

The AV system is controlled using the touch panel. When not in use the screen goes to sleep (black). Press the touch panel's screen to start or wake-up touch panel.

Source Selection



Choose what is displayed on the monitor and the projector by pressing one of the source buttons. Your chosen source button will be highlighted.

Projector

To switch the projector On and Off press the Projector button. Switch Off after use.



NB: When the projector is warming or cooling the Projector button cannot be used.

PC

The PC is located in the lectern and must be switched on manually. Also switch on the monitor.



Press



to display the PC. The selected choice will be highlighted.

USB devices can be connected using the socket on the lectern panel.



LAPTOP

Plug your laptop into either the VGA+audio or into the HDMI connection on the connection plate next to the touch panel.

Press



OR



depending on which connection you have made.

If no signal or image is displayed, you may need to set your laptop to video out

NOTE: For connecting Apple Mac laptops without HDMI or other devices such as iPads an adaptor is required. The SIZ desk in the Learning Resource Centre has a limited number of adaptors for loan which may suit your device.

DVD/Blu-Ray

This source will be available in rooms that contain a DVD player. The DVD player can be controlled from the touch panel. The DVD player can play DVDs or Blu-Ray discs.

Press



to display the DVD.

Press



to access the DVD controls screen.





iPODs and MP3 PLAYERS

Audio from iPods, MP3 players, phones etc can be played through the room's speakers by using an appropriate audio cable for your device. Connect to the socket marked Audio and on the touch panel choose the **Laptop VGA** as your source.

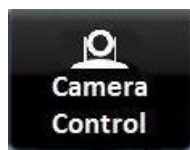
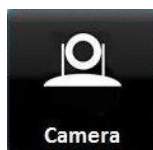
NB: turn up the volume on your device BEFORE raising the volume on the touch panel.

NB: there is no need to switch on the projector when just using audio.



MICROPHONES

Cloisters has a lectern mic and also a loanable wireless mic to aid the hard-of-hearing (via a hearing loop). The wireless mic can be loaned from the SIZ. Note that these microphones feed the hearing loop and also the computer when recording a lecture (see below) **BUT** you will not hear your voice over the loudspeakers in the room. Access to the Mic Controls is restricted, but the level can be adjusted in the lecture recording software.



CAMERA & LECTURE RECORDING

Cloisters contains a fixed camera on the ceiling for the purpose of lecture recording. For checking the camera setup there is a Camera button. Press the **Camera** button to show the camera feed on the monitor. Press the **Camera Control** button to alter.

For information on lecture recording contact the **Skills Team**.

Volume & Other Controls

The source which is being displayed on the projector is also the audio source.



Home - takes you back to the touch panel main screen.



Hides the display to the audience – NB: this does NOT switch off the projector.



MUTE audio (not mics)



Decreases the audio volume (not mics)






Increases the audio volume (not mics)



Mute all microphones

To Turn the System Off

To switch off the system including the projector, press the  button. A confirmation pops up -

choose  to switch off, or  to cancel.

Classroom Technical Support

(01243 81) 6222

Please report any non-urgent issues
via Support Me > Self Service Portal on
the Staff Intranet.