



PCPSE Auditorium

AV System Controls

Projection

- Touch **PC** or **Laptop** at the top of the touch panel menu to activate the AV system.
- USB ports for the computer (connect thumb drives, etc) are available in the cable box and on the side of the computer monitor
- Laptop connections are available in the cable box. Pull the cable all the way out to lock it in place. When done, tug the cable gently to release and retract (like a window shade)
- **Projector 2** (stage left) is used by default. If you also wish to project onto the stage right screen, touch the box for Screen 1 in the upper right corner of the touch panel, then touch the source you want to display

Lighting

- Lights are controlled through a wall-mounted touch screen located behind the podium
- Touch the screen to activate the controls, then select one of the available pre-set scenes.

Sound

- Lapel microphones are available in the charger on the podium. Use the small on/off switch on the body pack
- The podium mic is active by default
- Touch **Audio** on the touch panel to adjust volume. Separate volume controls are available for **Speech** and **Program** (eg from computer sources)
- The **Audio Mute** button on the touch panel will silence all audio
- Program audio comes from whatever is displayed on **Projector 2** (stage left). If you are showing video clips or anything else with sound, it must be displayed on **Projector 2**

At the end of class

- Use the **System Off** button to turn off the AV system
- Log out of the PC; remove any USB devices you connected
- Return the microphones to the charger

Cameras, recording and conferencing

- This room includes advanced capabilities for recording, and for conducting Skype, Zoom or other web conferencing sessions. Contact pcpse-classrooms@sas.upenn.edu to find out how to use these capabilities.
- The cameras are off by default. But if you wish, you can, press the **Hide Cameras** button. That will turn both cameras so they are facing the walls and have no view of the auditorium