

Instructor's Handbook

Titan Rooms 1 & 2

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Contacts

These facilities are being managed by Student Operations and Estate Management from Michaelmas 2021 onwards.

Bookings

Bookings are made via Booker:

<https://www.em.admin.cam.ac.uk/what-we-do/estate-operations/facilities-services/room-bookings>

AV Equipment – Technical Support:

University of Cambridge AV Services

<https://www.em.admin.cam.ac.uk/about-us-what-we-do/estate-operations/facilities-services/audio-visual-support>

Email: avteam@admin.cam.ac.uk

Phone: 01223 (3)34395 or 01223 (3)30463

Instructor Machine Only – Technical Support:

UIS Desktop Services:

<https://help.uis.cam.ac.uk/service/desktop-services/mcs/mcs-software>

Phone: (01223 3) 32999

Email: service-desk@uis.cam.ac.uk

First Aid

(01223 3) 36060 or look for individual First Aiders on the Health & Safety bulletin board.

Emergency Contacts

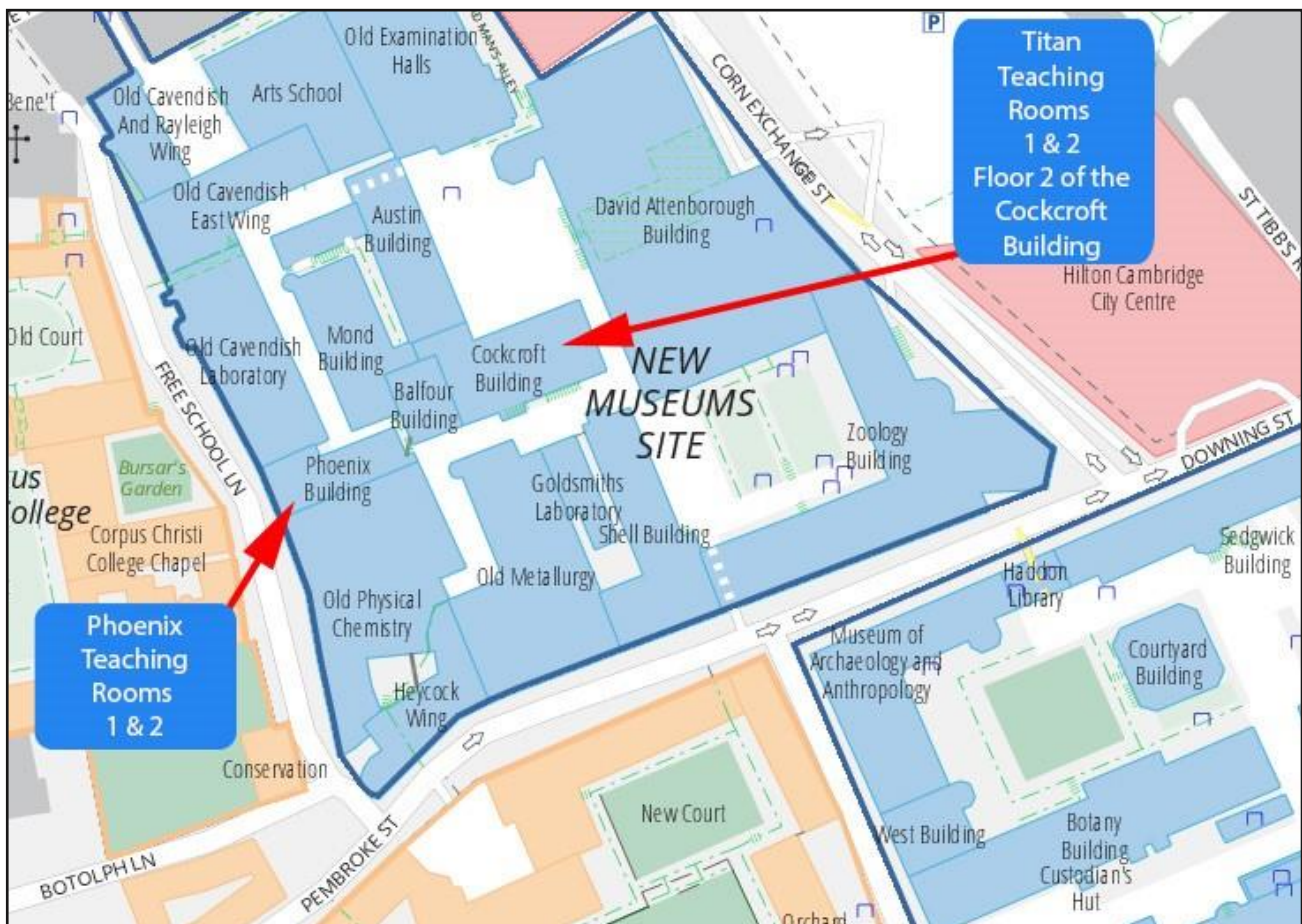
Security (01223 3) 31818

Security Emergency Number 101

Police / Fire / Ambulance 999

Room Locations

For reference the teaching rooms are shown on the map below:



Directions

The New Museums Site is located on Pembroke Street (a one-way continuation of Downing Street) in the centre of Cambridge. The entrance to the New Museums Site is almost directly opposite Tennis Court Road.

The Titan Teaching Rooms are located on Floor 2 of the Cockcroft Building on the New Museum site. On entry to the New Museum Site from Pembroke Street, follow the blue signs past two buildings on your left, then turn left. Go in the main entrance and take the lift or stairs to the 2nd floor. The Titan Rooms are straight ahead.

Room Equipment Keys

Teaching room equipment keys are kept in the key lock boxes in each teaching room. The code number is 4321.

Instructor Machines and Laptops

The facilities are setup so you can use the instructor machine or your own laptop.

You can connect your Laptop to the projector by following the instructions under the **Projector System** section of this document.

