

# Blue 2A.1.01 Large Tutorial 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.

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.

Select a **Lights** icon to turn on the room lights.



## Lights

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.

Press a **Lights** icon to turn on the lights, dim the lights, or turn off the lights.

## Volume

The room volume level and microphone 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 **Source** icon to adjust the room volume level.

Press the **Mics** icon to adjust the microphone volume level.

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

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



## Keyboard, mouse and microphones

Keyboard, mouse and microphones are kept in the equipment rack.

1. Turn the keyboard on via the **on/off button** located on the back of the keyboard.
2. Turn the hand held microphone on via the **on/off button** located at the base.
3. Turn the lapel microphone on via the **on/off button** located at the top.
4. Turn the table top microphones on via the **on/off button** located on the front.

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. Dock the mouse back into the **docking station**.
3. Dock the microphone back into the **docking station** lining up the recharging so the charge lights are activated.

## Displays

The user can control video presentations to the 2 Large Screen Display's (Left + Right tab) or the LCD screens (LCD tab).

The 2 Large Screen Display's will display PC, Laptop, Document Camera, Wireless Presenter and Video Conference input.

The LCD screens will display PC, Laptop, Document Camera, Wireless Presenter, Video Conference, One-to-One Video, or replicate what is currently being shown on the Large Screen Display.

## Presentations – Selecting and Operating Sources

### Large Screen Displays and LCDs

**Note** that these instructions primarily show the touch screen images for the Left Large Screen Display tab selection.

To use the LCD's, press the LCD tab. The LCD offers PC, Laptop, Document Camera, Wireless Presenter and Video Conference and operates in the same manner with the addition of the One-to-One Video source selection which allows the user to present from the Laptop Inputs found under the LCD's.

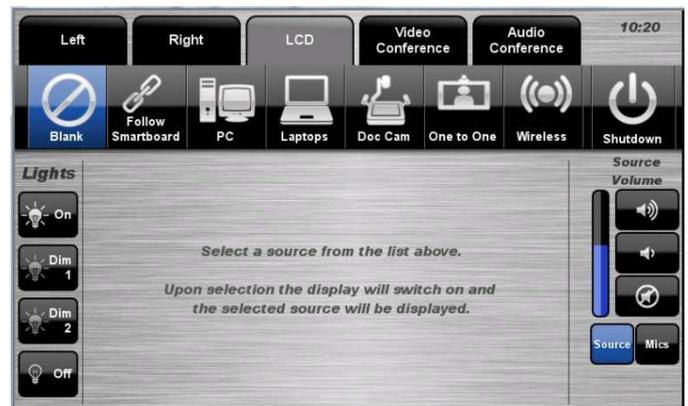
## Follow Left Display Presentation

The system features 2 Large Screen Displays. The user can select to have the LCD screens display the same video that is being displayed on the Left Display at the front of the room.

**NOTE:** The Left and Right tabs allows the user to select the PC, Laptop, Document Camera, Wireless Presenter or Video Conference to be displayed on the Large Screen Displays.

## Follow Left Display Presentation Procedure

1. From the **Left** tab, select a source for the Display.
2. From the **LCDs** tab, select the **Follow Smartboard** icon.



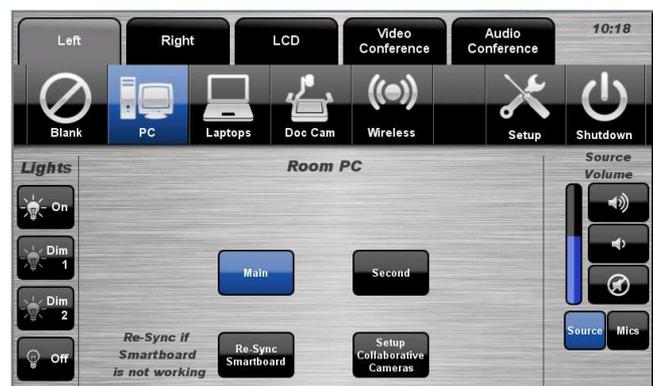
## Personal Computer (PC) Presentation

The audio-visual system is equipped to display computer presentations from the PC. The presentation from the PC will be an Extended display that will show the Desktop on both screen allowing different content to be displayed on each screen by dragging the windows across to the right of the screen.

