

Mal Nain Auditorium

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

Location of touch control panels.

There is a control panel located on the lectern. If the lectern is not present there is an additional touch panel located on the wall behind the curtain to the right of the stage area. There is also a tablet located in the *Projection room* for operation of the system from any location in the Auditorium. Use of the Tablet requires a valid account for connecting to a CDU WiFi network.

Start-up

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.

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



Theatre Curtain

Theatre Curtain control is located on the wall behind the curtain to the right of the stage area.

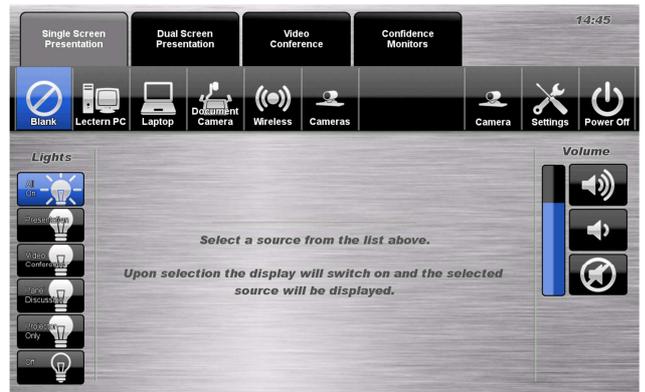


Lights

The controls for the room lights are located on the left hand side of the screen.

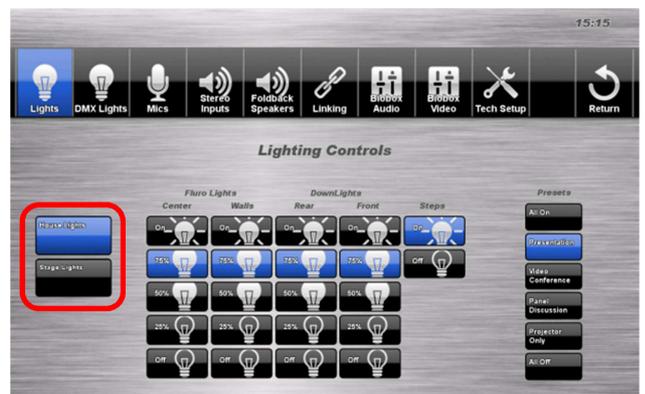
There are five pre-set lighting conditions to choose from depending on room usage including pre-sets for presentations and panel discussions.

To individually control the lights press the **Settings** button and select the lights tab.



There are two groups of lights, select which group to control with the labelled buttons

House Lights control the conventional lights in the room and can be used to set the overall light level.



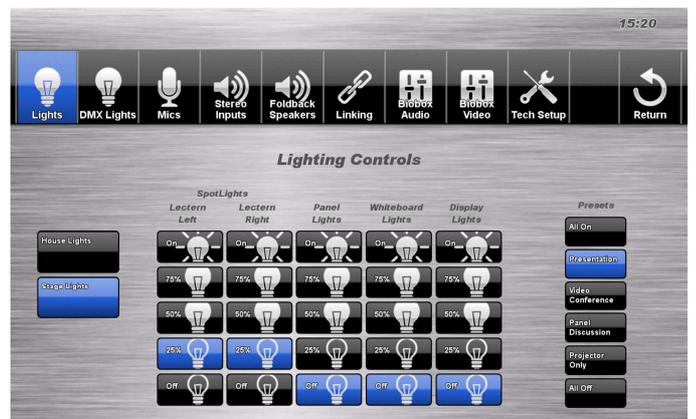
Stage Lights control the spot lights pointing at the presentation area.

There are two groups of **Lectern Lights** one pointing to the standard lectern position and the other points to the alternative location of the other side of the room.

Panel Lights cover the centre of the stage the **Whiteboard Lights** light up the whiteboard area and the **Display Light** is suitable for a flag or other display in the centre rear of the stage area.

The lights can be set to **On**, **Off** or **Dim**.

Recall the presets on the right hand side of this page.

