

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 will not respond whilst the projector is warming or cooling buttons

VOLUME & OTHER CONTROLS



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



Volume: Use these buttons to lower, raise and mute the sound



Display blank - blanks the big screen display to the audience.
NB: this does **not** switch off the projector



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. Please note that you may have to select this from within the software you are using – for example ChiPlayer, or MS Teams.

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

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



to play the DVD.

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 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 volume on your device BEFORE raising volume on touch panel. **NB:** there is no need to switch on the projector when just using audio.

AUX VIDEO



A limited number of rooms contain connections for a camera or similar device. Use the connections marked Aux Video.

Press



to choose this source.

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)