

DISPLAY



If using the projector switch it on or off with the button

When the projector is powering on or off the button will **flash** while the projector warms up or cools down – during this time the AMX control panel is disabled

POWER

The power supply for the lectern is controlled by the PHONIC unit at the top of the lectern/cabinet. The rocker switch to the right of the unit will be illuminated RED when the power is on.

PC



The PC is located in the lectern and must be switched on manually. See “Projector” above for operating the projector. **USB** devices can be connected to the sockets on the front of 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)

LAPTOPS AND OTHER DEVICES



Plug your laptop into the VGA+audio cable that is available on the top of the lectern. When there is a device connected to this cable it over-rides the signal from the PC in the lectern – therefore to operate the projector and amplifier follow the same instructions as for PC.

If no signal or image is displayed, you may need to set your laptop to video out

NOTE: For connecting iPads or Apple Mac laptops you may require a VGA adaptor. The SIZ desk in the Learning Resource Centre has a limited number of adaptors for loan which **may** suit your device.

DVDs and CDs



The lectern contains a DVD player. Press the button on the AMX panel. This will select the DVD player unit in the lectern to be used for projection and audio. DVDs and CDs can also be played using the DVD drive in the PC. Log into the PC and in *Windows* use *VLC* (aka *VLC Media Player*). *VLC* can be found in the Start Menu



VOLUME

First raise the volume on the PC within *Windows* – or on your laptop – The audio volume is controlled by the Denon amplifier in the lectern. Make sure it is powered ON and its Input Select control is set to CD\AUX for use with the computer. For use with a DVD player then set the Input Select control to DVD\AUX. Control the volume with the large rotary control.



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)**