

Procedures for Standard Lectures and Mediasite Recordings

This guide will provide step-by-step instructions for leading a standard lecture and Mediasite recording.

Power on PC/Log-in



If the PC is Powered off, press the power button (shown above) to power it up. At the log-in screen, use the username **rxguest** and the password **welcome1!** to login in to the Pharmacy Guest Speaker account. This account has been calibrated to the AV system and is preferable to personal logins.

Username:

rxguest

Password:

welcome1!

Powering the AV System



If the touch panel is dark, touch it once to wake it up.



Touch the welcome screen once, and then touch the Presentation button. The AV system will power itself on.

UNIVERSITY OF MARYLAND **SCHOOL OF PHARMACY**

Lecture Hall
N103
4:12 PM
June 9, 2017

HELP

Switch Between
Auto or Manual
Mode

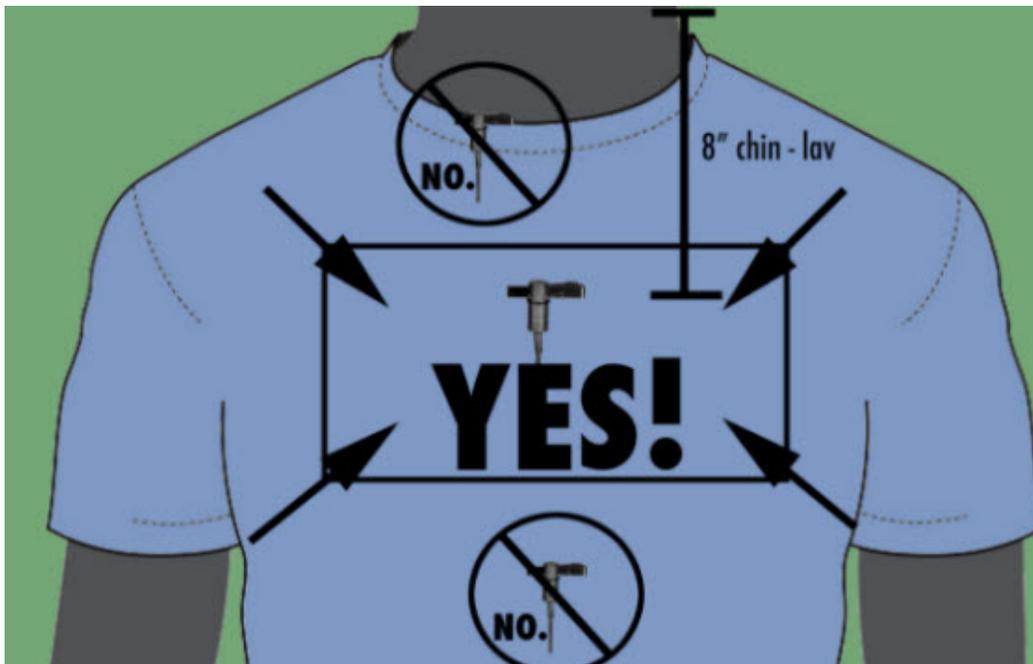
MANUAL MODE

Presentation

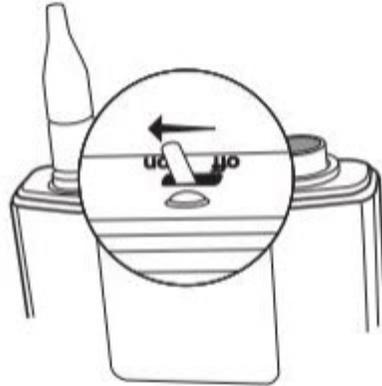
Video Conference

System Shutdown

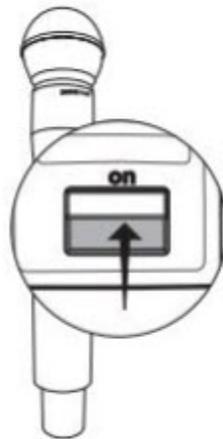
Using the Microphones



The lavalier microphone is preferred for lectures and recordings. There are two in each of the main lecture halls. Clip the lavalier microphone about 6-8 inches below your chin, as shown in the image above.



When you are ready to speak, switch on the lavalier using the switch on top of the body pack.

