

Blue 1.1.51 Basic Collaborate 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.

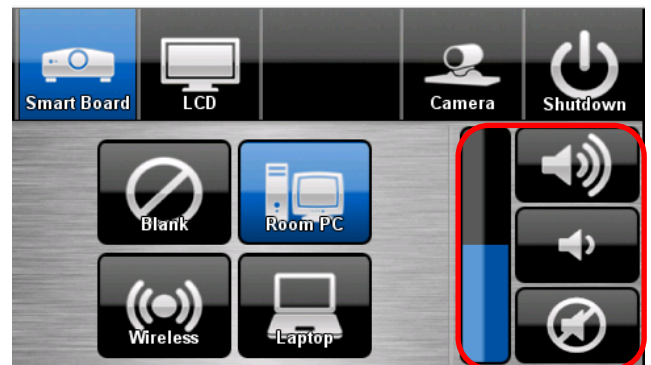


Volume

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.



Microphones

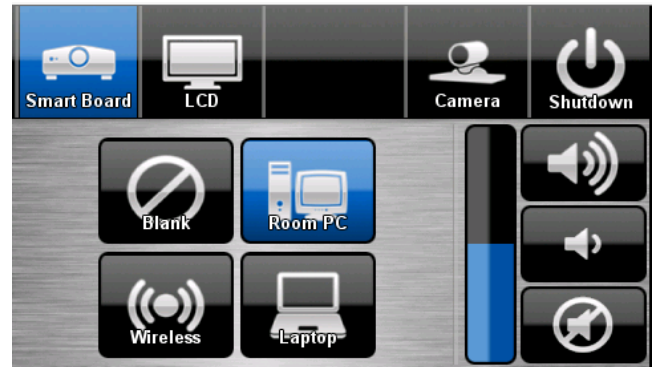
The microphones are connected to the Room PC for recording purposes. The Microphones do not reinforce through the room.

Turn the microphones on via the **on/off button** located on the front of the microphone.

Main Touch Panel

How to use the Room PC

1. Select the **Room PC** icon on the touch panel
2. Turn the Keyboard and Mouse on via the **on/off** button located on the Keyboard and Mouse.
3. Log in using your Staff Username and Password or the Local Account Username and Password found on the keyboard.



How to adjust the camera position

Select the **Camera** icon on the touch panel

To move the camera up, down or side to side select the following icons on the touch panel.




To zoom the camera in or out select the following icons on the touch panel.

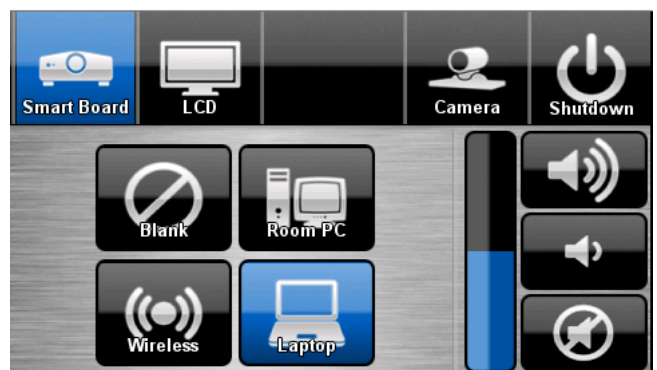


Select **Done** once you are happy with the camera setting.



How to connect a Laptop

1. Connect a laptop using an HDMI cable
2. Select the **Laptop** icon on the touch panel
3. Turn on the laptop
4. Configure the **laptop** to direct the video image to an external video display. eg:- By selecting Function (Fn) + F3 or F5 or  + P on the laptop.



How to use Wireless Presentation

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

Downloading Wireless Presenter Software (only required the first time)

See Instruction sheet:- **Wireless Presenter**



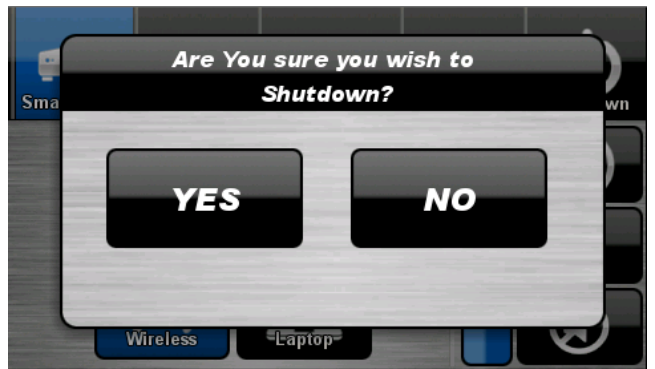
Shutdown

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 and Mouse **off** via the **on/off button** located on the keyboard and mouse.
3. Dock the handheld 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**