

University of Chichester

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.

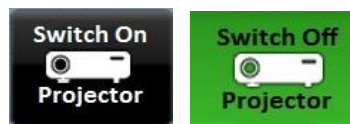
Source Selection



Choose what is displayed on the monitor and the projector by pressing one of the source buttons. Your chosen source button will be highlighted.

Projector

To switch the projector On and Off press the Projector button. Please switch Off after use.



NB: The Projector buttons will not respond whilst the projector is warming or cooling

CONTROLS



Home: takes you back to the touch panel main screen



This button blanks the screen to the audience, but not the monitor on the lectern



Use these buttons to lower, raise and mute the sound



Switches off the lecture system

NB: If you have finished with the room, please ensure you also log out and shut down 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)

MICROPHONES



There are lectern mics, and also 2 wireless *Revolab* mics. You can press  the mic mute button to mute ALL the microphones.

A *Revolab* mic can be worn around the neck. To switch *Revolab* mic OFF - either hold the mic button until the light stays red and then release button (light goes out); OR return the mic to its charger base.

To switch *Revolab* mic ON - the mic automatically turns on and mutes when removed from its charger base. Place mic around neck and un-mute it by pressing and releasing the mic button - the light will flash green to show it is On.

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.

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  OR  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.

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



to access the DVD controls screen



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



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)