

Briefing Session on use of Multimedia Facilities in Teaching Venues

By Dr. Simon Wong

- Introduction of the Multimedia Services of Learning Resources Centre (LRC)
- Demonstration on the use of multimedia equipment (projection system, PA system, etc.)
- Tips on using Microsoft Teams and relevant equipment for online teaching
- Q & A

Multimedia Services in LRC

- **Equipment support and graphic / photo / video production services** for campus and departmental events
- Restricted staff area with reserved computing facilities has been set up at the **Multimedia Zone (G/F)**
- Management and maintenance of **audio-visual equipment** in teaching venues and 3D Printer in the LRC Complex



**Staff
Area**

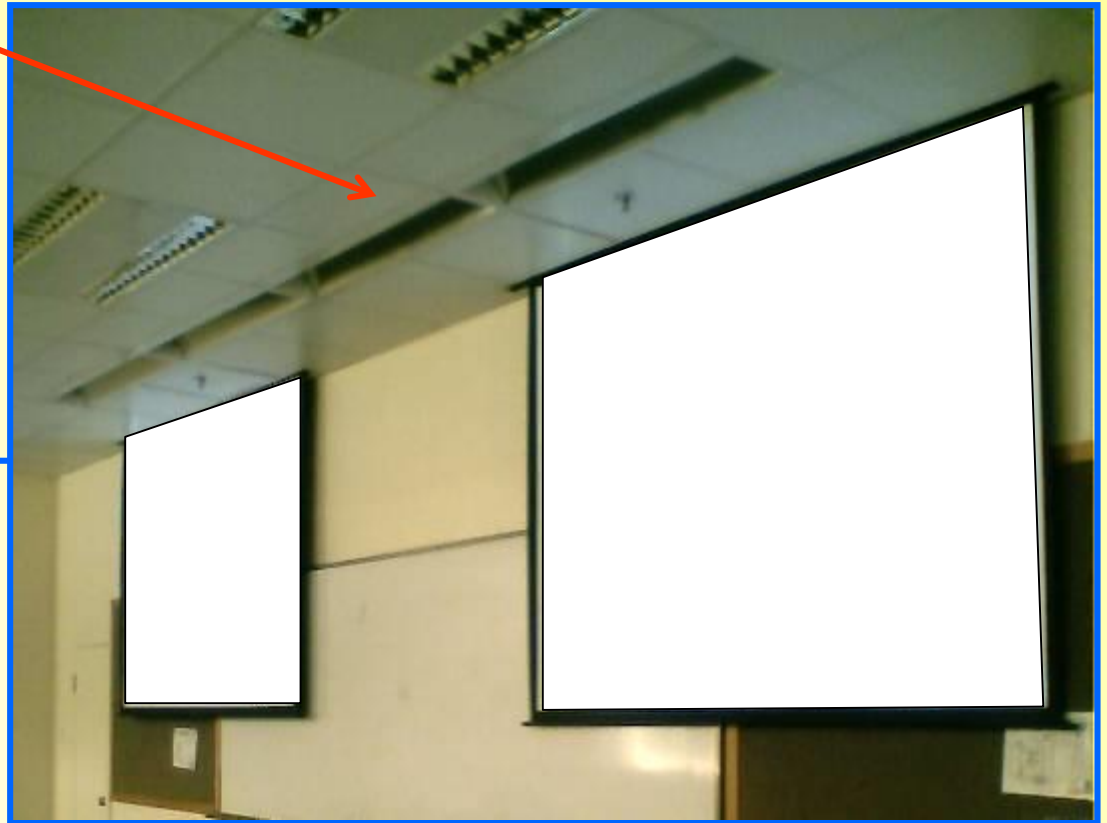


Projection System (projection screens)

Close the **curtains** and
switch off the **lightings**
near the projection screens



Switch on (move down)
the projection screens



Projection System (selection of displays)

1

Switch on the power for the projector by using **remote** control



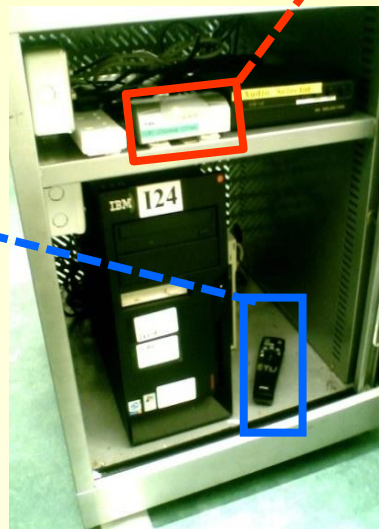
or



Remote control for the multimedia projector
(only ONE remote for each teaching venue)



Computer



Display Selector



1. Desktop PC

2. Visualizer

2 Switch on the power of the multimedia equipment (Desktop PC / Visualizer)



Audio System



To play any audio or media file from the desktop PC, don't forget to **switch on the PA system** even if you may not need to use microphones.



