

Blue 2.1.02 Small Meeting Room

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

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.

1. **Simply touch the screen's surface** and the Welcome page will load.
2. **Press the screen again** to load the system's Main Page.



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.

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



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.

1. Press the **Volume** icons to adjust the volume level. Press the **Mute** icon to turn off the sound.

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.

Personal Computer (PC) Presentation

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

Personal Computer Presentation Procedure

1. 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. A table input supports video and stereo audio using an HDMI cable.

Connecting a Laptop

1. Connect a laptop to the **wall port** using 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 **Laptop** icon from the Source Selection row.



Shutdown

To shutdown the audio-visual system

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

To turn off the system

3. 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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