

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

### Source Selection

Choose what is displayed on the monitor and the projectors by pressing one of the source buttons.



Your chosen source button will turn green.

### Projectors

To switch a projector On or Off press the appropriate 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 rack of the lectern and must be switched on manually. Also switch on the monitor.



Press  to display the PC. The selected choice will turn green.



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



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

### 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.

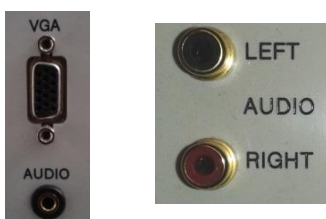
NOTE: For connecting Apple Mac laptops without HDMI or other devices such as iPads an adaptor is required. The SIZ desk in the LRC has a limited number of adaptors for loan which may suit your device.



### AUX VIDEO & AUDIO

For connecting video devices without HDMI such as cameras use the Aux Video connections on the console.

Press  to display the aux video device.



### 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.



### MICROPHONES

The lectern mic (known as a “Gooseneck”) has a red on/off button at its base. Its volume level can be changed on the touch screen.

Two radio mics are also available from the SIZ desk. They are a lapel (or clip) mic and a handheld (H/Held) traditional looking mic.

Press  on the touch panel.

Any of the mic levels can be reset to its default level by pressing its associated Reset button.









### CAMERA

The room has a camera used for 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 Controls** 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 shutdown 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.