University of Chichester

G229 User Guide – AV Equipment

UNIVERSITY OF **CHICHESTER**

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	Projector
Choices vary according to the room.	**To switch the projector On and Off press the Projector button. Please switch Off after use.**
PC HDMI Laptop VGA Aux Video DVD / Blu-Ray	Switch On Projector Switch Off Projector
Choose what is displayed on the monitor and the projector by pressing one of the source buttons. Your chosen source button will be highlighted.	**NB: button these buttons will not respond whilst the projector is warming or cooling**

VOLUME & OTHER CONTROLS

Home: takes you back to the touch panel main screen.

Volume: Use these buttons to lower, raise and mute the sound

Display blank – This button blanks the screen display to the audience.
NB: this does **not** switch off the projector or the monitor on the lectern

Switches off the lecture system

NB: If you have finished with the room, please ensure you also log out and shut down the PC

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)

PC

The PC is located in the lectern and must be switched on manually. Also switch on the monitor.

Press [PC] to display the PC. The selected choice will be highlighted.

USB devices can be connected using the socket on the lectern panel.

LAPTOP

You can plug a laptop into either the VGA+audio or into the HDMI connection on the connection plate next to the touch panel.

Press [Laptop VGA] OR [HDMI] depending on which connection you have made.

NOTE: Devices without HDMI may require an adaptor of an extension VGA/HDMI cable. SIZ in the Learning Resource Centre has a limited number of adaptors for loan.

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)