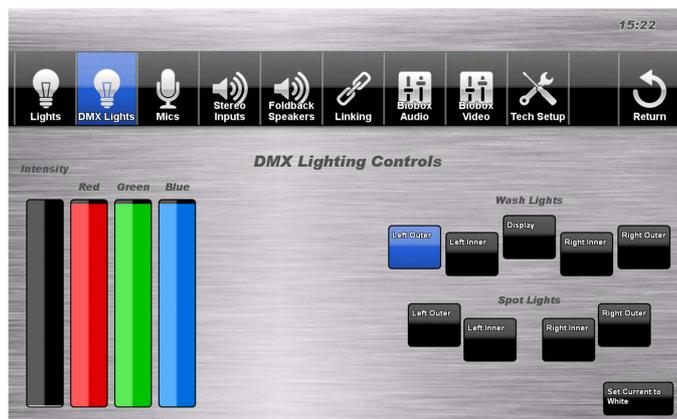


The stage lights allow fine adjustment of colour.

Select the **DMX Lights** tab.

On the right hand side select the specific light to be adjusted, on the left a number of bars appear which adjust the intensity (brightness) and colour of the light.

Reset the light by pressing the '**Set Colour to White**' button in the bottom right hand corner.

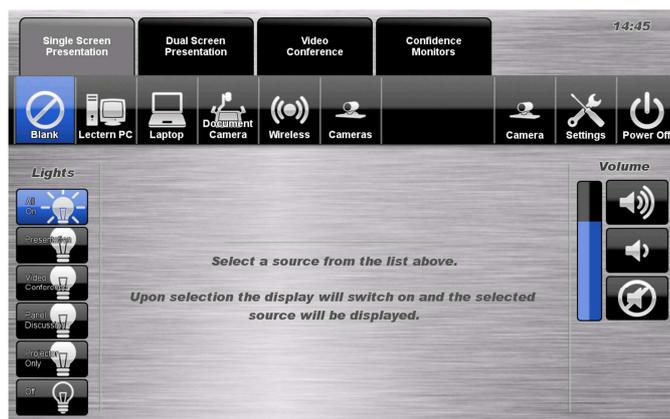


Volume

The room volume level and microphone volume level can be adjusted at any time by using the Volume column controls located on the right hand side of the screen.

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

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



Microphones are kept in the cupboard underneath the main lectern

1. A) Plug the hand held transmitter into the base of the hand held microphone (located in a zip up pouch).
B) Turn the hand held microphone on via the **on/off button** located the transmitter.
2. Turn the lapel microphone on via the **on/off button** located at the top.
3. Turn the table top microphones on/off by touching the light located on the front near the bottom.

To ensure the equipment is ready for use by the next lecturer/presenter dock the microphones back into the **docking station** lining up the microphones with the charge so the charge lights are activated. If you used the hand held microphone unplug the transmitter and return it to the **docking station** and return the hand held microphone to the zip up pouch.

Individual microphone volume control.

1. Press the **settings** button.
2. Select the Microphone tab.
3. Adjust or mute the microphones using the controls.

The Microphone volumes are controlled in 4 groups.

- Two **lecterns** can be controlled individually.
- Second and third groups are the **Lapel** and **Handheld** Microphones.

In addition the Lapel and Handheld microphones controls have a large control that adjusts both microphones and two smaller controls that allow the microphones to be individually adjusted.

- **Table** microphones which has one control to adjust the volume of all the table microphones

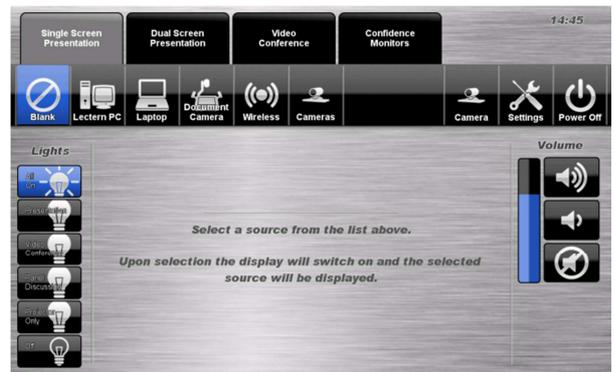


Displays

There are two display modes for the projection screen **Single Screen Presentation** and **Dual Screen Presentation**.

