

Seminar Room

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 to turn on the system.



Keyboard, mouse and microphones

Keyboard, mouse and microphones are kept in the drawer of the white cupboard.

1. Turn the keyboard on via the **on/off button** located on the back of the keyboard.
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.



Smart Board Tab

Personal Computer (PC) Presentation

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

PC Presentation Procedure

1. Select the **Smart Board** tab or the **Projector** tab.
2. Select the **PC** icon.
3. Press the **None** icon to blank the display.
4. To connect a memory stick, use the USB hub located in the white cupboard draw.



Laptop / Document Camera Presentation

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

Laptop / Document Camera Presentation Procedure

1. Select the **Smart Board** tab or the **Projector** tab.
2. Select the **Laptop / Doc Cam** icon.
3. Press the **None** icon to blank the display.



Connecting a Laptop/ Document Camera

1. Connect a **laptop/document camera** to the AV console rack input using an HDMI cable.
2. Turn **on** the laptop / document camera.
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.
4. Use the **document camera** controls to operate the document camera.

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**

iPad Presentation

The audio-visual system allows the user to connect an Apple iPad for presentation. The iPad is only projected onto the Smart Board.

iPad Presentation Procedure

1. Select the **Smart Board** tab
2. Select the **iPad** icon.
3. Select the **Epson iProjection** icon located on the iPad.



See Instruction sheet:-
Epson iProjection – Apple iPhone and iPad

Projector Tab

Presentations can be displayed via the roof mounted projector by selecting the input on the **Projector** tab.

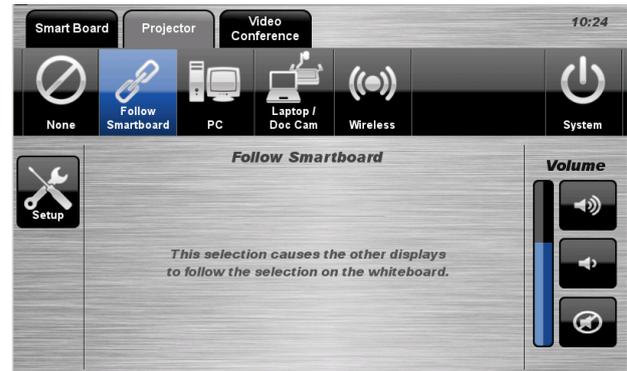
For example:-

1. Select the **Smart Board** tab for the input to display the presentation on the Smart board.
2. Select the **Projector** tab for the input to display the presentation on the projector.

Follow Smart Board Presentation Procedure

The roof mounted projector can be set to follow the input displayed via the Smart Board.

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



Video Conferencing

Prerequisite

The room has been booked with FAS and they were notified at the time of making the booking that video conferencing was required.

See Instructions sheet:- **Portable Video Conference Unit**

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. 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 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**