

## HOW TO DO LECTURES IN LECTURE HALL “MAXIMUM”

### Equipment

In the Auditorium the lecture hall equipment consists off

- Lecture hall PC
- Control panel
- Preview screen
- Smart Podium
- Charging station for microphones
- Lecturer microphone
- Handheld microphone
- HDMI cable on the desk



Left to right and top to bottom: HDMI cable for “Notebook 1” video input, desk microphone, Smart Podium, preview monitor, control panel, lecture hall pc, charging station for microphones, handheld microphone, headset microphone, box with additional akkus.



The lecture hall PC's "on" button is on the top left. To log in you need an employee or student account. For employees the username suffices, for students you have to start with "gwdg username".

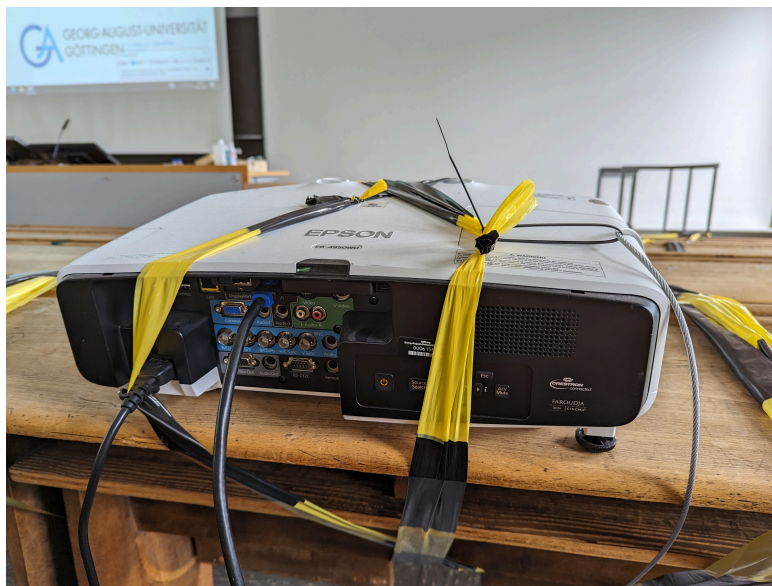


The preview screen usually shows the camera preview, but since there are currently problems with the Smart Podium in the Maximum it also is used for the lecturer using the lecture hall PC. You probably have to switch the "Anzeige" between lecture hall PC and "Podiumskamera" during your recording.





The Smart Podium is usually used for the lecture hall PC and is also a touch display you can touch or write on with the connected pen.



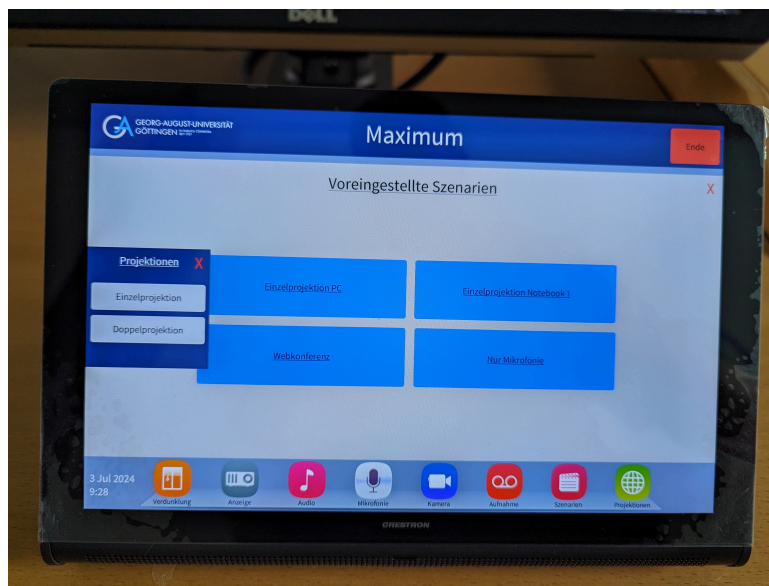
Since the projector on the west side is currently out of order there is a temporary projector installed. If you want to use it you have to manually turn it on and select the right output source for it in the “Anzeige” menu.

