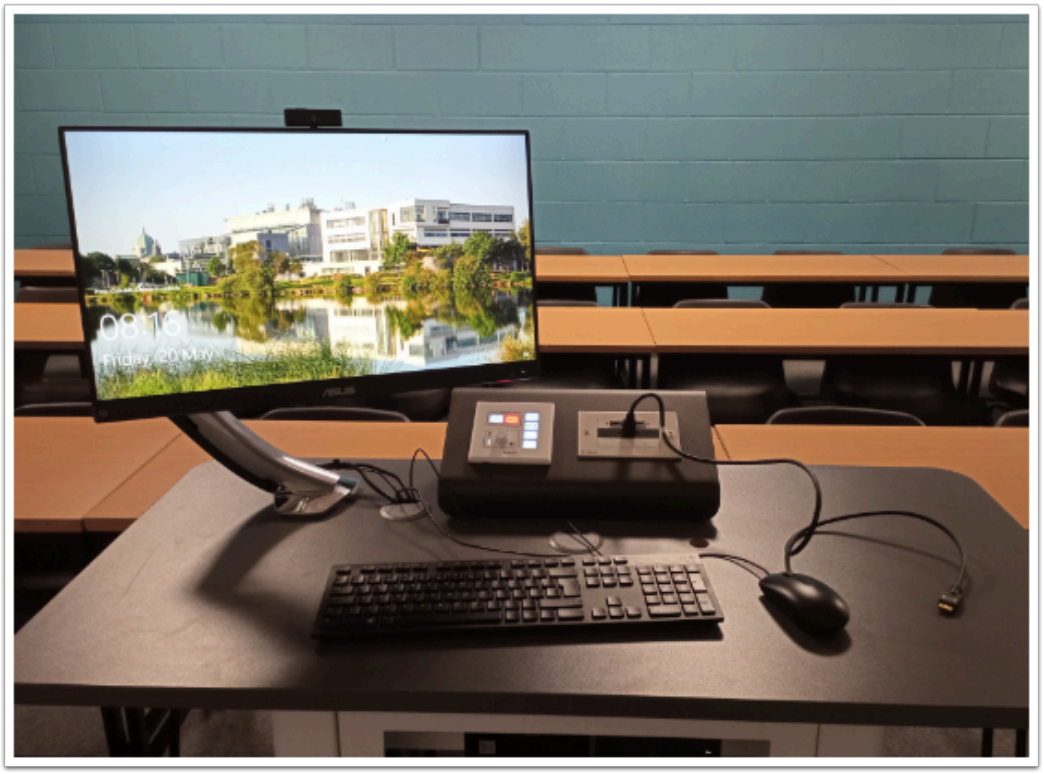
Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PL8604U (Intel Display Audio)

AMB-G010 Instructions

See instructions here

AMB-G012

AMB-G012 is a classroom located on the Arts Millennium building which has a capacity of 30 seats



Available Equipment

Display	
85" TV	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**

Display	
Document Camera	NO
Wireless Presentation via Apple TV	NO
Overhead projector	YES
Speakers on TV	YES

Hybrid Teaching Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PL8604U (Intel Display Audio)

AMB-G012 Instructions

See instructions here

AMB-G021

AMB-G021 is a classroom located on the Arts Millennium building which has a capacity of 12 seats

Available Equipment

Display	
Data Projector	YES
Display on Lecturn	NO

Display	
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**NO**
Web Conferencing	
Compatible with Zoom, MS Teams,	**NO**
Additional Technical Features	
Height Adjustable Lecturn	**NO**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**NO**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

AMB-G021 Instructions

See instructions here

AMB-1024 ISS General Access PC Suite

AMB-G021 is a general access PC Suite in the Arts Millennium building.

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**

Display	
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with in-built microphone to enable Hybrid Meetings	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Desk Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

AMB-1024 Instructions

See instructions here

Arts Millennium Phychology

AMB-G065

AMB-G065 is a classroom located in the Arts Millennium Phychology building which has a capacity of 48 seats

Available Equipment

Display	
Projector	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	

Display	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with built in microphone for Hybrid Teaching	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn Desk	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers on TV	**YES**

Hybrid Teaching Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	Speaker PT-VW360 (HD Audio Driver)

AMB-G065 Instructions

See instructions here

AMB-G066

AMB-G066 is a classroom located in the Arts Millennium Phychology building which has a capacity of 30 seats

Available Equipment

Display	
Projector	**YES**
Display on Lecturn	**YES**

Display	
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with built in microphone for Hybrid Teaching	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn Desk	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers on TV	**YES**

Hybrid Teaching Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	Speaker PT-VW360 (HD Audio Driver)

AMB-G066 Instructions

See instructions here

AMB-G067

AMB-G067 is a classroom located in the Arts Millennium Phychology building which has a capacity of 42 seats

Available Equipment

Display	
Projector	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**

Display	
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with built in microphone for Hybrid Teaching	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn Desk	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers on TV	**YES**

Hybrid Teaching Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW360 (HD Audio Driver)

AMB-G067 Instructions

See instructions here

AMB-G035

AMB-G035 is a pc suite located in the Arts Millennium Phychology building which has a capacity of ** seats

Available Equipment

Display	
Projector	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with built in microphone for Hybrid Teaching	**YES**

Display	
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn Desk	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers on TV	**YES**

Hybrid Teaching Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW360 (HD Audio Driver)

AMB-G035 Instructions

See instructions here

AMB-G036

AMB-G036 is a classroom located in the Arts Millennium Phychology building which has a capacity of 45 seats.

Available Equipment

Display	
Projector	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with built in microphone for Hybrid Teaching	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn Desk	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**

Display	
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers on TV	**YES**

Hybrid Teaching Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW360 (HD Audio Driver)

AMB-G036 Instructions

See instructions here

AMB-G043

AMB-G043 is a classroom located in the Arts Millennium Phychology building which has a capacity of 30 seats.

Available Equipment

Display	
Projector	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**

Display	
Camera	
USB 2.0 FHD UVC Webcam on monitor with built in microphone for Hybrid Teaching	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn Desk	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers on TV	**YES**

Hybrid Teaching Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW360 (HD Audio Driver)

AMB-G043 Instructions

See instructions here

Aras Ui Chathail

UC102

UC102 theatre is a tiered lecture theatre located in Aras Ui Chathail Building which has a capacity of 166 seats.

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**YES**
Lapel Microphone	**NO**

Display	
(located in projection room at back of theatre)	
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
Poly Eagle Eye Cube USB Camera and Microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
Poly Eagle Eye Cube USB	Poly Eagle Eye Cube USB	Speakers / Headphones (Realtek Audio)

UC102 Instructions

See instructions here

Aras na Gaeilge

Téatar Lecture Theatre

Téatar theatre is a tiered lecture theatre located in Aras na Gaeilge Building which has a capacity of ** seats.

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	NO
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**

Display	
Camera	
Poly Eagle Eye Cube USB Camera and Microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
Poly Eagle Eye Cube USB	Poly Eagle Eye Cube USB	Speakers / Headphones (Realtek Audio)

Téatar Instructions

See instructions here

104 Seomra Range

Classroom 104 is located in Aras na Gaeilge Building and has a capacity of ** seats.

Available Equipment

Display	
Projector	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**

Display	
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (ASUS BE/C6 webcam series)	PT-VMZ51 (2-HD Audio Driver for Display Audio)

104 Seomra Ranga Instructions

See instructions here

106 Seomra Ranga

106 Seomra Ranga is located in Aras na Gaeilge Building and has a capacity of ** seats.

Available Equipment

Display	
Projector	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back	**NO**

Display	
of theatre)	
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Equipment

Camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (ASUS BE/C6 webcam series)	PT-VMZ51 (2-HD Audio Driver for Display Audio)

106 Seomra Ranga Instructions

See instructions here

116 Seomra Ranga

106 Seomra Ranga is located in Aras na Gaeilge Building and has a capacity of ** seats.

Available Equipment

Display	
Projector	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**

Display	
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers on TV	**YES**

Hybrid Equipment

Camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (ASUS BE/C6 webcam series)	PT-VMZ51 (2-HD Audio Driver for Display Audio)

116 Seomra Ranga Instructions

See instructions here

204 Seomra Ranga

204 Seomra Ranga is located in Aras na Gaeilge Building and has a capacity of ** seats.

Available Equipment

Display	
Projector	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone	**NO**

Display	
(located in projection room at back of theatre)	
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers on TV	**YES**

Hybrid Equipment

Camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (ASUS BE/C6 webcam series)	PT-VMZ51 (2-HD Audio Driver for Display Audio)

204 Seomra Ranga Instructions

See instructions here

206 Clann Fhirbhisigh

206 Clann Fhirbisigh is located in Aras na Gaeilge Building and has a capacity of ** seats.

Available Equipment

Display	
Projector	**YES**
Display on Teachers Desk	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**NO**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Teachers Desk	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**

Display	
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

211 Seomra Ranga

211 Seomra Ranga is located in Aras na Gaeilge Building and has a capacity of ** seats.

Available Equipment

Display	
Projector	**YES**
Display on Lecturn	**YES**
Audio	

Display	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers on TV	**YES**

Hybrid Teaching Equipment Settings

Camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (ASUS BE/C6 webcam series)	PT-VMZ51 (2-HD Audio Driver for Display Audio)

HBB-G011 Instructions

211 Seomra Ranga Instructions

See instructions here

214 Seomra Ranga

214 Seomra Ranga is located in Aras na Gaeilge Building and has a capacity of ** seats.

Available Equipment

Display	
Projector	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**

Display	
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**YES**
Speakers on TV	**YES**