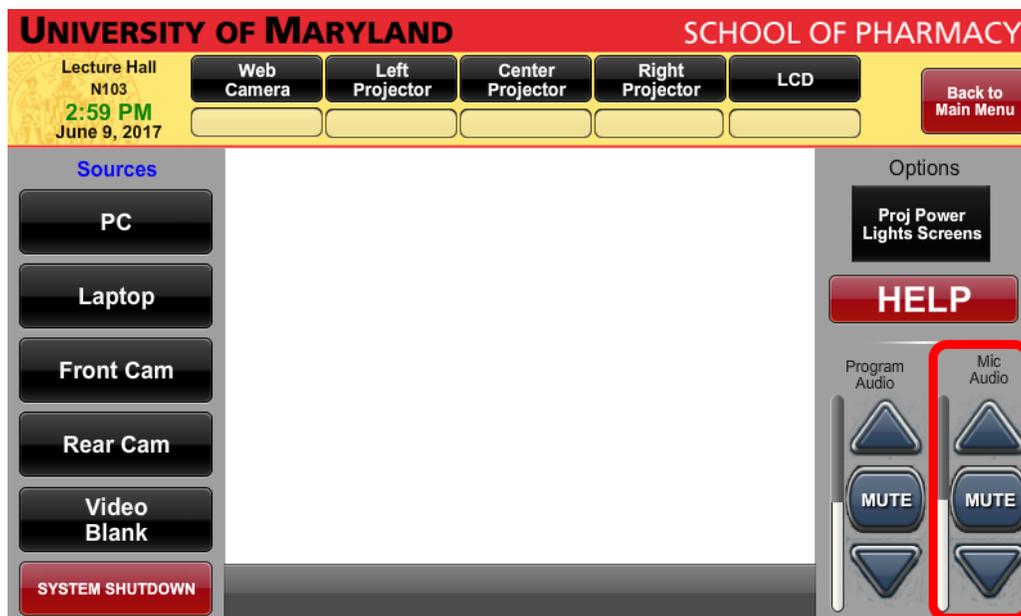


Each lecture is equipped with a handheld microphone, which can be powered on via the switch on the front.

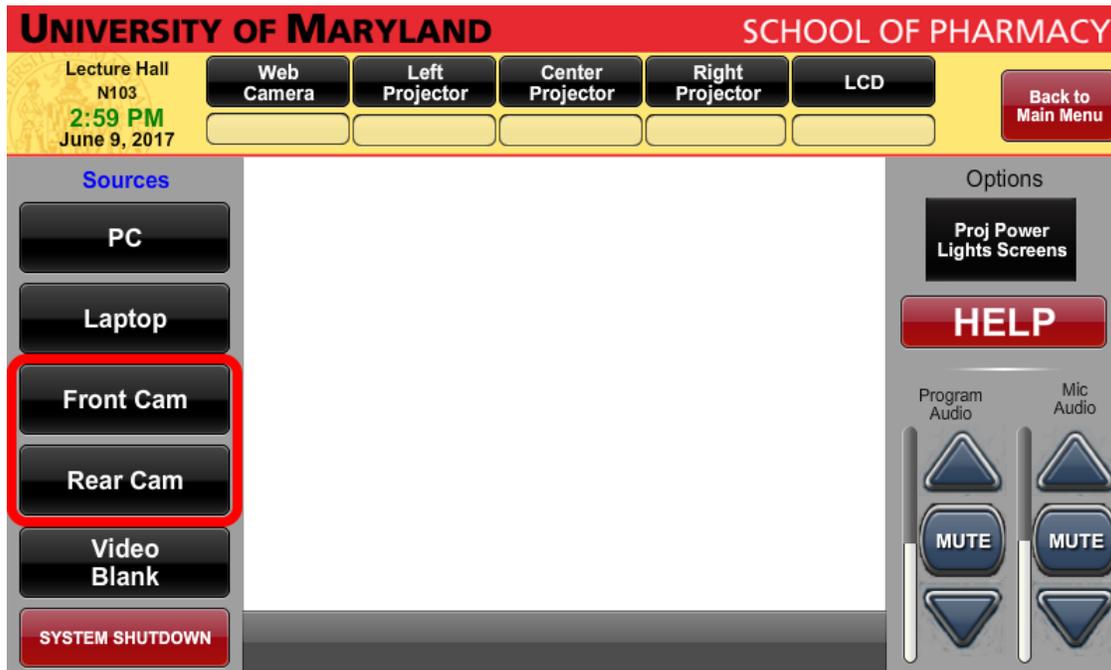


Each podium is equipped with a gooseneck microphone. To power it on, press the grey button (1). The green indicator light (2) will show that it is powered on.