## Recording

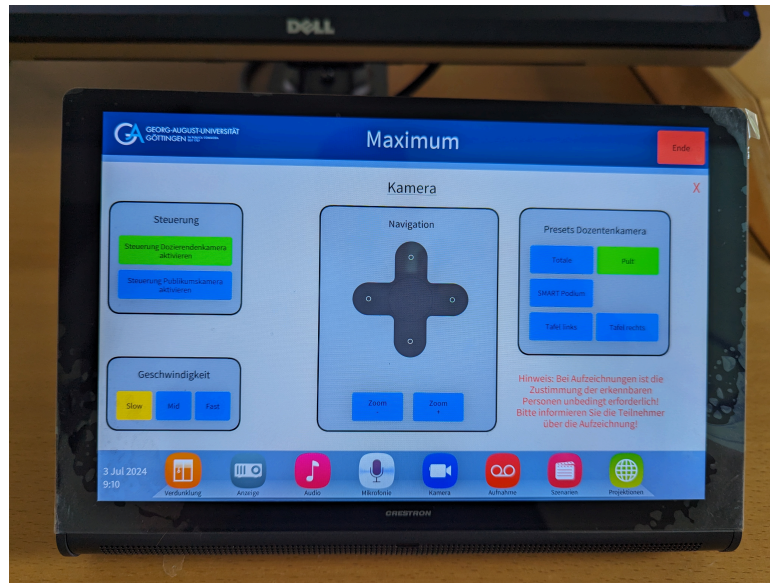
The recommended method for recording lectures is to use the OpenCast plug-in in Stud.IP.



Start the lecture theatre equipment by pressing the “Einschalten” button on the control panel.



Choose a predefined scenario like “Einzelprojektion PC” to activate the eastern projector and lower the projection screen.



You can adjust the camera in the “Kamera” menu. There are camera angles presets like “Pult” (Desk) or “Tafel links” (blackboard left), etc. you can choose or manually adjust via the navigation cross. Do not use the “Publikumskamera” unless you have written permission from all persons in the audience.



In the “Audio” menu you can adjust the volume of the microphones. “Handsender” (handheld) and “Headset” should always be on at start.

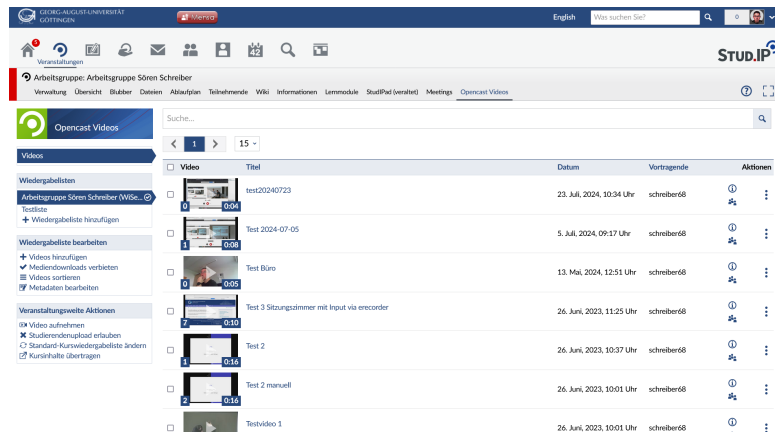




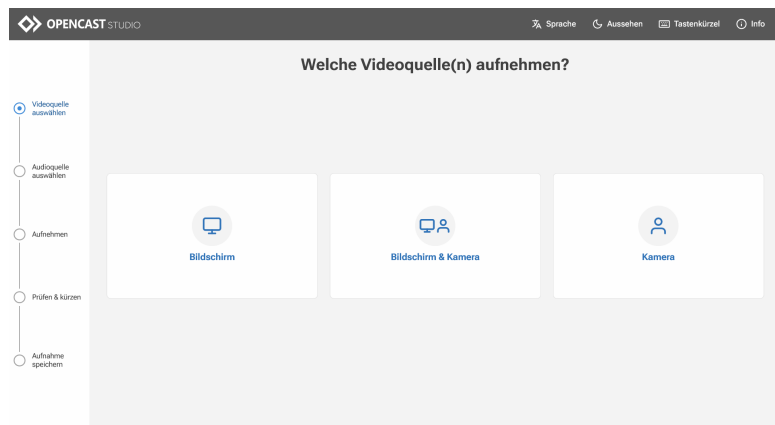
If you want to stream or record the camera input via the lecture hall PC you have to choose the “Publikums-kamera” in the “Aufnahme” menu. Otherwise the lecture hall PC will not get a signal from the camera.