Hybrid Equipment

Camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (ASUS BE/C6 webcam series).	PT-VMZ51 (2-HD Audio Driver for Display Audio)

214 Seomra Ranga Instructions

See instructions here

Aras De Brun

Aras De Brun 2018

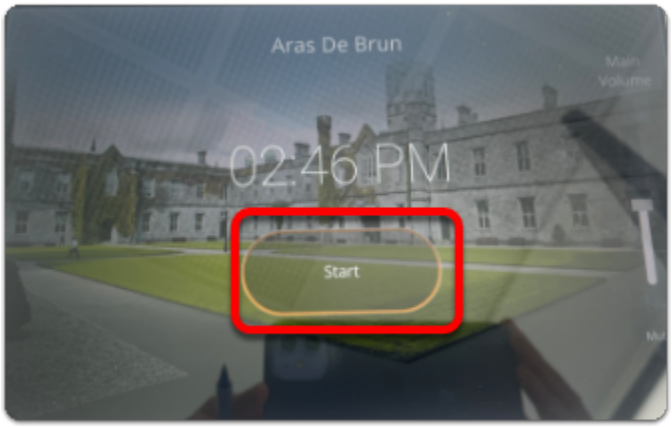
ADB-2018 is a Seminar Room located in the the Aras De Brun Building. This room has two High Definition cameras and two ceiling suspended echo-cancelling boundary microphones for the purpose of facilitating Hybrid Meetings. This can be achieved using the provided PC and some of the preinstalled University of Galway ISS supported video conferencing applications. e.g. Zoom, MS Teams or Canvas.

Available Equipment

Display	
1 x 86" Iiyama screen at top of room, 1 x 86" Ssony TV at back of room	**YES**
Lecturn	**YES**
Audio	

Display	
Lecturn Microphone	**NO**
Lapel Microphone (located in Audio Visual Dept)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
4 x Bi-amp ceiling mircophones connected to PC for use with MSTeams, Zoom, Canvas, Kaltura etc	**YES**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
2 x Cameras (one positioned on the lecturn, and one on the audience)	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams, Canvas	**YES**
Additional Technical Features	
Standing Lecturn	**NO**
Control Panel - Extron Touchpanel TLP Pro	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**NO**
2 x Speakers	**YES**

Instructions on how to use the system for Hybrid Meetings



- Press **"START"** Button on Controller to turn on projector.
- Select **"PC"** when using the Hybrid equipment. **(Camera, microphones are connected to PC only**). When you move the mouse, the PC should wake up; if not please press the power button on the PC to turn on.
- Login to the provided PC using your University of Galway campus account:
- *Staff: login using staffid (e.g 0123456s) and associated password*
- From the PC desktop, please double-click to the application you wish to use. i.e. MS Teams or Zoom. When signing in to Teams or Zoom, please use login *0123456s@universityofgalway.ie* and the associated password.
- Ensure that you select the correct camera, microphone and speaker within the application's **Audio & Video settings**.
- **How to select the correct Camera, Microphone, and Speaker while using this PC for Hybrid Meetings:**
- Select **"USB Capture HDMI"** as your camera. There are two of these cameras, one on the presenter and one on the audience. *Please choose the camera you want to use from the Touch Panel by selecting "Camera Control" and either "NEAR" or "FAR" camera.*
- Select **"Echo Cancelling Speakerphone (ADB Audio System)"** as your microphone.
- Select **"Echo Cancelling Speakerphone (ADB Audio SystemADB Audio System)"** as your speaker.

Camera Settings

You can change the camera you are using and adjust camera settings by clicking on the **"Camera Control"** button;

- Select "Near" to take control of camera pointing at lecturn.
- Select "Far" to take control of camera pointing at class or audience.

Mute Microphones

To mute the microphones please press "Mute " on the bottom left of the screen

You can share content presentations / excel sheets as normal through your chosen application. Make sure your presentation is available on your email / one drive so you can access it.

Press "System off" and log off to shut down.

Hybrid Meeting Settings

Camera	Microphone	Speaker
USB Capture HDMI (Select Near / Far from touch panel to change camera source)	Echo Cancelling Speakerphone (ADB Audio System)	Echo Cancelling Speakerphone (ADB Audio System)

Instructions on how to use HDMI cable

- Select **"Laptop"** from the touchpanel
- Plug laptop into HDMI cable on lecturn and project your Excel, Powerpoint etc

Audio is through HDMI cable also

The PC can also be used for local presentations also!!

Clinical Science

Large Lecture Theatre (CSI 1030)

This large lecture is a tiered lecture theatre located in the Clinical Science building which has a capacity of ? seats

Available Equipment:

Display	
2 Data Projectors	**YES**
Interactive Touch Display on Lecture	**YES**

Display	
Audio	
2 x Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**YES**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MS Teams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Pan Tilt and Zoom (PTZ) Panasonic High Definition (HD) camera (located on the back wall of theatre for web conferencing)	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**YES**
Wireless Presentation via Apple TV	**YES**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching equipment settings

Speaker/ room camera	Microphone	Speaker
Panasonic AVStream Camera 1	Echo Cancelling Speakerphone DMP Plus USB1	Echo Cancelling Speakerphone DMP Plus USB1

Large lecture theatre instructions

Click here to see how to use the av in this venue.

Small Lecture Theatre (CSI 1031)

This small lecture theatre is a tiered lecture theatre located in the Clinical Science building which has a capacity of ? seats

Available Equipment:

Display	
Data Projector	**YES**
Interactive Touch Display on Lecture	**YES**
Audio	
2 x Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**YES**
Handheld Microphone (needs to be boooked in advance and collected from Audiovisual)	**YES**

Display	
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Pan Tilt and Zoom (PTZ) Panasonic High Definition (HD) camera (located on the back wall of theatre for web conferencing)	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**YES**
Wireless Presentation via Apple TV	**YES**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching equipment settings

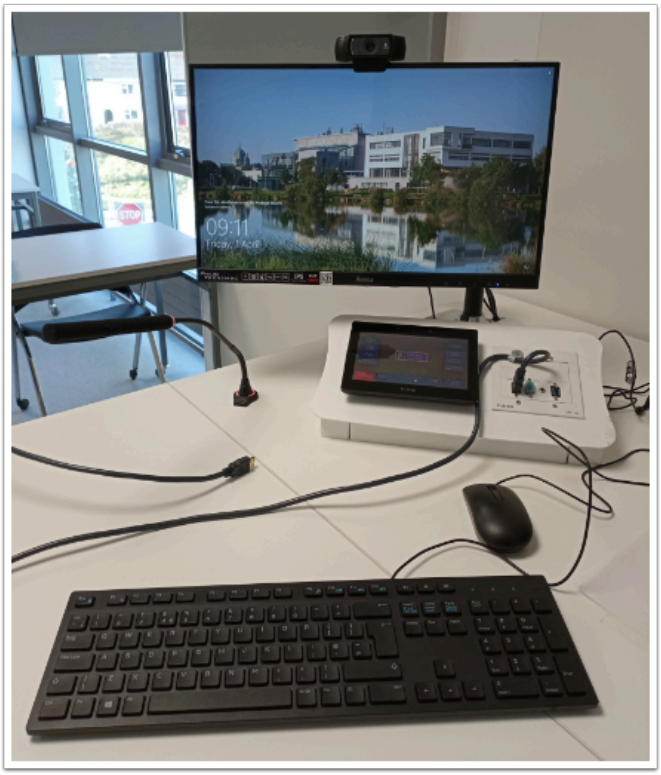
Speaker/ room camera	Microphone	Speaker
Panasonic AVStream Camera 1	Echo Cancelling Speakerphone DMP Plus USB1	Echo Cancelling Speakerphone DMP Plus USB1

Small lecture theatre instructions

Click here to see how to use the av in this venue.

Multifunction Room 1 (CSI 2010)

The teaching room is located on second floor of the Clinical Science Building which has a capacity of ? seats.



Available Equipment

Display	
Data Projector	**YES**
Interactive Touch Display on Lecturn	**YES**

Display	
Audio	
Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**YES**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Panasonic AVStream Camera1	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**YES**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment

Speaker/ room camera	Microphone	Speaker
Panasonic AVStream Camera 1	Echo Cancelling Speakerphone DMP Plus USB1	Echo Cancelling Speakerphone DMP Plus USB1

Multifunction Room 1 Instructions

See instructions here

This Lecture theatre is a tiered lecture theatre located in the Clinical Science Building which has a capacity of ? seats.

Available Equipment

Display	
2 Data Projector	**YES**
Interactive Touch Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**YES**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Panasonic AVStream Camera1	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron Touch Panel	**YES**
Networked Windows Computer (PC)	**YES**

Display	
Document Camera	YES
Wireless Apple TV	NO
Overhead projector	YES
Speakers	YES

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
Panasonic AVStream Camera 1	Echo Cancelling Speakerphone DMP Plus USB1	Echo Cancelling Speakerphone DMP Plus USB1

Small Lecture Theatre Instructions

See instructions here

The Large Lecture theatre is a tiered lecture theatre located in the Clinical Science Building which has a capacity of 140 seats.

