UCD Estate Services
Seirbhísí Eastáit UCD

I'm here to help...
For AV Support
Please phone 01 716 7300

AV Support

Lecture Capture For Classrooms

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1.0 AV Support

UCD Estate Services are responsible for the installation and upkeep of audio-visual equipment within shared teaching spaces on the Belfield and Blackrock Campuses. There are over 200 rooms available within this ever growing portfolio ranging from lecture theatres, alternative learning environment rooms, classrooms, seminar rooms to other bespoke rooms. Estate Services have strived to provide the highest standard of audio-visual equipment as well as standardising the equipment within each style of room in order to provide a familiar user experience, for both lecturers and students, no matter the room.

Audio visual equipment plays a pivotal role in the delivery of teaching, both on campus and online. This is crucial to enhance the teaching and learning experience within UCD and enable flexible and creative ways of using shared teaching spaces. Through high quality and innovative AV installations students can be engaged with teaching, whether in the classroom or online. Estate Services have strived to ensure that all AV equipment within shared teaching spaces is of a high standard and usability. Shared teaching spaces are constantly evaluated in order to assess the condition and quality of the equipment provided which determines where upgrades are required.

Throughout the year Estate Service provide AV support in many different forms which all increase the end user experience. These forms of support include the following:

1.1 Planned Preventative Maintenance
Our team of AV technicians are on site throughout the year conducting routine servicing of all AV equipment. These constant inspections and maintenance ensures that equipment is in peak performance for the end user. During this routine service any faulty or unreliable equipment is identified and replaced as required.

1.2 Reactive Maintenance
As with any electronic equipment, AV equipment can experience faults or cease working from time to time. Once reported, our AV technicians will begin working to resolve the issue and try to minimise any such disruption to classes. Estate Service's team of AV technicians are very familiar with all equipment within the shared teaching spaces and have many years of experience working within UCD, resolving these sorts of technical issues.

1.3 Ongoing Support
Estate Services are committed to assisting shared teaching space users and providing a positive experience while using AV equipment. If you require AV support you can contact us via email or by using the AV Support phone within the rooms. A member of the AV Support team can respond to any issues you are experiencing and are more than willing to give assistance and guidance on how to use any of the equipment within the classroom.

1.4 Pre-Term Checks
In order to ensure the beginning of term commences without an issue Estate Services conduct pre-term checks of all shared teaching spaces before the Autumn and Spring terms. Our AV technicians will ensure that all of the equipment within the room is in full working order and in place. Any issues that are highlighted during these checks are rectified before the commencement of term to avoid disruptions to teaching.

1.5 Teaching Support Requests

Estate Services aim to ensure that teaching staff are confident while using shared teaching spaces and are familiar with the AV equipment within them. In order to improve and facilitate use of the AV equipment Estate Services have introduced additional supports in the form of teaching support requests. This is a one-to-one session with one of our AV technicians who will demonstrate the use of the AV equipment in a given room. By booking a teaching support request this allows you to select a time and date that suits you in a specific building or room which you will be using during the term. These sessions are normally 50 minutes in duration and can be booked from Monday to Friday, 8am-4pm

1.6 Contact Us

Estate Services try to engage with teaching staff with regard to the AV equipment in shared teaching spaces. If you have any feedback or comments on your experience within shared teaching space please let us know. Likewise, if you have any questions or would like to learn more about AV equipment within UCD's Shared Teaching Spaces you can contact us via phone or email.

Email: estates@ucd.ie
Phone: 01 716 7300

Opening Hours
Monday – Thursday, 08:00-17:30
Friday, 08:00-16:30
Saturday – Sunday, closed

2.0 Lecture Capture

Many lecture theatres and classrooms are now equipped with lecture capture capabilities in order to allow lectures to be recorded if required. This will allow for content to be available to students who may be unable to attend campus as well as for the content to be uploaded to Brightspace if required.

2.1 Classrooms

PTZ Camera with Auto Tracking

Sound-bar with inbuilt microphone

Some classrooms are fitted with cameras which are ceiling mounted at the back of the room. The rooms are also equipped with sound-bars with inbuilt microphones which will capture the audio required. In order to utilize the lecture capture capabilities you will require a laptop. The laptop can be connected to the projector in the normal way, please refer to the 'inputs' section of the AV Guide which can be found at https://ucdestates.ie/av-support/for further information on this. Following this you will need to insert the USB cable into your laptop, this will be clearly marked to indicate it's use for lecture capture. This USB cable will connect the camera and the microphone directly to your laptop.


This style of lecture capture equipment allows for movement while teaching as the camera automatically tracks the lecturer throughout the room. The sound-bar is also capable of picking up audio from around the room, meaning that you will not be confined to the laptop for the duration of the class.

7.2.1 Getting Started

To begin ensure that the projector and your laptop are turned on and fully loaded, with the appropriate input selected on the control panel (by following the same steps outlined in the control panel section of the AV Guide which can be found at https://ucdestates.ie/av-support/).


