University of Chichester
User Guide – AV Equipment

Owing to the flexible use of the Rehab room and its special flooring, the lectern has been designed to be wheeled into a storage facility when it is not required. Please contact Sports staff if you are unfamiliar with how to move the lectern to/from its storage area and connect it to the wall sockets:

Without correct connection the facility will not function as expected. The cables consist of power, Speaker connector, Control, and 5 "network" cables. The network cables connect as follows: Blue 701 to separate unnumbered DM socket, the 4 black cables 501 into socket 60, 502 into 57, 503 into 59 and 504 into 58.

Midway along the wall below the windows is a power switch which should be On or the electric projection screen will not lower when the projector is switched on.

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 touch panel.
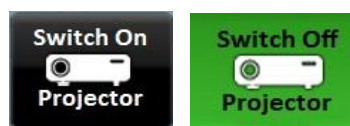
Source Selection	Projector
	To switch the projector On and Off press the Projector button. Please switch Off after use.
Choose what is displayed on the monitor and the projector by pressing one of the source buttons. Your chosen source button will be highlighted.	 **NB when the projector is warming or cooling, the projector button cannot be used**

CONTROLS

	Home: takes you back to the touch panel main screen		Use these buttons to lower, raise and mute the sound
	This button blanks the screen to the audience, but not 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 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 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.

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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)