# University of Chichester
## Screening Room - User Guide

**The Projector and Audio system is controlled using the touch panel. The Lights can also be controlled this way. The touch panel goes to sleep when not in use so just press its screen to wake it up.**
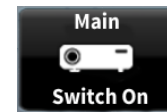
## Source Selection
**Choose what is displayed on-screen and heard from the speakers by pressing a source button.**

**Your chosen source button will be highlighted.**

## PROJECTOR

**Press the Main button to switch on the Projector. There will be a delay while the projector warms up. Please switch off after use.**

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## PC
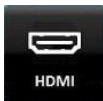The PC is located in the lectern and must be switched on manually.

Press [PC] to display the PC. The selected choice will be highlighted.

**USB** devices can be connected using the socket on the lectern panel.

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## LAPTOPS
The connection plate on the lectern includes an HDMI connection for laptops and other devices that have HDMI output built-in or via an adaptor.

Press [HDMI] to select the HDMI input on the lectern.

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## AUDIO DEVICES
Use the Audio input on the lectern for connecting iPods /MP3 players etc.

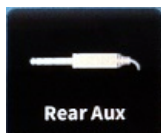Press [Aux Audio] to choose this source to hear through the speakers.

NB: raise the volume on your device before raising the volume on touch panel.

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## DVD / BLURAY
The lectern contains a DVD/BluRay player which is controlled from the touch panel. The DVD player can play DVDs or BluRay discs.

Press [DVD] to display the DVD. Press [DVD Control] to access the DVD controls.

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## REAR AUX OPTIONS
At the back of the room there is a connection plate for alternative HDMI and Audio connections. If using one of these, press the Rear Aux button on the touchscreen and then choose the connection you are using from the 3 choices of REAR HDMI 2 , REAR HDMI 3 or REAR AUDIO.

### LIGHTS

Choose a lighting mode to suit. General lectures usually use Lecture Mode, whereas films normally use Screening Mode. To exit the light options press

### CAMERA & LECTURE RECORDING

There is a fixed camera on the ceiling for the purpose of lecture recording. The camera feed is shown in the *Panopto* software (aka *ChiPlayer*) which is available on the computer. The microphones described below feed into *Panopto*.
When using *Panopto*, press the touch panel's **Camera Control** button to alter the camera position etc. For information on lecture recording contact the **Skills Team**.

### MICROPHONES

Press the mic mute button          to mute ALL the microphones.
The Mic Controls button on the touch panel is for technician use only.

There are lectern mics, and also 2 wireless *Revolab* mics.

A *Revolab* mic can be worn around the neck.
To switch *Revolab* mic OFF - either hold the mic button until the light stays red and then release button (light goes out); OR return the mic to its charger base.

To switch *Revolab* mic ON - the mic automatically turns on and mutes when removed from its charger base. Place mic around neck and un-mute it by pressing and releasing the mic button - the light will flash green to show it is On.

### VOLUME & OTHER CONTROLS

Use the          and          buttons to lower, raise and mute the sound.

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

blanks the display to the audience (does not switch off the projector)

Switch off the lecture system including projector

### 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**".

skills@chi.ac.uk

**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.