University of Chichester

JP1 User Guide – AV Equipment

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
Choose what is displayed on the monitor and the projector by pressing one of the source buttons. Your chosen source button will turn green.	To switch the projector On and Off press the Projector button. Please switch Off after use. 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
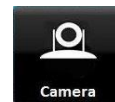
Switches off the lecture system

NB: If you have finsihed 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

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

MICROPHONES

The lectern mic (known as a gooseneck mic) has a red on / off button at its base. Its volume level can be changed on the touch screen.

Two radio mics are also available from the SIZ desk. They are a lapel (or clip) mic and a handheld (H/Held) traditional looking mic.

Press [Mics Control] on the touch panel.

Any of the mic levels can be reset to its default level by pressing its associated Reset button.

More information is available on the sheet supplied with the microphones

TV REPEATER SCREENS

On each side of the room is a TV on a trolley. When its VGA cable is connected to the VGA socket found in the wall near the power socket and the TV is switched On, it will display the same image as seen on the monitor and projectors.

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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

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 OR 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.

DVD

DVDs can be played on the computer using *VLC* *Player* software

For rooms that also contain a BluRay player in the lectern the DVD\BluRay source is included on the touch panel.

The DVD player can be controlled from the touch panel. The DVD player can play DVDs or Blu-Ray discs.

Press to access the DVD controls screen Press to play the DVD.

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".**

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)