

This room contains a mobile trolley housing a display and PC. The trolley must have its 3 cables plugged in to the correct wall sockets. Choose a power socket next to one of these three network sockets 119, 121 or 125 (these are on different sides of room). Connect network cable 501 to socket 120 (or 122 or 126) and network cable 502 to socket 119 (or 121 or 125) depending on which side of the room the trolley is situated. Connect the power cable and switch on at the wall.



### 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 PC is housed inside the metal trolley and must be switched on manually. An access slot is located on the right-hand side of the metal stand.



If the PC is off, push its power button to switch it on.

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.

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



### LAPTOPS

The connection plate includes an HDMI connection. Use an appropriate cable for your device. Devices which lack an HDMI connector must use an adapter.

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, then choose Duplicate.

For Apple Mac go to Display Properties and choose to Mirror display.

### DVDs and CDs



The trolley does not contain a DVD player but DVDs and CDs can be played using the DVD drive in the PC. Log into the PC and in *Windows* use *VLC* (aka *VLC Media Player*).



*VLC* can be found in the Start Menu.

---

## VOLUME

It is recommended to raise the volume on the PC within *Windows* – or on your laptop etc – before raising the volume on the display.

Use the **VOL ▲** and **VOL ▼** buttons to adjust the display volume.

The volume can be muted by pressing the **MUTE** button. When MUTE is selected its red light will flash.



---

## MOVING THE TROLLEY

**Only move the trolley by using the metal handles behind the display screen – do not push/pull the trolley by holding the display or its speakers.**

**When moving it across the room:**

Make sure the PC and Display are switched off.

Unplug the 3 cables from the wall sockets.

Move the trolley by using the metal handles behind the display screen.

Re-connect the 3 cables (see the paragraph at the top of these instructions).

---

## TROUBLESHOOTING

- No power – being a mobile unit the trolley must have its power cable connected to a power socket. See the paragraph at the top of these instructions.
- Push-button panel unresponsive / showing no red lights – the Crestron panel is powered by its network connection. Ensure network cable 502 is connected to socket 119 (or 121 or 125), depending on which side of the room the trolley is positioned. The unit will take 30 seconds or so to initialise when the cable is plugged in.
- PC gives network connection error – ensure network cable 501 is connected to socket 120 (or 122 or 126), depending where the trolley is positioned.



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.