University of Chichester

Cloisters User Guide – AV Equipment



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

The screen will lower automatically when you switch on the projector. To switch the projector On and Off press the Projector button. Please switch Off after use.

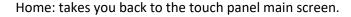




NB: button these buttons will not respond whilst the projector is warming or cooling

VOLUME & OTHER CONTROLS











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



Display blank – This button blanks the screen display to the audience. NB: this does **not** switch off the projector or 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



There is a lectern mic, and also a wireless Revolab mic and a wireless Revolab mic connector. The latter takes a standard hand-held microphone which has an XLR 3 pin connector.

The 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.

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.

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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





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.

For rooms that also contain a BluRay player in the lectern the

Press



to access the DVD controls screen Press



to play the DVD.

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)