University of Chichester
Mitre – User Guide – AV Equipment

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 projector by pressing one of the source buttons.

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 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: 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.

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

DVD/Blu-Ray

The DVD player can play DVD or Blu-Ray discs and can be controlled from the touch panel.

Press to display the DVD, and press to access the DVD controls including Eject.

MICROPHONES

See the separate instruction sheet.

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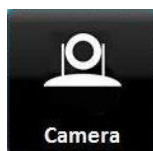
AUX VIDEO & AUDIO

This room has a connection for a camera or similar device that has composite video output. Use the connections marked Aux Video to connect your device and choose Aux Video on the touch panel as the source.

LIGHTS

As well as being controlled by the black light switches on the wall by the doors, the lighting can also be controlled from the touch screen.

Press [Lights Control] to show the lighting buttons.

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**.

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.

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 [power] button. A confirmation pops up - choose [Yes] to shutdown or [No] to cancel.

Classroom Technical Support

(01243 81) 6222

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