Available Equipment

Display	
2 Data Projector	**YES**
Interactive Touch Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**YES**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	

Display	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Panasonic AVStream Camera1	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron Touch Panel	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**YES**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

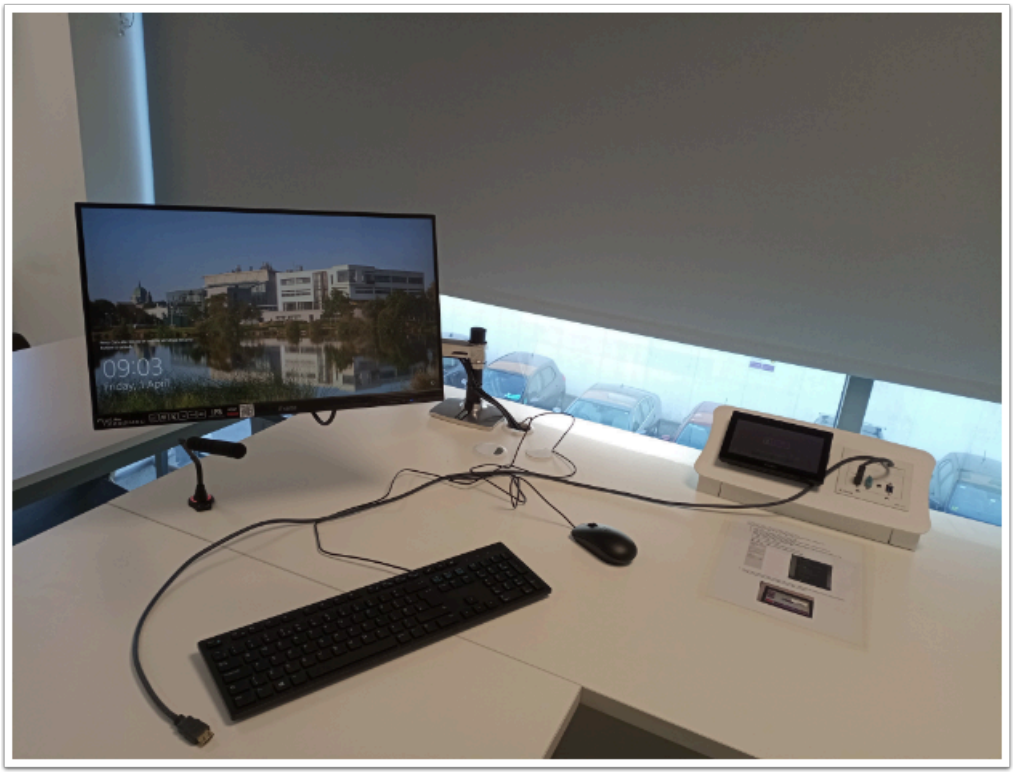
Speaker/ room camera	Microphone	Speaker
Panasonic AVStream Camera 1	Echo Cancelling Speakerphone DMP Plus USB1	Echo Cancelling Speakerphone DMP Plus USB1

Large Theatre Instructions

See instructions here

Multifunction Room 2 (CSI 2011)

The teaching room is located on second floor of the Clinical Science Building which has a capacity of ? seats.



Available Equipment

Display	
Data Projector	**YES**
Interactive Touch Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**YES**

Display	
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Panasonic AVStream Camera1	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**YES**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment

Speaker/ room camera	Microphone	Speaker
Panasonic AVStream	Echo Cancelling Speakerphone	Echo Cancelling Speakerphone

Speaker/ room camera	Microphone	Speaker
Camera 1	DMP Plus USB1	DMP Plus USB1

Multifunction Room 2 Instructions

See instructions here

Multifunction Room 3 (CSI 2012)

The teaching room is located on second floor of the Clinical Science Building which has a capacity of ? seats.

Available Equipment

Display	
LED TV	**YES**
Audio	
Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**No**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**No**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
Panasonic AVStream Camera1	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**NO**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**

Display	
Wireless Apple TV	NO
Overhead projector	NO
Speakers	YES

Hybrid Teaching Equipment

Speaker/ room camera	Microphone	Speaker
Panasonic AVStream Camera 1	Echo Cancelling Speakerphone DMP Plus USB1	Echo Cancelling Speakerphone DMP Plus USB1

Multifunction Room 3 Instructions

See instructions here

Seminar Room (CSI 1027)

This teaching room is located in the Clinical Science Building which has a capacity of 20 seats.

Available Equipment

Display	
86" TV	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Sennheiser Ceiling Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**

Display	
Camera	
Poly Studio (located underneath TV for capturing people in meeting. AVER DL30 camera located at back of room for capturing presenter	**YES**
Web Conferencing	
Compatible with Zoom/MS Teams	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Instructions on how to use the system for Hybrid Meetings

- Using the Controller on the lecturn Press **"ON"** button to turn on TV.
- The PC is located in the cabinet. If login screen does not appear when you move the mouse or keyboard, press the Power button on PC to turn on.
- Login to the provided PC using your University of Galway campus account:
- Staff: login using staffid(***e.g 0123456s***) and associated password.
- From the PC desktop, please double-click to the application you wish to use. i.e. MS Teams or Zoom. When signing in to Teams or Zoom, please use login ***0123456s@universityofgalway.ie.***

How to select the correct Camera, Microphone, and Speaker while using this PC for Hybrid Meetings:

- From the PC desktop, please double click on the application you wish to use. i.e. MS Teams or Zoom and login using your UDS creditenals.
- Once you have logged into the application you wish to use, ensure that you select the correct, camera, microphone and the speaker within the application's Audio & Video settings.

Select **"Polycom Studio Video"** as your camera if using the room in a meeting environment.

- Select **"AVer DL30"** as your camera if presenting.
- Select "**DANTE USB Receive (Dante USB I/O Module)**" as your microphone.
- Select **"LG TV (Intel (R)Display Audio)"** as your speaker. (Note you can adjust the TV volume using the volume button on the wall controller).

You can share content presentations / excel sheets as normal through your chosen application. Make sure your presentation is available on your email / one drive so you can access it.

Hybrid Teaching Equipment

Speaker/ room camera	Microphone	Speaker
Polycom Studio Video / AVer DL30	Dante USB Receive (Dante USB I/O Module)	LG TV (Intel (R) Display Audio

Clinical Skills Laboratory (CSI 2031)

The teaching room is located in the Clinical Science Building which has a capacity of ? seats.

Available Equipment

Display	
LED TV	**YES**
Audio	
Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance	**NO**

Display	
and collected from Audiovisual)	
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
Panasonic AVStream Camera1	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**NO**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment

Speaker/ room camera	Microphone	Speaker
Panasonic AVStream Camera 1	Echo Cancelling Speakerphone DMP Plus USB1	Echo Cancelling Speakerphone DMP Plus USB1

Small Lecture Theatre Instructions

See instructions here

CSI-G007 Student Collaboration Zone

This is a Student Collaboration Zone in the Clinical Science Building which has a capacity of ? seats

Available Equipment

Display	
LED TV	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
Webcam built into monitor can be used for both camera and microphone in a Hybrid Teaching	**YES**

Display	
session	
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**NO**
Control Panel - Extron MLC52	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment

Speaker/ room camera	Microphone	Speaker
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (ASUS BE/C6 webcam series)	Sharp HDMI(Intel(R) Display Audio)

CSI-G007 Instructions

See instructions here

CSI-105 The Comerford Suite

This Seminar Room has a capacity of 30 seats

Available Equipment

Display	
Projector	**YES**
Lecturn with Monitor	**YES**
Audio	
Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**YES**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
Webcam built into monitor can be used for both camera and microphone in a Hybrid Teaching session	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**NO**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer	**YES**

Display	
(PC)	
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Settings

Speaker/ room camera	**Microphone**	**Speaker**
USB2.0 FHD UVC Webcam	Echo Cancelling Speakerphone (ASUS BE/C6 webcam series)	PL8604U (Intel(R) Display Audio)

CSI 105 Comerford Suite Instructions

See instructions here

The Hardiman Building

The Moore Institute Seminar Room (THB-G010)

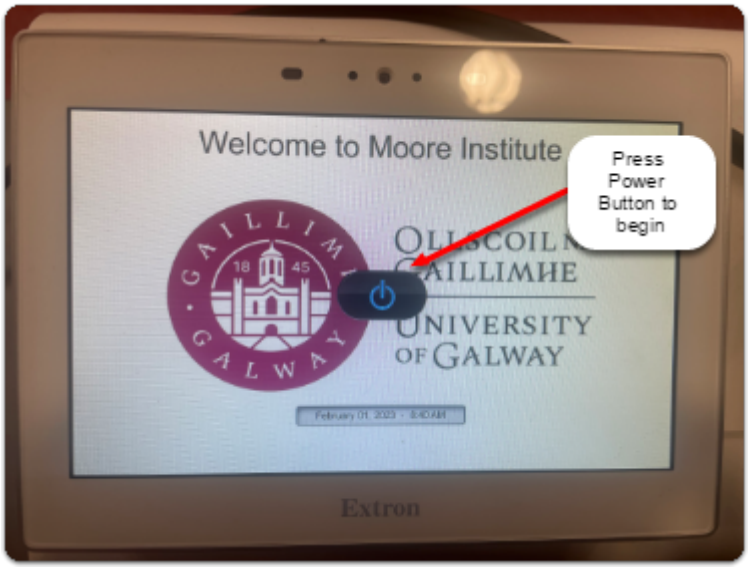
The Moore Institute Seminar Room is located in the The Hardiman Building and has a capacity of 60 seats. This room has two Aver tracking cameras and two ceiling suspended echo-cancelling boundary microphones for the purpose of facilitating Hybrid Meetings. This can be achieved using the provided PC and some of the preinstalled University of Galway ISS supported video conferencing applications. e.g. Zoom or MS Teams.

