

# AUDIO VISUAL EQUIPMENT GUIDE



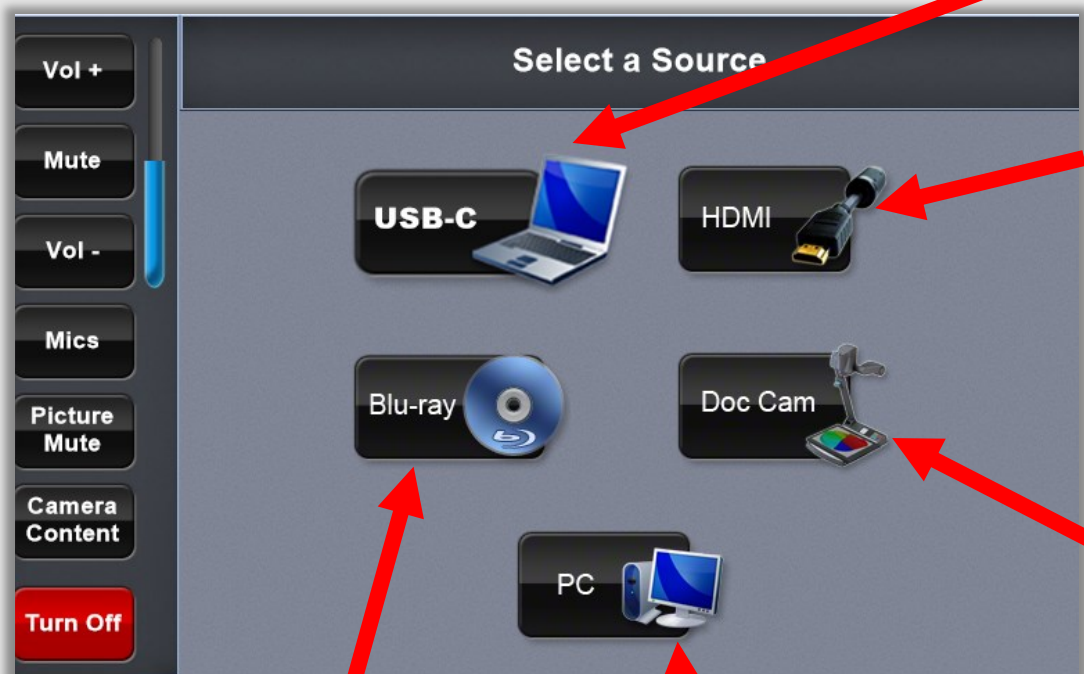
## Turning the system ON

**STEP 1:** Press 'Turn On' on the touch panel

(allow the system to start up)



**STEP 2:** Select a source from the panel



For laptops using the USB-C cable

For older laptops using the HDMI cable

For the Doc Cam/ Visualiser

Applicable to rooms with a visualiser

For the Blu-ray player

For the PC

Make sure the PC is also on

When using a laptop please make sure there is an image on the lectern monitor

## Using the panel

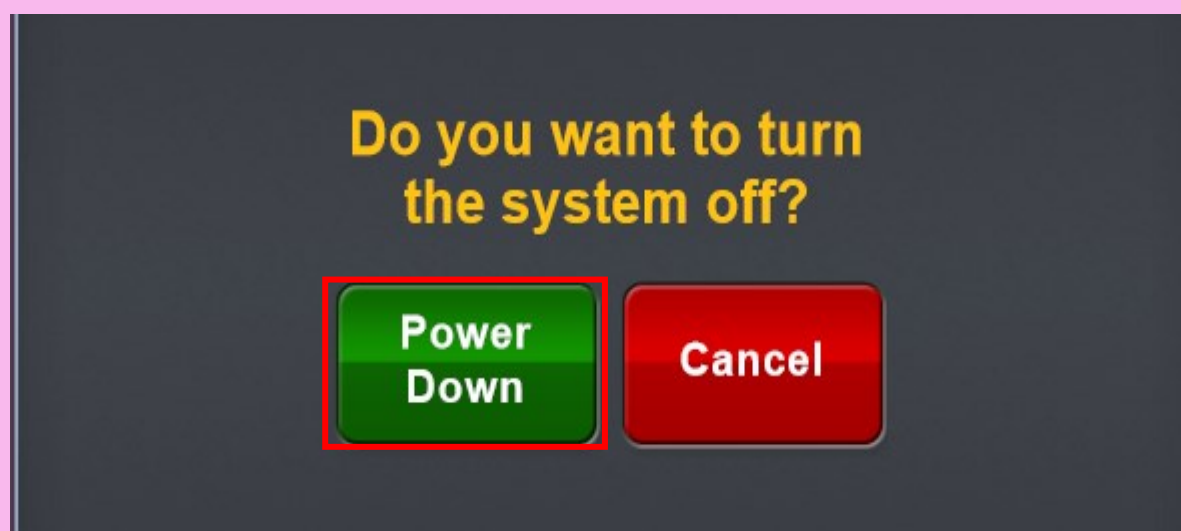
Close the current menu



Mute all Mics      Mute Audience Mics only

## Turning the system OFF

Please remember to log out of the computer before leaving the room and switching off the system if you're certain you're the last person to use the system for the day.



## MS Teams settings:

We recommend you check the speaker, microphone, and camera settings in Microsoft Teams before you join an online session or start recording.

Click on the 3 dots next to your profile photo/initials




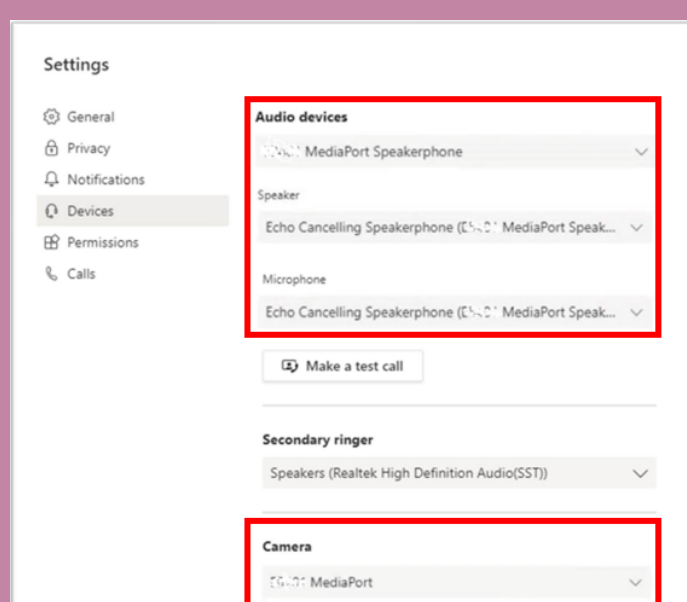
Select **Settings**



Select **Devices** from the left-hand side



Make sure audio devices are set to **ExtronScalerD** in MS Teams and PC audio. Check the  icon (bottom right) to make sure the same applies.



Set Camera to **MediaPort**

## Dedicated Audio/Visual Support

8:30 – 17:00 (Mon to Fri)

Stratford  
X4998

USS  
X3055

Docklands  
X7769

Onsite support (all campuses): 09:00 – 17:00

Link to further guidance use the quick links below:

<https://www.uel.ac.uk/AVguides>

