University of Chichester
User Guide – AV Equipment

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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.
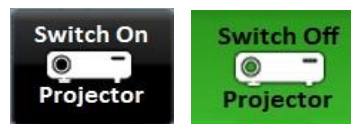
Source Selection

PC Lectern Plate Aux Plate

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

Output To
Preview Projector

Projector

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

Switch On Projector Switch Off Projector

The projector button projects on to a screen which will automatically lower\raise when the projector is switched on or off. NB: with the "Output To" option different sources are possible on the Preview monitor and Projector

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   Laptop VGA   OR   HDMI   OR   Lectern Plate   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.

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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)