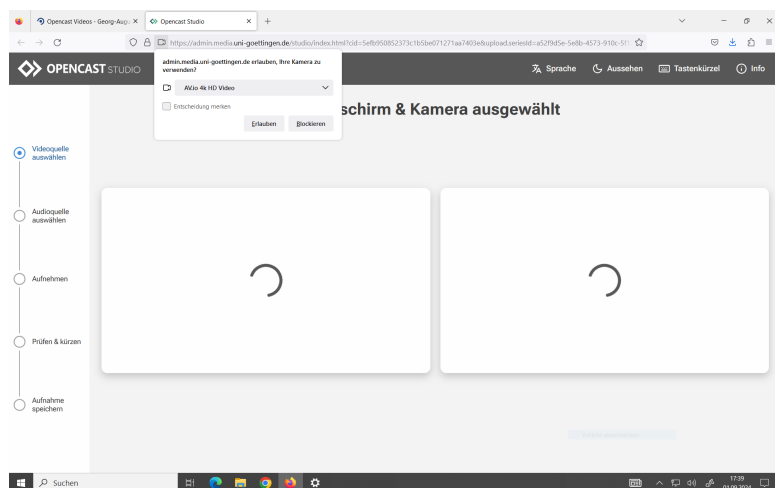
To choose what is shown on which projection screen or preview monitor you can select the sources in the “Anzeige” menu. Choose “PC” for the lecture hall PC.



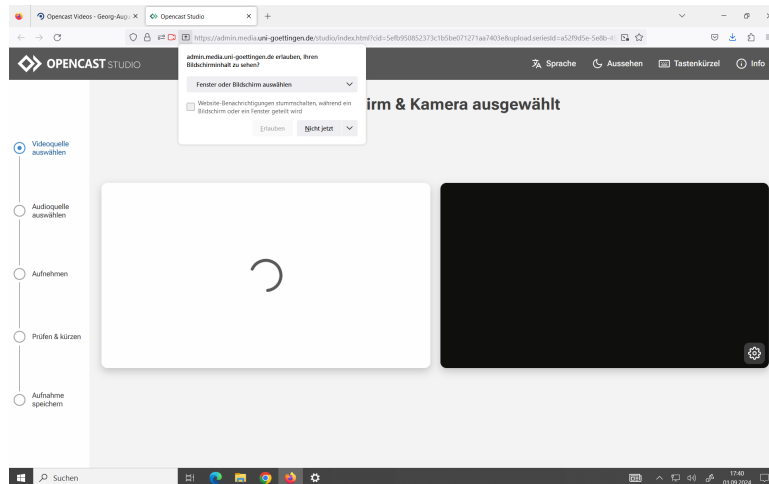
The preferred way of recording is via OpenCast in [studip.uni-goettingen.de](https://studip.uni-goettingen.de). You will find it in the tabs of your lecture (and if not ask the lecturer or your Stud.IP admin to activate it in the administration menu of your lecture). There you will find a button “Video aufnehmen” in the left sidebar.



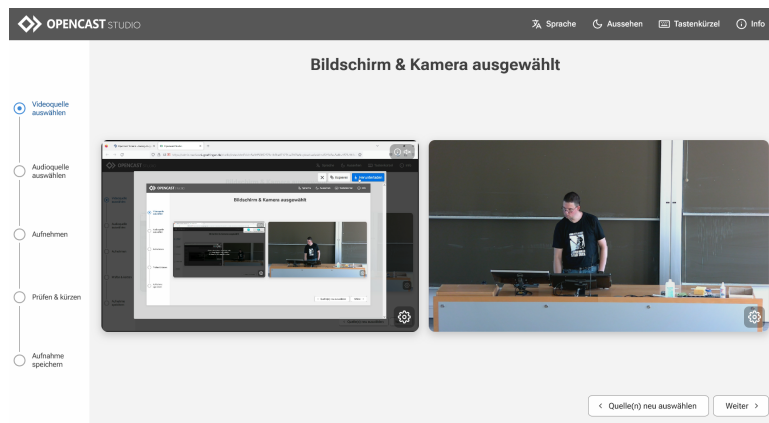
You can choose then between “Screen only”, “Screen and Camera” and “Camera only” as video input.



