University of Chichester
Academic Room 1.03 - University Guide

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. 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. You may need to press a keyboard key to wake the PC.

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 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).

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.

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.

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.