# **University of Chichester**

## User Guide – AV Equipment



**DISPLAY** 



The large display screen is operated with the Crestron pushbutton 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 inside the display's metal stand and must be switched on manually. An access slot is located on the right-hand side of the metal stand.

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



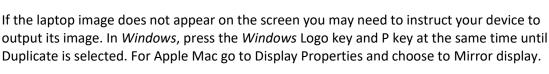
There is a fixed web camera with a microphone in this room

For more detailed information and training on lecture recording, and live streaming please contact the Skills team (skills@chi.ac.uk)

#### 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.





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

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#### **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. <a href="mailto:skills@chi.ac.uk">skills@chi.ac.uk</a>



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)