

Committee Room 2 – University House



CR2 is a large meeting room, with a large TV, with ceiling mounted speakers and microphones controlled through a lectern.

For best results please use the PC in the lectern to connect to MS Teams and / or your files and presentations.



To switch the TV ON: Point the remote control, towards the TV, and press the red power button.



To switch the TV OFF: Point the remote control towards the TV and press the red power button.



There should be no need to use any other buttons on the remote, as volume and source selection are operated as set out below.

When you leave the room, please return anything you have changed, switch off the PC, TV and the Phonic unit, and please leave the room ready for its next booking.

Power: All power for the lectern is controlled by the PHONIC unit at the top of the lectern/cabinet. The rocker switch to the right of the unit should be in the “1” position

PC: The PC is located in the lectern and must be switched on manually. A constant blue light is shown when the PC is on.

USB: devices can be connected to the sockets on the PC.

Camera: A good quality web camera with microphone, used by the teaching PC is attached to the upper edge of the TV.

Laptops: For best results you should **use the PC in the room.**

However, where necessary, you can plug a laptop into the HDMI cable connected to the KVM switch. To connect your laptop to the TV, use the toggle switch on the KVM Switch.

When using a laptop, the ceiling PCs and microphone are not enabled. Sound will however come through the in-built speakers in the TV. You can adjust the volume, through your laptop, and or in this case using the TV's remote control.

Volume (lectern PC): You can raise the volume on the PC within *Windows*– The audio volume can also be controlled by the Denon amplifier in the lectern using the large rotary control.

The source controls should remain on Tuner



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



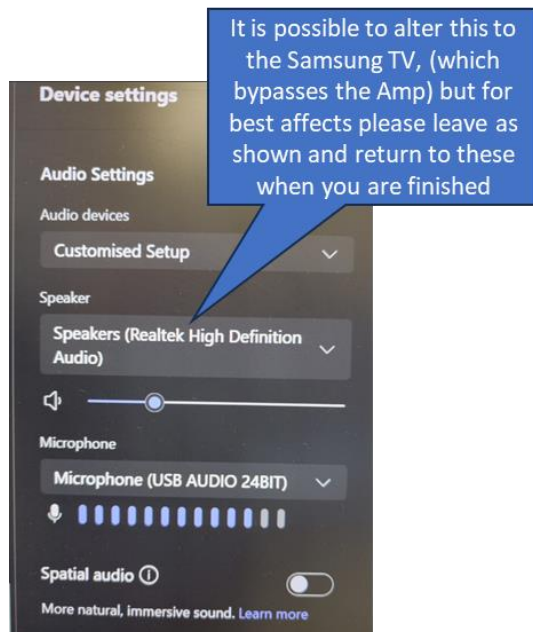
This can also be requested in the Self-Service area of the intranet by clicking **Support Me**, then **My IT Training** selecting "**Audio Visual Equipment Training Request**".

Help: Please attend the room in good time to make sure it has been left in a ready situation. Basic troubleshooting for CR2 should include checking that the power and volume and the KVM switch are set correctly.

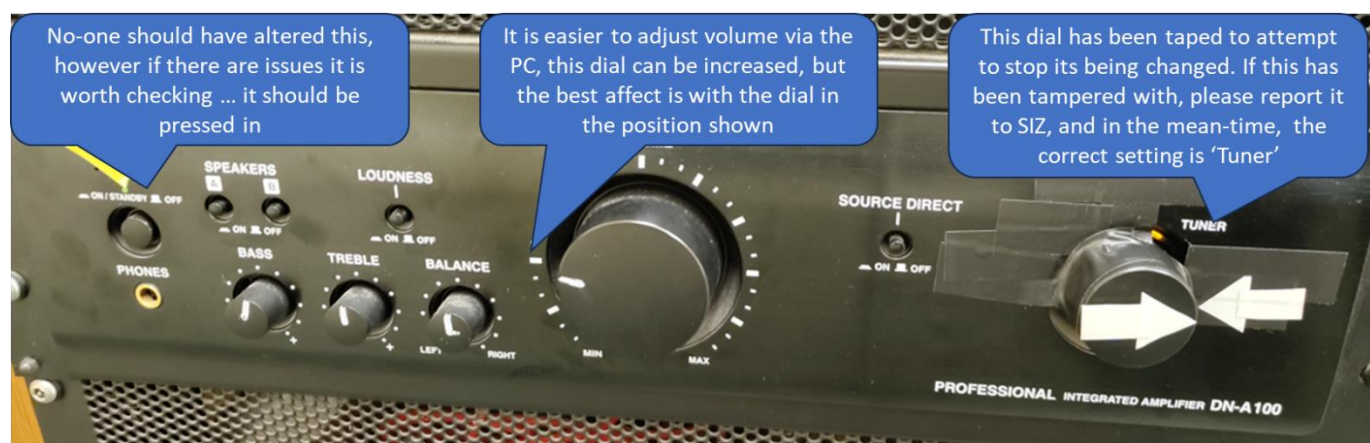
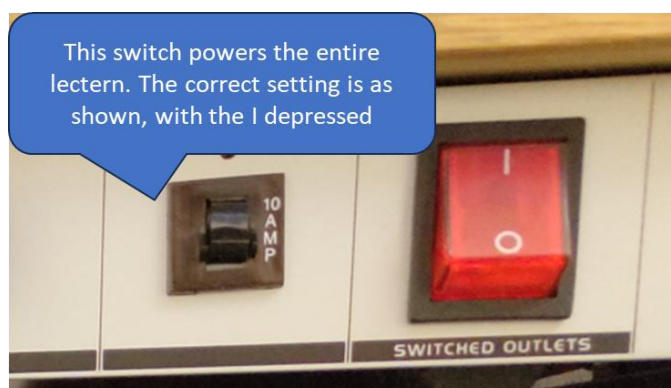
For emergency help where there is a fault with the lecture system phone the SIZ on (01243 81) 6222

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)

Correct Settings: (in case someone has altered them)



NB, check also that the KVM switcher



Wi-Fi for guests – Uoc-Guest

There is a grace period with UoC-Guest to enable guests to use the self-service enrolment process*

1. From your device select the **UoC-Guest** wireless network and click **connect**
2. Once connected you will be automatically diverted to the registration page
3. Read the acceptable use policy, if you accept the policy, click the **I accept the terms** check box
4. On the sign up page enter your **email address**, **first name**, and **last name** and click **continue**
5. You now have 10 minutes of temporary internet access, in order to complete your registration
6. Open your emails and click on the 'email activation required' email, from UoC-Guest@chi.ac.uk (you may need to check in your junk folder)
7. In the email. click the **activate your network account access** button to confirm your registration

Once activated you will have one year's access to guest Wi-Fi on campus. After that year you will need to re-register.

Some older devices Laptops/phones may not automatically link you to the sign up page, please follow the links below to access the sign up page <https://boc-guest.chi.ac.uk>. for Chichester) and <https://brc-guest.chi.ac.uk>. at Bognor Regis.

* Enrolment is a security safeguard, and is a requirement of our internet service provider.

* If you would like the University to remove your records from the guest Wi-Fi system, please email help@chi.ac.uk from the account you wish to be removed stating the request in the email.