AV STAFF GUIDE - USING VISUALISERS

OVERVIEW

Visualisers are available in 6 lecture theatres within Craiglockhart and Merchiston. This document is designed for lecturers and other staff members who use Visualisers when presenting information to large groups of people.

WHAT IS A VISUALISER?

A Visualiser is similar to an Overhead Projector but with added functionality. It is in effect a camera used with a data projector to project 3D objects and/or documents including newspapers, magazines and so forth on to a screen within the lecture theatres.

As well as simply capturing an image of the object you can:

- **Zoom** In/out.
- **Freeze** the picture so you can remove the object or document e.g. if you wish to pass it round the room.
- **Write on a document** whilst projecting e.g. if you wish to highlight certain text.
- Use regular OHP slides by adjusting the “Lamp” setting.

It basically acts as a camera so you can place an object on the lighting glass and the object will be projected onto the screens within the lecture theatre.

WHERE CAN I USE A VISUALISER?

Within the University the following rooms have Visualisers:

- **Craiglockhart**
  - Lindsay Stewart Lecture Theatre
  - Riady Lecture Theatre
  - Rm 110
  - Rm 210

- **Merchiston**
  - A17
  - Morningside Church

HOW DO I USE A VISUALISER?

Using a Visualiser in a lecture theatre:

- Activate the **Desk Control Panel** by pressing anywhere on the touch screen.
■ Switch the Visualiser on.
■ Select Visualiser on the Desk Control Panel.
■ Place the paper or object onto the Visualiser and you will see its image projected on the screens within the lecture theatre. The Autofocus function will adjust automatically.
■ Once you have finished, switch off the visualiser and press the End Session button on the Desk Control Panel. Remember to remove any objects or paper from the Visualiser.

Using a Visualiser in a classroom:

■ Switch on the Desk Control Panel. Wait until the power button stops flashing.
■ Select Laptop on the Desk Control Panel.
■ Switch the Visualiser on.
■ Place the paper or object onto the Visualiser and you will see its image projected on the screens within the lecture theatre. The Autofocus function will adjust automatically.
■ Once you have finished, switch off the visualiser and the Desk Control Panel. Remember to remove any objects or paper from the Visualiser.

You can adjust the controls using the buttons on the Visualiser as required. Please see below for a list of buttons and their functions:

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
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<tbody>
<tr>
<td>AF</td>
<td>The AutoFocus function automatically focuses the screen image.</td>
</tr>
<tr>
<td>Freeze</td>
<td>The freeze function allows you to freeze the image of the object. This enables you to remove the object whilst its image remains on screen.</td>
</tr>
<tr>
<td>Zoom In/Out</td>
<td>The zoom in/out function allows you to zoom in or out on the object.</td>
</tr>
<tr>
<td>Rotate</td>
<td>The rotate function allows you to rotate the image whilst the object remains stationary.</td>
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<tr>
<td>Aperture</td>
<td>The aperture function controls the screen brightness.</td>
</tr>
<tr>
<td>Text/image Mode</td>
<td>You can toggle between text or image modes. The image mode makes the object appear 3D.</td>
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<tr>
<td>Mode</td>
<td>You can choose between the XGA or SVGA graphics standards. We recommend XGA as the resolution is higher and the image quality is better.</td>
</tr>
<tr>
<td>Lamp</td>
<td>You can toggle between lighting the image from above and lighting the panel under the image. Lighting the panel under the image is used when viewing OHP slides.</td>
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<tr>
<td>Iris</td>
<td>The Iris function controls the brightness of the image.</td>
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**HINTS & TIPS FOR USING A VISUALISER**

- Rather than creating OHP slides to use with a visualiser it is easier and cheaper to use a standard print out. Not only is the visual quality better but you can also mark and highlight the print out as you lecture.
- If you create your print outs in landscape view they fit on to the visualiser better (although portrait can still be used).

**FURTHER INFORMATION**

If you require any help or further information please contact the C&IT Support Desk by telephoning ext 3000 (0131 455 300 externally) or emailing c&it.support@napier.ac.uk.