

DISPLAY



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

This contains power and sound volume functions as well as controlling the sources (PC, MAC, HDMI and Camera) that will be displayed



PC



A PC is housed behind the display and must be switched on manually.

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.

The PC itself shows a constant blue light when On, but a flashing blue light when power-saving – if it is power saving, push the PC's flashing power button once to wake it up. You may also need to press a keyboard key to wake the PC.

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

LECTURE RECORDING

There is currently no fixed web camera / microphone in this room – if recording is needed, please obtain a camera / tripod from SIZ Loans

LAPTOPS AND OTHER DEVICES



To connect a laptop or DVD player use an appropriate HDMI cable for your device and plug the HDMI cable into the HDMI socket below the display. Then choose **HDMI** on the Crestron pushbutton panel.

If the laptop image does not appear on the screen you may need to instruct your device to output its image. In *Windows*, press the *Windows* Logo key and P key at the same time until Duplicate is selected. For Apple Mac go to Display Properties and choose to Mirror display.



An iPad, iPhone or iPod with a Lightning port can use an HDMI adapter (aka Apple Lightning Digital AV Adapter) to connect to the system – this can be used for playing music and video you have on your device.

VOLUME

First raise the volume on the PC within *Windows* – or on your laptop – before raising the volume on the display. Use the **VOL ▲** and **VOL ▼** buttons to adjust the **Display** volume. To mute the volume press the **MUTE** button (its red light flashes when muted).

DVD



This room is not fitted with a DVD player. Video content can be live streamed from Youtube, or from Planet eStream, or from a USB stick. If a DVD player is require, a portable blue-ray player can be obtained from SIZ Loans and attached as described above

MICROPHONES



A wireless *Revolab* mic is available for loan from the SIZ desk and the mic can be worn around the neck. Please remember to return the *Revolab* mic after use. The mic also enables hearing-aid users who have borrowed the *Listen* infrared receiver to hear your voice.

To switch mic OFF - either hold the mic button until the light stays red and then release the button (light goes out); OR return the mic to its charger base.

To switch 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.

TRAINING

To learn how to deliver the best learning experience using the facilities in any of the lecture rooms please contact the Skills Team. skills@chi.ac.uk



This can also be requested in the Self-Service area of the intranet by clicking **Support Me**, then **My IT Training** selecting "**Audio Visual Equipment Training Request**".

HELP

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** area on the intranet and select:
My Teaching > IT Support (Teaching Room/Open Access)