

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 the touch panel.

Source Selection

Choose what is displayed on-screen and heard from the speakers by pressing a source button.



Your chosen source button will be highlighted.

DISPLAYS

There are 2 displays, the Main display and also a "Repeater" screen on a trolley.



Switch a display on by pressing its touch panel button. Please switch off after use.

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.

LAPTOPS

The connection plate on the lectern includes an HDMI connection for laptops and other devices that have HDMI output built-in or via an adaptor.



Press  to select the HDMI input.

AUDIO DEVICES

Use the Stereo Audio input for connecting MP3 / iPod players etc.



Press  to choose this source to hear through the speakers.

NB: raise the volume on your device before raising the volume on touch panel.

CAMERA & LECTURE RECORDING

There is a fixed camera on the ceiling for the purpose of lecture recording. The camera feed is shown in the *Panopto* software (aka *ChiPlayer*) which is available on the computer. The microphones described below feed into *Panopto*.

When using *Panopto*, press the touch panel's **Camera Control** button to alter the camera position etc.



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

MICROPHONES



Press the mic mute button  to mute the microphones.

There is a lectern mic, and also a wireless *Revolab* mic which is available for loan from the Music reception desk (remember to return the *Revolab* mic after use). The *Revolab* mic can be worn around the neck.

Users can adjust the microphone level using the Lecture Recording software. The Mic Controls button on the touch panel is for technician use only.

DVDs and CDs



Currently, this room does not contain a DVD player but DVDs and CDs can be played by logging into the PC and in *Windows* using *VLC* (aka *VLC Media Player*).

 *VLC* can be found in the Start Menu.

The connection plate on the lectern includes an HDMI connection & power socket which a DVD player could be connected to for playing DVDs or CDs.

Volume & Other Controls

The source selected feeds the room's speakers.



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



Blanks all displays without switching them off – NB: in this room the monitor is also blanked



MUTE audio



Decreases the audio volume



Increases the audio volume



Mute all microphones

To Turn the System Off

To switch off the system including the displays, press the  button. A confirmation pops up -

choose  to switch off, or  to cancel.

For emergency help where there is a fault with the lecture system phone SIZ on

(01243 81) 6222

For issues with the musical equipment and all other enquires please ask at the Music reception desk.