Available Equipment

Display	
Data Projector	**YES**
Lecturn	**YES**
Audio	
Lecturn Microphone	**YES**
Lapel Microphone (located in Audio Visual Dept)	**YES**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
2 x Sennheiser Ceiling Microphones for Hybrid Events connected to PC for use with MSTeams, Zoom, Kaltura etc	**YES**
Laptop Connections	

Display	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
2 x AVER DL30 (Presenter Tracking Cameras, one positioned on the lecturn, and one on the audience)	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**NO**
Control Panel - Extron Touchpanel TLP Pro	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

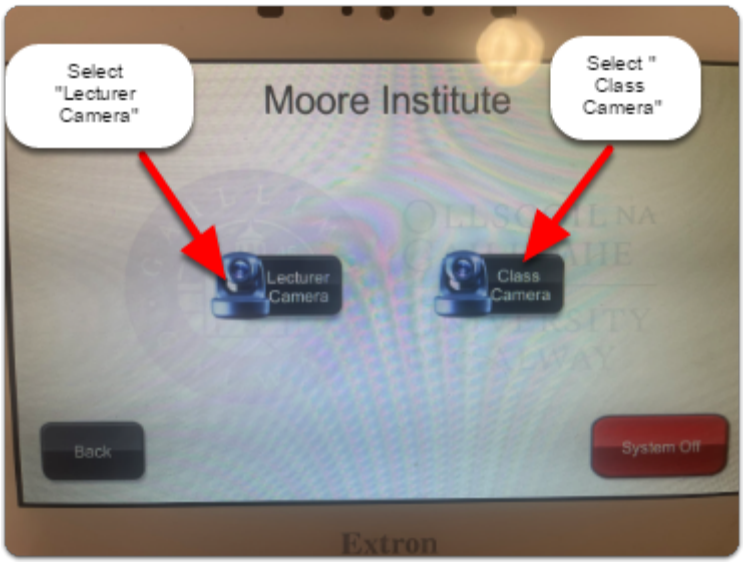
Instructions on how to use the system



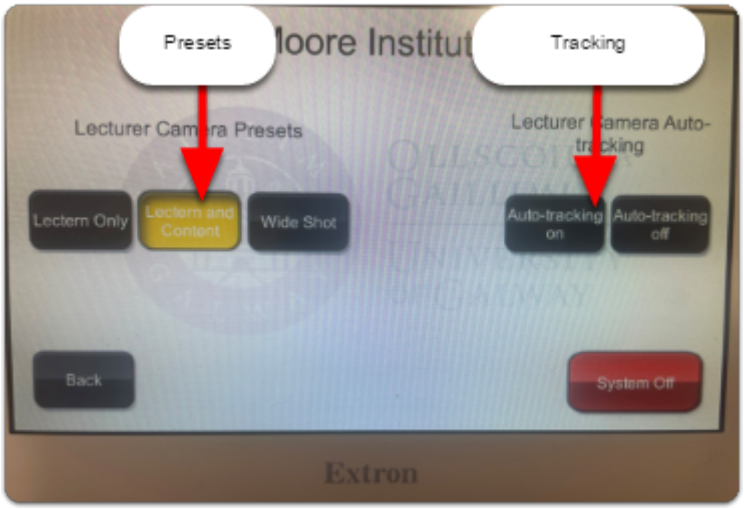
- Press **"Power"** Button on Controller to turn on projector.
- Select **"PC"** when using the Hybrid equipment. (Camera, microphones are connected to PC only). When you move the mouse the PC should wake up, if not please press the Power button on the PC to turn on.
- Login to the provided PC using your University of Galway campus account:
- *Staff: login using staffid (e.g 0123456s) and associated password*
- From the PC desktop, please double click to the application you wish to use. i.e. MS Teams or Zoom. When signing in to Teams or Zoom please use login *0123456s@universityogfgalway.ie* and associated password.
- Ensure that you select the correct, camera, microphone and the speaker within the application's **Audio & Video settings**.
- **How to select the correct Camera, Microphone, and Speaker while using this PC for Hybrid Meetings:**
- Select **"AVER DL30"** as your camera.There are two of these cameras one on the presenter and one on the audience. *Please choose the camera you want to use from your chosen software Video Settings such as Zoom or Teams.*
- Select **"Echo Cancelling Speakerphone (TesiraFORTE)"** as your microphone.
- Select **"Echo Cancelling Speakerphone (TesiraFORTE)"** as your speaker.

Camera Settings

You can change the camera settings and turn on camera tracking in the Lecturer Camera using the below settings;



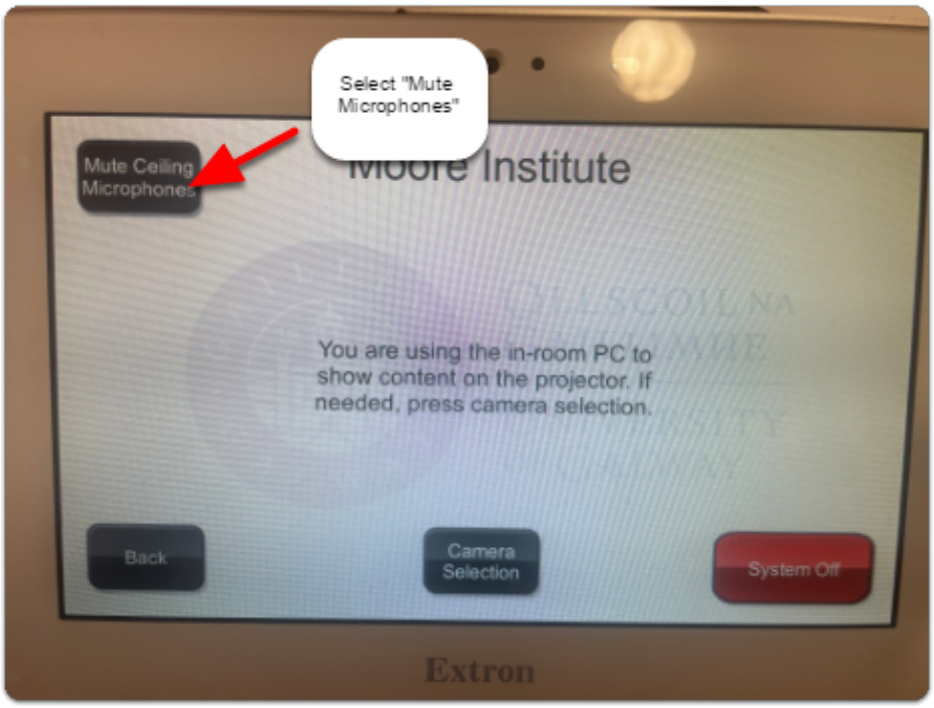
- Select "Lecturer Camera" to take control of camera pointing at lecturn.
- Select "Class Camera" to take control of camera pointing at class or audience.



From here you can turn on / off camera tracking or select from three presets the camera angle you require 1. Lecturn Only 2. Lecturn and Content. 3. Wide shot.

Mute Microphones

To mute the microphones please press "Mute Microphones" in the PC selection



Press "System off" and log off to shut down.

How to book this venue

Moore Institute Seminar Room is booked by emailing mooreinstitute@universityofgalway.ie

Seminar Room (THB-G011)

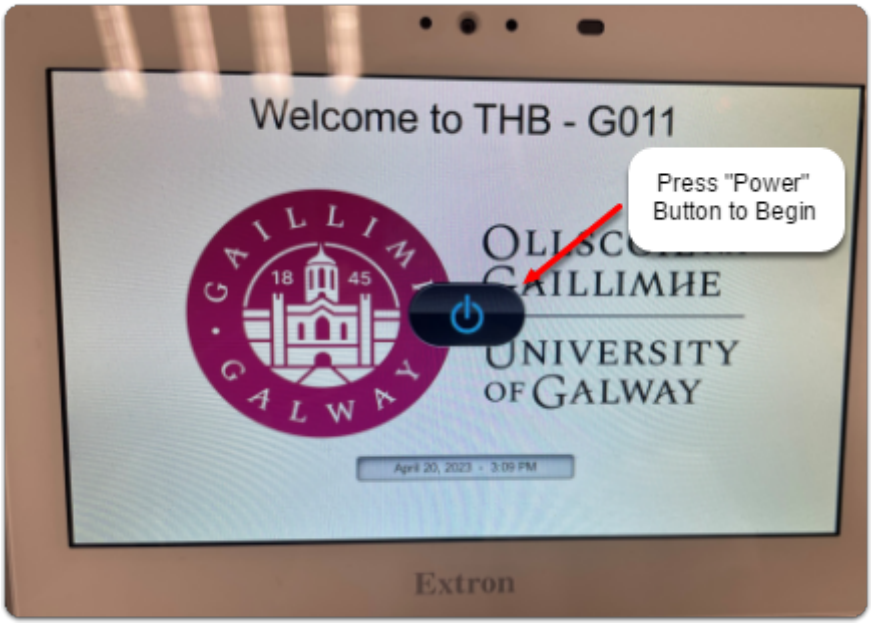
This Seminar Room is located in the The Hardiman Building and has a capacity of 60 seats. This room has two Aver tracking cameras and two ceiling suspended echo-cancelling boundary microphones for the purpose of facilitating Hybrid Meetings. This can be achieved using the provided PC and some of the preinstalled University of Galway ISS supported video conferencing applications. e.g. Zoom or MS Teams.

