

Please note that room E312 can be affected by sunlight and by the electric lighting with regard to its video projector. If the image from the projector appears dim please try lowering the light level by using the blinds and switching off lights as necessary.

Power

The power supply for the lectern is controlled by the PHONIC unit at the top of the cabinet. The rocker switch to the right of the unit will be illuminated RED when the power is on.

Projector



To switch the projector ON: point the projector remote control handset at the projector and press the remote's blue power button.

NB: When the projector is warming up (or cooling down) the projector remote cannot be used until the warming\cooling has finished.

To use the PC or a Laptop, the projector must be using the source Computer-1. If you do not see the PCs display being projected then use the projector remote and press **Computer 1** on the remote.



To switch the projector OFF: point the projector remote control handset at the projector and press the remote's blue power button. A confirmation appears on-screen – press the same button again to confirm you wish to switch off the projector.

NB: The projector cannot be switched back on until it has cooled down which takes a few minutes.

PC

The PC is located in the lectern and must be switched on manually. Also switch on the monitor. For the projector, use the projector remote and press **Computer 1** on the remote.

USB devices can be connected to the sockets on the front of the PC.



LAPTOP

Plug your laptop into the VGA+audio cable that is available on the top of the lectern. When there is a device connected to this cable it overrides the signal from the PC in the lectern – therefore to operate the projector and amplifier follow the same instructions as for PC.

If no signal or image is displayed,
you may need to set your laptop
to video out

NOTE: For connecting iPads or Apple Mac laptops you may require a VGA adaptor. The SIZ desk in the Learning Resource Centre has a limited number of adaptors for loan which **may** suit your device.

AMPLIFIER / AUDIO

The audio volume is controlled by the Denon amplifier in the lectern. Make sure it is powered ON and its Input Select control is set to **TUNER** for use with the PC or a laptop, or **DVD\AUX** with the DVD player.

Control the volume with the large rotary control on the amplifier.

DVD

Check the unit works by pressing the eject button to load your DVD. You will need to set the Projector to show the DVD player – to do this point the projector remote at the projector and press **Video**.

Alternatively, DVDs and CDs can be played by logging into the PC and in *Windows* using *VLC* (aka *VLC Media Player*).



VLC can be found in the Start Menu.

LECTURE RECORDING

E312 does not contain a fixed camera for lecture recording, however lecture recording is possible by using an appropriate webcam. For information on lecture recording please contact the Skills Team well in advance of your lecture – see Training below.



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.