University of Chichester
Committee Room 1 – AV Equipment
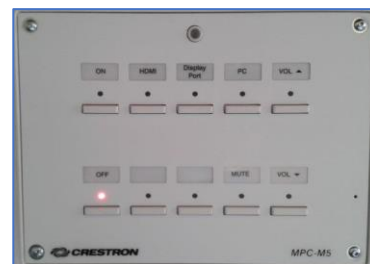
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DISPLAY

The large display screen is operated with the Crestron pushbutton panel situated below the display screen.

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

PC

A PC is housed inside the display's metal stand 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.

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 a fixed web camera with a microphone in this room. Please note that you may have to select this from within the software you are using – for example *ChiPlayer* or *MS Teams*.

For more detailed information and training on lecture recording, and live streaming please contact the Skills team (skills@Chi.ac.uk)

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 required, a portable blue-ray player can be obtained from SIZ Loans and attached as described above

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)