University of Chichester

Committee Room 1 - User Guide





DISPLAY

The display screen is operated with the Crestron push-button panel below the display screen.

Switch on the display screen by pressing the **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 **OFF** button on the Crestron push-button panel. A red light next to this button indicates the power is Off.



PC

A micro PC is housed inside the display's metal stand and must be switched on manually. An access slot is located on the right-hand side of the metal stand.



The PC shows a constant blue light when On, but a flashing blue light when power-saving – if it is power saving, push the PC's flashing power button once to wake it up.

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 socket on the connection panel which connects through to the PC.



LAPTOPS

The connection plate includes an HDMI connection (and also a DisplayPort connection). Use an appropriate cable for your device.

Press the **HDMI** button on the push-button panel to select the HDMI input.

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.

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.

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DVD

This room does not contain a DVD player, but if needed a DVD can be used in either of the following ways:

A portable USB DVD drive can be loaned from the SIZ, and this can be connected to the PC using the USB socket on the connection plate. Then use the PC and in *Windows*, use the software called *VLC* to play the DVD.



VLC can be found in the Start Menu.

The connection plate includes an HDMI connection & power socket to which a BluRay or DVD player can be connected to. If connecting a DVD player in this way, press the **HDMI** button on the push-button panel to select the HDMI input.

CAMERA & LECTURE RECORDING

There is a webcam mounted above the display which is connected into the computer for the purpose of recording and Skype conferencing.

For information on lecture recording or Skype conferencing 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.