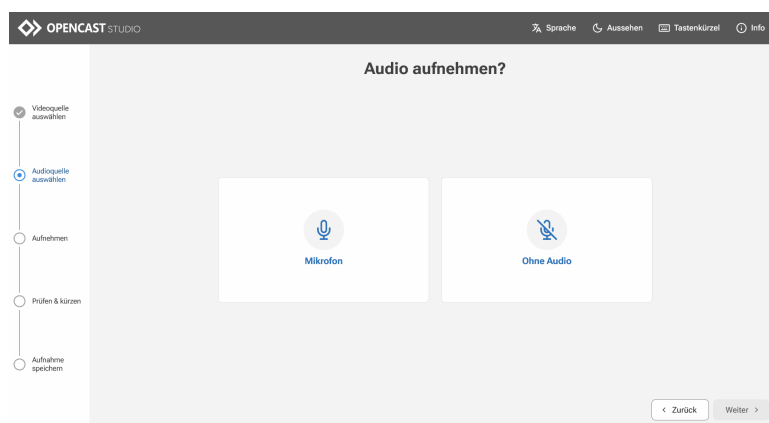
You will be asked which camera you will allow OpenCast to use. To get the video feed from the camera in the lecture hall you will have to choose “AV.io 4k HD Video”.



Additionally you may have to choose which window you want to share.

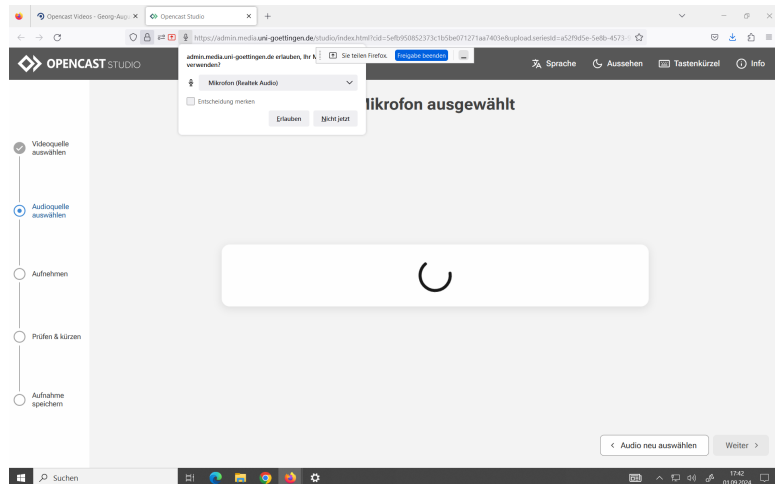


If selected correctly you should see the selected both video feed(s) in the preview. In case of greenish artefacts in the lecture hall video feed you can click the settings gear symbol in the right bottom corner and switch a couple of times between different resolutions or screen ratios.

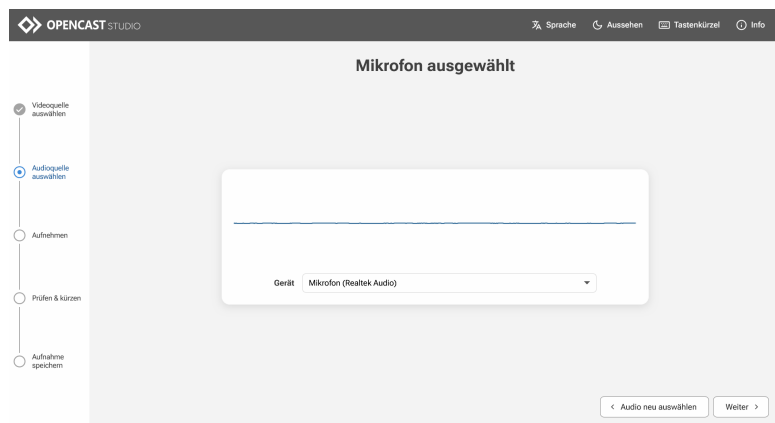


In the next step you will be asked to choose whether you want to record audio or not.

