University of Chichester
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 the touch panel.**

Source Selection

Choices vary according to the room.

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. Please switch Off after use.

NB: button not available whilst warming or cooling

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

DVDs can be played on the computer using *VLC Player* software
For rooms that also contain a BluRay player in the lectern the DVD\BluRay source is included on the touch panel. 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 or 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 sockets marked Audio and on the touch panel choose the appropriate source – either **Laptop VGA** if using the mini-jack socket, or Aux Video if using the **Left** & **Right** phono sockets.

NB: turn up volume on your device BEFORE raising volume on touch panel.

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

AUX VIDEO

A limited number of rooms contain connections for a camera or similar device. Use the connections marked Aux Video.

Press [Aux Video] to choose this source.

LECTURE RECORDING

There is no fixed camera nor microphones in this room.
Lectures can still be recorded by using an appropriate webcam.

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.
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.