# University of Chichester
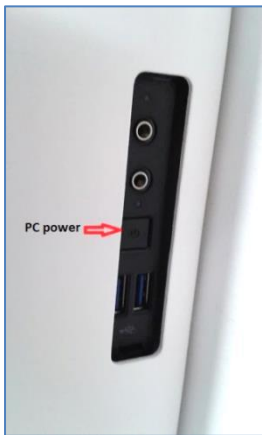Academic Rooms 0.02 and 2.03 - User Guide

## DISPLAY

The display screen is operated with the Crestron push-button panel below the display screen.

Switch on the display screen by pressing the **POWER ON** button on the Crestron push-button panel. A red light next to this button indicates the power is On.

Switch off the display screen by pressing the **POWER OFF** button on the Crestron push-button panel. A red light next to this button indicates the power is Off.

## PC

A micro PC is housed inside the display's metal stand and must be switched on manually. An access slot is located on the right-hand side of the metal stand.

Press the **PC** button on the Crestron push-button panel to display the PC on the screen. The selected choice is indicated by a red light.

The PC itself shows a constant blue light when On, but a flashing blue light when power-saving – if it is power saving, push the PC's flashing power button once to wake it up.  You may also need to press a keyboard key to wake the PC.

**USB** devices can be connected using the USB socket on the connection panel or the USB socket on the front of the PC via the access slot.

## LAPTOPS AND APPLE DEVICES

Use an appropriate cable to connect your device to the HDMI socket.
Press the **HDMI** button on the push-button panel.

If the laptop image does not appear on the screen you may need to instruct your device to output its image. In *Windows*, press the *Windows* Logo key and P key at the same time until Duplicate is selected.
For Apple Mac go to Display Properties and choose to Mirror display.

An iPad, iPhone or iPod with a Lightning port can use an HDMI adapter (aka Apple Lightning Digital AV Adapter) to connect to the system – this can be used for playing music and video you have on your device.

## VOLUME

First raise the volume on the PC within *Windows* – or on your laptop – before raising the volume on the display.

Use the **VOL ▲** and **VOL ▼**  buttons to adjust the **Display** volume.
To mute the volume press the **MUTE** button (its red light flashes when muted).

## DVD

This room does not contain a DVD player, but if needed a DVD can be used in either of the following ways:

A portable USB DVD drive can be loaned from the SIZ, and this can be connected to the PC using the USB socket on the connection plate. Then use the PC and in *Windows*, use the software called *VLC* to play the DVD.

*VLC* can be found in the Start Menu.

The connection plate includes an HDMI connection & power socket to which a BluRay or DVD player can be connected to. If connecting a DVD player in this way, press the **HDMI** button on the push-button panel to select the HDMI input.

## 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*, there are 2 preset camera positions which can be selected on the push-button panel.

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

## MICROPHONES

A wireless *Revolab* mic is available for loan from the SIZ desk and the mic can be worn around the neck. Please remember to return the *Revolab* mic after use.
The mic also enables hearing-aid users who have borrowed the *Listen* infrared receiver to hear your voice.

To switch mic OFF - either hold the mic button until the light stays red and then release the button (light goes out); OR return the mic to its charger base.

To switch 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.

## TRAINING

skills@chi.ac.uk

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.