



The Projector and audio is controlled from the AMX control panel on top of the lectern.

Please remember to switch off the Projector after use.

NB: In this room the projected image will be affected by sunlight or the lighting in the room. Close blinds and dim lights as required.

PROJECTOR

If using the projector switch it on or off with the  button

When the projector is powering on or off the button will **flash** while the projector warms up or cools down for approximately 60 seconds – during this time the AMX control panel is disabled.

PC

The computer is located in the front of the lectern. Select  on the AMX control panel.

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

NB: A laptop connected to the VGA socket will override the PC image.

LAPTOP

A laptop or other device can be connected by either HDMI or VGA cable to the appropriate socket on the connection plate on top of the lectern.

For HDMI devices, select  on the AMX control panel.

For VGA connection select on  the AMX control panel.

NB: For iPad or Apple Mac an adaptor is required. The SIZ desk in the LRC keep a limited number of adaptors which may suit your device.



iPOD & OTHER AUDIO

An audio device can be played through the room's sound system by using an appropriate cable connected to the mini-jack socket marked Audio on the connection plate on top the lectern.



To hear the audio from a connected device press the  button

NB: the projector does not need to be on for this connection.
NB: the phono sockets (red, white, yellow) are not in use.

DVDs and CDs



The lectern does not contain a DVD player but DVDs and CDs can be played using the DVD drive in the PC. Log into the PC and in *Windows* use *VLC* (aka *VLC Media Player*).

 *VLC* can be found in the Start Menu.

Alternatively an external DVD player can be connected by HDMI cable, then select HDMI on the AMX panel.

MICROPHONE

A wireless microphone for use with the wall-mounted *Phonak* speakers is available from the SIZ desk in the LRC.

NB: This mic does not feed into the PC for *Panopto* use.

LECTURE RECORDING

H144 does not contain a fixed camera for lecture recording, nor are the available microphones connected into the computer for lecture recording. For this reason lecture recording is only possible by connecting an appropriate webcam to the PC. For information on lecture recording please contact the Skills Team well in advance of your lecture.

VOLUME & OTHER CONTROLS

Remember that *Windows* has its own volume level bottom-right of the screen and for low volume that setting should be raised first.



Volume UP increases the audio volume.
Volume DOWN decreases the audio volume

MUTE AUDIO mutes the currently selected sound source (PC, HDMI, AUX)

PICTURE BLANK hides the projected image (the projector is still ON)



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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. Use Self-Service and click **Support Me**, then **My IT Training** and select "**PC/MAC/AV/Assistive Technology Training Request**".

For emergencies where there is a fault call the SIZ on (01243 81) 6222

Please report any non-urgent issues via Support Me > Self Service Portal on the Staff Intranet