

WFD.5.27 – Boardroom

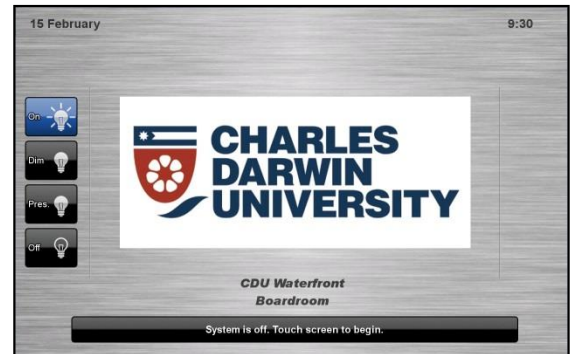
General

The audio-visual system installed allows users to give multimedia presentations from audio and video sources, including personal computers.

Start-up

The touch screen remains powered on indefinitely.

To begin, simply **touch** the screen's surface to load the system's Main Page. Room lights will come on automatically.



Lights

Use the **Lights** icons on the Touch Screen, or the Light Switch near the door to control the lighting.

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.

The brightness can be adjusted using the buttons on the panel to the left of the door as you come into the room.

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.



For assistance, please contact ITMS Audio Visual Support

Phone: 8946 6291 or Ext: 6291

Microphones

The system features 6 wireless conference mics. They are designed to work best placed flat on the table pointing in the general direction of the attendees. 2 or 3 mics will usually be enough to cover a small meeting. More may be required for a full room.

The microphones sit in a charging dock in the cabinet. When removed from the charging dock they are muted by default.

To turn on -> Remove from charging dock and wait for 3 seconds, until the LED flashes red. Press the button on the front of the microphone to activate. The LED lights will flash green every few seconds to show that the microphones are active.

To mute -> Press the button on the front of the microphone. A red flash shows the mic is muted.

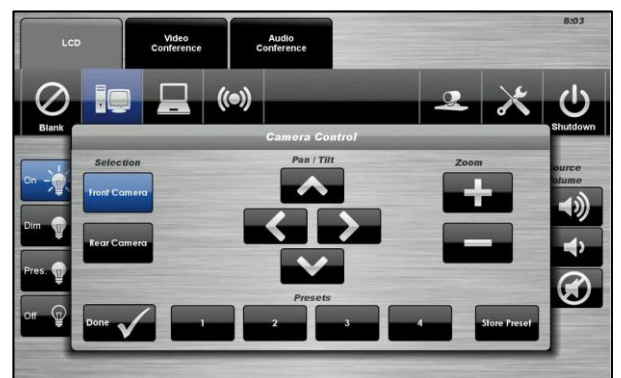


When the microphones are put back on the charging dock they are automatically turned off and muted.

Web Conference Camera Control

The audio-visual system is equipped with two video cameras which can be controlled using the touch screen panel.

1. Select the **Camera** icon.
2. Select a **Camera** icon.
3. Use the **Pan / Tilt** and **Zoom** to position the camera.
4. Select a **Preset** icon to move camera to a saved position.
5. To save a preset, press the **Store Preset** icon followed by a **Preset** icon.
6. Press the **Done** icon to close the pop-up window.



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PC Presentation

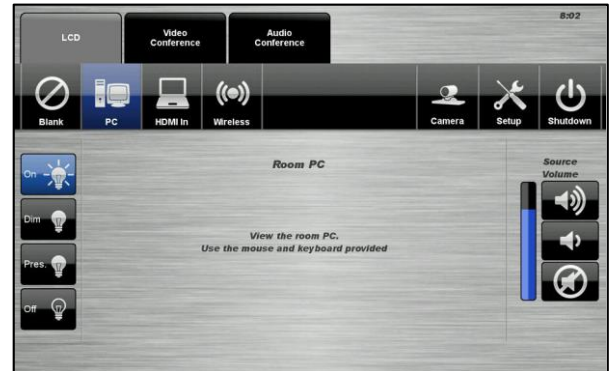
When the AV system is turned on the PC content is displayed by default.