Single screen mode one large image is displayed on the projection screen.

Dual Screen mode the image is split in two allowing two different display sources on the projection screen.



Single Screen Presentation Mode

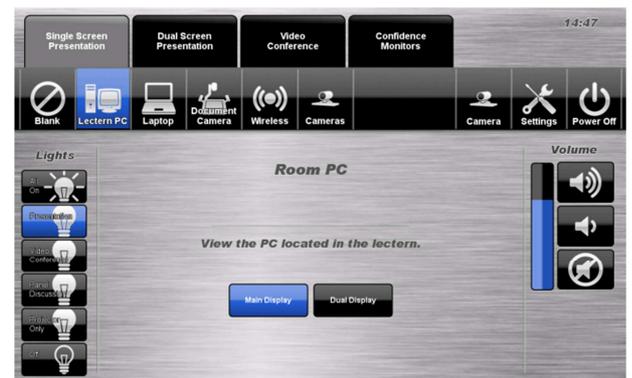
Press the **Single Screen Presentation** button at the top of the display to enable this mode.

Lectern PC presentation

Select the **Lectern PC** from the source bar to display the Lectern PC on the projection screen.

There are two sub-source buttons for the Lectern PC:-

- **Main Display** mirrors what is displayed on the monitor at the lectern,
- **Dual Display** uses the Projection surface like a second desktop monitor.



Laptop presentation

There is a HDMI cable with adapters attached for connecting laptops or other devices to the projector system. If the correct connection is not available you will need to supply your own adapter to connect to the HDMI cable.

Once the laptop or other device is connected press the **Laptop** button on the source select bar.

There are two options for laptop connections:-

- **Lectern** selected by default.
- **Bio box** to manage content via the tablet locate in the bio box.



Document Camera Presentation

Select **Camera** from the source bar to use the Document Camera, if the document camera is turned off switch it on.

Wireless Presentation

The audio-visual system is equipped with a wireless presenter to allow the user to present using a wireless laptop computer.

Downloading Wireless Presenter Software (only required the first time)

See Instruction sheet:- **Wireless Presenter**

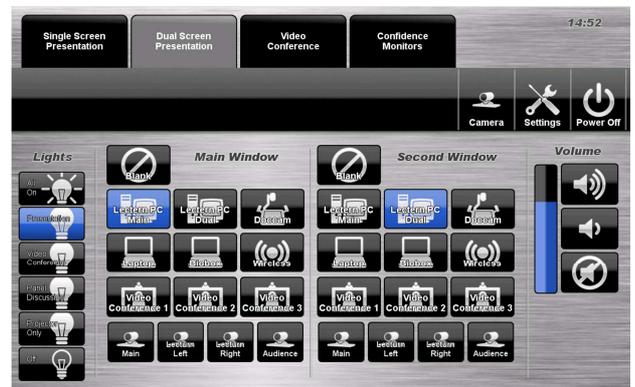
Dual Screen Presentation Mode

Dual display mode allows two different image sources to be displayed side by side on the main projection screen. Activate this mode by pressing the **Dual Screen Presentation** tab at the top of the screen.

The source buttons under **Main Window** control what is displayed on the left hand side of the screen and the **Second Window** controls the right hand side of the screen.

Single Screen there are options to select Main and Dual Lectern PC, Document Camera, Laptop and wireless.

Or in addition select one of the Video Conference unit outputs or display one of the four cameras located in the room.

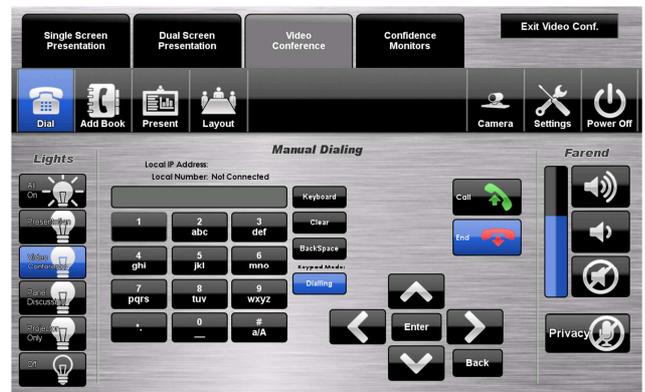


Video Conference Call

To enter Video Conference calling mode press the *Video Conference* button at the top of the screen. While in the video conference tab you can do a number of things.