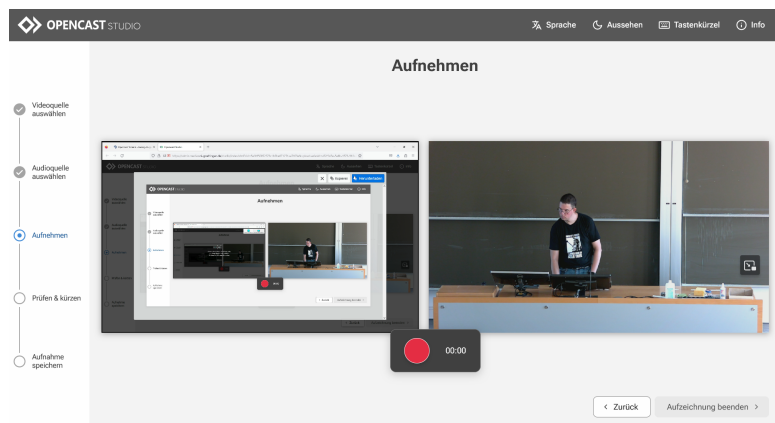




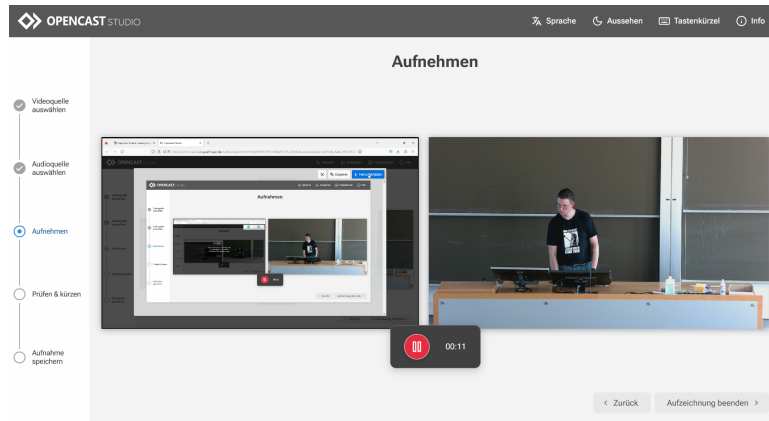
If you want to record the microphone input you have to allow the usage of “Mikrofon (Realtek Audio)”.



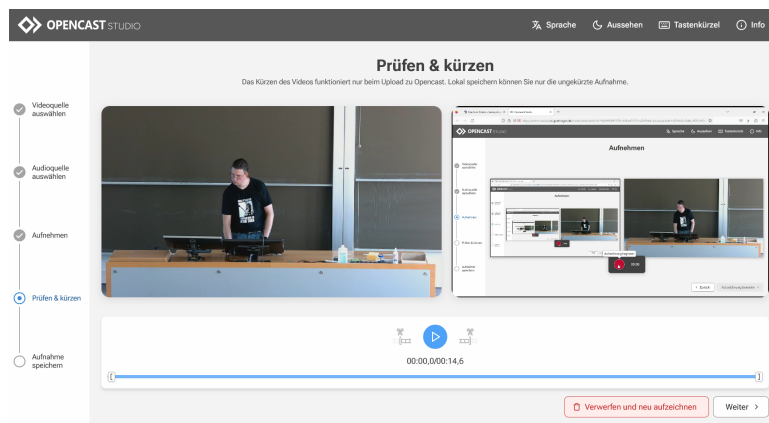
Please check whether you also see a signal in the audio input visualisation. If not try another source, check that at least one of the two microphones is on and not muted.



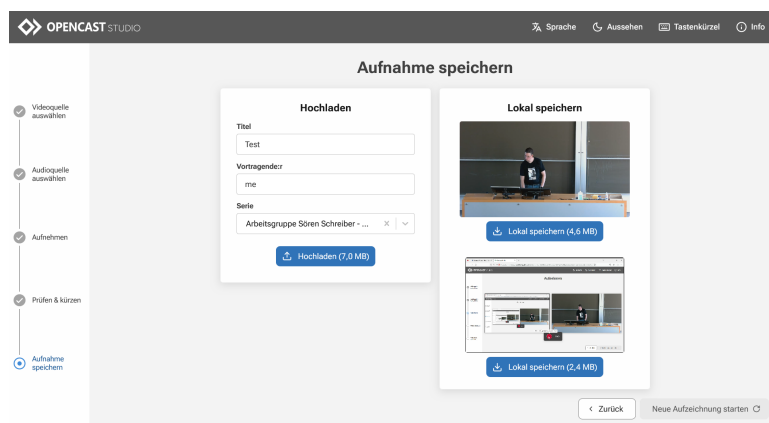
To start the recording you have to click the red record button in the middle.



