

Teaching Room User Guide RCH/041 - Pod 2

**AV Centre – 01904 323035 or x3035 (internal), avcentre@york.ac.uk
Duty Technician – 01904 323036 or x3036 (diverts to mobile)**

Equipment Available:-

- Plasma screen with speakers
- PC
- Laptop connection – VGA & HDMI

N.B. There is no DVD playback installed – if you need DVD playback and do not have your own laptop then you should contact the AV Centre.

Using the Equipment:-

Please use the small black control panel (pictured below) on the left hand side of the plasma screen trolley to switch the plasma screen on/off, switch inputs between the built in PC or laptop, and to adjust the volume.



If the screen does not switch on and there are no lights on the black control panel, then check the socket on the wall – it can occasionally be left switched off. There should be no need to use a remote control for the screen.

For reference, the inputs on the plasma screen are as follows:

RGB1: HDMI cable for laptops

RGB2: DVI for built in PC (Audio input 2)

RGB3: VGA cable for laptops (Audio input 3)

The PC is installed at the rear of the plasma screen inside the grey metal housing. A wireless keyboard and mouse is available on the desk to use the PC.

The power for the PC's is supplied from the same socket as the plasma screen. The PC should be left switched on, but in case it has been switched off by the previous user, look behind the plasma screen and under the grey cover at the back. In the centre there is an access hole where you can see a **< PC POWER BUTTON** label (pictured over page). Press the button, and the green lights next to this button will indicate it is switched on.



The PC's are connected by a cable to the University network and function in the same way as all other Classroom PC's on campus. Users will need to log on using their personal University credentials, or a temporary log in will have been arranged by the meeting organiser or the Conference Office, all provided by the IT Department.

The keyboard and mouse automatically connect with the PC, but the mouse has a switch underneath that may need to be switched on. There will be a red light illuminated underneath if it is on.

There are battery life indicators on the keyboard (bottom right corner) and the mouse (bottom of the wheel) – they will glow red if batteries need changing. Spare batteries are available at the Porter's Lodge in the Ron Cooke Hub.
Batteries required: Keyboard: 2 x AAA, Mouse: 1 x AA

There is a USB socket on the side of the plasma screen trolley (pictured below) to load files and presentations onto the PC.



At the end of your session, log off but don't shut down the PC and power down the plasma screen from the control panel. Please do not switch any other equipment off at the wall as we have tests that run overnight.

Need More Help?

We can provide 5 minute briefings at the start of your session - these must be booked in advance on our standard equipment booking form at www.york.ac.uk/campusservices/avcentre/bookings.yku or email avcentre@york.ac.uk to arrange this. If you have equipment booking queries, please consult AV Centre pages at <http://www.york.ac.uk/campusservices/avcentre/index.cfm>, or call x3035.

If you need urgent assistance, please call the Duty Technician on x3036 (01904 323036) - this will be transferred to a mobile phone within 30 seconds.

If you have technical queries, call the AV Centre on x3035, and please report all faults with this equipment as soon as possible to enable us to repair them quickly.

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