Collaborative Room

Introduction
This document introduces users to basic system operation procedures using the touch screen.

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.

Keyboard, mouse and microphones
Keyboard, mouse and microphones are kept in the drawer of the white cupboard.
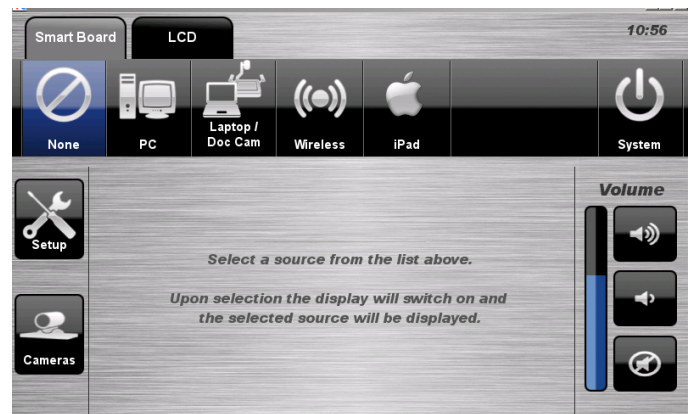
1. Turn the keyboard on via the **on/off button** located on the back of the keyboard.
2. Turn the hand held microphone on via the **on/off button** located on the front.
3. Turn the lapel microphone on via the **on/off button** located on the front.

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.

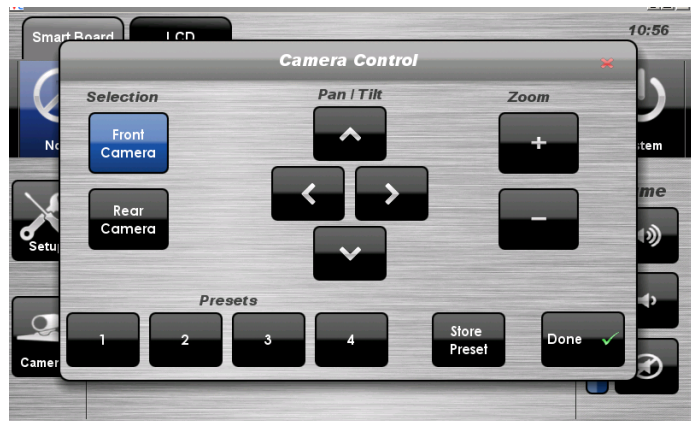Press the **Volume** icons to adjust the volume level.

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

Cameras

The system features two video cameras which are connected to the rack PC via USB cables.

NOTE: **Room Blue 1.1.42** only has one camera.

Camera Control Procedure

1. Press the **Cameras** icon.
2. Select the **Front Camera** icon or the **Rear Camera** icon.
3. Use the ▲ ▼ ◄ ► and **Zoom** icons to position the camera.
4. Select a **Preset** icon to position the camera to a pre-configured position.
5. Press the **Done** icon to close the pop-up window.

Smart Board Tab

PC Presentation

The audio-visual system is equipped to display computer presentations from the PC located in the equipment rack.

PC Presentation Procedure

1. Select the **Smart Board** tab
2. Select the **PC** icon.
3. Press the **None** icon to blank the display.
4. To connect a memory stick, use the USB hub located in the white cupboard draw.

Laptop / Document Camera Presentation

The audio-visual system is equipped with an HDMI input allowing the user to connect a laptop computer or a document camera.

NOTE: Room **Blue 1.1.42** also offers a direct LCD laptop input (LCD HDMI).

Laptop / Document Camera Presentation Procedure

1. Select the **Smart Board** tab or the **LCD** tab.
2. Select the **Laptop / Doc Cam** icon.
3. Press the **None** icon to blank the display.

Connecting a Laptop / Document Camera

1. Connect a **laptop/document** camera to the input using an HDMI cable
2. Turn **on** the laptop or document camera.
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.
4. Use the **document camera** controls to operate the device.

Wireless Presentation

The audio-visual system is equipped with a wireless presenter to allow the user to present using a wireless laptop computer.

Downloading Wireless Presenter Software (only required the first time)

See Instruction sheet:- **Wireless Presenter**

iPad Presentation

The audio-visual system allows the user to connect an Apple iPad for presentation. The iPad is only projected onto the Smart Board

iPad Presentation Procedure

1. Select the **Smart Board** tab
2. Select the **iPad** icon
3. Select the **Epson iProjection** icon located on the iPad.

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

LCD Tab

LCD Presentation

By default the audio-visual system will display the selected option of the Smart Board tab on both the interactive whiteboard and LCD.
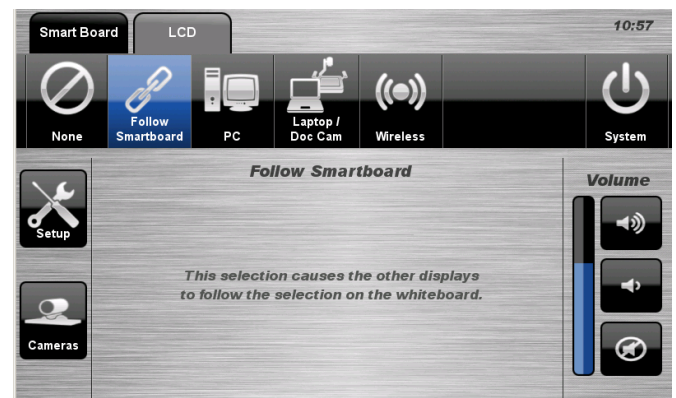
Complete the following to display separate presentations on the Smart board and LCD.

For example:-
1. Select the **Smart board** tab for the input to display the presentation on the Smart board.
2. Select the **LCD** tab for the input to display the presentation on the LCD.

Follow Smart board Presentation Procedure

1. Select the **LCD** tab.
2. Select the **Follow Smart board** icon.
3. Press the **None** icon to blank the display.

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.

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

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