

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

Choices vary according to the room.



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. Please switch Off after use.



NB: button these buttons will not respond whilst the projector is warming or cooling

CONTROLS



Home: takes you back to the touch panel main screen



Use these buttons to lower, raise and mute the sound



This button blanks the screen to the audience, but not the monitor on the lectern



Switches off the lecture system

NB: If you have finished with the room, please ensure you also log out and shut down the PC

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)



MICROPHONES



Press the mic mute  button to mute ALL the microphones. The Mic Controls button on the touch panel is for technician use only.

There are lectern mics, and also 2 wireless *Revolab* mics.

A *Revolab* mic can be worn around the neck. To switch *Revolab* mic OFF - either hold the mic button until the light stays red and then release button (light goes out); OR return the mic to its charger base.

To switch *Revolab* 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.

LIGHTS



Choose a lighting mode to suit. General lectures usually use normally use Screening Mode. To exit the light options press



Lecture Mode, whereas films

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.

LAPTOP




You can plug a 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 of an extension VGA/HDMI cable. SIZ in the Learning Resource Centre has a limited number of adaptors for loan.

DVD





DVDs can be played on the computer using *VLC*  *Player* software



For rooms that also contain a BluRay player in the lectern the DVD\BluRay source is included on the touch panel.



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

Press  to access the DVD controls screen Press  to play the DVD.

REAR AUX OPTIONS



At the back of the lecture theatre, there is an additional connection plate with HDMI and Audio connectors. If you are using one of these, then press the Rear Aux button on the touch screen and then choose from the 3 options (Rear HDMI2, REAR HDMI3 or REAR AUDIO)

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



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**".

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)