

Lecture Theatre

Introduction

This document introduces users to basic system operation procedures using the touch screen.

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.



Microphones

Keyboard and mouse are located on the lectern and microphones are located within the lecterns shelving.

1. Turn the hand held microphone on via the **on/off button** located on the front.
2. Turn the lapel microphone on via the **on/off button** located on the front.

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.



Presentations – Selecting and Operating Sources

Projector Tab

PC Presentation

The audio-visual system is equipped to display computer presentations from the House PC located in the lectern.

PC Presentation Procedure

1. Select the **Projector** tab.
2. Select the **PC** icon.
3. Press the **None** icon to blank the display.



Laptop Presentation

The audio-visual system is equipped with an HDMI input at the lectern allowing the user to connect a laptop computer.

Connecting a Laptop

1. Connect a laptop to the lectern input 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 **Projector** tab.
2. Select the **Laptop** icon.



Document Camera Presentation

The audio-visual system is equipped with an HDMI input at the lectern allowing the user to connect a document camera.

Connecting a Document Camera

1. Connect the **document** camera to the lectern input using an HDMI cable.
2. Turn on the **document** camera.
3. Use the document camera controls to operate the device.

Document Camera Presentation Procedure

1. Select the **Projector** tab
2. Select the **Doc Cam** icon.



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**



Monitor Tab

By default the audio-visual system will display the selected option on the Projector tab on both the projector and Monitor.

Complete the following to display separate presentations on the Projector and the Monitor.

For example:-

1. Select the **Projector** tab for the input to display the presentation on the projector screen.
2. Select the **Monitor** tab for the input to display the presentation on the LCD.

Follow Smart board Presentation Procedure

1. Select the **LCD** tab.
2. Select the **Follow Smart board** icon.
3. Press the **None** icon to blank the display.



Video Conference Presentation

The audio-visual system is equipped to display video conference calls. Use the Video Conference tab to establish and control a video conference call. Use the Video Conference presentation page to display a current video conference call.

NOTE: The Video Conference option from within the Projector or Monitor tab is only available when in video conference mode and there is a current video conference call in progress. Otherwise, this option is not available

VC Presentation Procedure

1. Enter Video Conference mode and establish a conference call.
2. Select the **Projector** tab or the **Monitor** tab.
3. Select the **Video Conference** icon.

Video Conferencing

Video Conference Dialing

The system features video conference dialing that allows manual dialing and calling of video conference calls.

Video Conference Dialing Procedure

1. Press the **Video Conference** tab.
2. Select the **Dialing** icon.
3. Enter the contact number/address using the numeric keypad of the **keyboard** or via the **keyboard** icon.
4. Press the **Call** icon to connect the call.
5. Use the **Privacy** icon to disable outgoing audio.
6. Use the **Volume** controls to adjust the incoming volume level.
7. Press the **Remote** icon to display simulated remote control icons.
8. Press the **PIP Layout** icon to display and change the picture-in-picture image.
9. Press the **End** icon to disconnect the call.



Menu Controls

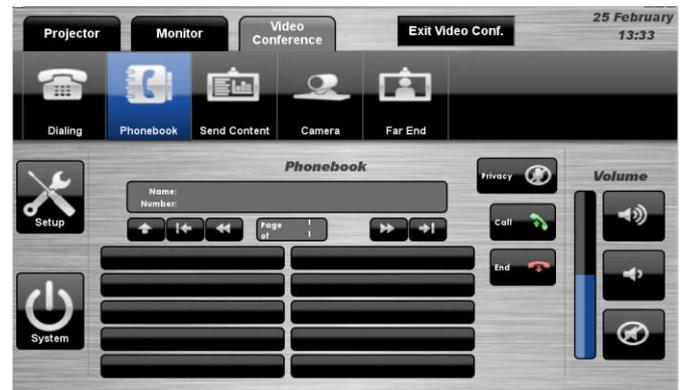
1. Press the **Enter/Menu** icon to display the on-screen menu.
2. Use the **▲▼◀▶** icons to navigate around the on-screen display menu.
3. Confirm selections by pressing the **Enter/Menu** icon again.
4. Press the **Back/Cancel** icon to cancel a selection or exit the on-screen menu.

