

# Small Tutorial Room

## Overview

This guide provides basic operating instructions for the audio visual system. The system features a projector and a 55" LCD screen. The user can hold presentations from the rack PC, a laptop computer, a document camera or an Apple iPhone/iPad.

## Presentation Procedure

**Left** - buttons control the projector.

**Right** - buttons control the LCD screen.

Blue light indicates the selection is “on”

Press the **PC** button(s) to display the rack PC.

Press the **HDMI In** button(s) to display a connected laptop / document camera.

Press the **Wireless** button(s) to display a wireless laptop.

Press the **iPAD** button to display the iPad (projector only).

Press the **LCDHDMI** button to display the laptop connected to the wall plate underneath the LCD screen.

Press the **Off** button(s) to turn off the displays.

Use the **Volume** buttons to adjust the volume level.



## Keyboard and Mouse

Keyboard and mouse are kept in the drawer of the white cupboard.

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

## Connecting a PC

Press the **PC** button (s) to display the house PC

Move the **Mouse** to wake up the system

Login in using the **Username** and **Password** located on the keyboard.

To connect to the **Internet** use your staff logon credentials

To connect a memory stick, use the USB hub located in the white cupboard draw.

## Connecting a Laptop/Document Camera

Connect a laptop or document camera to the 'HDMI In' input located at the rack console using an HDMI cable.

Turn on the **laptop**.

Configure the laptop to direct the video image to an external video display by selecting (E.g. Function + F3 or F5) function keys on the laptop.

Consult the laptop's help files for more information.

Turn on the **Document Camera**

Use the document camera controls to operate the document camera.

## Connecting a Laptop (LCD screen only)

Connect a laptop to the HDMI wall plate input using an HDMI cable.

Turn on the laptop.

Configure the laptop to direct the video image to an external video display by selecting (E.g. Function + F3 or F5) function keys on the laptop.

Consult the laptop's help files for more information.

## Connecting a Wireless Laptop

See Instructions sheet:- **Wireless Presenter**

## Connecting a iPhone/iPad

See Instruction sheet:- **Epson iProjection – Apple iPhone and iPad**

## Shutdown

**To ensure longevity of the audio visual equipment please double check the system is turned off prior to leaving the room (Off indicator lights are blue).**

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. Press **Off** buttons to turn off the system
3. Turn the keyboard **off** via the **on/off button** located on the back of the keyboard
4. Dock the mouse back into the **docking station**.

**For assistance, please contact ITMS Technical Support  
Phone: 8946 6291 or Ext: 6291**