

In AB1.08, the AV system is controlled using the push button panel set in the mobile mast. When not in use the TV screen goes to sleep (black). Press the power on button on the Crestron Panel to wake-up it up.



Display and Controls: 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.



PC: A PC is housed inside the right hand side of the mast and must be switched on manually. Select PC on the Crestron push-button panel to display the PC on the screen. There is a wireless keyboard in the room to operate the PC. The PC shows a constant blue light when on. If the blue light is flashing, this means it is in energy conservation 'sleep' mode, and can be awakened by pressing its power button once to wake it up. You may also need to press a keyboard key to wake the PC.

Microphones and Audio: AB1.08 is fitted with two microphones embedded in the ceiling of the room. This enables effective sound pick up for any speakers / participants / presenters, wherever they are located in the room. Although they would be rarely needed, roving microphones (revolab mics) are available from SIZ/Loans.

Laptops and other Devices: For best results, please use the PC in the lectern. The PC is located in the lectern. On log-in, this will present you with your personalised desktop and access to all of your storage for presentations, documents, video and MS Teams etc. USB devices can be connected using the USB socket on the PC or the mast.



If it is necessary to connect a laptop, use an appropriate cable, (which you may need to obtain from SIZ/Loans) and connect the laptop to the socket in the plate in the mast. Select the appropriate HDMI/VGA control on the Crestron panel to enable the laptops image to be projected, and within your laptop setting, you may need to select extend, or duplicate screen.



Lecture Recording and streaming. There is a fixed camera in AB1.08 pointing towards the teaching area adjacent to the mobile screen unit. This can be repositioned manually. For more detailed information and training on lecture recording, and live streaming please contact the Skills team (skills@chi.ac.uk)



Checking for Sound in MS Teams (PC in the room)



In the ellipsis (three dots) settings function  there is the  **Devices** function. The ellipsis usually towards the right hand side of the top 'task' bar of Teams. Within this, there are speaker, microphone sensitivity and camera options. These should not be altered.

Before a meeting it is helpful to use the  **Make a test call** function to ensure everything is working as expected and that any previous user of these facilities has not altered the settings referred to above.

Video: For best results, please use the PC in the room and the VLC software . There are a range of ways to present video, including accessing this from your University storage, or from within the Planet e-Stream application (which has an extensive catalogue of Film and TV, and which can be used to import DVDs).

How to find help:

Training on AV equipment can be requested in advance via the **Support Me** button on the staff intranet:

- Select **My IT Training** and then **Audio Visual Equipment Training Request**

For non-emergency enquiries:

- Select **My Teaching** and then **IT Support (Teaching Room/Open Access)**

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