UIS Desktop Services, see contact details, **only** manage the instructor machines.

Logging into the Computers and Software Use

A MCS desktop user id and password are required to log into the instructor machines in the Titan training rooms. University staff and students may have their own MCS accounts which can be used for logging onto the MCS machines, this is typically your CRSid and Raven password.

If you don't have your own MCS account, please request one and use that in the future. In an emergency an external trainer ID can be used, please see below:

Titan 1 instructor machine PCCS-TTR141 or PCCS-TTR142

Account r300 **Password:** externals

Titan 2 instructor machine PCCS-TTR241 or PCCS-TTR242

Account r350 **Password:** externals

To log into a PC under Windows:

Press <Ctrl> <Alt> together

Press <Enter>, to dismiss the next dialog box

Enter your user id and MCS desktop password and press <Enter>

To login into a PC under Linux:

In Windows press <Ctrl> <Alt> together

press <Enter>, to dismiss the next dialog box

At the bottom right of the screen is a RED symbol

Select Restart

When the two options of either Windows or Linux appear in the boot menu, select Linux

Enter your user id and MCS desktop password and press <Enter>.

Software

Popular software on the MCS, such as the Microsoft Office suite has extensive availability, but other software may have limited licence availability and licences may have to be reallocated in order for you to access the software.

To check availability of software AND licence limitations you can contact: Desktop Services <https://help.uis.cam.ac.uk/service/desktop-services/mcs/mcs-software> or via servicedesk@uis.cam.ac.uk or (01223 3) 34662

However, it is best to check this requirement in advance of your courses.

MCS Software information can also be found at:

UIS Managed Cluster Service:

<https://help.uis.cam.ac.uk/service/desktop-services/mcs/mcs-software>

If you have any instructor machine problems only, contact the UIS Desktop Services via the UIS Service Desk. See contact details at the beginning of this document.

