DISPLAY

 <u>To switch the projector ON</u>: point the projector remote control handset at the projector and press the remote's blue power 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 Computer-1. If you do not see the PCs display being projected then use the projector remote and press **Computer 1** on the remote.

 <u>To switch the projector OFF</u>: point the projector remote control handset at the projector and press the remote's blue power 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 in the lectern and must be switched on manually. Also switch on the monitor. 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
This room does not have a Laptop option

VOLUME
First raise the volume on the PC within *Windows* – or on your laptop – The audio volume can also be controlled by the Extron amplifier in the lectern.

DVD
Blueray cannot be played on this PC, however standard format DVDs can be, using the VLC Media Player .

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".**

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)