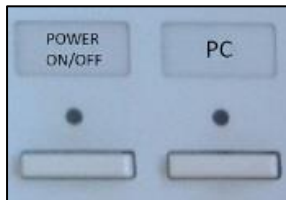




LECTERN POWER

When the lectern is powered up, the unit at the base of the lectern will have various lights on. If there are no lights on, please check that the power supply is plugged in and switched on; the socket is located in front of the small white wall to the left of the lectern. There is also a large red switch on the unit at the base of the lectern.



AUDIO SYSTEM & MICROPHONES

The audio uses wall-mounted speakers located either side of the altar. Press the **POWER ON/OFF** button on the lectern's Crestron push-button control panel to switch the system on or off.

The ON/OFF light will flash or be lit (non-flashing) when the system is On - It is lit (non-flashing) only if the large screen display is connected.

The volume control is the rotary control on the right.

There is a mic fixed to the top of the lectern. To mute/un-mute this mic press the **MIC ON/OFF** button. The light will flash when the mic is muted, and be lit when the mic is un-muted (on).

In addition a lapel mic (radio mics) is available from the SIZ.

Speakers: if the wall-mounted speakers are not working check the power switch located at knee-height below each speaker.

Music staff/students please contact the Music Department for instruction on using other speakers and/or sound systems.



PC

Press the PC button on the Crestron push-button control. Switch on the PC manually and it should display on the lectern's monitor.

This also selects the lecturer PC as the source for the large display.



rear
Power



Control:
Raise/
lower
screen

LARGE SCREEN DISPLAY

The 75" large screen TV display is kept secured. Access is restricted and is granted by Music department or by the Chaplain.

Carefully remove the TV from its secure location.

Connect the display's power plug. There is a power switch at the rear of the TV, on the right-hand side, please make sure this is switched On.

Connect orange cable into 'MONITOR LEFT' socket – important: there is a retaining clip underneath the cable connector which must be depressed when releasing the cable from the socket.

Press the **POWER ON/OFF** button on the Crestron push-button control panel. The light will be lit red if the display is connected correctly.

A control to raise/lower the screen is located on the back of the TV.

LAPTOPS

A laptop (or other HDMI equipped device) can be used instead of the lecturer PC, and have its display shown on the Large Screen Display.



Connect your device with an appropriate cable to either the HDMI socket or the VGA+audio sockets.

Press the **HDMI** button (or **VGA**) on the Crestron push-button panel accordingly.

Note your laptop must be set to duplicate its display. 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.

NB: Do not choose a display resolution above 1920x1080.

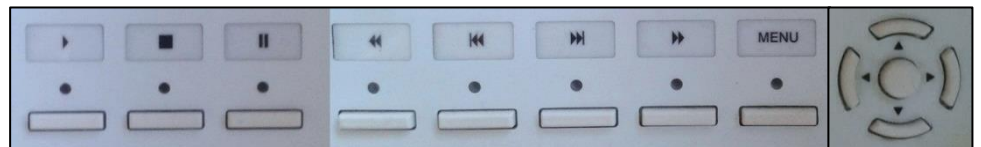
DVD/Blu-Ray

There is a black LG model DVD/Blu-Ray player in the lectern.



Press the **DVD** button to display the DVD on the monitor and Large Display.

Use the standard marked DVD controls on the Crestron push-button control panel to control DVD playback.



AUX VIDEO & AUDIO

Additional device types can be connected to the Aux Video phono sockets.

Press the **VIDEO** button to choose this source to hear/display.

LECTURE RECORDING

There is no fixed camera in this room. Lectures can still be recorded by using an appropriate webcam. For information contact the **Skills Team**.



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.