

# Teaching Space training



This certificate entitles the bearer to a one-on-one session with AV support

This session will cover how to

- control the room from the user interface
- use the Presentation PC
- connect and display your laptop
- use the microphone(s)
- dial a VMP from a teaching space
- use the desk phone to contact support
- record and control lecture capture (MediaSite) in Lecture Theatres and Small Classrooms (Catch Software)

How to claim:

- Call the Service Desk on x888 (1800 463 888) and provide them the following:
  - Time (between the hours of 8am and 5pm),
  - Date (Monday to Friday)\*
  - Location (ask AV to suggest a space or pick your own)

\*48 hours' notice required, session needs to be booked prior to the commencement or T1 (4 March 2019) as room and AV Support staff availability will be limited due to live teaching

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