University of Chichester
Clevertouch User Guide – AV Equipment

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DISPLAY

This is a large format touch screen which responds to either your hands or to pens that should be located at each edge of the screen. The screen has a Crestron controller from which most functions can be selected.

The screen is also height adjustable

POWER

Switch the display on or off using the Crestron push-button panel below the display. If there is a problem with the power, note that the mobile trolley should be connected to the power socket in the floor panel and the two trailing network cables should both be plugged into the network sockets. NB: The Crestron push-button panel is powered by its network connection and the unit can take 30 seconds to initialise when the cable is first plugged in

PC

Press **PC** on the Crestron push-button panel to choose the PC as the display source. The computer is located in the rear of the trolley. If not already on, it will need to be switched on manually. The room should have a wireless keyboard & mouse.

USB devices can be connected using the USB sockets below the display

LAPTOPS AND OTHER DEVICES

To connect a laptop use an appropriate HDMI cable for your device and plug the HDMI cable into the HDMI socket below the display. Then choose **HDMI** on the Crestron pushbutton panel.

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.

An iPad, iPhone or iPod with a Lightning port can use an HDMI adapter (aka Apple Lightning Digital AV Adapter) to connect and play music and video you have on your device.

VOLUME

First raise the volume on the PC within *Windows* – or on your laptop – before raising the volume on the display. Use the **VOL ▲** and **VOL ▼** buttons to adjust the **Display** volume. To mute the volume press the **MUTE** button (its red light flashes when muted).

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)

PEN & INTERACTIVITY

The screen is responsive to touch with a hand/finger and will register up to 20 points of contact on the screen simultaneously if you would like multiple drawers/writers to use the screen at once. There is also a special pen which can be used upon the screen. The pen is usually located on the side edge of the display.

To draw on the screen press the inward pointing arrow at the side of the screen, then choose the pen icon. You can then draw with your fingers and erase with your hand.

Drawings made on the screen can be saved but are saved to the *Android* system so you will need a USB storage device to transfer them to. See ANDROID section below.

The Home icon will jump to the *Android* system home screen. If you are using the *Windows* PC then do not press this icon unless you intend to go to *Android*.

The pen icon is used to choose a drawing pen or highlighter pen, and to select the colour of the chosen pen.

Zoom tools for: increase zoom, decrease zoom and return to full screen

The scissor icon is a screenshot button which takes a screenshot of the screen and saves it to a folder on the *Android* system of the display device. To retrieve the file you must use the *Android* system where it can be copied to a USB device.

ANDROID

The Clevertouch display also contains an *Android* operating system. You can switch to the *Android* system by touching one of the Home buttons found in the on-screen menus.

The functionality of the Android system is too complex to be summarised here.

To learn more about how to use the *Android* side of the Clevertouch display, visit their help site (choosing Plus Series) at: **https://gettingstarted.clevertouch.com**

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)