

# WFD – Collaborate Room

## General

This guide provides basic instructions for the audio visual system. The system features an interactive whiteboard, and a combination of slave projectors / LCD screens.

## Start-up

The touch screen remains powered on indefinitely.

To begin, simply **touch** the screen's surface to load the system's Main Page. Room lights will come on automatically.



## Lights and Blinds

Use the **Lights** and **Blinds** icons to control the lighting and window blinds.

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.

Before system start up, the **Blinds** controls are on the right side. Once system has started they switch to the left side.

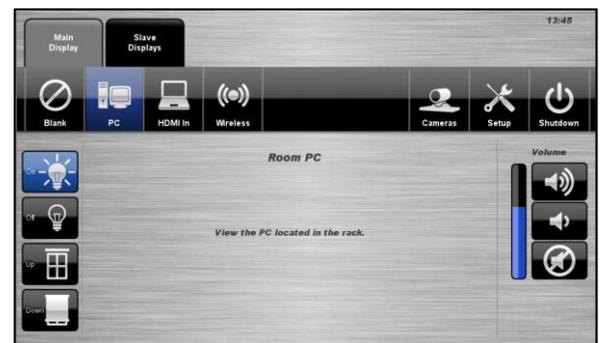
## Volume

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.

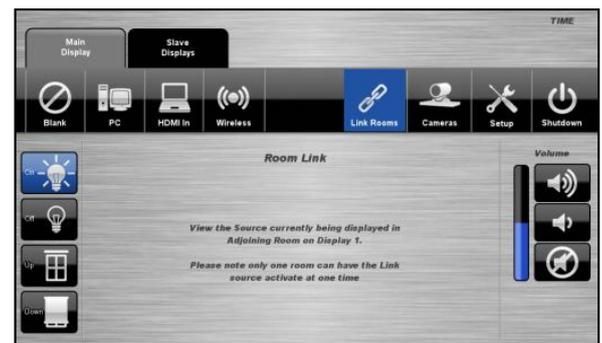
Press the **Volume** icons to adjust the volume level.

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



## Room Linking

Rooms 3.20 and 3.21 can be combined by pressing the **Link Rooms** icon. Room 3.21 becomes the master and only the sources in Room 3.21 are available. The room mics are automatically set to be heard in both rooms.



**For assistance, please contact ITMS Audio Visual Support**

**Phone: 8946 6291 or Ext: 6291**

## Microphones

The system features two types of microphones: a wireless handheld microphone and a wireless lapel microphone. By default, microphone audio is only available to the far-end during web conferencing. To hear microphone audio within the room, press the **Enable Reinforcement** icons in **Setup > Mics**.



**To turn on** -> Remove from charging dock and wait for 3 seconds, until the LED flashes red. Press button on mic to activate. The LED lights will flash green every few seconds to show that the microphones are active.

**To mute** -> press the button. A red flash shows the mic is muted.

Please take care when disconnecting Handheld Mic battery. Ensure clip is fully released before attempting to separate microphone.



## Collaborate/Web Conference Camera Control

The audio-visual system is equipped with two video cameras which can be controlled using the touch screen panel.

The camera remote allows the presenter to walk freely and select the cameras without going to the touch panel.



Press the **1** button for the front camera, and **2** for the rear camera.

1. Select the **Camera** icon.
2. Select a **Camera** icon.
3. Use the **Pan / Tilt** and **Zoom** to position the camera.
4. Select a **Preset** icon to move camera to a saved position.
5. To save a preset, press the **Store Preset** icon followed by a **Preset** icon.
6. Press the **Done** icon to close the pop-up window.



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## PC Presentation

When the AV system is turned on the PC content is displayed by default.

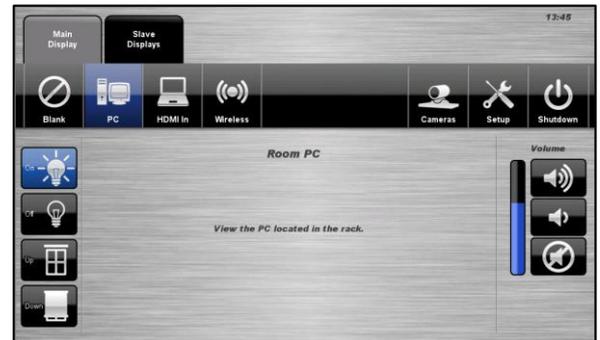
The PC is located in a locked cabinet in the room and is intended to be left on when not in use.

**Please do not shut down the PC at any time.**

Use the wireless keyboard and mouse located on top of the equipment rack to operate the PC.

**Notes:** Turn on the keyboard via the power switch underneath the keyboard.

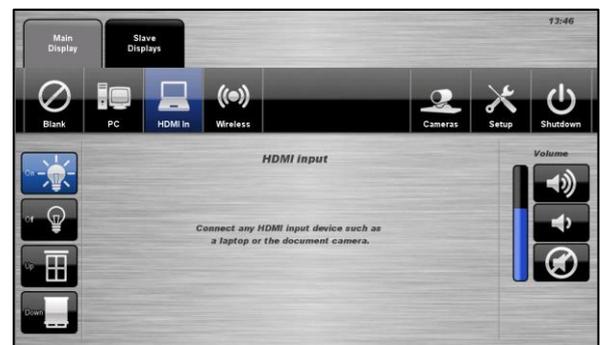
When finished, turn off the keyboard and place mouse back on charger.



## Document Camera / Laptop - HDMI

Connect a laptop or document camera to the room wall plate input using HDMI cable and turn on laptop or document Camera.

1. From the **MAIN DISPLAY** tab, select **HDMI In**
2. A blue light on the document camera indicates it is on



## Wireless Presenter

See Wireless Presenter Instructions.



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## Slave Displays

### Follow Main Display

The audio-visual system is equipped multiple projectors / LCD screens. One projector acts as the main display and the others act as slave displays. The slave displays can be setup to display a secondary source or match the main projector display.

1. Press the **Slave Displays** tab.
2. Select the **Follow** icon.
3. The slave projectors will display the same source that is currently being shown on the main display.
4. Press the **Blank** icon to blank the screen.



### Slave Laptop / Document Camera Presentation – HDMI

The slave projectors are equipped to present from a connected laptop or document camera. A local wall plate input, which supports HDMI input, is located below each of the four slave whiteboards.

1. Press the **Slave Displays** tab.
2. Select the **HDMI In** icon.
3. Select the **Room** icon or the **Local** icon.
4. Press the **Blank** icon to blank the screen



## Shutdown

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To shutdown the audio-visual system

1. Press the **Shutdown** icon located on the top right of the touch screen. A pop-up screen will appear.
2. Press the **Yes** icon.
3. 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.

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

1. **Log off** the house PC only, do not shutdown/turn off the house PC.
2. Turn the keyboard **off** via the **on/off button** located on the back of the keyboard
3. Dock the mouse back into the **docking station**.
4. Dock the lapel microphones back into the **docking station** so the charge lights are activated.

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