Next you should log into Zoom. It is important that you use the Zoom application as this will allow for the best experience. Once you have been logged in you can then ensure that the appropriate settings are selected. Select the 'settings' Menu at the top right of the Zoom Client.
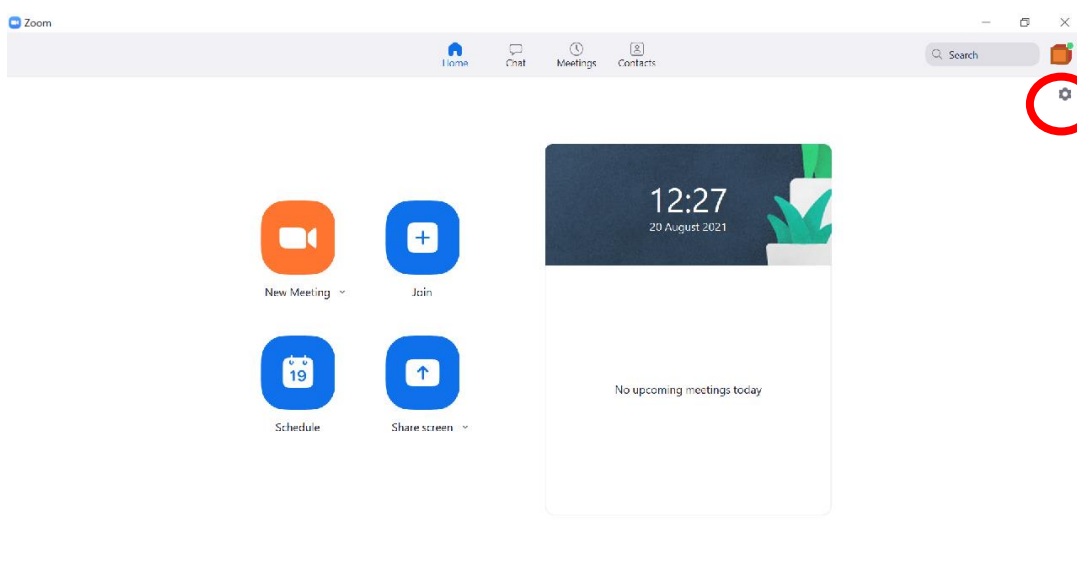
Once the settings menu is open you can then ensure that the appropriate camera, microphone and speakers are selected. In most instances these should be the default option.

Video Settings   *Audio settings*
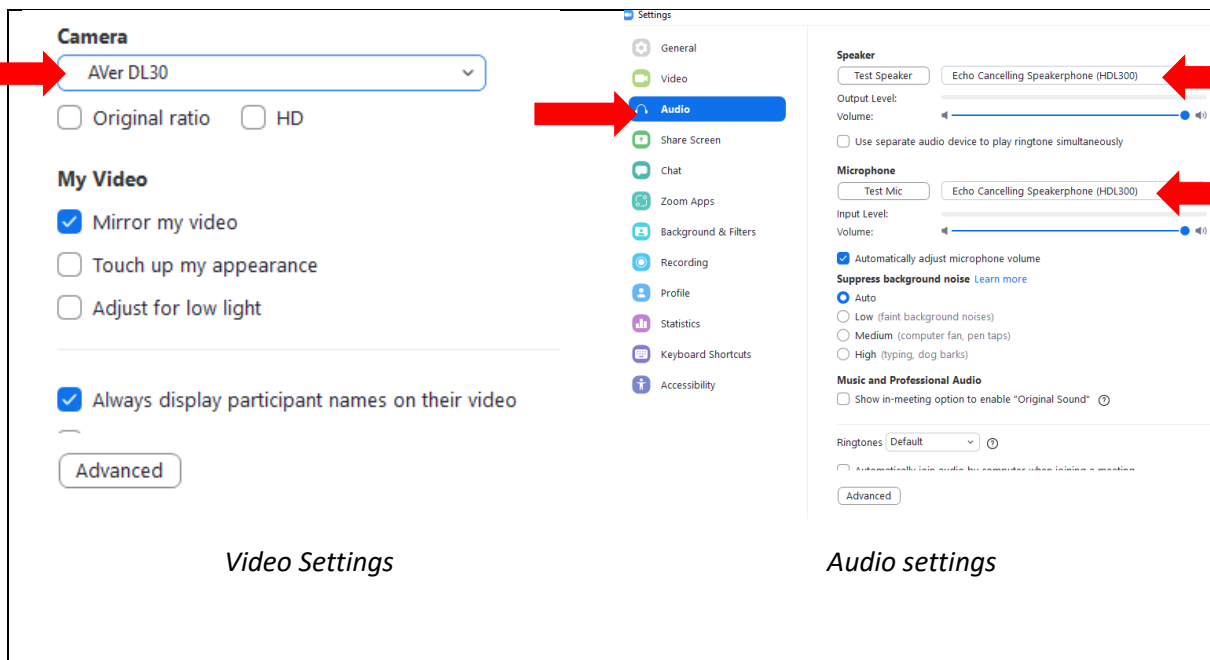
You should ensure that under video settings you have selected 'Aver DL 30' as your camera. For audio settings you should ensure that 'Echo Cancelling Speakerphone (HDL300)' is selected for Speaker and microphone options. Once the appropriate settings have been selected then you can begin your session. Before you begin the lecture you should ensure that the microphone is unmuted and that the video is enabled. Once you are ready you can then press the 'Record' button to begin recording.
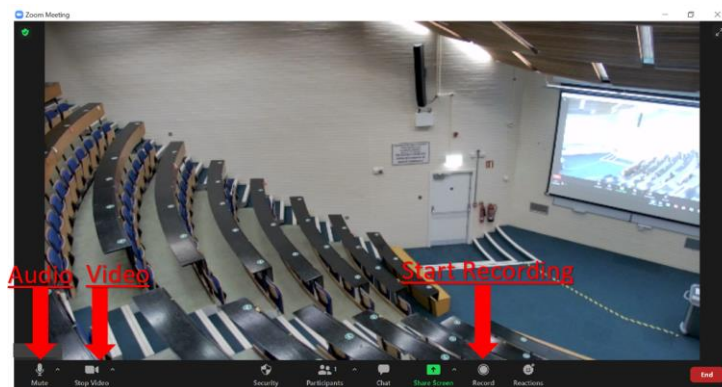
When you have finished the lecture you can select 'end meeting' followed by 'end meeting for all'. Once this has been completed a recording will be sent to your email which you can subsequently upload to Brightspace.