Available Equipment

Display	
Data Projector	**YES**
Lecturn	**YES**
Audio	
Lecturn Microphone	**YES**
Lapel Microphone (located in Audio Visual Dept)	**YES**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
2 x Sennheiser Ceiling Microphones for Hybrid Events connected to PC for use with MSTeams, Zoom, Kaltura etc	**YES**
Laptop Connections	
VGA Laptop connection	**NO**

Display	
HDMI Laptop connection	**YES**
Camera	
2 x AVER DL30 (Presenter Tracking Cameras, one positioned on the lecturn, and one on the audience)	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**NO**
Control Panel - Extron Touchpanel TLP Pro	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Instructions on how to use the system

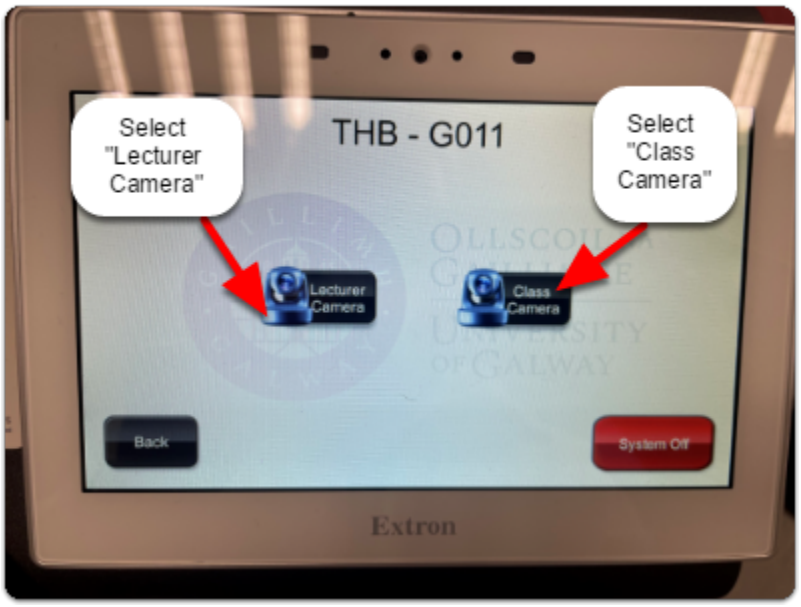


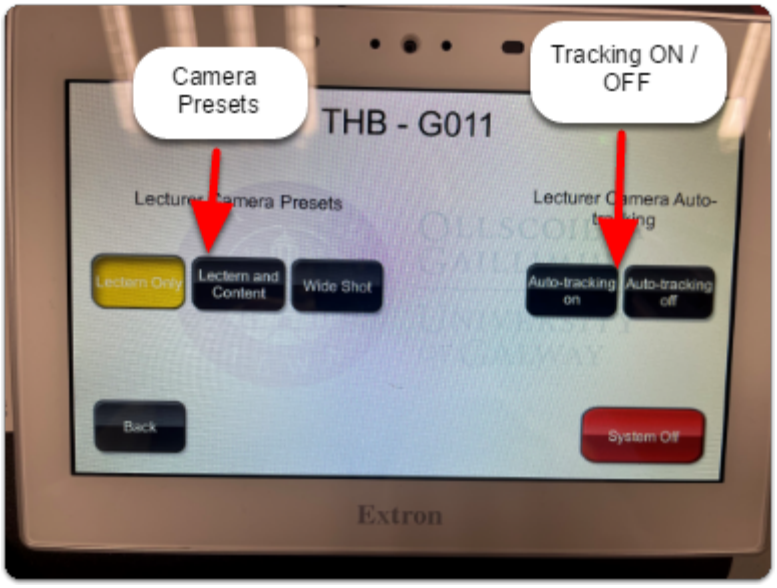
- Press **"Power"** Button on Controller to turn on projector.
- Select **"PC"** when using the Hybrid equipment. (Camera, microphones are connected to PC only). When you move the mouse the PC should wake up, if not please press the Power button on the PC to turn on.
- Login to the provided PC using your University of Galway campus account:
- *Staff: login using staffid (e.g 0123456s) and associated password*
- From the PC desktop, please double click to the application you wish to use. i.e. MS Teams or Zoom. When signing in to Teams or Zoom please use login *0123456s@universityofgalway.ie* and associated password.
- Ensure that you select the correct, camera, microphone and the speaker within the application's **Audio & Video settings**.
- **How to select the correct Camera, Microphone, and Speaker while using this PC for Hybrid Meetings:**
- Select **"AVER DL30"** as your camera.There are two of these cameras one on the presenter and one on the audience. *Please choose the camera you want to use from your chosen software Video Settings such as Zoom or Teams.*
- Select **"Echo Cancelling Speakerphone (TesiraFORTE)"** as your microphone.
- Select **"Echo Cancelling Speakerphone (TesiraFORTE)"** as your speaker.

Camera Settings

You can change the camera settings and turn on camera tracking in the Lecturer Camera using the below settings;

- Select "Lecturer Camera" to take control of camera pointing at lecturn.
- Select "Class Camera" to take control of camera pointing at class or audience.

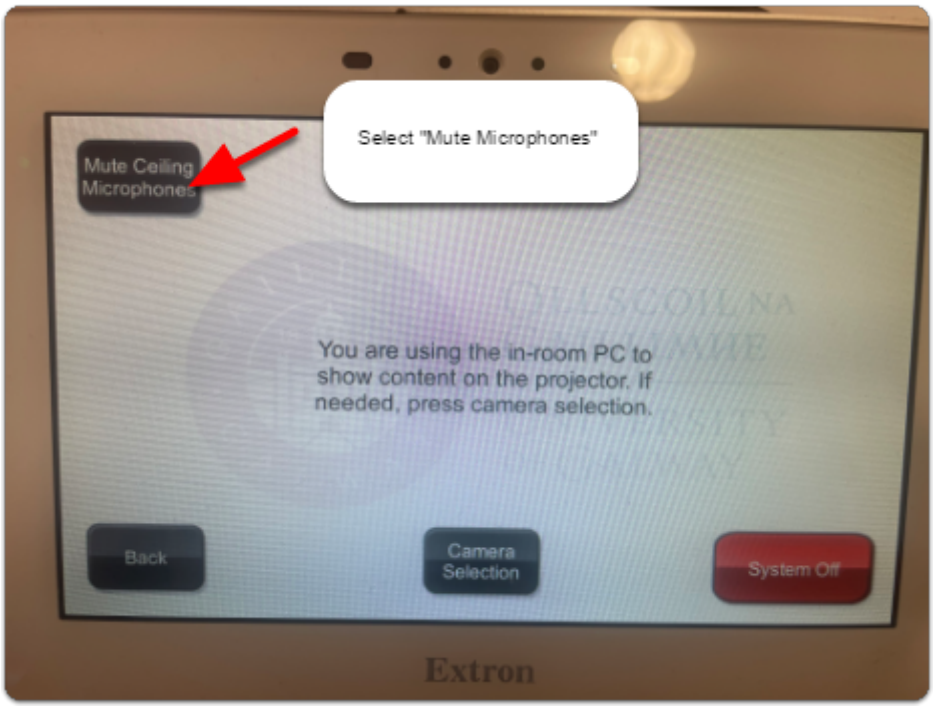




From here you can turn on / off camera tracking or select from three presets the camera angle you require 1. Lecturn Only 2. Lecturn and Content. 3. Wide shot.

Mute Microphones

To mute the microphones please press "Mute Microphones" in the PC selection



Press "System off" and log off to shut down.

Instructions on how to use the system for Presentations

- Select **"Laptop Input"** from the touchpanel
- Plug laptop into HDMI cable on table and project your Excel, Powerpoint etc

The PC can also be used for local presentations also by logging in using your UDS creditentials

Human Biology Building

HBB-G019

G019 is a tiered large lecture theatre located in the Human Biology Building which has a capacity of 250 seats.

Available Equipment

Display	
Data Projector	**YES**
Interactive Touch Display on Lecturn	**YES**
Audio	
2 x Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**YES**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**YES**
2 x Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Canvas, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
Panasonic AVStream Camera1	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams, Canvas	**YES**
Additional Technical Features	
Desk Lecturn	**YES**
Control Panel - Extron Touchpanel	**YES**
Networked Windows Computer	**YES**

Display	
(PC)	
Document Camera	YES
Wireless Apple TV	NO
Overhead projector	YES
Speakers	YES

Hybrid Teaching Equipment

Speaker/ room camera	Microphone	Speaker
Panasonic AVStream Camera 1	Echo Cancelling Speakerphone (2-DMP Plus USB1)	Speaker VP-4XX (HD Driver for Display Audio)

Room G019 Instructions

See instructions here

HBB-G001

B001 is a small classroom located on the ground floor of the Human Biology Building which has a capacity of 25 seats.

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone	**NO**
1 x Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Sennheiser Ceiling Microphone (used for lecture capture audio into MSTeams, Zoom, Canvas, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
Asus webcam on monitor with in-built microphone to enable Hybrid Meetings	**YES**

Display	
Web Conferencing	
Compatible with Zoom, MS Teams, Canvas	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Equipment Settings

Speaker/ room camera	Microphone	Speaker
AVeR DL30	Dante USB Receive (Dante USB I/O Module)	VP-4XX (HD Audio Driver for Display Audio)

HBB-B001

B001 is a small lecture theatre located in the basement of the Human Biology Building which has a capacity of 125 seats.

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphones	**YES**
Lapel Microphone	**YES**
1 x Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**YES**
Sennheiser Ceiling Microphone (used for lecture capture audio into MSTeams, Zoom, Canvas, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
Aver DL30 tracking camera	**YES**

Display	
Web Conferencing	
Compatible with Zoom, MS Teams, Canvas	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Equipment Settings

Speaker/ room camera	Microphone	Speaker
AVeR DL30	Dante USB Receive (Dante USB I/O Module)	VP-4XX (HD Audio Driver for Display Audio)

HBB-B001 Instructions

See instructions here

Biomedical Science Building

Seminar Room

The Biomedical Science Seminar Room is located in the The BRB Building and has a capacity of ** seats. This room has two Aver tracking cameras and two ceiling suspended echo-cancelling boundary microphones for the purpose of facilitating Hybrid Meetings / Seminars. This can be achieved using the provided PC and some of the preinstalled University of Galway ISS supported video conferencing applications. e.g. Zoom or MS Teams.

