University of Chichester

Mitre 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	Projector
	To switch the projector On and Off press the Projector button. Please switch Off after use.
Choose what is displayed on the monitor and the projector by pressing one of the source buttons. Your chosen source button will be highlighted.	 **NB: button these buttons will not respond whilst the projector is warming or cooling**

VOLUME & OTHER CONTROLS

|	
	Home: takes you back to the touch panel main screen.
	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: When you have finished with the room, please ensure you also log out and shut down the PC

AUDIO SPEAKERS

The Mitre room will play stereo audio through the front-left and front-right speakers for all sources except the DVD/Blu-Ray player which can play 5.1 surround sound when a surround disc is used. Audio will <u>only</u> be heard from the wall-mounted rear-left, rear-right and front-centre speakers when such a disc is used. Microphone audio is delivered only to the ceiling speakers, not to the black wall-mounted speakers. See separate Microphone sheet.
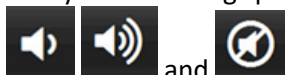
Use the and buttons to lower, raise and mute the audio (not microphones).
NB It may be necessary to adjust the settings in Ms Teams to ensure that the sound from the microphone or from video clips can be heard by people participating on-line.

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)

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.

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)

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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 [Laptop VGA] OR [HDMI] 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.

LIGHTS

As well as being controlled by the black light switches on the wall by the door, the lighting can also be controlled from the touch screen.

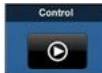Press to [Lights Control] show the lighting buttons.

DVD

DVDs can be played on the computer using *VLC* *Player* software

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

Press [Blu-ray Control] to access the DVD controls screen Press [Control] 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

S K i L L S
Technology Enhanced Learning | IT software skills | Study skills

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".**

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Note: **The Microphone sound level controls are only for the benefit of the *hearing* audience – those with hearing aids receive a separate constant level to the "hearing loop" (induction loop), as does the lectern computer for lecture recording (e.g. Panopto) and videoconferencing (e.g. Teams, Skype, etc).**

NB: A noticeable hissing sound can sometimes be heard – this is not the audio system, it is the room's air system and is most noticeable ¾ of the way up the steps towards the back, coming from below.

Please Note: The lectern mics are suspectable to damage, which can impair sound for hearing aid users.

Mic Users – when speaking into the mics your voice will be heard through the ceiling speakers and NOT through the black wall-mounted speakers. This helps reduce feedback (looping of the recorded sound back into the microphone) and although this is supressed, helps reduce sound interference on a recording, or to any on-line audience.

TIP: When adjusting the volume levels for the microphones please be aware that you should do this with a listener at the rear of the room who can tell you that your voice is being heard ok. Do not adjust the levels based on what you at the lectern are hearing because the audience at the front hear your natural voice anyway and so for this reason the ceiling speakers (that deliver the microphone audio) are not sited near the front of the room.

   This button gives access to the main microphone control functions and opens the sub-screen below.
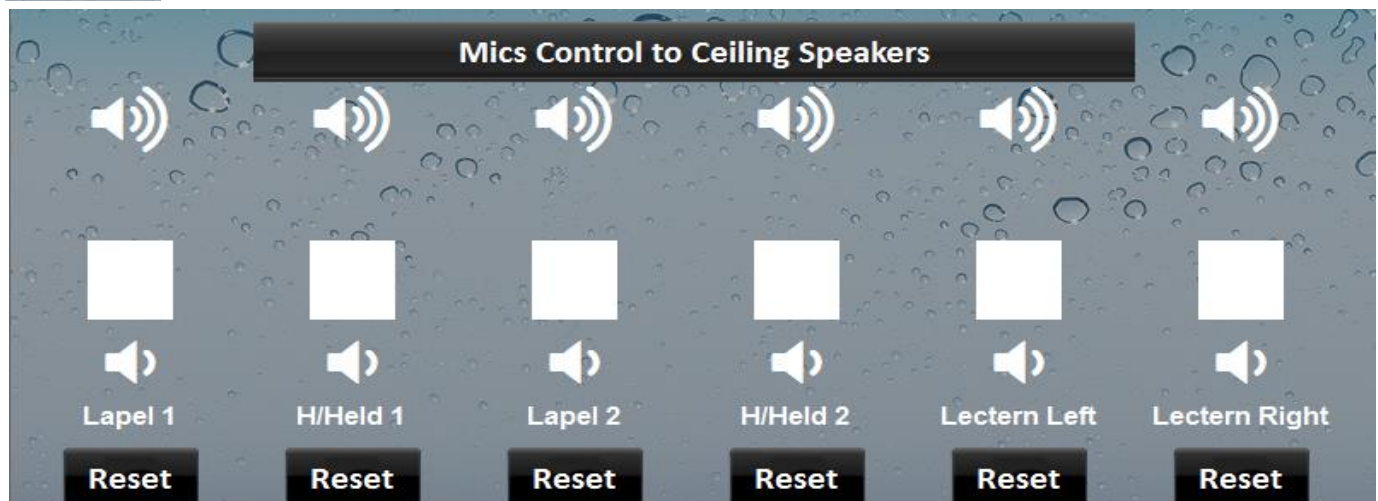
Microphone Levels

Use [icon] to lower and [icon] to raise the level of a specific microphone.

To return to default level settings press the relevant **Reset** button below the mic level.

Mute ALL Microphones

All the microphones can be muted by pressing the [icon] button. When this is red, all microphones are muted for the audience.

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WIRELESS MICROPHONES

A set of wireless microphones is loanable from the SIZ desk in the Learning Resource Centre.

Contents:

2 x Lapel Microphones

2 x Handheld Microphones

The wireless mics (handheld and lapel) will be at a default setting that should meet the needs of most situations. If adjustment is needed, then see the instructions on the previous page.

Switch the Handheld mic on by pressing and holding the **red** button at the bottom of the mic until the display lights up. Switch off in the same way.

Red 'Power' button

Switch the Lapel mics on by pressing and holding the on/off button beneath the front flip cover until the display lights up – to open the cover press both sides of the cover with thumb and finger and pull up.

There is a 'mute' button at the top of the mic. Please make sure this is not switched off if mic doesn't work.

ON/ OFF button

Please do not alter any settings on the microphones themselves – this may stop them working.

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