

WFD – Tutorial Room

Introduction

This guide provides basic instructions for the audio visual system. The system features a projector and interactive whiteboard. Presentations can be made from the PC, laptop computer, or mobile device.

Start-up

The touch screen remains powered on indefinitely.

To begin, simply **touch** the screen's surface to load the system's Main Page. Room lights will come on automatically.



Lights and Blinds

Use the **Lights** and **Blinds** icons to control the lighting and window blinds.

PLEASE NOTE: WFD.3.05 does not have Blinds Controls on the Touch Screen.

The room lights can be adjusted at any time by using the Lights column controls. For convenience, the lighting controls are located on the left side of the screen.

Before system start up, the **Blinds** controls are on the right side. Once system has started they switch to the left side.

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.



For assistance, please contact ITMS Audio Visual Support

Phone: 8946 6291 or Ext: 6291

PC Presentation

When the AV system is turned on the PC content is displayed by default.

The PC is located in a locked cabinet in the room and is intended to be left on when not in use. **Please do not shut down the PC at any time.**

Use the wireless keyboard and mouse located on top of the equipment rack to operate the PC.

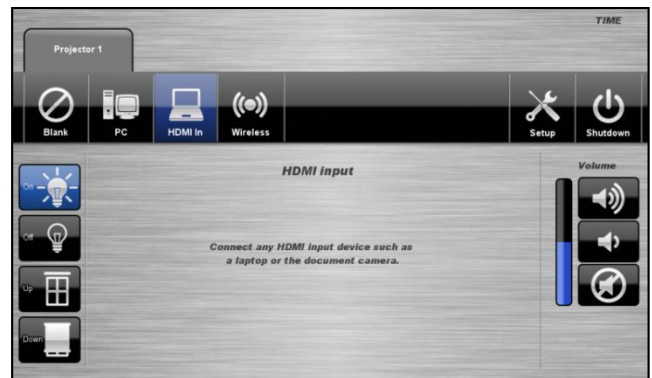
Notes: Turn on the keyboard via the power switch underneath the keyboard. When finished, turn off the keyboard and place mouse back on charger.



Laptop - HDMI

A laptop can be connected via an HDMI cable to the HDMI socket in the desk. Located under desk flap.

1. From the **Projector 1** tab, select **HDMI In**



Wireless Presenter

See Instruction sheet – Wireless Presenter



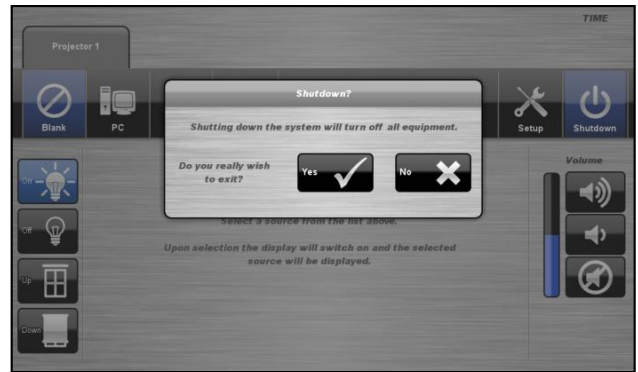
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Shutdown

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.
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 microphones back into the **docking station** so the charge lights are activated.

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