

Mal Nairn Foyer Controls

The purpose of this document is to provide instructions to manage the three screens located in the foyer spaces of the Mal Nairn.

- Large LCD Screen behind the desk in the foyer area to the right (Foyer 1).
- Large LCD Screen in the Foyer area to the left (Foyer 2).
- Large Projector Screen and a Projector.

There is an AMX touch panel controller located on the wall next to the LCD in Foyer 2.

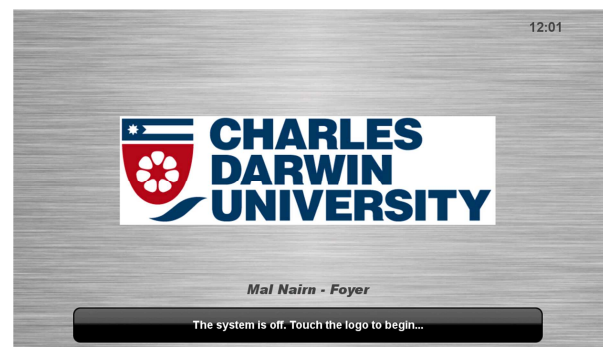
There are two laptop inputs located below the two LCD screens located in Foyer 1 and 2 to display content independently.

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.

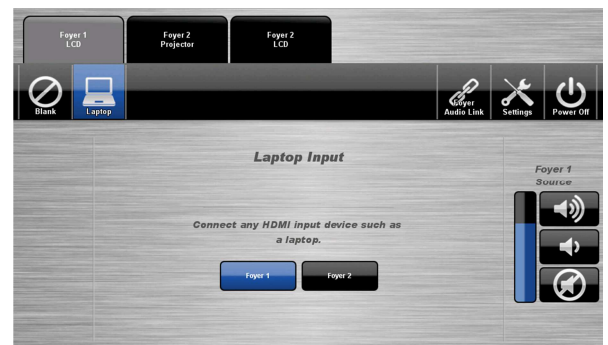


Volume

The room volume level and microphone volume level can be adjusted at any time by using the Volume column controls located on the right hand side of the screen.


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

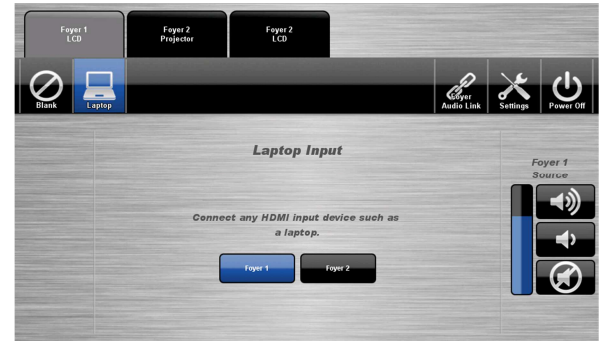
Press the **mute** icon to turn off the sound



Laptop Presentation

There are three tabs allowing control of the three screens. Select the tab for the required screen.

1. Connect a laptop to the Wall plate using a HDMI or VGA cable
 - a. **Foyer 1 LCD** Input plate is located to the left of the monitor near the base of the wall.
 - b. **Foyer 2 LCD** Input plate is located to the right of the monitor near the base of the wall.
2. Configure the laptop to direct the video image to an external display. E.g. By selecting Function (Fn) + F3 or F5 or  + P on the laptop.
3. Select the tab for the corresponding screen you wish to display content on. **Foyer 1 LCD, Foyer 2 Projector or Foyer 2 LCD**
4. Press the **Laptop** button to display content from the Input Plate.
5. Press the Input button **Foyer 1** or **Foyer 2** corresponding to where the laptop is connected.
6. To send audio to all locations in the Foyer press the **Audio Link** button.



Presentation from Mal Nairn Theatre

The Foyer AV system can be linked to Mal Nairn Theatre allowing an audience in the foyer to see and hear the presentation. The link can only be made from the controls in the Theatre.

1. Follow the Mal Nairn Lecture theatre instructions to setup the presentation.
2. From the theatre AMX Touch Panel press **Setup**
3. Press the **ON** button corresponding to the parts of the foyer to be linked.



Shutdown

To shut-down the audio-visual system

Press the **Power off** icon located on the top right of the touch screen.

A pop-up screen will appear.

To turn off the system, press the **Yes** icon.



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
8946 6291**