

Blue 2.1.01 Gallery

Introduction

This section introduces users to basic system operation procedures using the touch screen. The start-up procedure is referred to throughout the manual as the starting point for most operations.

Start-up

Position the AV trolley and connect it to the 'Trolley Input' plate.

The touch screen remains powered on indefinitely. If left unattended, the touch screen will revert to power-save mode and the screen will go blank.

To begin, simply **touch the screen's surface** and the Welcome page will load.

Select **lighting** icons to manage the lighting in the room.

Press the **screen** again to load the system's Main Page to turn on the system.



Lights

The room lights can be adjusted at any time by using the Lights column controls.

For convenience, the lighting controls are located on the left side of the screen.

Press a **Lights** icon to turn on the lights, dim the lights or turn off the lights.

Keyboard, mouse and microphones

Keyboard, mouse and microphones are kept in the equipment rack.

Use the equipment labelled Gallery.

1. Turn the keyboard on via the **on/off button** located on the back of the keyboard.
2. Turn the hand held microphone on via the **on/off button** located at the base.
3. Turn the lapel microphone on via the **on/off button** located at the top.

To ensure the equipment is ready for use by the next lecturer/presenter

1. Turn the keyboard **off** via the **on/off button** located on the back of the keyboard
2. Dock the mouse back into the **docking station**.
3. Dock the hand held and lapel microphone back into the **docking station** lining up the recharging so the charge lights are activated.

Presentations – Selecting and Operating Sources

Personal Computer (PC) Presentation

The audio-visual system is equipped to display computer presentations from the PC in the equipment rack.

PC Presentation Procedure

Select the **PC** icon from the Source Selection row.



Laptop Presentation

The audio-visual system is equipped to display computer presentations from a connected laptop. An input supports video and stereo audio using an HDMI cable.

Connecting a Laptop

1. Connect a laptop to the **Trolley** port using an HDMI cable.
2. Turn **on** the laptop.
3. Configure the laptop to direct the video image to an **external video display**. Switching to an external display is usually done using one of the Function keys (E.g. Function + F3 or F5). Consult the laptop's help files for more information.

Laptop Presentation Procedure

1. Select the **Laptops** icon from the Source Selection row.



TV Presentation

The audio-visual system features free-to-air digital television.

TV Presentation Procedure

1. Select the **TV** icon from the Source Selection row.
2. Select a **Channel** from the keypad.



Auxiliary Audio Presentation

The system offers a 3.5mm stereo audio input located in the equipment rack.

Auxiliary Audio Presentation Procedure

1. Connect an audio device to the 3.5mm stereo audio input.
2. Select the **Aux Audio** icon from the Source Selection row.



Setup

Linking

The Setup page allows the user to control the volume level of the outdoor speakers when the Gallery is linked with the Ceremonial Area.

Outdoor Speakers Setup Procedure

1. Press the **Setup** icon.
2. Select the **Linking** icon.
3. Use the **volume** icons to adjust the outdoor speaker level.
4. Press the **Back** icon to exit the Setup page.



Microphone Levels

The Setup page allows the user to control the wireless microphone volume levels.

Microphone Volume Setup Procedure

1. Press the **Setup** icon.
2. Select the **Mic Levels** icon.
3. Use the **Mic Control** icons to adjust the wireless microphone volume level.
4. Press the **Back** icon to exit the Setup page.



Volume

The room volume level can be adjusted at any time by using the Volume column controls.

For convenience, the **volume controls** are located on the right side of the screen.

Press the **Volume** icons to adjust the volume level.

Press the **mute** icon to turn off the sound.



Linked with Ceremonial Area

The Gallery can be combined with the Ceremonial Area. Linking the two areas is done from the touch screen in the Ceremonial area and the Ceremonial Area becomes the master control. When the two spaces are combined, the screen below will be displayed and allows the user to adjust the volume level in the Gallery and Outdoor areas.

Use the **volume** icons to adjust the volume level in the Gallery Level and the Outdoor Level.



Shutdown

To shutdown the audio-visual system

1. Press the **System** icon located on the top right of the touch screen. A pop-up screen will appear.

To turn off the system

2. Press the **Yes** icon. Press the No icon to return to the audio-visual system.



NOTE: Letting the system go to sleep by itself only powers down the touch panel screen, it **does not turn off** the audio-visual equipment. To turn off the equipment, shutdown the system properly using the touch screen panel. This will extend the life of the audio-visual equipment.

**For assistance, please contact Teaching Space Support, ITMS
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