Available Equipment:

Display	
Data Projector	**YES**
Lecturn	**YES**

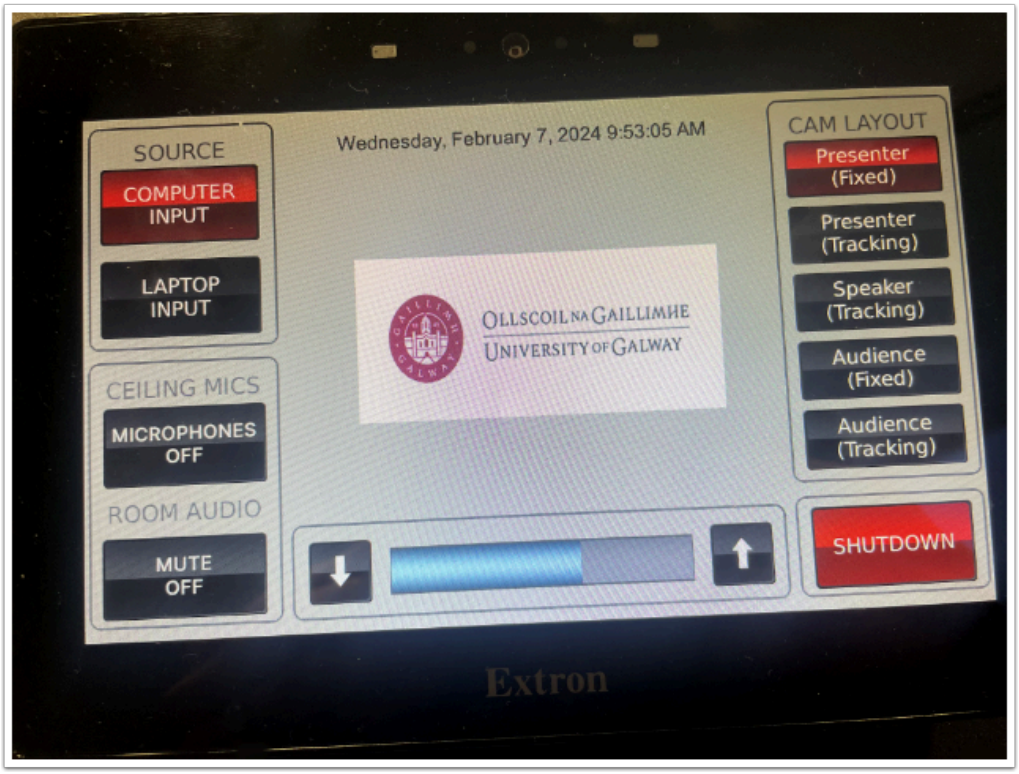
Display	
Audio	
Lecturn Microphone	**YES**
Lapel Microphone (located in Audio Visual Dept)	**YES**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
2 x Sennheiser Ceiling Microphones for Hybrid Events connected to PC for use with MSTeams, Zoom, Kaltura etc	**YES**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
2 x AVER DL30 (Presenter Tracking Cameras, one positioned on the lecturn, and one on the audience)	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams,	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**NO**
Control Panel - Extron Touchpanel TLP Pro	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Instructions on how to use the system

- Press **"PRESS HERE TO START"** Button on Controller to turn on projector.
- Select **"COMPUTER INPUT"** when using the Hybrid equipment. (Camera, microphones are connected to PC only). When you move the mouse the PC should wake up, if not please press the Power button on the PC to turn on.
- Login to the provided PC using your University of Galway campus account:
- *Staff: login using staffid (e.g 0123456s) and associated password*
- From the PC desktop, please double click to the application you wish to use. i.e. MS Teams or Zoom. When signing in to Teams or Zoom please use login *0123456s@universityofgalway.ie* and associated password.
- Ensure that you select the correct, camera, microphone and the speaker within the application's **Audio & Video settings**.
- **How to select the correct Camera, Microphone, and Speaker while using this PC for Hybrid Meetings:**
- Select **"AVER MT300N "** as your camera. You can then select the correct Camera Setting from the Touchpanel.
- Select **"Echo Cancelling Speakerphone (3 - DMP Plus USB#1)"**as your microphone.
- Select **"Echo Cancelling Speakerphone (3 - DMP Plus USB#1)"** as your speaker.

Camera Settings

There are 5 different profiles you can select for camera settings. You can change the camera settings and turn on camera tracking in the Lecturer Camera using the below settings;



- Select "Presenter (Fixed)" for Fixed Camera shot on Presenter only.
- Select "Presenter (Tracking)" for Presenter Tracking. This will track to one presenter only.
- Select "Speaker (Tracking)" for Presenter / Audience Tracking for Presenter / Audience tracking. This will change between Presenter tracking and audience questions automatically.
- Select "Audience (Fixed)" for Fixed Audience. This is a wide fixed shot of audience.
- Select "Audience (Tracking)" for Audience only. This is a tracking preset for audience camera only.

Mute Microphones

To mute the microphones please press "Mute Microphones" in the PC selection

Press "SHUTDOWN" and log off the PC to shut down.

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
AVER	Echo Cancelling Speakerphone	VP440-X

IT Building

IT250

IT250 theatre is a tiered lecture theatre located in the IT Building which has a capacity of 244 seats. uy

Available Equipment

Display	
Data Projector	**YES**
Interactive Touch Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**YES**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	

Display	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Panasonic AVStream Camera1	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**YES**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
Panasonic AVStream Camera 1	Echo Cancelling Speakerphone DMP Plus USB1	Echo Cancelling Speakerphone DMP Plus USB1

IT250 Instructions

See instructions here

IT125

IT125 theatre is a tiered lecture theatre located in the IT Building which has a capacity of 122 seats.

Available Equipment

Display	
Data Projector	**YES**
Interactive Touch Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**YES**

Display	
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Poly Eagle Eye Cube USB Camera and Microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**YES**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
Poly Eagle	Poly Eagle Eye	Speakers /

Speaker/ room camera	Microphone	Speaker
Eye Cube USB	Cube USB	Headphones (Realtek Audio)

IT125 Instructions

See instructions here

IT125G

IT125G theatre is a tiered lecture theatre located in the IT Building which has a capacity of 122 seats.

Available Equipment

Display	
Data Projector	**YES**
Interactive Touch Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**YES**
Lapel Microphone (located in projection room at back of theatre)	**YES**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with built in microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**

Display	
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
Poly Eagle Eye Cube USB	Poly Eagle Eye Cube USB	Speakers / Headphones (Realtek Audio)

IT125G Instructions

See instructions here

IT202

IT202 is a classroom located in the IT Building which has a capacity of 60 seats.

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**

Display	
HDMI Laptop connection	**YES**
Camera	
Poly Eagle Eye Cube USB Camera and Microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Team	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW360(HD Audio Driver)

IT202 Instructions

See instructions here

IT203

IT203 is a classroom located in the IT Building which has a capacity of 36 seats.

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**

Display	
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
Poly Eagle Eye Cube USB Camera and Microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460(Intel Display Audio)

IT203 Instructions

See instructions here

IT204

IT204 is a classroom located in the IT Building which has a capacity of 60 seats.

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone	**NO**

Display	
(located in projection room at back of theatre)	
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
Poly Eagle Eye Cube USB Camera and Microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW360(HD Audio Driver)

IT204 Instructions

See instructions here

IT206

IT206 is a classroom located in the IT Building which has a capacity of 20 seats.

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance	**NO**

Display	
and collected from Audiovisual)	
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
Poly Eagle Eye Cube USB Camera and Microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6	PT-VW360(HD Audio Driver)

Speaker/ room camera	Microphone	Speaker
	Webcam Series)	

IT206 Instructions

See instructions here

IT207

IT207 is a classroom located in the IT Building which has a capacity of 33 seats.

Available Equipment

Display	
85" TV	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	

Display	
VGA Laptop connection	**NO**
HDMI Laptop connection	**YES**
Camera	
Poly Eagle Eye Cube USB Camera and Microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PL8604U (Intel (R) Display Audio)

IT207 Instructions

See instructions here

Orbsen Building

Seminar Room 214

Seminar Room 214 is a multifunctional room with a projector on the main wall, a High Definition video tracking camera pointing at the presenter / lecturn, a second high definition camera located behind the lecturn looking at audience and a ceiling suspended echo-cancelling microphone above the lecturn for the purpose of facilitating Hybrid Meetings /lectures.

Available Equipment

Display	
1 x Projector	**YES**
Audio	
1 x Sennheiser Ceiling Microphone (used to capture audio in a Hybrid Meeting using MSTeams, Zoom)	**YES**
Laptop Connections	
HDMI Laptop connection (on lecturn)	**YES**
Camera	
1 x Panasonic Camera(located behind lecturn pointing at audience) 1 x Aver DL30 (located at back of room pointing at lecturn)	**YES**
Hybrid Meetings / Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Speakers	**YES**

Instructions on how to use the system for Hybrid Meetings

- Using the Controller on the lecturn Press "ON" button to turn on projector.
- The PC is located in the lecturn. If login screen does not appear when you move the mouse or keyboard, press the Power button on PC to turn on.
- Login to the provided PC using your University of Galway campus account:
- Staff: login using staffid(***e.g. 0123456s***) and associated password.

- From the PC desktop, please double click to the application you wish to use. i.e. MS Teams or Zoom. When signing in to Teams or Zoom please use login ***0123456s@universityofgalway.ie.***

How to select the correct Camera, Microphone, and Speaker while using this PC for Hybrid Meetings:

- From the PC desktop, please double click on the application you wish to use. i.e. MS Teams or Zoom and login using your UDS creditenals.
- Once you have logged into the application you wish to use, ensure that you select the correct, camera, microphone and the speaker within the application's Audio & Video settings.