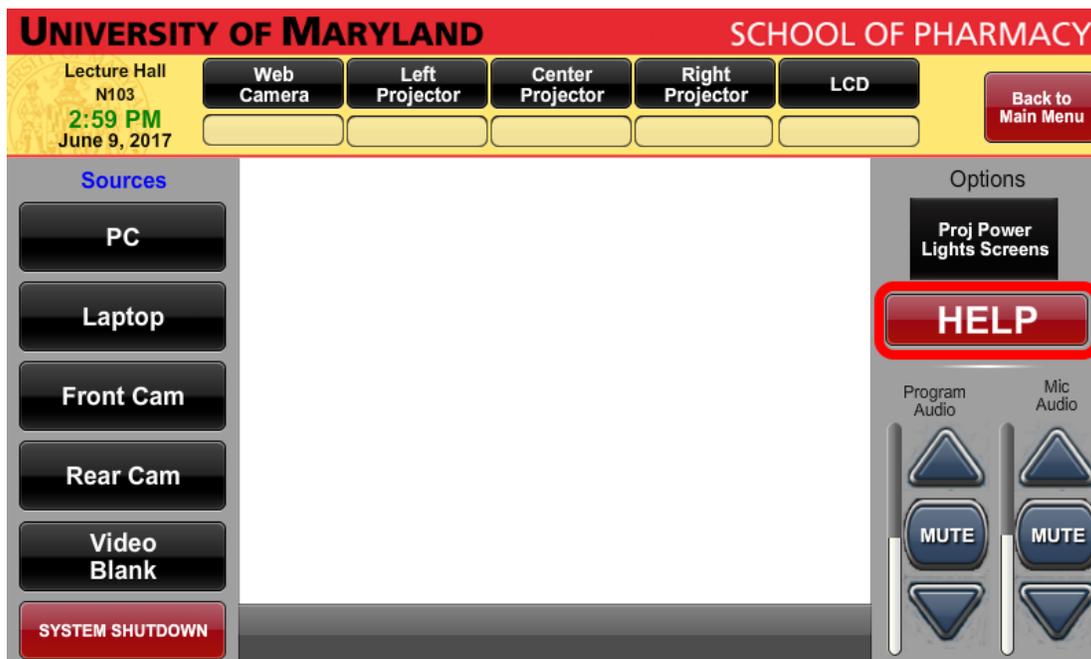
Using the Touch Panel



If you wish to slightly boost or lower the mic audio for any reason, you can adjust the volume here.