Video Conference Phone Book

The video conferencing system features an integrated Phone Book. The phone book provides a convenient way of establishing calls without needing to manually type long contact numbers.

VC Phone Book Procedure

1. Press the **Video Conference** tab.
2. Select the **Phonebook** icon.
3. Select one of the **contact** icons to bring up the contact's name and number.
4. Use the Next **▶** or Prev **◀** icons to scroll through the phone book. Use the First **◀◀** or Last **▶▶** icons to jump to the beginning or end of the phone book.
5. Press the **Call** icon to connect the call.
6. Use the **Privacy** icon to disable outgoing microphone audio.
7. Use the **Volume** controls to adjust the incoming volume level.
8. Press the **End** icon to disconnect the call



Video Conference Send Content

The video conferencing system allows users to select and control the near-end sources. The unit will send whatever source is currently being displayed by the projector onto the interactive whiteboard.

VC Send Content Procedure

1. Press the **Video Conference** tab.
2. Select the **Send Content** icon.
 - a. From the **Projector** tab, select a source to be displayed on the whiteboard.
3. Press the **Send Content** icon to send the presentation.
4. Press the **Stop Sending** icon to stop sending the presentation.

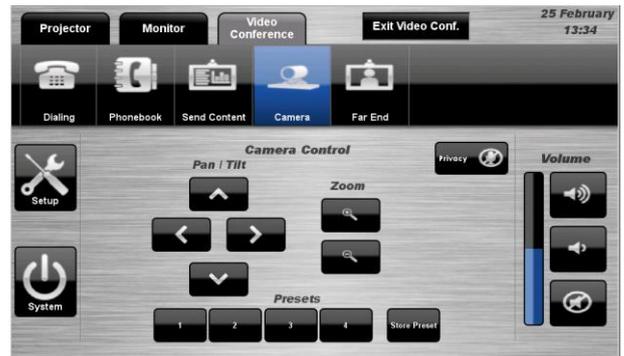


Video Conference Camera

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

VC Camera Procedure

1. Press the **Video Conference** tab.
2. Select the **Camera** icon.
3. Use the ▲▼◀▶ icons and **Zoom** icons to position the camera.
4. Select a **Preset** icon to move the camera to a pre-configured position.

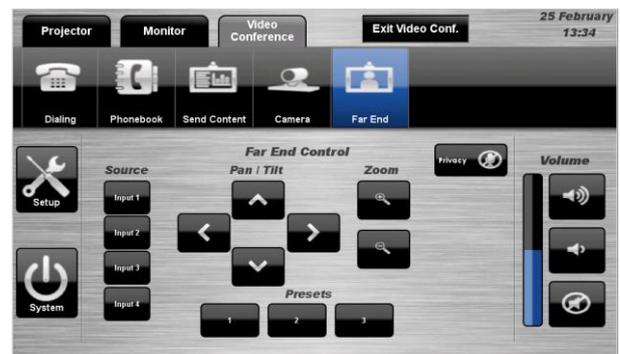


Video Conference Far-End

The video conference system allows users to control the far-end camera that is connected to the receiver's VC system. This feature allows users to fine tune viewing angles and zoom based on the near-end perspective. To use this feature, the receiver's system must support this feature and be configured to permit Far-End control.

VC Far End Procedure

1. Press the **Video Conference** tab.
2. Select the **Far End** icon.
3. Select a **Source** icon.
4. Use the ▲▼◀▶ icons and **Zoom** icons to adjust the far-end camera angle.
5. Alternatively, select one of the three **Preset** icons to load a preconfigured viewing angle. These presets are configured by the far-end user.



End Video Conferencing

Pressing the **End** icon from the Dialing 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



Shutdown

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.

To turn off the system

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. Dock the hand held and lapel microphone back into the **docking station** lining up the recharging so the charge lights are activated.

**For assistance, please contact ITMS Technical Support
Phone: 8946 6291 or Ext: 6291**