

PROJECTOR



To switch the projector ON: point the projector remote control handset at the projector and press the remote's power 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 Computer-1. If you do not see the PC's display being projected then use the projector remote and press the **Computer 1** button on the remote. Please refrain from adjusting any other projector settings.



To switch the projector OFF: point the projector remote control handset at the projector and press the remote's power 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 in the lectern and must be switched on manually. Also switch on the monitor. See "Projector" above for operating the projector.

Note: for audio issues see Amplifier/Audio below.

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



If no signal or image is displayed,
you may need to set your laptop
to Duplicate its screen (press
Windows Logo and P)

LAPTOP

A laptop can be connected to the sockets on top of the lectern marked VGA and audio using suitable VGA and audio cables. When there is a device connected in this way it over-rides the signal from the PC in the lectern – therefore to operate the projector and amplifier follow the same instructions as for PC.

NOTE: For connecting iPads or Apple Mac laptops you may require a VGA adaptor. The SIZ desk in the Learning Resource Centre has a limited number of adaptors for loan which **may** suit your device.



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)

HDMI

The HDMI socket on top of the lectern is not connected so there is no HDMI option in this system.

AMPLIFIER / AUDIO

The audio volume is controlled by the Denon amplifier in the lectern. Make sure it is powered ON and its Input Selector is set for the equipment you are using.

For PC or Laptop the Input Selector should be set to "PC" (also marked DVD/Aux)

Control the volume with the large rotary control.



DVD

This room does not contain a DVD player, but if needed a DVD can be played using the computer.

Once logged into *Windows*, use the software called *VLC* to play the DVD.



VLC can be found in the Start Menu.

Connection Sockets

At present the VGA and Audio mini-jack socket are the only connection sockets in use on the top of the lectern and are for connecting laptops.



TRAINING

To learn how to deliver the best learning experience using the facilities in any of the lecture rooms please contact the Skills Team. This can be requested in Self-Service 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 on the intranet.