To pause the recording click the red record button again and if you want to end and save the recording continue with “Aufzeichnung beenden”.

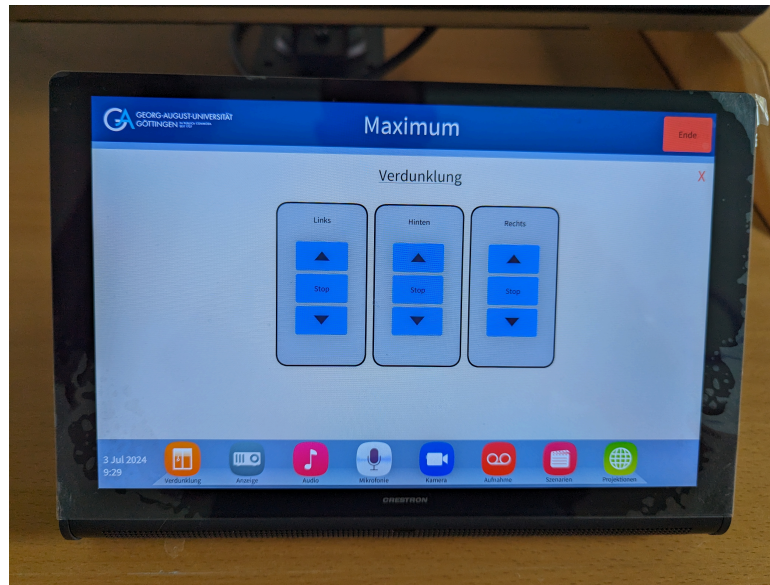


In the next step you can adjust start and end of the recording.

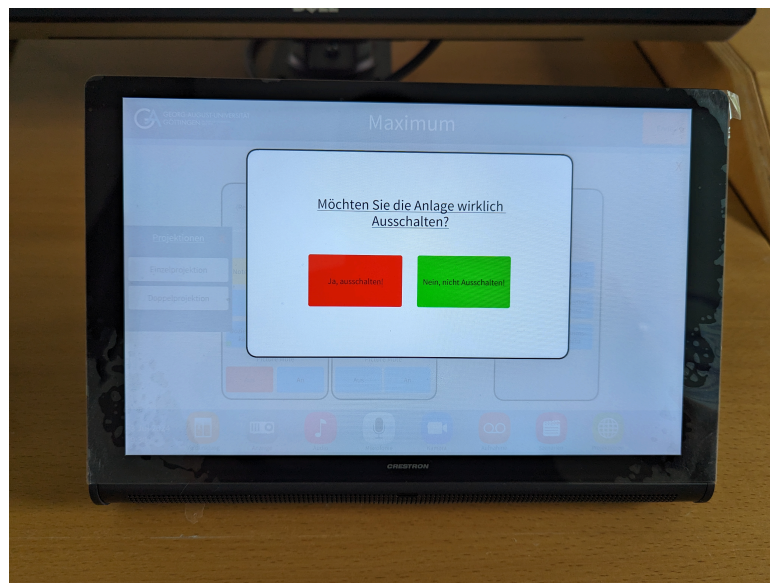


After choosing a title and inserting the lecturers name you can upload the recording by clicking “Hochladen” or downloading the individual tracks if you want to process them further by yourself. After uploading the converted recording should be ready in a couple of hours, depending on the length of the recording.

## Other usefull stuff



If you want to lower or raise the blinds yo find the right controls for that in the menu “Verdunklung”. Please check if there are open windows before lowering the blinds.



After you are finished in the lecture hall please shut down the lecture hall PC and click the “Ende” button in the control panel (top right corner) and confirm with “Ja, ausschalten!”.