FAQ (equipment problems?)

- I have switched on the **projector** but no image shown on the projector screen.... why?

Quick checking : **Power ? Display selector ? Projector's remote (in computer mode) ?**

- I can't turn on the **PC**....what is the problem?

Quick checking : **Power switched ON? Any disk or USB memory stick in use ?**

- I use the desktop PC to play **audio files** but there is no sound what can I do?

Quick checking : **Volume control in PC (mute or not)? PA system switched ON ?**

- **Visualizer** is used for teaching but the images cannot be shown clearly on the screen why ?

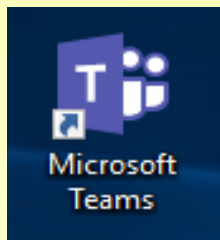
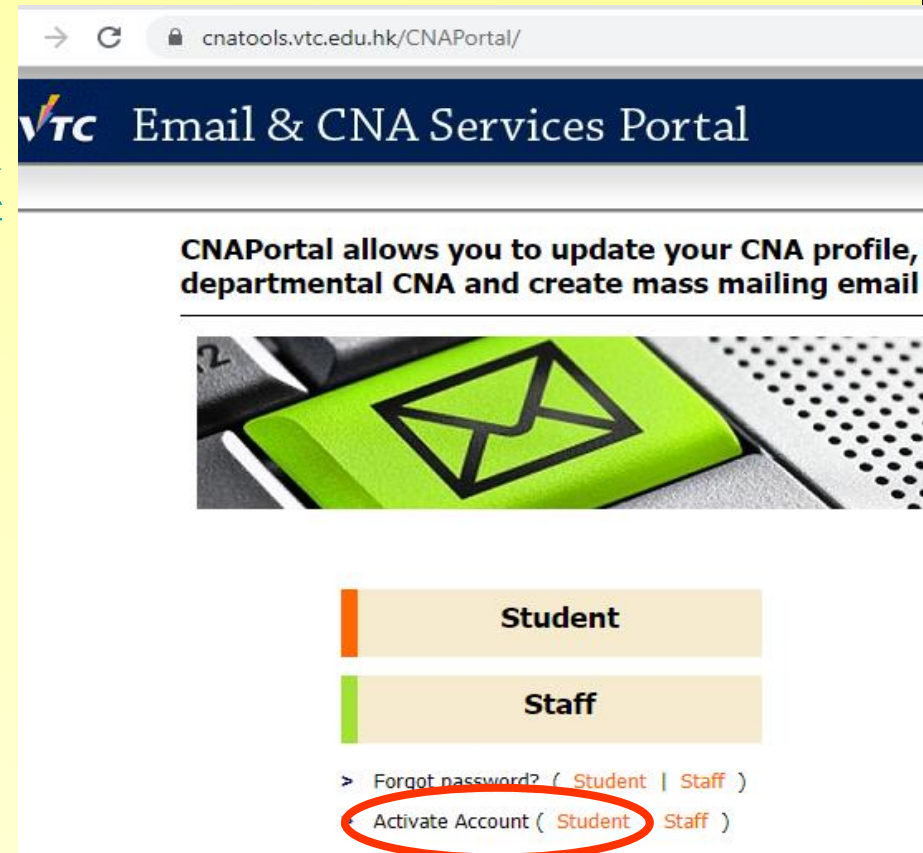
Quick checking : **Auto-focus ? Appropriate Brightness / Contrast ? Magnification ?**