Dial a Video Conference call

1. Press the **Video Conference** tab.
2. Select the **Dial** icon.
3. Enter the contact number/address using the numeric keypad or the **keyboard** or via the **keyboard** icon.
4. Press the **Call** icon to connect the call.

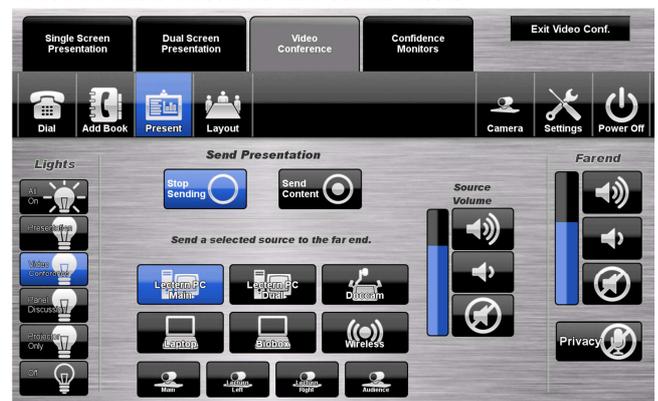


Video Conference Send Content

The video conferencing system allows users to select and control the near-end sources.

VC Send Content Procedure

1. Press the **Video Conference** tab.
2. Select the **Send Content** icon.
3. Select the icon of the input you wish to send.
4. Press the **Stop Sending** icon to stop sending the presentation



End Video Conferencing

Pressing the **End** icon from the Dialling or Phonebook pages will disconnect the current conference call.

Pressing the **Exit Video Conf.** icon will disconnect all calls and exit the video conferencing mode.

A pop-up warning will allow the user to confirm this selection.

Press the **Yes** icon to end video conferencing.

Press the **No** icon to resume video conferencing.



Cameras

The audio visual system is equipped to hold video conferences, use *Blackboard Collaborate* or other web conferencing tools. There are four cameras located in the room for this purpose, one up the back of the room covering the stage area, two cameras in the confidence monitor cabinet allow close ups of the presenter at the lecterns and a camera to the left of the screen covering the audience.

The camera remote allows the presenter to walk freely and switch between the four cameras without using the touch panel.

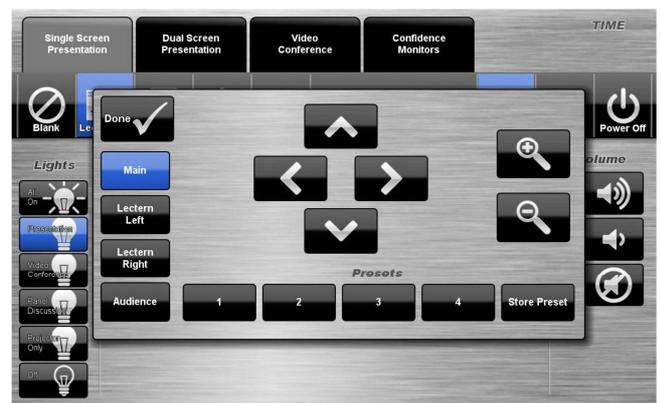
- Press the **1** button for the main camera.
- Press the **2** button for the lectern left camera.
- Press the **3** button for the lectern right camera.
- Press the **4** button for the audience camera.



Camera Control

Select the **camera** button in the top right hand corner of the screen to adjust the positioning of the different cameras.

1. Select the camera you want to adjust on the left.
2. Use the arrows and zoom controls to adjust the camera position
3. There are a number of pre-set positions available for selection along the bottom.



Shutdown

To shutdown the audio-visual system, press the **Shutdown** icon located on the top right of the touch screen.

A pop-up screen will appear.

To turn off the system, press the **Yes** icon.

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

Ensure you return all microphones you have used to the *charging cradle*.



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
8946 6291**