THE UNIVERSITY *of York*

Audio Visual Centre

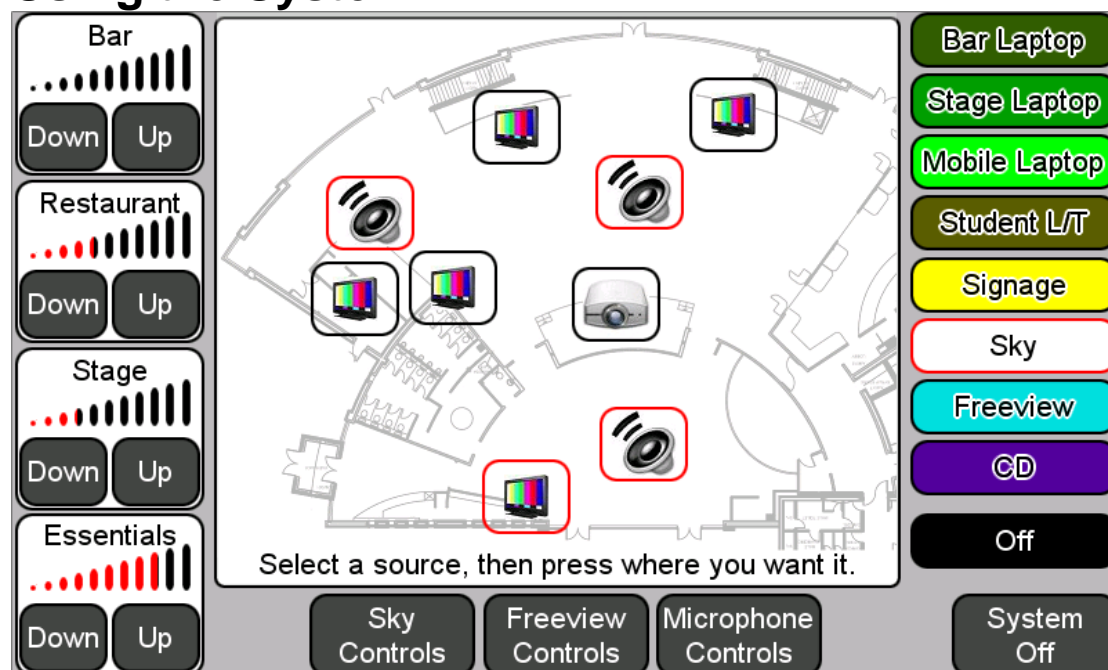## Room User Guide
Roger Kirk Centre

Equipment Available:-

- HD Data Projector
- Repeater screens in the Galleria, Lounge and Essentials
- Laptop connections – VGA

AV Workshop – 01904 32 3034 32 3035 / x3035 – avcentre@york.ac.uk
Duty Technician – 01904 32 3036 / x3036 (diverts to mobile)

Using the System

Choosing Sources

To choose a source:

- Select it from the right hand side of the screen. It will highlight in red, as the 'Sky' button is above.
- Press the projector, screen or speakers that you wish to send it to. The destination will highlight red.

When a source is selected, all of the places that it is being sent will highlight red, so in the picture above Sky is being sent to the Essentials screen and the PA in the Galleria, the Lounge and in Essentials.

Controlling Volume

To change the volume in an area, use the up and down buttons on the left hand side of the screen. The bars above indicate how loud the audio currently is in that area.

Laptops

The RKC does not have a resident PC, so a laptop will be required to show PowerPoint or web content.

Laptops can be connected on the stage, behind the bar, or next to the pool table.

At the End of Your Session

At the end of your session, please press the 'System Off' button. This will turn the hardware off and save power.

Using Microphones

Microphone Controls							
Main Screen		Use the desk.					Reset Defaults
	Volume			Bar	Galleria	Stage	Essentials
Radio Mic Black	Vol down	3dB	Vol Up	✖	✖	✖	✖
Radio Mic 2	Vol down	3dB	Vol Up	✔	✔	✔	✔
Bar Mic 1	Vol down	3dB	Vol Up	✔	✔	✔	✔
Bar Mic 2	Vol down	3dB	Vol Up	✔	✔	✔	✔
Essentials Mic	Vol down	3dB	Vol Up	✔	✔	✔	✔

Selecting Microphones

On the grid, a 'tick' indicates that the microphone is routed to that area. A 'cross' indicates that it is not. To route / un-route a microphone, press the tick / cross.

Volume

The volume of the microphone can be turned up or down using the buttons towards the left of the page. A microphone's maximum volume is 10dB.

Use the Desk

The 'Use the desk' button will route the radio microphones via the sound desk, which can be found in the left most cupboard on the stage. The desk can then be routed to zones as required. There are additional auxiliary inputs in the right hand cupboard, which also feed to the desk.

Need More Help?

If you need urgent assistance, please call the duty technician on x3036 (01904 32 3036) from the phone in the room. This will be transferred to a mobile phone after 30 seconds.
If you have equipment booking queries, please consult the attributes list on the web, or call x3035.
If you have technical queries, please call the workshop on x3035.
We can provide 5 minute briefings at the start of your teaching session - these are bookable on our standard equipment booking form.
www.york.ac.uk/campusservices/avcentre/bookings.yku
We can also provide 1 to 1 and group training sessions on request. Please email avcentre@york.ac.uk to arrange these.
Please report all faults with this equipment as soon as possible, to enable us to repair them quickly.

Common Problems
Control panel blank

Touch the screen to wake it up.