UNIVERSITY OF
CHICHESTER

BOC University House 4 (UH4) C01-0-21

UH4 is a small classroom with a large TV, 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 for example the source buttons on the remote, as source selection (for a laptop) is operated as set out below.

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

PC: The teaching PC is located in the lectern and must be switched on manually. A blue light is shown when this 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 teaching PC's monitor on the lectern.

Laptops: For best results **use the PC in the lectern,** to access your files, presentations and to use Teams etc

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 located on the lectern.

If your laptop does not have HDMI, SIZ may be able to loan you a connector / converter.

Volume: (lectern PC): You can raise the volume on the PC within *Windows*– The audio volume can also be controlled by the TV remote control.

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 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)