## PC Presentation Procedure

1. Press the **Left** tab, **Right** tab or the **LCDs** tab.
2. Select the **PC** icon from the Source Selection row

By default, the **Left** tab will display the Main desktop and the **Right** tab will display the Second desktop. This can be changed by selecting the **Main** and **Second** icon on the **Left** and **Right** tabs.



## Laptop (LCDs) Presentation

The audio-visual system is equipped to display computer presentations from a connected laptop. Five inputs support video and stereo audio using HDMI cables.

### Connecting a Laptop

1. Connect a laptop to an input using an HDMI cable.
2. Turn on the laptop.
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) or by pressing the Windows button + the letter P on Windows 7/8. Consult the laptop's help files for more information.

### Laptop Presentation Procedure

1. Press the **LCDs** tab.
2. Select the **Laptops** icon from the Source Selection row.
3. Select the **Laptop Input** icon that corresponds with the Wall Plate you are connected to.



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### Laptop Presentation Procedure

1. Press the **Left** or **Right** tab, depending on which screen you wish to display on.
2. Select the **Laptops** icon from the Source Selection row.
3. Select a **Laptop Input** icon.

### Document Camera Presentation

The audio-visual system features a document camera.

### Document Camera Presentation Procedure

1. Press the **Left** tab, **Right** tab or the **LCDs** tab.
2. Select the **Doc Cam** icon from the Source Selection row



### One on One Presentation

The system features two Large Screen Displays and four 55" LCD screens. The One-to-One setup allows each of the five laptop inputs to be displayed on their corresponding display.

NOTE: The 'One-to-One' option is only available from the **LCDs** tab.

### One-to-One Presentation Procedure

1. Connect laptops to the inputs using the HDMI cables.
2. Press the **LCDs** tab.
3. Select the **One to One** icon from the Source Selection row



## Video Conferencing

### Video Conference Dialing

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

### Video Conference Dialing Procedure

1. Press the **Video Conference** tab.
2. Select the **Dialing** icon.
3. Enter the contact number/address using the numeric keypad of the **keyboard** or via the **keyboard** icon.
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. Press the **Remote** icon to display simulated remote control icons.
8. Press the **PIP Layout** icon to display and change the picture-in-picture image.
9. Press the **End** icon or **Exit Video Conf.** icon to disconnect the call.



### Menu Controls

1. Press the **Enter/Menu** icon to display the on-screen menu.
2. Use the **▲▼◀▶** icons to navigate around the on-screen display menu.
3. Confirm selections by pressing the **Enter/Menu** icon again.
4. Press the **Back/Cancel** icon to cancel a selection or exit the on-screen

### 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 **Phonebook** 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 sources.

### VC Send Content Procedure

1. Press the **Video Conference** tab.
2. Select the **Send Content** icon.
3. Select the icon of the input you wish to send.
4. Press the **Stop Sending** icon to stop sending the 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. Switch cameras by selecting the **Camera 1** or **Camera 2** icon.
4. Use the **▲▼◀▶** icons and **Zoom** icons to position the camera.
5. Select a **Preset** icon to move the camera to a pre-configured position.



## Video Conference Far End

The video conferencing system allows users to select and control the far-end video camera.

1. Press the **Video Conference** tab.
2. Select the **Far End** icon..
3. Use the **▲▼◀▶** icons and **Zoom** icons to position the camera.
4. Select a **Preset** icon to move the camera to a pre-configured position. This will depend if the far end has preset camera positions set up already.



## End Video Conferencing

Pressing the **End** icon from the Dialing or Phonebook pages will disconnect the current conference call.

Pressing the **Exit Video Conf.** 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.



## Audio Conference

The video conferencing system allows users to select and control the far-end video camera.

1. Press the **Audio Conference** tab.
2. Using the keypad, dial the number you wish to call. This will work exactly like a CDU Desk Phone. You can dial an extension of a staff member you wish to call and will need to press "0" to dial externally.



## Shutdown

To shutdown the audio-visual system, press the **Shutdown** 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.

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

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