

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

Choices vary according to the room.



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 which may suit your device. These can be loaned on your library card.

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  or  to access the DVD controls screen.



AUX VIDEO & AUDIO

A limited number of rooms contain connections for a camera or similar device. Use the connections marked Aux Video.

Press  to choose this source.



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 either of the sockets marked Audio and on the touch panel choose the appropriate source – either **Laptop VGA** if using the mini-jack socket, or Aux Video if using the **Left & Right** phono sockets.

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.

LECTURE RECORDING

Rooms such as Mitre, Cloisters, E124 contain a fixed camera on the ceiling and microphones for the purpose of lecture recording. Lecture recording is still possible in other rooms by using a webcam - for information on lecture recording contact the **Skills Team** well in advance of any lecture to learn how to use the ChiPlayer system.

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
-  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.