University of Chichester
John Parry 1 – User Guide

The AV system is controlled using the touch panel. When not in used 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. <u>Switch Off after use</u>.

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.

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: Devices without HDMI may require an adaptor. The SIZ desk in the Learning Resource Centre has a limited number of adaptors for loan.

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 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 volume on your device BEFORE raising volume on 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.

More information is available on the sheet supplied with the microphones.

CAMERA
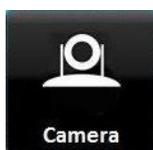
The room has a camera used for lecture recording. For checking the camera setup there is a Camera button. Press the **Camera** button to show the camera feed on the monitor. Press the **Camera Control** button to alter.

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

VOLUME & OTHER CONTROLS

Use the and buttons to lower, raise and mute the sound.

Mute all microphones (if not using mics, pressing this can eliminate hiss)

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

Display blank - blanks the big screen display to the audience.
NB: this does **not** switch off the projectors.

Switch off the lecture system including displays

TV REPEATER SCREENS

On each side of the room is a TV on a trolley. When its VGA cable is connected to the VGA socket found in the wall near the power socket and the TV is switched On, it will display the same image as seen on the monitor and projectors.

TRAINING

skills@chi.ac.uk

To learn how to make the best use of the facilities in any of the lecture rooms please make an appointment with a member of the Skills Team.

This can be requested in Self-Service by clicking **Support Me**, then **My IT Training** and selecting "**PC/MAC/AV/Assistive Technology Training Request**".

For emergency help where there is a fault with the lecture system phone the SIZ on (01243 81) 6222
For non-emergency enquiries please use the **Support Me** button in the **Self-Service** on the intranet.