

This room contains a mobile trolley housing a display and PC. The trolley must have its 3 cables plugged in to the correct wall sockets. Choose a power socket next to either network socket 39 or 46 (these are on opposite sides of room). Connect network cable 501 to socket 39 (or 47) and network cable 502 to socket 40 (or 46) depending on which side of the room the trolley is situated. Connect the power cable and switch on at the wall.

DISPLAY

The display screen is operated with the Crestron push-button panel below the display screen.

Switch on the display screen by pressing the **POWER ON** button on the Crestron push-button panel. A red light next to this button indicates the power is On.

Switch off the display screen by pressing the **POWER OFF** button on the Crestron push-button panel. A red light next to this button indicates the power is Off.



PC

A PC is housed inside the metal trolley and must be switched on manually. An access slot is located on the right-hand side of the metal stand.

Press the **PC** button on the Crestron push-button panel to display the PC on the screen. The selected choice is indicated by a red light.

USB devices can be connected using the sockets on the connection panel or to the front of the PC via the access slot.

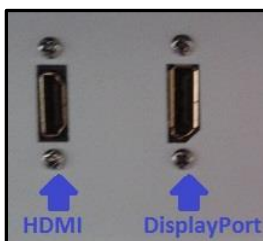


LAPTOPS

The connection plate includes an HDMI connection and a DisplayPort connection. Use the appropriate connection for your device & cable.

Press the appropriate **HDMI** or **DisplayPort** button on the push-button panel.

Devices which lack an HDMI or DisplayPort must use an adapter.



DVDs and CDs

Currently, this room does not contain a DVD player but 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.



The connection plate on the lectern includes an HDMI connection & power socket which a DVD player could be connected to for playing DVDs or CDs.

VOLUME

It is recommended to raise the volume on the PC within *Windows* – or on your laptop etc – before raising the volume on the display.

Use the **VOL ▲** and **VOL ▼** buttons to adjust the display volume.

The volume can be muted by pressing the **MUTE** button.



MOVING THE TROLLEY

Only move the trolley by using the metal handles behind the display screen – do not push/pull the trolley by holding the display or its speakers.

When moving it across the room:

Make sure the PC and Display are switched off.

Unplug the 3 cables from the wall sockets.

Move the trolley by using the metal handles behind the display screen.

Re-connect the 3 cables (see the paragraph at the top of these instructions).



skills@chi.ac.uk

LECTURE RECORDING

This room does not contain a fixed camera or mic connection to the computer but lectures can still be recorded using a webcam. Contact the Skills Team for training in lecturer recording. This can be requested in Self-Service by clicking **Support Me**, then **My IT Training** and selecting "**PC/MAC/AV/Assistive Technology Training Request**".

TROUBLESHOOTING

- No power – being a mobile unit the trolley must have its power cable connected to a power socket. See the paragraph at the top of these instructions.
- Push-button panel unresponsive / showing no red lights – the Crestron panel is powered by its network connection. Ensure network cable 502 is connected to socket 46 or 40, depending on which side of the room the trolley is positioned.
The unit will take 30 seconds or so to initialise when the cable is plugged in.
- PC gives network connection error – ensure network cable 501 is connected to socket 47 or 39, depending on side of the room the trolley is positioned.

For emergency help where there is a fault with the lecture system phone the SIZ on (01243 81) 6222

For issues with the musical equipment please ask at the Music reception desk.

For non-emergency enquiries please use the Support Me button in the Self-Service on the intranet.