

The AV system is controlled using the touch panel. When not in use the screen goes to sleep. Press the touch panel's screen to start or wake-up the touch panel.

Source Selection

This is done with the touch panel. Choose what is displayed on-screen and heard from the speakers by pressing a source button.



Your chosen source button will be highlighted.

DISPLAY

The display in this room is a Projector and it is operated from the touch panel.




Press the Main button to switch on the Projector. Please switch off after use.



PC

The PC is located in the lectern and must be switched on manually. Also switch on the monitor.


Press  to display the PC. The selected choice will be highlighted.

USB devices can be connected using the socket on the lectern panel.



LAPTOPS


The connection plate on the lectern includes an HDMI connection for laptops and other devices that have HDMI output built-in or via an adaptor.

Press  to select the HDMI input.



AUDIO DEVICES

Use the Stereo Audio input for connecting MP3 / iPod players etc.

Press  to choose this source to hear through the speakers.

NB: the projector does not need to be switched on if just using audio.

NB: raise the volume on your device before raising the volume on touch panel.




CAMERA & LECTURE RECORDING

There is a fixed camera on the ceiling for the purpose of lecture recording. The camera feed is shown in the *Panopto* software (aka *ChiPlayer*) which is available on the computer. The microphones described below feed into *Panopto*.

When using *Panopto*, press the touch panel's **Camera Control** button to alter the camera position etc.

For information on lecture recording contact the **Skills Team**.

MICROPHONES

Press the mic mute button  to mute the microphones.
The Mic Controls button on the touch panel is for technician use only.

There is a lectern mic, and also a wireless *Revolab* mic which is available for loan from the SIZ desk (remember to return the *Revolab* mic after use).



The *Revolab* mic can be worn around the neck.
To switch *Revolab* mic OFF - either hold the mic button until the light stays red and then release button (light goes out); OR return the mic to its charger base.

To switch *Revolab* mic ON - the mic automatically turns on and mutes when removed from its charger base. Place mic around neck and un-mute it by pressing and releasing the mic button - the light will flash green to show it is On.

DVD / BluRay


The lectern contains a DVD/BluRay player which is controlled from the touch panel. The DVD player can play DVDs or BluRay discs.





Press  to display the DVD. Press  to access the DVD controls.

VOLUME & OTHER CONTROLS

Use the   and  buttons to lower, raise and mute the sound.

 Home - takes you back to the touch panel main screen.

 Display blank - blanks the big screen display to the audience

 Switch off the lecture system including displays



skills@chi.ac.uk

TRAINING

To learn how to make the best use of the facilities in any of the lecture rooms please make an appointment with a member of the Skills Team.

This can be requested in Self-Service by clicking **Support Me**, then **My IT Training** and selecting "**PC/MAC/AV/Assistive Technology 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.