University of Chichester
E312 – AV Equipment

Normally the Projector is controlled by the AMX PANEL (White Touch Pad to the left of the monitor) but this is currently working inconsistently so a Projector remote has been provided. Please note the correct settings for the projector and amplifier, as E312 is sometimes used "combined" with E310 (see below).

Power
The power supply for the lectern is controlled by the PHONIC unit at the top of the cabinet. The rocker switch to the right of the unit will be illuminated RED when the power is on.

Projector
To switch the projector ON: point the projector remote control handset at the projector and press the remote's blue power button.

NB: When the projector is warming up (or cooling down) the projector remote cannot be used until the warming\cooling has finished.

To use the PC or a Laptop, the projector must be using the source Computer-2. If you do not see the PCs display being projected then use the projector remote and press **Computer 2** on the remote.

To switch the projector OFF: point the projector remote control handset at the projector and press the remote's blue power button. A confirmation appears on-screen – press the same button again to confirm you wish to switch off the projector.

The ON and OFF buttons on the AMX panel should also switch the projector on/off if working correctly.

PC
The PC is located in the lectern and must be switched on manually. Also switch on the monitor.
For the projector, use the projector remote and press **Computer 2** on the remote (alternatively pressing the DATA button on the AMX panel should also select Computer 2).

USB devices can be connected to the sockets on the front of the PC.

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

LAPTOP
Plug your laptop into the VGA+audio cable that is available on the top of the lectern. When there is a device connected to this cable it over-rides the signal from the PC in the lectern – therefore to operate the projector and amplifier follow the same instructions as for PC.

NOTE: For connecting iPads or Apple Mac laptops you may require a VGA adaptor. The SIZ desk in the Learning Resource Centre has a limited number of adaptors for loan which **may** suit your device.

AMPLIFIER / AUDIO

The audio volume is controlled by the Denon amplifier in the lectern. Make sure it is powered ON and its Input Select control is set to **DVD\AUX** for use with the PC or a laptop or with the DVD player.

Control the volume with the large rotary control or use the Volume buttons on the AMX panel.

DVD

Check the unit works by pressing the eject button to load your DVD. You will need to set the Projector to show the DVD player – to do this point the projector remote at the projector and press **Video** (alternatively pressing the VIDEO button on the AMX panel should also select Video).

COMBINED E310 LECTURE

To use the PC image and sound <u>from</u> E310's computer (so it appears in E312) during a combined lecture, use the Projector remote in E312 to set its projector to **Computer-1** by pressing **Computer 1** on the projector remote. To hear the sound from E310, set the Denon Amplifier input select control to CD.

NB: When working correctly, the AMX panel in E310 can be used to select a Combined Lecture by pressing the COMBINED button – and pressing this would switch the E310 projector to the Computer-1 input. Should your lecture be interrupted by such an event then go to E310 and press the SINGLE button on the AMX panel. If the image in E312 is still not correct, then use the E312 remote and press the Computer-2 button.

For Emergencies where there is a fault call the SIZ on (01243 81) 6222

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