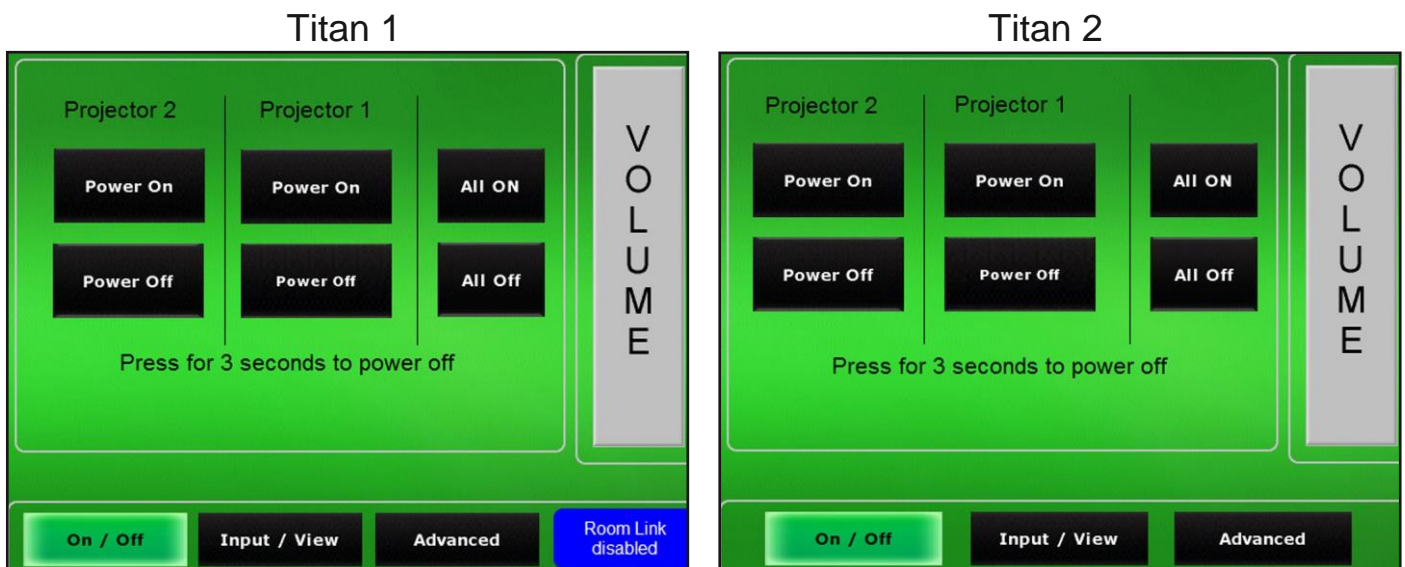
Projector System

Each Titan Teaching Room has an identical setup comprising twin projectors, two instructor PCs, a stick microphone and a module (shown below) which contains a touch screen to power the projectors on and off and to choose which PC image is displayed through each projector plus a setting for laptop connection.



Touch Panel Operation – Turning Projectors On or Off

Each room has a touch panel as shown below:



The **On / Off** tab enables the instructor to turn on one or both of the projectors. To turn off press and hold the button for 3 seconds.

Connecting and Displaying Your Laptop Or Instructor Machines

The module also contains two 3 pin plugs and USB power sockets plus cables with which to connect a laptop computer.

