

The AV system is controlled using the touch screen. When not in use the screen goes to sleep (black). Press the touch screen to start or to wake it from sleep.

Source Selection



Choose a source to display. With the exception of PC this will produce a sub-set of options from which you must make a further selection.

With your source selected then choose 1 or both of



Projector

To switch the projector On press the “Switch On Projector” button. Switch Off after use.



NB: the projector projects on to a screen which will automatically lower\raise when the projector is switched on or off.


NB: with the “Output To” option different sources are possible on the Preview monitor and Projector.

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.

LAPTOP



Plug your laptop into either the VGA+audio sockets or into the HDMI connection on the Lectern connection plate next to the touch panel.






Press  then either  or  depending on how you have connected your laptop.

AUX PLATE



On the wall below the electric screen is an additional connection plate designated as the Aux Plate for connecting a laptop or other device.



Press  then either  or  depending on how you have connected your device to the Aux connection plate.



AUX VIDEO & AUDIO

On the lectern plate, Aux Video phono connections are provided for e.g. cameras. To use:



First press **Lectern Plate** then press **Aux Video** to choose this source.



iPODs and MP3 PLAYERS

Audio from iPods, MP3 players, phones etc can be played through the room's speakers by using an appropriate audio cable for your device. Connect to either of the sockets marked Audio and choose the appropriate source – see above instructions for either **Laptop** if using the mini-jack socket (Laptop VGA), or **Aux Video & Audio** if using "Left & Right" sockets.

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


NB: there is no need to switch on the projector when just using audio.

LECTURE RECORDING

There is no mic or lecture camera in this room.

For information on Lecture Recording, contact the Skills Team.

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



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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.

Request using 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.