- Select **"Panasonic"** as your camera if using the room in a meeting environment.
- Select **"AVER DL30"** as your camera if presenting.
- Select "**DANTE USB Receive (3-Dante USB I/O Module)**" as your microphone.
- Select **""** as your speaker. (Note you can adjust the TV volume using the volume button on the wall controller).

You can share content presentations / excel sheets as normal through your chosen application. Make sure your presentation is available on your email / one drive so you can access it.

Hybrid Settings

Speaker/ room camera	Microphone	Speaker
AVer DL30 for presenter view Panasonic for audience view	Dante USB	Speakers (Realtek Audio)

Library 225

Library Room 225 is a multifunctional room with a projector on the main wall.

Available Equipment

Display	
1 x Projector	**YES**
Audio	
1 x Lecturn Mic	**YES**
Laptop Connections	
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor with in built microphone	**YES**

Display	
Hybrid Meetings / Web Conferencing	
Compatible with Zoom, MS Teams, Canvas through the PC	**YES**
Additional Technical Features	
Lecturn	
Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Speakers	**YES**

Hybrid Settings

Speaker/ room camera	Microphone	Speaker
AVer DL30 for presenter view Panasonic for audience view	Dante USB	Speakers (Realtek Audio)

Orbsen 205 Instructions

See instructions here

ILAS Building

Auditorium(LCI-G018)

Auditorium is a large tiered lecture theatre located in ILAS Building which has a capacity of 218 seats.

Available Equipment

Display	
Data Projector	**YES**
Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**YES**
1 x Lapel Microphone (needs to be booked in advance and collected from Audiovisual)	**YES**
3 x Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	

Display	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Poly Eagle Eye Cube USB Camera and Microphone	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron Touchpanel (located on wall behind lecturn)	**YES**
Networked Windows Computer (PC)	**YES**
Wireless Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

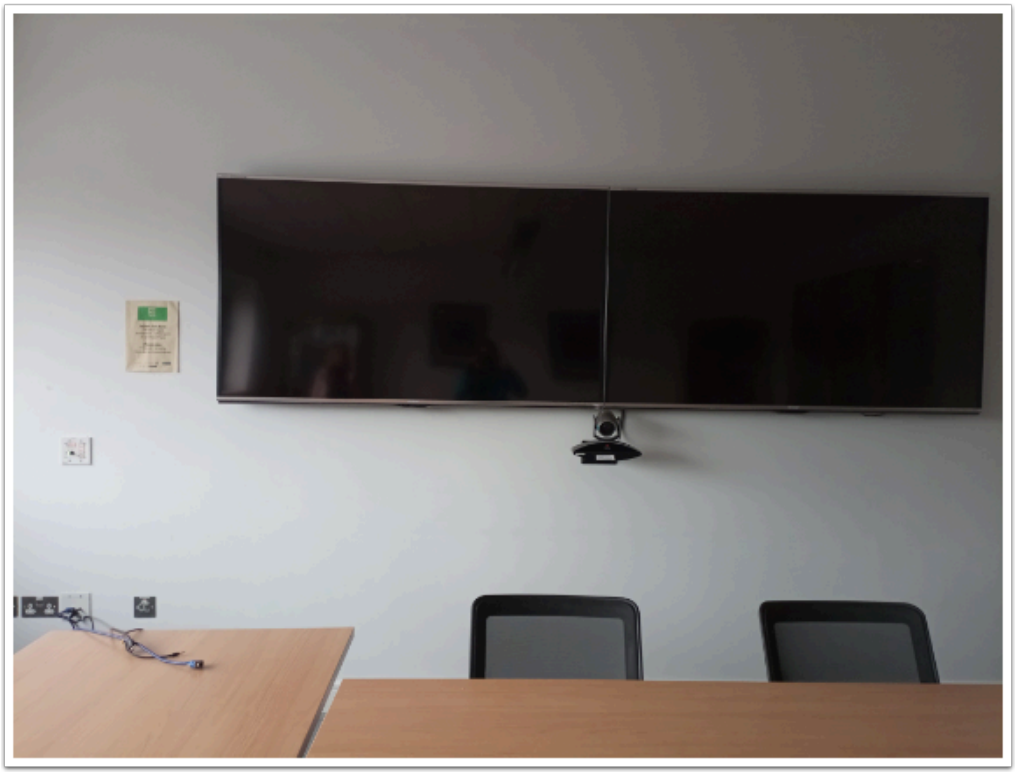
Speaker/ room camera	Microphone	Speaker
Poly Eagle Eye Cube USB	Poly Eagle Eye Cube USB	Speakers / Headphones (Realtek Audio)

Auditorium Instructions

See instructions here

Boardroom(LCI-2015)

The Boardroom located in the ILAS building which has a capacity of 25 seats.



Available Equipment

Display	
2 x 65" TV	**YES**
Audio	

Display	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**NO**
Web Conferencing	
Compatible with Zoom, MS Teams	**NO**
Additional Technical Features	
Height Adjustable Lecturn	**NO**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**NO**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Seminar Room 1 (G009)

Seminar Room 1 is a classroom located in the ILAS building which has a capacity of 20 seats

Available Equipment

Display	
65 " TV	**YES**
Display on Lecturn	**NO**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance	**NO**

Display	
and collected from Audiovisual)	
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Logitech Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**NO**
Control Panel - Extron MLC52	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
Logitech Webcam	Logitech Microphone	PT-VW460 (Intel Display Audio)

Seminar Room 1 (G009) Instrcutions

See instructions here

Seminar Room 2 (G008)

Seminar Room 2 is a classroom located in the ILAS building which has a capacity of 20 seats

Available Equipment

Display	
TV	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**

Display	
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0	EchoCancelling	PT-VW460 (Intel

Speaker/ room camera	Microphone	Speaker
FHD UVC Webcam	Speakerphone (Asus BE/C6 Webcam Series)	Display Audio)

Seminar room 2 Instructions

See instructions here

Seminar Room 3 (G007)

Seminar Room 3 is a classroom located in the ILAS building which has a capacity of 20 seats

Available Equipment

Display	
TV	**YES**
Display on Lecturn	**NO**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**NO**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**NO**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**NO**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**

Display	
Wireless Presentation via Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

Seminar Room 3 Instructions

See instructions here

Seminar Room 5 (G006)

Seminar Room 5 is a classroom located in the ILAS building which has a capacity of 60 seats

Available Equipment

Display	
Projector	**YES**
Display on Lecturn	**YES**
Audio	
1 x Lecturn Microphone	**NO**
Lapel Microphone (located in projection room at back of theatre)	**NO**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**NO**

Display	
HDMI Laptop connection	**YES**
Camera	
USB 2.0 FHD UVC Webcam on monitor	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Desk Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**NO**
Wireless Presentation via Apple TV	**NO**
Overhead projector	**NO**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
USB 2.0 FHD UVC Webcam	EchoCancelling Speakerphone (Asus BE/C6 Webcam Series)	PT-VW460 (Intel Display Audio)

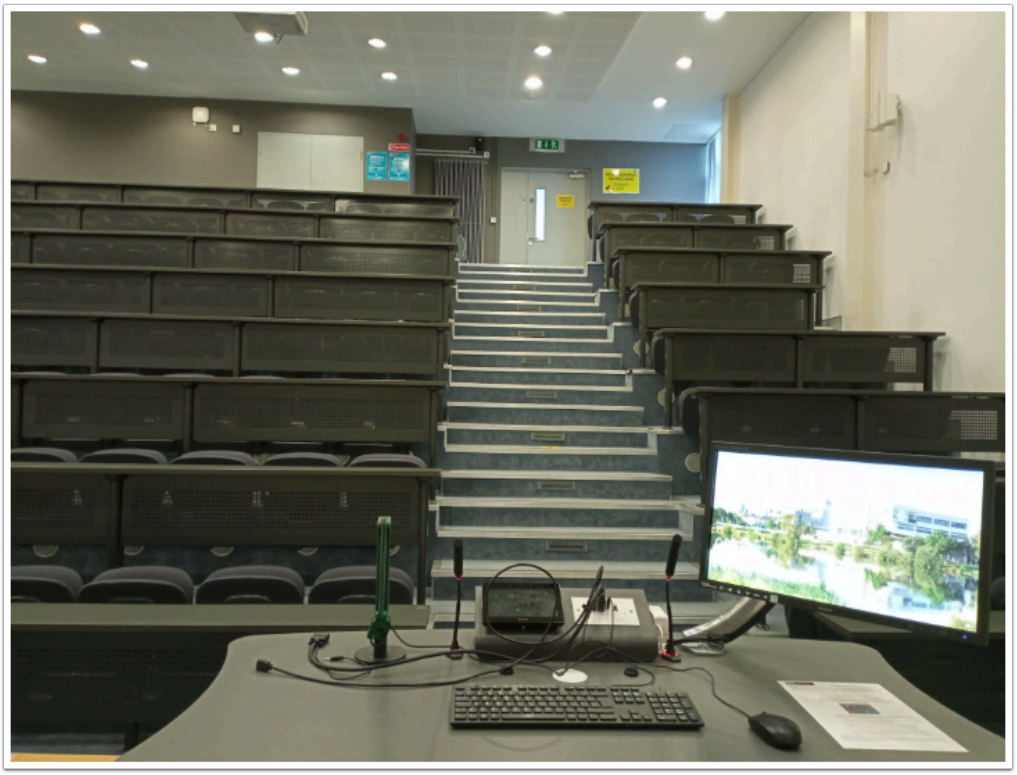
Seminar Room 5 Instructions

See instructions here

Martin Ryan

MRA201

MRA201 theatre is a tiered lecture theatre located in the Ryan Institute Annexe which has a capacity of 159 seats.



