Blue 2.2.02
Meeting 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.

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.

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

Use the equipment labelled Gallery.
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.

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 hand held and lapel microphone back into the **docking station** lining up the recharging so the charge lights are activated.

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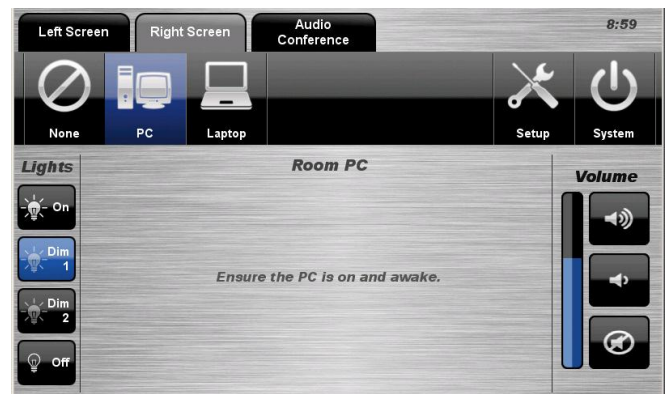Press the **mute** icon to turn off the sound.

Personal Computer (PC) Presentation
The audio-visual system is equipped to display computer presentations from the room PC.

PC Presentation Procedure
Select the **PC** icon from the Source Selection row.

Laptop Presentation
The audio-visual system is equipped to display computer presentations from a connected laptop. An input supports video and stereo audio using an HDMI cable.

Connecting a Laptop
1. Connect a laptop to the 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). Consult the laptop's help files for more information.

Laptop Presentation Procedure
Select the Laptop icon from the Source Selection row.

TV Presentation

The audio-visual system features free-to-air digital television.

TV Presentation Procedure

1. Select the **TV** icon from the Source Selection row.
2. Select a **channel** from the keypad.

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 or keypad 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 **Keyboard** to display a pop-up keyboard and enter a contact.
8. Press the **Remote** icon to display simulated remote control icons.
9. Press the **End** icon to disconnect the call.

Menu Controls

1. Press the **Enter/Menu** icon to display the on-screen menu.
2. Use the **Direction** 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 menu.

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.
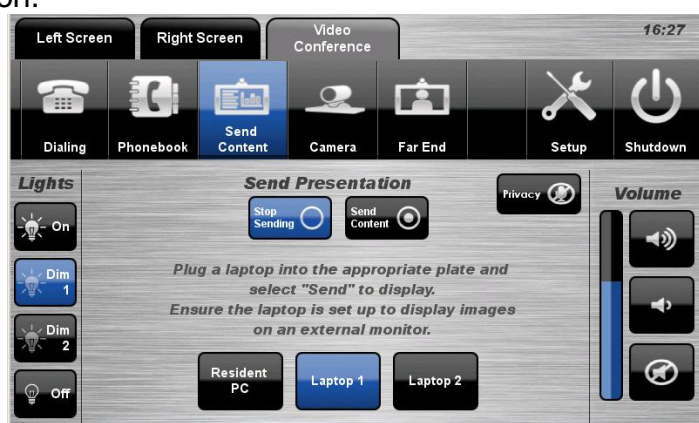
Video Conference Send Content

The video conferencing system allows users to select and control the near-end 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 a 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.
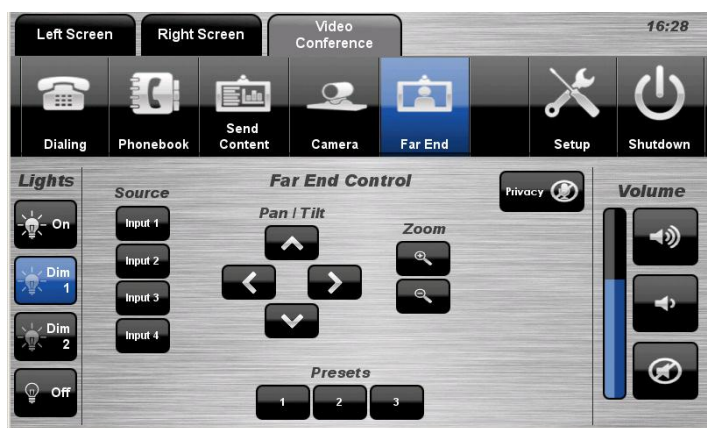
Video Conference Far-End

The video conference system allows users to control the far-end camera that is connected to the receiver's VC system. This feature allows users to fine tune viewing angles and zoom based on the near-end perspective. To use this feature, the receiver's system must support this feature and be configured to permit Far-End control.

VC Far End Procedure

1. Press the **Video Conference** tab.
2. Select the **Far End** icon.
3. Select a **Source** icon.
4. Use the **Direction** icons and Zoom icons to adjust the far-end camera angle.
5. Alternatively, select one of the three **Preset** icons to load a preconfigured viewing angle. These presets are configured by the far-end user.

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.

Shutdown

To shutdown the audio-visual system, press the System 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**