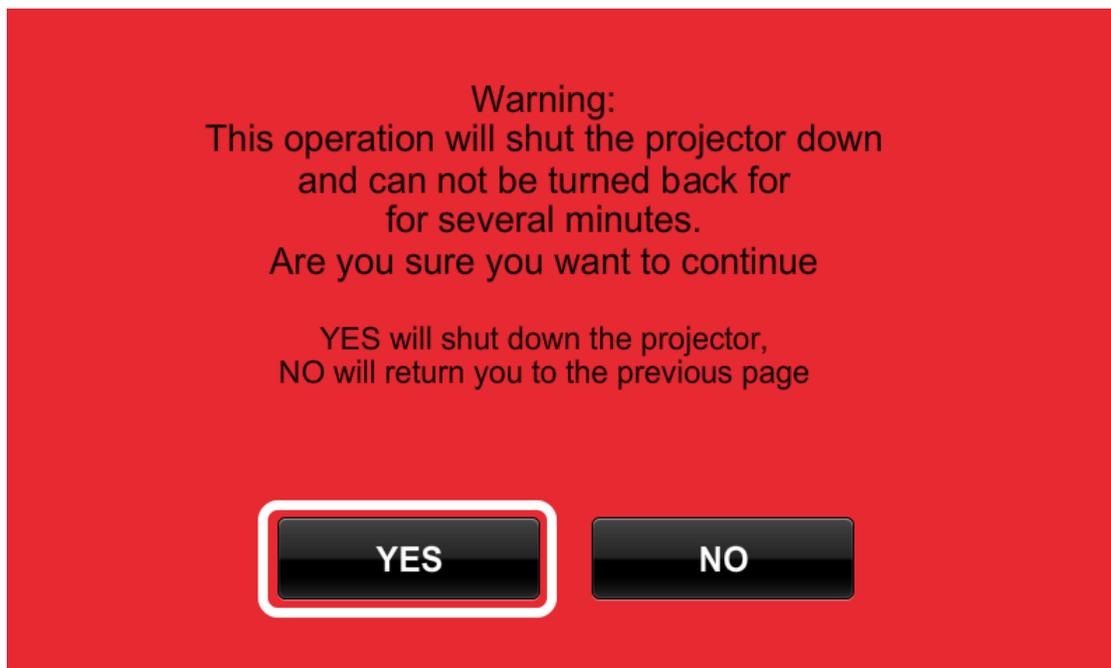
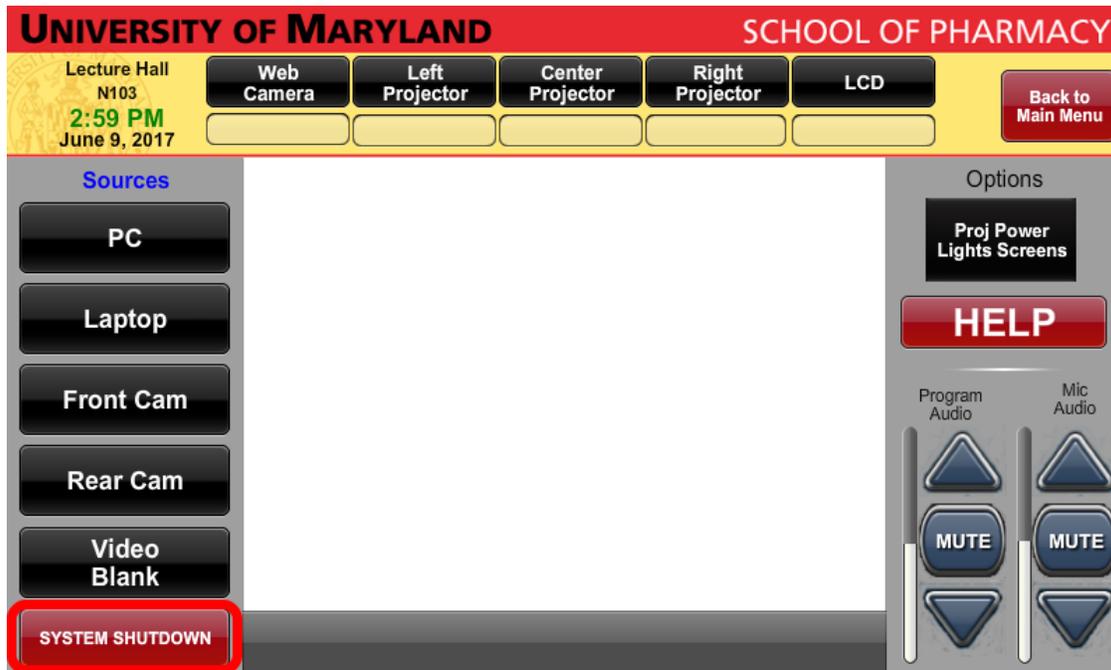


The front and rear cameras can be moved through the touch panel. For a detailed guide on camera movement, click the following [link](#).



If you have any other problems with the AV system, push the HELP button and someone from the AV department will be down to assist you as quickly as they can.

When you are finished with the AV system, press the SYSTEM SHUTDOWN button, located in the bottom left-hand corner, and press YES when prompted. The AV system will power itself off.



Mediasite Recording

Lectures to be posted on Mediasite begin recording automatically at the scheduled start time and stop recording at the scheduled end time. Recorded lectures will be available to be viewed on Mediasite shortly after the conclusion of the lecture.