University of Chichester

User Guide – AV Equipment



DISPLAY



The LRC Training Room's Large Format Display can be used either with the PC in the lectern or with your own device by mirroring your device's screen either wirelessly or using a wired connection.



PC

The PC must be switched on and off separately to the display.

NB: This setup uses *Windows* to duplicate the display to the monitor & the Large Format Display, for this reason you may not see anything on the lectern monitor for 20 seconds or so when powering up the computer.

The input source on the Large Format Display must be set to HDMI-1 to display the PC. If you do not see the PC's image on the Large Format Display then see the section above.

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 (<u>skills@Chi.ac.uk</u>)

DVD

DVDs (not BluRay) can be played on the PC. In Windows 10 use VLC Media Player for this purpose.

SOUND

Sound will come from the speakers below the screen.

TRAINING

To learn how to deliver the best learning experience using the facilities in any of the lecture rooms please contact the Skills Team. <u>skills@chi.ac.uk</u>

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".

HELP

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)