Guidelines on use of equipment:

http://st.vtc.edu.hk/LRC/LRC-MM/images/multimedia_equipment_user_guide.pdf

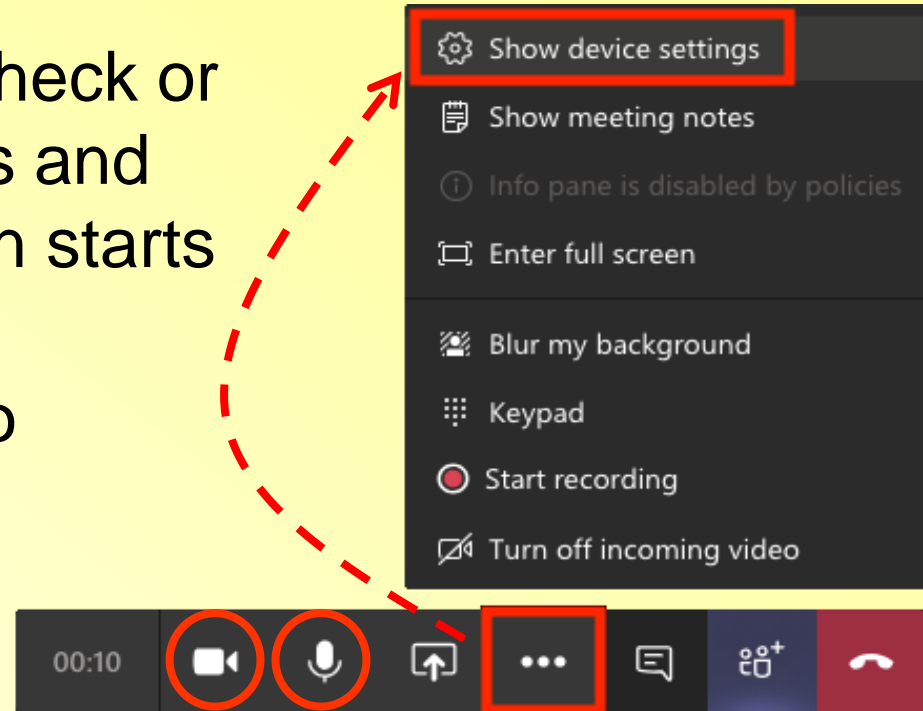
Teaching Account in Teams

- Activate teaching account t-<CNA>@stu.vtc.edu.hk at Email & CNA Services Portal
- Use the teaching account to create your team class, add students, schedule / start online lessons, etc.
- In classrooms, shortcuts of the Microsoft Teams have been provided on desktop of teachers' PCs



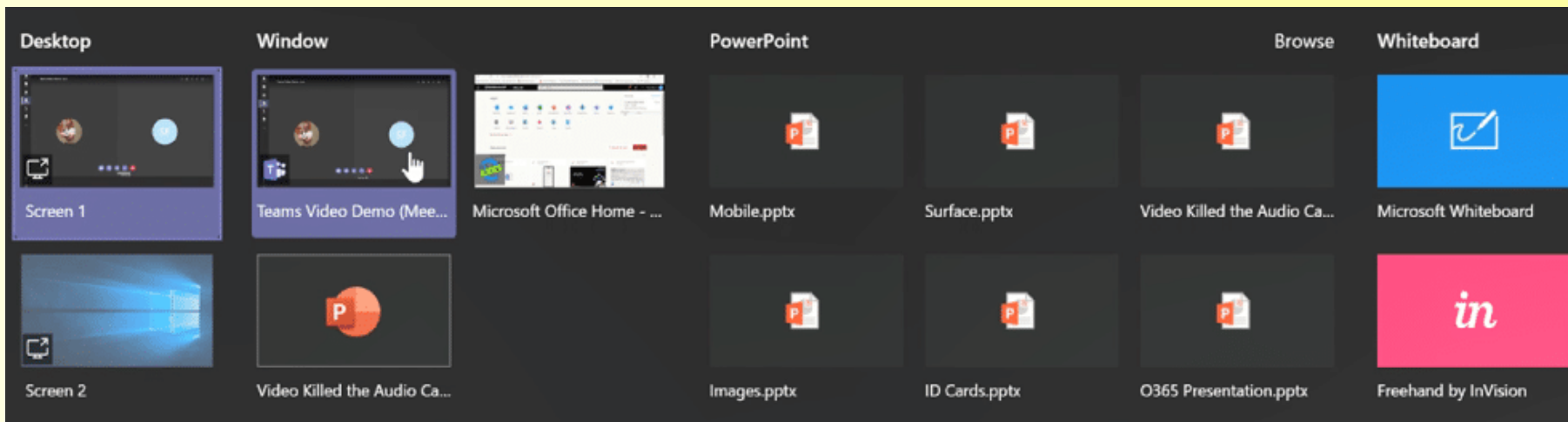
Device Settings in Teams

- Use **device settings** to check or prepare the audio devices and webcam before the lesson starts
- Click the “Camera” icon to turn on/off the camera
- Click the “Microphone” icon to mute / unmute the microphone
- Remind students to mute their microphones if not used. Otherwise, much noise / echo will easily be created



