

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



Choose what is displayed and heard from the speakers 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.



NB: When the projector is warming or cooling the Projector button cannot be used.

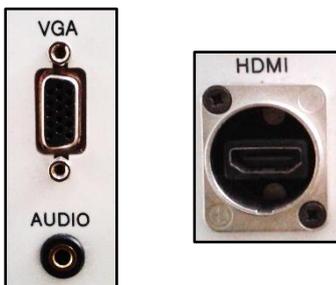


PC

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: For connecting Apple Mac laptops without HDMI or other devices such as iPads an adaptor is required. The SIZ desk in the Learning Resource Centre has a limited number of adaptors which may suit your device. These can be loaned on your library card.



DVD/Blu-Ray

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

Press the  source button to display the DVD.

Press the lower  button to access the DVD controls screen.



AUX VIDEO & AUDIO

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

Press  to choose this source.



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 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: 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.



Source button



Controls button

CD PLAYER

This lectern contains a Philips CD Player. To use this press the CD music icon on the touch panel to select the CD Player as your audio source. The CD disc button on the touch panel gives access to standard CD transport controls – alternatively uses the controls on the CD player itself.

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



Switch off the lecture system including displays



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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**".

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.