University of Chichester
Cloisters – User Guide – AV Equipment

The AV system is controlled using the touch panel. When not in use the screen goes to sleep (black). Press the touch panel's screen to start or wake-up touch panel.

Source Selection

Choose what is displayed on the monitor and the projector by pressing one of the source buttons.

Your chosen source button will be highlighted.

Projector

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

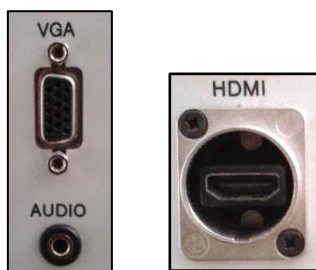**NB: When the projector is warming or cooling the Projector button cannot be used.**

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 or into the HDMI connection on the connection plate next to the touch panel.

Press OR depending on which connection you have made.

NOTE: Devices without HDMI may require an adaptor. The SIZ desk in the Learning Resource Centre has a limited number of adaptors for loan.

DVD/Blu-Ray

This source will be available in rooms that contain a DVD player. The DVD player can be controlled from the touch panel. The DVD player can play DVDs or Blu-Ray discs.

Press to display the DVD.

Press to access the DVD controls screen.

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 the socket marked **Audio** and on the touch panel choose the **Laptop VGA** as your source.
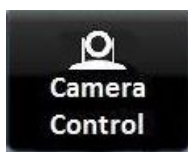
NB: turn up the volume on your device BEFORE raising the volume on the touch panel.

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

MICROPHONES

Cloisters has a lectern mic and also a loanable wireless mic to aid the hard-of-hearing (via a hearing loop). The wireless mic can be loaned from the SIZ. Note that these microphones feed the hearing loop and also the computer when recording a lecture (see below) **BUT** you will **not** hear your voice over the loudspeakers in the room. Access to the Mic Controls is restricted, but the level can be adjusted in the lecture recording software.

CAMERA & LECTURE RECORDING

Cloisters contains a fixed camera on the ceiling for the purpose of lecture recording. For checking the camera setup there is a Camera button. Press the **Camera** button to show the camera feed on the monitor. Press the **Camera Control** button to alter.

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

VOLUME & OTHER CONTROLS

Use the ⏴ ⏵ and ⊘ buttons to lower, raise and mute sound.

🏠 Home - takes you back to the touch panel main screen.

⬜ Display blank - blanks the big screen display to the audience.
NB: this does **not** switch off the projector

⏻ Switch off the lecture system including displays

TRAINING

Skills
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.