Sharing Screen Content in Teams

- Click the “Sharing” icon to share your entire desktop, an application window, PowerPoint presentations or whiteboard content

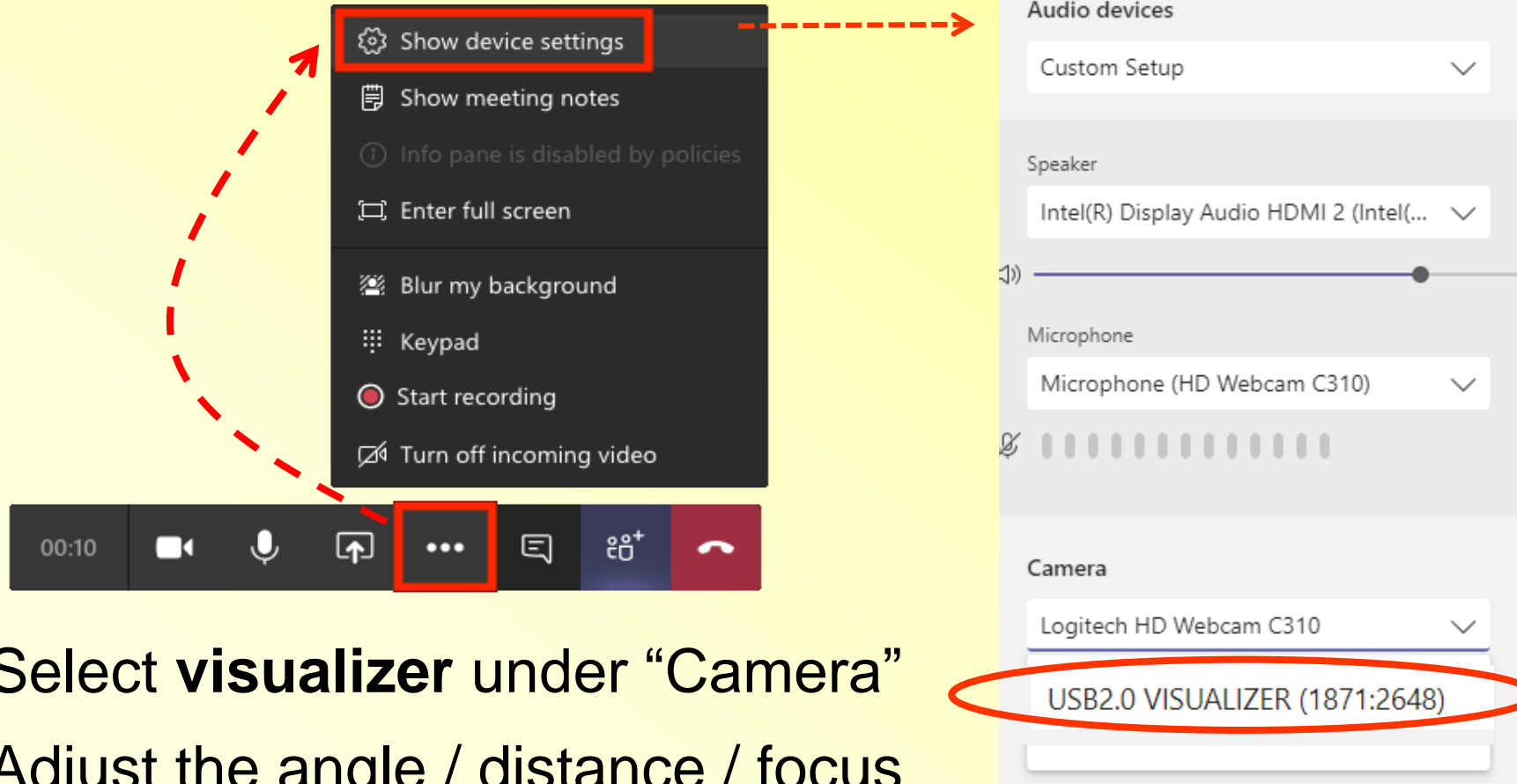


- A red border will appear around the item being shared
- Click the “Stop Sharing” icon to stop sharing with students