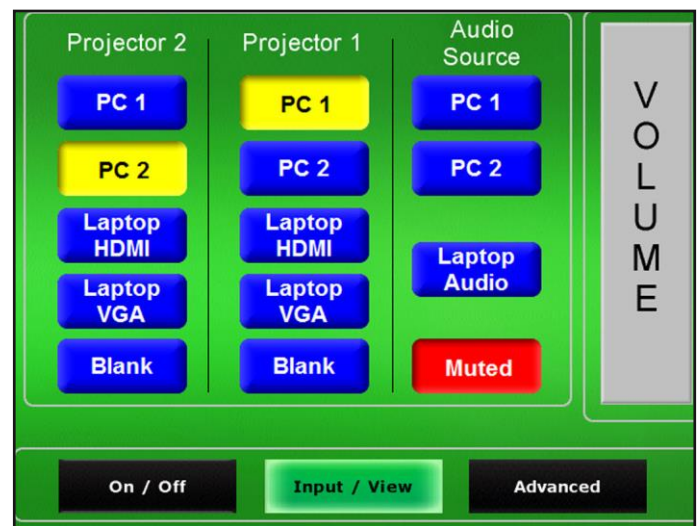
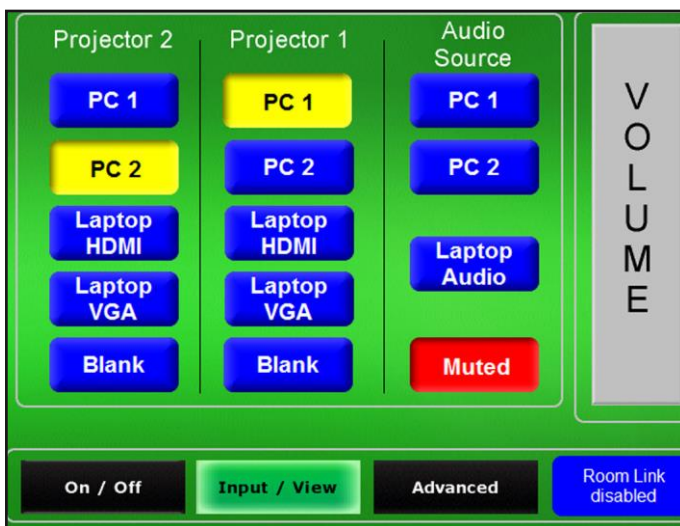
The **Input / view** tab shown below, enables the instructor to select which PC or laptop is displayed through which projector, by pressing the buttons.

Choose the appropriate cable for your Laptop (HDMI or VGA) and select that option (either Laptop HDMI or Laptop VGA) on the panel.

To use the instructor desktop machines provided select PC1 or PC2 and the projector you want to use to show that desktop. The projectors are also labelled 1 & 2.

Titan 1

Titan 2



Volume Control Settings

The **Volume** control tab enables the course giver to select the sound and volume level from either the **Desk Mic**, **PC & Laptop** or **Lapel Mic**.



