

PROJECTOR



To switch the projector ON: point the NEC projector remote control handset at the projector and press the remote's ON button.

NB: When the projector is warming up (or cooling down) the projector remote cannot be used until the warming\cooling has finished.

To use the PC or a Laptop, the projector must be using the source "HDMI". If you do not see the PC's display projected then use the projector remote and press **HDMI** on the remote.



To switch the projector OFF: point the projector remote control handset at the projector and press the remote's OFF button. A confirmation appears on-screen – press the same button again to confirm you wish to switch off the projector.

PC

The PC is located on the desk and must be switched on manually. Also switch on the monitor.

NB: This computer uses *Windows* to duplicate its display to the monitor and the projector. If there is no image see Troubleshooting.

USB devices can be connected to the sockets on the front of the PC.

LAPTOP

A laptop can be connected using the HDMI cable that protrudes from the top of the lectern. When a laptop is connected in this way it will automatically override the image & audio from the PC and the laptop will be displayed by the projector instead of the PC.

AUDIO

Audio from the PC (or a connected laptop) will only be heard when the projector is switched on. The volume can be adjusted using the projector's remote handset as well as the volume control in *Windows*.

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)

DVD

DVDs can be played on the PC. In *Windows 10* use *VLC Media Player* for this purpose. The video playback can be switched between window-size and full-screen by pressing the F11 function key on the keyboard. Note that the PC cannot play Bluray discs.

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** and selecting "Audio Visual Equipment Training Request".

TROUBLESHOOTING

Image not showing on both monitor and Smartboard - hold down the *Windows* logo key and press P. In the options that appear, Duplicate needs to be highlighted. If it isn't press P until it is selected.

No sound – check that the volume is not muted in *Windows*. Audio from the PC (or a connected laptop) will only be heard when the projector is switched on. Try raising the volume with the projector remote.

If you have problems with the music equipment please contact the Music Technicians

Should there be a fault with the projector or PC equipment in the cabinet then
for emergencies contact the SIZ on (01243 81) 6222

Please report any non-urgent issues via Support Me > Self Service Portal on the Intranet