Mitre – User Guide – AV Equipment

UNIVERSITY OF
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The AV system is controlled using the touch panel. When not in use the screen goes to sleep (black).
Touch the touch screen to start or wake-up the screen.

Source Selection

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. Switch Off after use.

PC

The PC is located in the lectern and must be switched on manually. Also switch on the monitor. **USB** devices can be connected to the PC using the dedicated socket on the lectern panel or on the front of the PC.

Press [PC] to display the PC. The selected choice will turn green.

LAPTOP

Plug your laptop into either the VGA + audio or into the HDMI connection on the connection plate next to the touch panel.
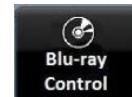
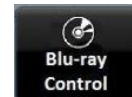Press [Laptop VGA] OR [HDMI] depending on the connection you have made.

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/Blu-Ray

The DVD player can play DVD or Blu-Ray discs and can be controlled from the touch panel.

Press [DVD / Blu-Ray] to display the DVD, and press [Blu-ray Control] to access the DVD controls including Eject.

LIGHTS

As well as being controlled by the black light switches on the wall by the door, the lighting can also be controlled from the touch screen.

Press [Lights Control] to show the lighting buttons.

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CAMERA
The room has a camera used for lecture recording. For checking the camera setup there is a Camera button. Press the **Camera** button to show the camera feed on the monitor. Press the **Camera Control** button to alter.
For information on lecture recording contact the **Skills Team**.

iPods, MP3 PLAYERS & AUX VIDEO
Audio from iPods, MP3 players, phones etc can be played through the room's front speakers by using an appropriate audio cable for your device. Connect to either of the sockets marked Audio and then 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: raise volume on your device BEFORE raising volume on touch panel.
NB: there is no need to switch on the projector when just using audio.

Composite Video devices such as some video cameras can be connected using an appropriate phono cable to the yellow video socket and the left and right audio sockets. Select **Aux Video** when using this connection.

AUDIO SPEAKERS
The Mitre room will play stereo audio through the front-left and front-right speakers for all sources except the DVD/Blu-Ray player which can play 5.1 surround sound when a surround disc is used. Audio will only be heard from the wall-mounted rear-left, rear-right and front-centre speakers when such a disc is used. Microphone audio is delivered only to the ceiling speakers, not to the black wall-mounted speakers. See separate Microphone sheet.

Use the and buttons to lower, raise and mute the audio (not microphones).

NB: A noticeable hissing sound can sometimes be heard – this is not the audio system, it is the room's air system.

OTHER CONTROLS
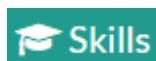Home - takes you back to the touch panel main screen

Display blank - blanks the big screen display to the audience
NB: This does not switch off the projector.

Switch off the lecture system including 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
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.