

Owing to the flexible use of the Rehab room and its special flooring, the lectern has been designed to be wheeled into a storage facility when it is not required. Please contact Sports staff if you are unfamiliar with how to move the lectern to/from its storage area and connect it to the wall sockets:

Without correct connection the facility will not function as expected. The cables consist of power, Speaker connector, Control, and 5 “network” cables. The network cables connect as follows: Blue 701 to separate un-numbered DM socket, the 4 black cables 501 into socket 60, 502 into 57, 503 into 59 and 504 into 58.

Midway along the wall below the windows is a power switch which should be On or the electric projection screen will not lower when the projector is switched on.

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 touch panel.

Source Selection

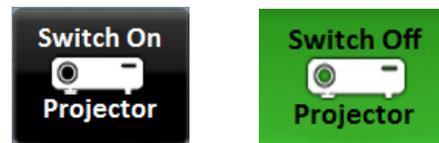


Choose what is displayed on the monitor and the projector and heard over the loud speakers by pressing one of the source buttons.

Your chosen source button will be highlighted.

Projector

To switch the projector On press the “Switch On 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.



DVD

DVDs can be played on the computer using  VLC Player software. VLC can be found in the Windows Start Menu



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 choose the appropriate source – see above instructions for either **Laptop** if using the mini-jack socket (Laptop VGA), or **Aux Video & Audio** if using "Left & Right" sockets.

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

NB: there is no need to switch on the projector when just using audio.

LECTURE RECORDING

There is no fixed camera nor microphones in this room. Lectures can still be recorded by using an appropriate webcam.

For information on lecture recording contact the **Skills Team**.

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.
NB: this does **not** switch off the projector

 Switch off the lecture system including displays



skills@chi.ac.uk

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.

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