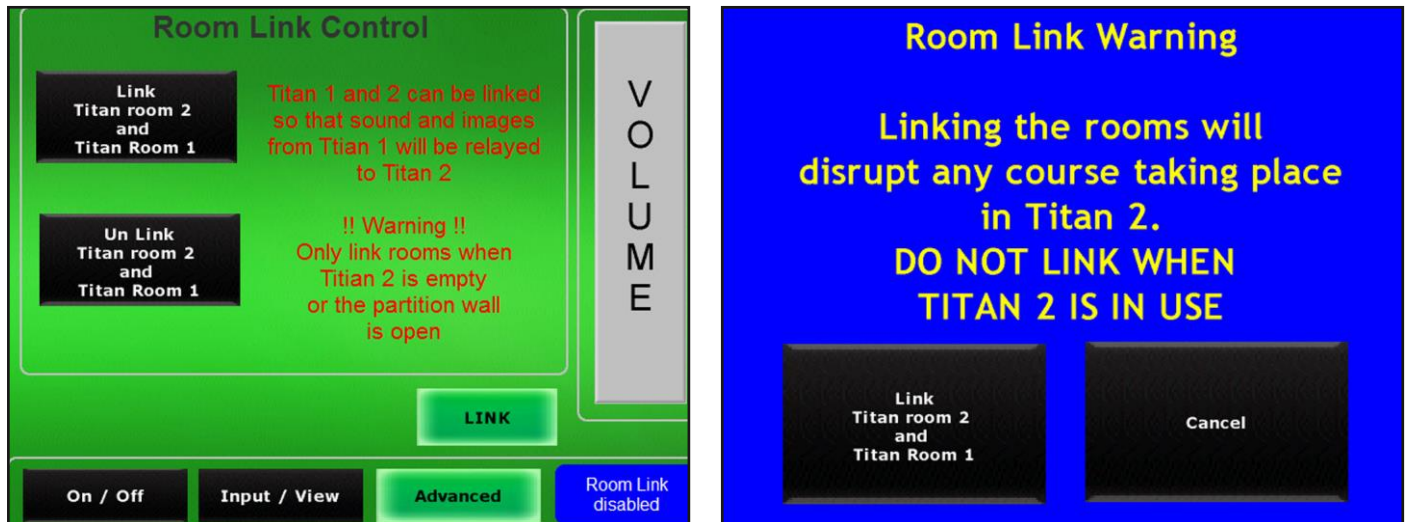
Linking Both Rooms For Dual Projection

The **Advanced** tab enables the course giver to link the AV setup in both rooms for use when the room partition is open. You can then have the same image from one PC displayed across all four projectors.

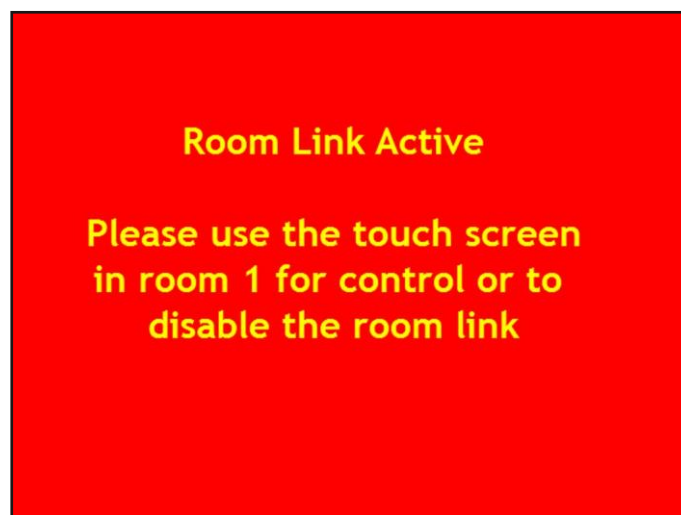
Note! Linking the rooms can only be done from Titan 1 as follows.

On the Titan 1 panel press the black **Link** button (top left).

A blue warning message will be displayed asking if you really want to do this and asking you to press again.



The Titan 2 panel will then display a red room link message, as shown below.



Please Note!

We request that you do not change any of the settings for the projector or other equipment.

Sound System

The Titan teaching rooms are fitted with both a stick microphone and lapel microphone sound system for use within the room. The lapel radio microphone can be found in the equipment cupboard. To use this with the sound system, simply switch on the radio microphone unit and attach the microphone to clothing. The transmitter box has a mute switch that can be used instead of turning the power off. Spare batteries for the transmitters can be found in the equipment cupboard.

PLEASE TURN OFF PROJECTORS AFTER YOUR LESSON

Out Of Hours

Titan Teaching Rooms on the New Museums Site are open from 08.00 to 20.00 every day.

If a problem occurs outside normal working hours, it is unlikely that assistance will be available.

Should your course be in the Titan Teaching Rooms outside of room opening times, you will need to get your University card setup so it will let you in. You will need to contact UIS Reception in advance to get this set up.

House Keeping

Toilet facilities and **vending machines** are available in the Cockcroft Building outside Titan 1 (central staircase on the floor above and below) and Titan 2.

Please note that food or drink is not allowed in the teaching rooms and we would please ask that you ensure that course participants adhere to this requirement.

White Boards, Laser Pointers and Mics

White boards and markers are available in both rooms. Please ensure that you clean the whiteboard after use.

A laser pointer and a Lapel Mic together with spare batteries are also available in the equipment cupboard. To use the laser pointer as a PowerPoint advancer insert the dongle into the PCs USB port.

