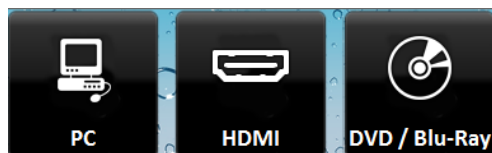


The AV system is controlled using the touch panel. When not in use the screen goes to sleep (black).
Touch the touch screen to start or wake-up the screen.

Source Selection



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

An electric screen will lower when the Projector is switched On.

To switch the projector On and Off press the Projector button. Switch Off after use.




PC



The PC is located in the lectern and must be switched on manually. Also switch on the monitor. **USB** devices can be connected to the PC using the dedicated socket on the lectern panel or on the front of the PC.



Press  to display the PC. The selected choice will turn green.

LAPTOPS



Plug your laptop into the HDMI connection on the connection plate next to the touch panel using an appropriate HDMI cable.



Press  to select the HDMI connection as the video source.

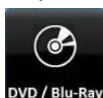
If the laptop image does not appear on the screen you may need to instruct your device to output its image. In *Windows*, press the *Windows* Logo key and P key at the same time until Duplicate is selected.

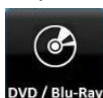
For Apple Mac go to Display Properties and choose to Mirror display.

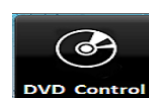
NOTE: Devices without HDMI may require an adaptor. The SIZ desk in the Learning Resource Centre has a limited number of adaptors for loan.

DVD/Blu-Ray

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



Press  to display the DVD, and press



the DVD controls including Eject.



CAMERA

The room has a camera used for lecture recording. The camera feed can be seen when running the *Panopto* software on the computer.

Press the **Camera Control** button to alter the camera angle & focus.

For information on lecture recording contact the **Skills Team**.



MICROPHONES

Mic levels can be adjusted by pressing **Mics Control** on the touch screen.




There is a lectern (gooseneck) mic, a wireless *Revolab* mic and a wireless *Revolab* transmitter. The latter takes a standard hand-held microphone which has an XLR 3-pin connector (a suitable mic is available from the SIZ).

The *Revolab* wireless mic can be worn around the neck.

To switch *Revolab* mic OFF - either hold its mute 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 its mute button - the light will flash green when On.

AUDIO VOLUME

Use the   and  buttons to lower, raise and mute the audio (not microphones).

OTHER CONTROLS



Home - takes you back to the touch panel main screen



Display blank - blanks the big screen display to the audience

NB: This does not switch off the projector.



Switch off the lecture system including projector

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)