Using Visualizer in Teams

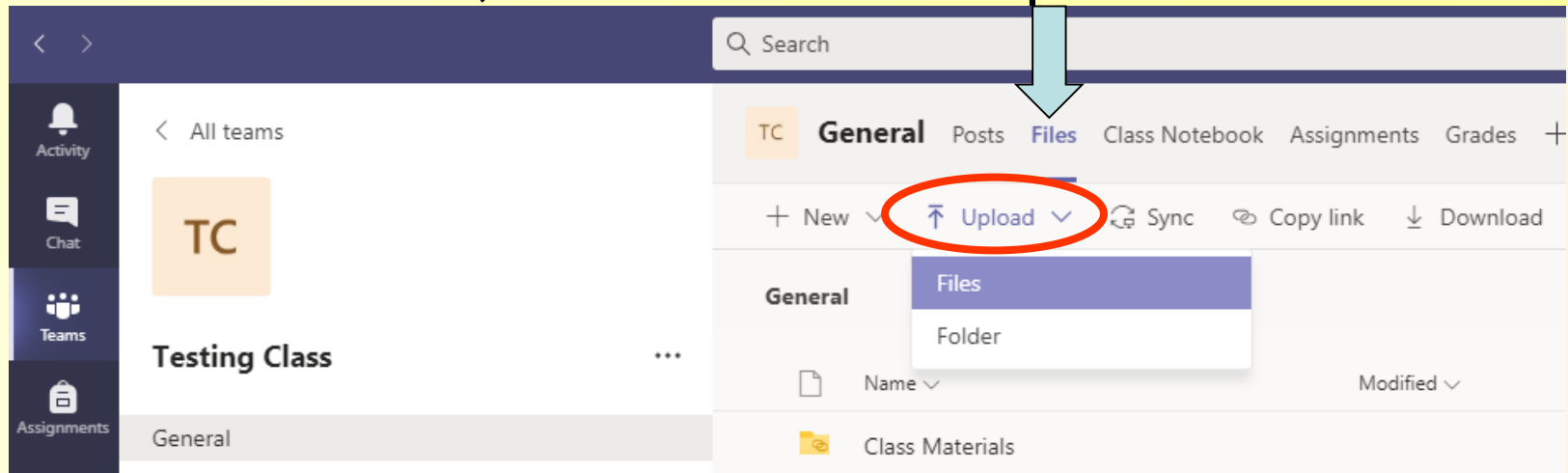
- Click “Show device settings”



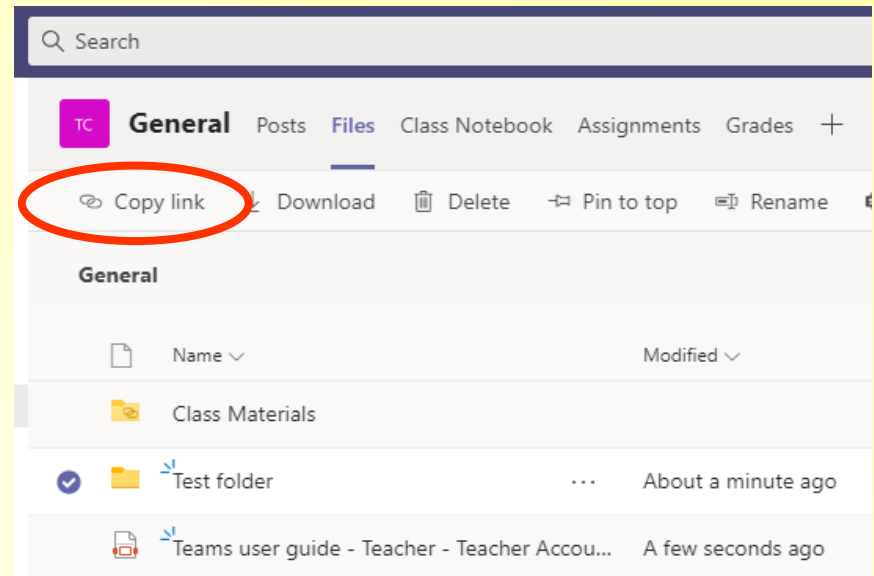
- Select **visualizer** under “Camera”
- Adjust the angle / distance / focus of the camera at the visualizer to show your materials

Sharing Files/Folders in Teams

- Click to General, and choose the option **Files**



- Upload** your file/folder
- Select the file/folder and then use **Copy link** to share it with students



Contact Information

- **Library Services**

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Tel: 22567 623

- **IT Services**

Email: st-lrc-it@vtc.edu.hk

Tel: 26947655 / 26069 742

- **Multimedia Services**

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Tel: 22567 640 / 642 / 644

General information: <http://st.vtc.edu.hk/LRC/LRC.htm>

Online teaching: <http://st.vtc.edu.hk/LRC/OnlineTeachingResources>

