

DISPLAY



To raise and lower the screen for the projector use the screen switch buttons that are located behind you as you sit at the computer.



To switch on the projector, you will need to use the remote. This should be left on the desk next to the keyboard after each session so it is ready for the next room user.



The power button is located on the left-hand side of the screen. If the computer is on already on – or showing the message “unable to detect your input signal”, move the mouse or press any key on the wireless keyboard.

DVD



This room is not fitted with a DVD player. Video content can be live streamed from *YouTube*, or from *Planet eStream*, or from a USB stick.

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

Laptops and other external devices can be plugged into the socket to the left of the desk. Carefully remove the existing HDMI and plug the new one in. There are no changes need to the projector to display the new image. Once you are finished using an external device please replace the original HDMI ready for the rooms next user.



Please note that external devices will only display on the projector and not the monitor as well.

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)