The key to the equipment cupboards can be found in the Master Lock key box in the room, the code for the key is 4321.

Room Safety and Alarms

Fire Exits

Please note the locations of the fire exits and evacuation routes from the teaching room in the event of an emergency (this is also displayed on the room health and safety noticeboard).

A list of emergency and first aid contacts is posted either by the room entrance or on the safety notice board (varies by room).

For New Museums Site locations, security would be a better option. Their contact number is (01223 3)31818 and their emergency dial number is 101

Fire Alarms

Red fire alarm trigger boxes are located by each exit. If the fire alarms do sound, Titan Rooms have the noise of a continuous ringing bell, vacate the teaching room and gather in Free School Lane.

Fire alarms are tested weekly before 09.00 for about 30 seconds. If the alarm sounds for longer than 30 seconds, then treat it as an emergency and evacuate the building.

Instructors Machine Security Alarm

All instructor machines and monitors in our teaching rooms on the New Museums Site are connected to a security system called a loop alarm.

Should this be activated it will sound an electronic alarm. If Security don't arrive within a few minutes to silence it, please contact them on 31818.

Room Partitions

The Titan Training rooms are normally combined into one larger room by removing the partition wall.

Accessibility

Wheelchair Access

If any of the course attendees have specific access requirements alternative provision may be required. Wheelchair access to the Titan Rooms is via the lift in the Cockcroft building.

Please note the evacuation procedures for attendees with accessibility issues. The Titan teaching rooms may require use of the evacuation chair, telephone (01223 3)31818 for assistance.

While the Titan teaching rooms have lift access for non - emergency use via the Cockcroft building lift, should there be anybody with impaired mobility, arrangements should be made in case of fire alarms as they must not use the lifts. There is an Evac Chair outside Titan Teaching Room 2 but should only be used by trained personnel.

Height Adjustable Desks

Titan 1 and Titan 2 each have a height adjustable desk at the end of the third row from the front of the classroom.

Hard of Hearing Induction Loop Systems

The rooms are fitted with an induction loop system to aid attendees with hearing aids. The course giver must use either the stick microphone or lapel microphone. It will work both in normal operation (i.e. with sound on for the room) but it will also work with mute switched on (no sound to the room) so that you can lecture without the sound boosted, but those with hearing difficulties will still be able to hear you via their hearing aids. Attendees should switch their hearing aid to the 'T' position.

If you have problems with the sound system (or any other AV technical problem) please contact **University of Cambridge AV Services (see details under the contact section)**.

Enlarging Text Size on a Machine

It is possible to change PC resolutions for those with visual disabilities.

After logging in: Start – Accessories – Ease of Access – Text Size Changer.

Select the desired text size. You will not see any OK box appear but you will need to Logoff and login again to see the difference. The machine will revert back to normal settings when you logoff.

Issues During the Course

If problems arise with the course during office hours please contact the following:

Room and Lighting Environment Problems

Contact **Estate Management** on 37784

Projector and AV Issues

University of Cambridge AV Services

<https://www.em.admin.cam.ac.uk/about-us-what-we-do/estate-operations/facilities-services/audio-visual-support>

Email: avteam@admin.cam.ac.uk

Phone: 01223 (3)34395 or 01223 (3)30463

Ending the Course

Please ensure that:

All instructor computers are logged out. Please **do not** shutdown the PCs or turn off the monitors. They will power save on their own and our system requires that the PCs remain switched on.

Please ensure the room is left tidy, litter is removed and that all chairs are under the desks etc. This will present a nice image for the next users of the room.

Ensure that the projector is correctly switched off.

Make sure that all items are locked away (e.g. remote and radio microphone).

Return the room keys to the key lock box and set number to 0000 (please leave the room unlocked).

And Finally...

We hope that your course runs with ease but if you have any queries or require any help please do not hesitate to contact us.