Available Equipment

Display	
Data Projector	**YES**
Interactive Touch Display on Lecturn	**YES**
Audio	
Lecturn Microphone	**YES**

Display	
Lapel Microphone (located in projection room at back of theatre)	**YES**
Handheld Microphone (needs to be booked in advance and collected from Audiovisual)	**YES**
Boundary Microphone (used for lecture capture audio into MSTeams, Zoom, Kaltura etc)	**YES**
Laptop Connections	
VGA Laptop connection	**YES**
HDMI Laptop connection	**YES**
Camera	
Panasonic AVStream Camera1	**YES**
Web Conferencing	
Compatible with Zoom, MS Teams	**YES**
Additional Technical Features	
Height Adjustable Lecturn	**YES**
Control Panel - Extron MLC100	**YES**
Networked Windows Computer (PC)	**YES**
Document Camera	**YES**
Wireless Apple TV	**NO**
Overhead projector	**YES**
Speakers	**YES**

Hybrid Teaching Equipment Settings

Speaker/ room camera	Microphone	Speaker
Panasonic AVStream Camera 1	Echo Cancelling Speakerphone DMP Plus USB1	Echo Cancelling Speakerphone DMP Plus USB1

MRA201 Instructions

See instructions here

Additional Venues

Aula Maxima (Ground Floor), Quadrangle

The Aula Maxima (Ground Floor) is located in the Quadrangle. This venue can be booked for meetings, events etc..

Basic AV requirements are available for users to use for meetings etc.

- 2 podium microphones
- 4 handheld wireless microphones
  - Borrow by emailing AV dept. audiovisual@universityofgalway.ie
- 2 projectors with a laptop HDMI connection on the podium.

The controls for the projector and electric screens are on the Left Hand Side wall as you face the stage. (see instructions below).

If you are planning to use this event it is essential that you visit the venue in advance and ensure you are comfortable with using the equipment above.

If you require dedicated technical support, live streaming, video conferencing, recording or extra microphones, please see procurement framework agreement CON433 (link below).

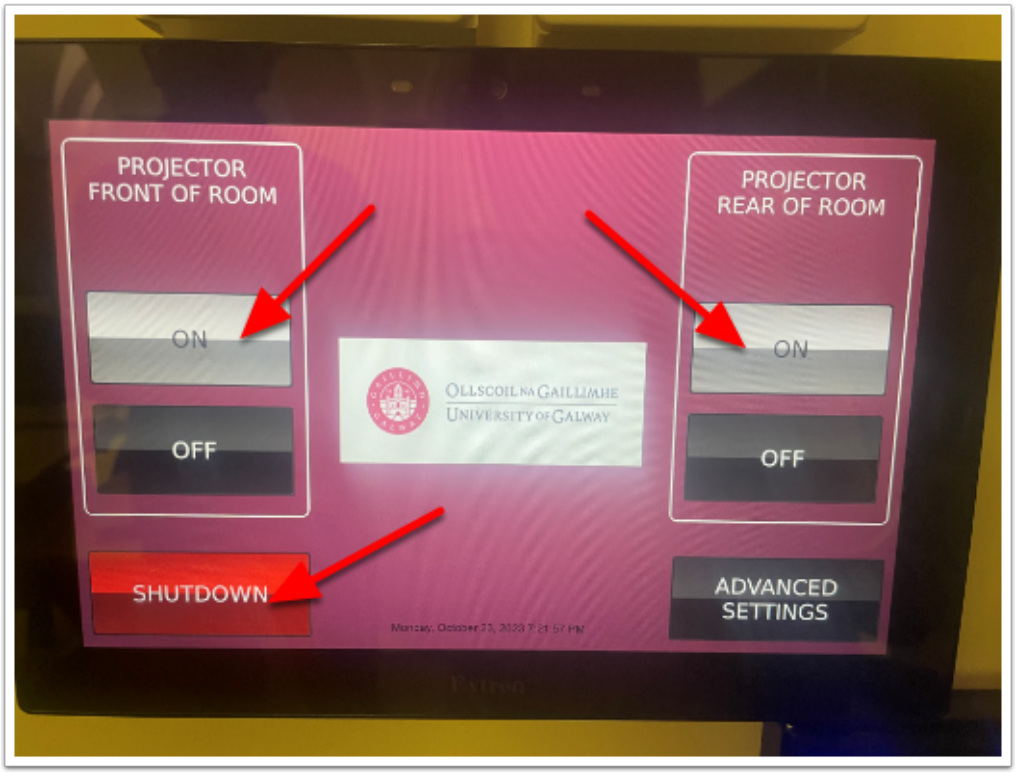
https://tips.nuigalway.ie/m/105468/l/1577827-audio-visual-procurement#con433-specialist-technical-support-for-the-audio-visual-recording-streaming-and-media-nbsp-nbsp-nbsp-production-for-university-events

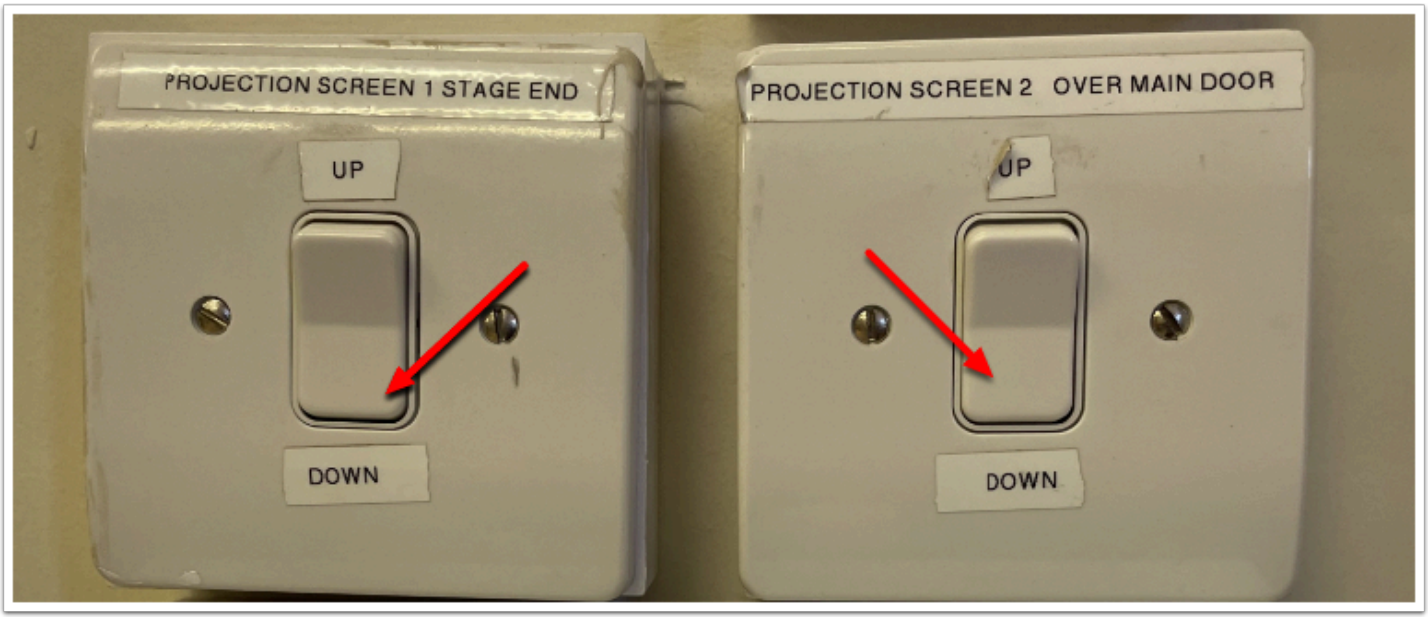
Available Equipment

Display	
2 x Data Projectors	**YES**
Audio	
2 x Lecturn Microphone	**YES**
1 x Lapel Microphone (these need to be booked with AV contractor looking after event)	**YES**
4 x Handheld Microphone	**YES**

Display	
(these need to be booked with AV contractor looking after event)	
Laptop Connections	
HDMI Laptop connection (at lecturn)	**YES**
HDMI Laptop connection (inside AV cabinet)	
Additional Technical Features	
Lecturn	**YES**
Control Panel - Extron TouchPanel	**YES**
Speakers	**YES**

Instructions on how to use the system





- Using the Controller on the Left Hand Side of the screens Select **"PRESS HERE TO START"** button to turn on TVs.
- Select **"ON"** to turn on projector in Front of Room. and select **"ON"** to turn on Projector in the rear of the room.
- Select **"LECTERN HDMI"** when using the HDMI cable at the lecturn.
- To bring down the electric screens for displaying projector there are two controls above the control panel, one for each of the projector screens. Press the button down to bring down both screens.
- Select **"SHUTDOWN"** when finished.

Upper AULA (Emily Anderson Concert Hall), Quadrangle

The Emily Anderson Concert Hall has the following AV equipment installed/available:

- 2 podium microphones
- 1 height adjustable 86" TV screen on a stand with castors (off stage).
- 2 wireless handheld microphones
  - Borrow by emailing AV dept. audiovisual@universityofgalway.ie

If you are planning to use this event it is essential that you visit the venue in advance and ensure you are comfortable with using the equipment above.

If you require dedicated technical support, live streaming, video conferencing, recording or extra microphones, please see procurement framework agreement CON433 (link below).

https://tips.nuigalway.ie/m/105468/l/1577827-audio-visual-procurement#con433-specialist-technical-support-for-the-audio-visual-recording-streaming-and-media-nbsp-nbsp-nbsp-production-for-university-events

Hybrid Teaching Equipment Settings