

Blue 2.2.24 Conference 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.

The user can select a **lighting** icon from the Welcome 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.



2.4. 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.

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.

Displays

The user can control video presentations to the projector (Smart Board tab) or the LCD screens (LCD tab).

The projector will display PC, laptop and document camera input. The user can also present from a connected iPad by selecting the 'Laptop' source. Note that the iPad input is only available using the projector.

The LCD screens will display PC, laptop (no iPad option), document camera or replicate what is currently being shown on the projector.

Presentations – Selecting and Operating Sources

Projector and LCD

Note that this manual primarily shows the touch screen images for the LCD tab selection.

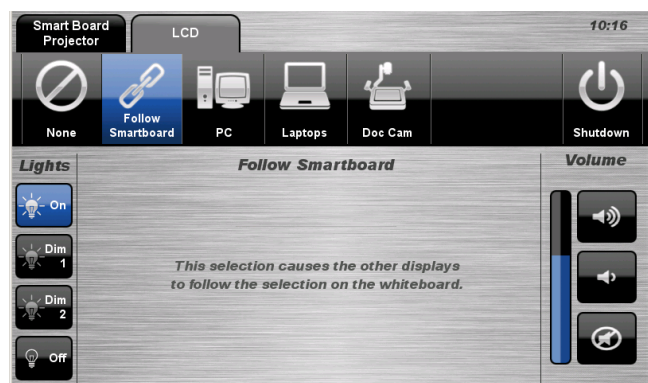
To use the projector, press the Smart Board tab. The projector offers PC, laptop and document camera presentations and operates in the same manner with the exception of the 'Laptops' source selection which allows the user to present from a connected iPad (projector only).

Follow Smartboard Presentation

The audio-visual system features a projector and an 87" interactive whiteboard. The video image displayed on the whiteboard can also be displayed on the LCD screen.

Follow Smartboard Presentation Procedure

1. Press the **LCD** tab.
2. Select the **Follow Smartboard** icon from the Source Selection row.



Personal Computer (PC) Presentation

The audio-visual system is equipped to display computer presentations from the PC.

PC Presentation Procedure

1. Press the **Projector** tab or the **LCD** tab.
2. Select the **PC** icon from the Source Selection row.



Laptop LCD 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

1. Press the **LCD** tab.
2. Select the **Laptops** icon from the Source Selection row.



Laptop / iPad (Projector) Presentation

The audio-visual system is equipped to display computer presentations from a connected laptop. An input supports video and stereo audio using HDMI cables. An Apple iPad can also be connected to the system when using the projector.

Connecting a Laptop

1. Connect a laptop to an input using an HDMI cable or an Apple iPad.

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 / iPad Presentation Procedure

1. Press the **Smart Board** tab.

2. Select the **Laptops** icon from the Source Selection row.

3. Select the **HDMI Wallplate** icon or the **iPad** icon

4. For iPad presentation, press the **Epson iProjection** icon on the iPad.

Download EPSON iProjection from Apple App Store

1. Open the **EPSON iProjection** application from you iPhone/iPad

1. Select the **Projector** icon

2. Select the **Other** icon

3. Enter the **ip address** of the projector displayed on the whiteboard

4. Select **OK** to confirm projectors details.



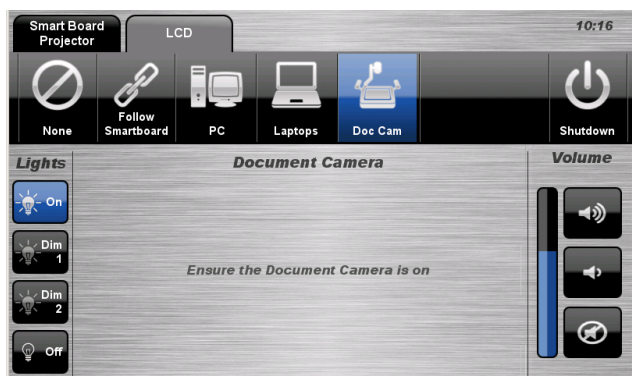
Document Camera Presentation

The audio-visual system is equipped to display computer presentations from the document camera.

Document Camera Presentation Procedure

1. Press the **Projector** tab or the **LCD** tab.

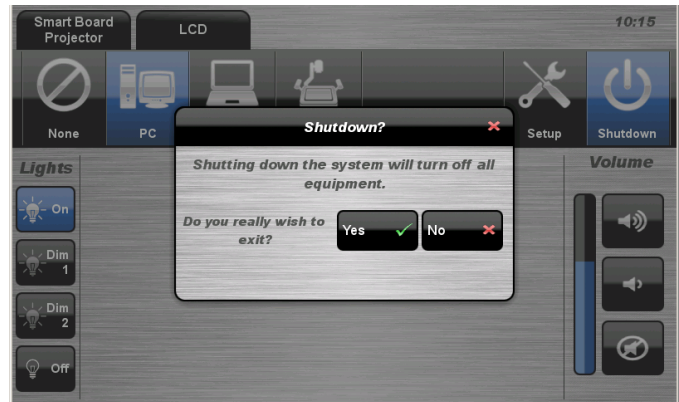
2. Select the **Doc Cam** icon from the Source Selection row.



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**