

### DISPLAY



The large display screen is operated with the Crestron push-button panel situated below the display screen.

This contains power and sound volume functions as well as controlling the sources (PC, MAC, HDMI and Camera) that will be displayed



### PC



A PC is housed behind the display and must be switched on manually.

Press the **PC** button on the Crestron push-button panel to display the PC on the screen. The selected choice is indicated by a red light.

The PC itself shows a constant blue light when On, but a flashing blue light when power-saving – if it is power saving, push the PC's flashing power button once to wake it up. You may also need to press a keyboard key to wake the PC.

**USB** devices can be connected using the USB socket on the connection panel or the USB socket on the front of the PC via the access slot

### LECTURE RECORDING

There is currently no fixed web camera / microphone in this room – if recording is needed, please obtain a camera / tripod from SIZ Loans

### LAPTOPS AND OTHER DEVICES



To connect a laptop or DVD player use an appropriate HDMI cable for your device and plug the HDMI cable into the HDMI socket below the display. Then choose **HDMI** on the Crestron pushbutton panel.

If the laptop image does not appear on the screen you may need to instruct your device to output its image. In *Windows*, press the *Windows* Logo key and P key at the same time until Duplicate is selected. For Apple Mac go to Display Properties and choose to Mirror display.



An iPad, iPhone or iPod with a Lightning port can use an HDMI adapter (aka Apple Lightning Digital AV Adapter) to connect to the system – this can be used for playing music and video you have on your device.

### VOLUME

First raise the volume on the PC within *Windows* – or on your laptop – before raising the volume on the display. Use the **VOL ▲** and **VOL ▼** buttons to adjust the **Display** volume. To mute the volume press the **MUTE** button (its red light flashes when muted).

### DVD



This room is not fitted with a DVD player. Video content can be live streamed from Youtube, or from Planet eStream, or from a USB stick. If a DVD player is require, a portable blue-ray player can be obtained from SIZ Loans and attached as described above

### MICROPHONES



A wireless *Revolab* mic is available for loan from the SIZ desk and the mic can be worn around the neck. Please remember to return the *Revolab* mic after use. The mic also enables hearing-aid users who have borrowed the *Listen* infrared receiver to hear your voice.

To switch mic OFF - either hold the mic button until the light stays red and then release the button (light goes out); OR return the mic to its charger base.

To switch mic ON - the mic automatically turns on and mutes when removed from its charger base. Place mic around neck and un-mute it by pressing and releasing the mic button - the light will flash green to show it is On.

### TRAINING

To learn how to deliver the best learning experience using the facilities in any of the lecture rooms please contact the Skills Team. [skills@chi.ac.uk](mailto:skills@chi.ac.uk)



This can also be requested in the Self-Service area of the intranet by clicking **Support Me**, then **My IT Training** selecting "**Audio Visual Equipment Training Request**".

### HELP

**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** area on the intranet and select:  
My Teaching > IT Support (Teaching Room/Open Access)