

# Orange 12.1.04 Community 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.



## Keyboard and mouse

The keyboard and mouse are kept in the equipment rack.

To use the equipment

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

## 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, pressing the **Mute** button a second time turns the sound back on.

If the **Mute** button is red this indicated the sound is off.

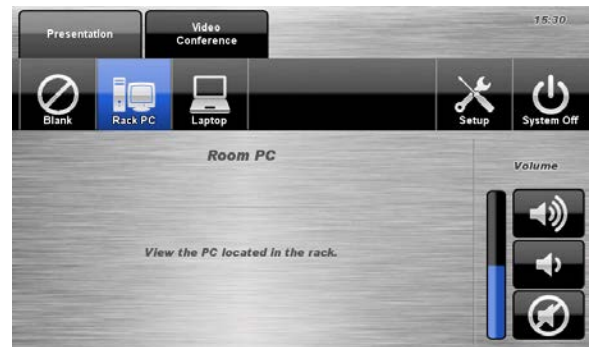


## Personal Computer (PC) Presentation

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

### PC Presentation Procedure

1. Select the **Presentation** or **Video Conference** tab.
2. Select the **Rack PC** icon.
3. Press the **Blank** icon to blank the display.
4. To connect a memory stick, connect it to the house PC.

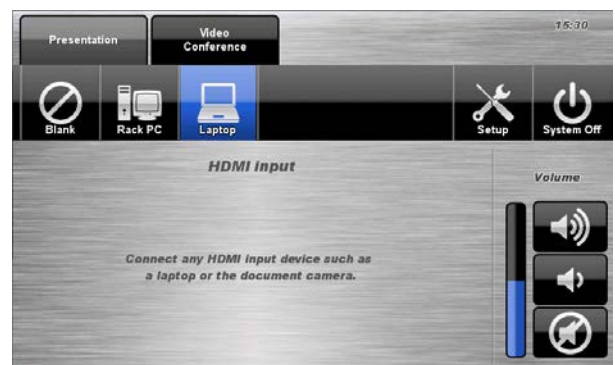


## Laptop Presentation

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. Select the **Presentation** or **Video Conference** tab.
2. Connect a laptop to the **wall port** using HDMI cable.
3. Turn **on** the laptop.
4. 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.



## Video Conference Dialling

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

### VC Dialling Procedure

1. Press the **Video Conference** tab.
2. Select the **Dialling** icon.
3. Enter the **contact number/address** using the numeric keypad
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. To access the **Pop up Keyboard** press the grey box above the **key pad**.
8. Press the **Remote** icon to display simulated remote control icons.
9. Press the **End** icon to disconnect the call.



## 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 **Add Book** 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 PC and laptop inputs and send a presentation.

### VC Send Content Procedure

1. Press the **Video** Conference tab.
2. Select the **Send Content** icon.
3. Select the **PC** icon or the **Laptop** icon.
4. Press the **Send Content** icon to send a presentation.
5. Press the **Stop Sending** icon to stop sending a 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 **Direction** icons and **Zoom** icons to position the pan-tilt camera.
4. Press a **Preset** icon to position the camera to a pre-configured spot.
5. To save a preset, position the camera and press the **Store Preset** icon followed by a **Preset** icon.



## End Video Conferencing

From the Dialling page or the Phone Book page, pressing the End 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.

If you no longer require the video conference unit press the **Exit Video Conf.** button in the top right corner to close the video conference and return to presentation mode.

## Shutdown

To shut down the audio-visual system

1. Press the **System** 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. 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. Turn the keyboard **off** via the **on/off button** located on the back of the keyboard
2. Turn the mouse **off** via the **on/off button** located on the base of the mouse.

**For assistance, please contact Teaching Space Support, ITMS  
8946 6291**