

### VCG Meeting Room (UH8) – University House

UH8 is a large meeting room, with a large TV with inbuilt speakers and with a ceiling mounted microphone.

#### Display Screen



Please use the PC and TV, to connect to MS Teams and / or your files and presentations, and to use MS Teams video conferencing.



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 black power off button.



The TV remote can be used to control sound volume, but please also check the on-screen controls for the PC.



#### PC:

The PC is located **behind the left hand edge of the TV screen** and must be switched on manually. A constant blue light is shown when the PC is on. There is a wireless keyboard and mouse in the room connected to this PC.

This PC will automatically link to your H:/ cloud, and University applications when you log in. This room does not have the facility to add USB or other devices to the PC or Display Screen.



#### Camera and Microphones:

There is a good quality web camera situated below the display screen.

There is a conferencing microphone situated in the ceiling above the room's conference table. This is connected through the external mixer situated behind the display screen to the PC.

Neither the camera nor the microphone should require any changes to be made to the configuration settings, and the mixer should not be altered.

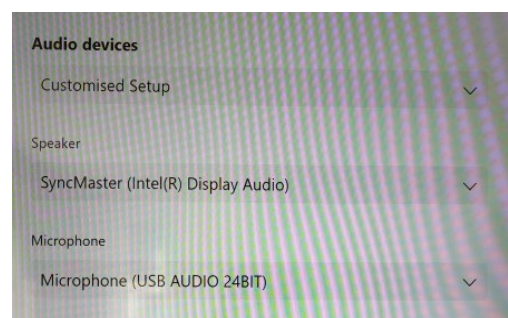


#### Troubleshooting:

Check to ensure that someone has not inadvertently muted the television, or the PC.

If you are viewing this display guide on line, the mixer's photograph can be enlarged and its switch and dials copied to ensure that someone has not inadvertently altered its settings. A simple test of the microphones 'health' is to click your fingers, whereby you should see the left/lower LEDs respond.

Check (for example in MS Teams) 'device' settings. Ignore the top item, this is set automatically. Speaker: 'Sync master' is what the display (TV) calls its internal speakers. In this room, the (USB Audio 24Bit) is the combined name of the mixer and its attached microphone.



**Help:** Please attend the room in good time before your meeting to make sure it has been left in a ready situation.

**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)

**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](mailto: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**".