The PC is located in a locked cabinet in the room and is intended to be left on when not in use.

Please do not shut down the PC at any time.

Use the wireless keyboard and mouse located on top of the equipment rack to operate the PC.

Notes: Turn on the keyboard via the power switch underneath the keyboard. When finished, turn off the keyboard and place mouse back on charger.



Document Camera / Laptop - HDMI

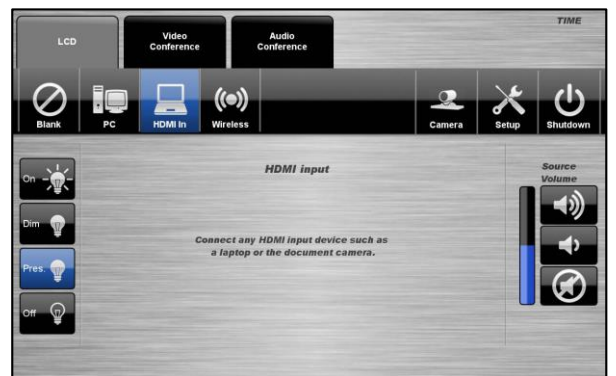
Connect a laptop or document camera to the room wall plate input using HDMI cable and turn on laptop or document Camera.

1. From the **MAIN DISPLAY** tab, select **HDMI In**
2. A blue light on the document camera indicates it is on



Wireless Presenter

See Wireless Presenter Instructions



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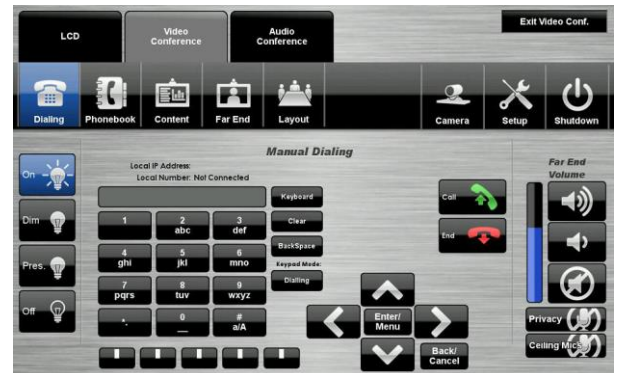
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Video Conference Dialling

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 using the numeric keypad.
4. Press the **Call** icon to connect the call.
5. Use the **Privacy** icon to disable outgoing audio.
6. Use the **Far End Volume** controls to adjust the incoming volume level.
7. Press the **End** icon to disconnect the call.



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 Phonebook 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 phonebook. Use the First or Last icons to jump to the beginning or end of the phonebook.
5. Press the **Call** icon to connect the call.
6. Use the **Privacy** icon to disable outgoing microphone audio.
7. Use the **Far End Volume** controls to adjust the incoming volume level.
8. Press the **End** icon to disconnect the call.



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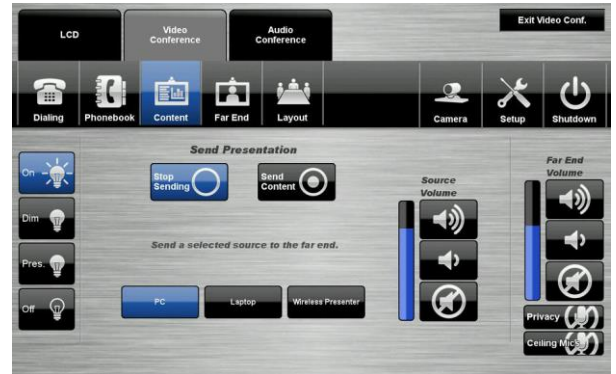
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Video Conference Content

The video conferencing system allows users to select and control the near-end input sources that are connected to the video conference system. This feature includes the use of the computers.

VC Content Procedure

1. Press the **Video Conference** tab.
2. Select the **Content** icon.
3. Select the **PC** icon, the **Laptop** icon or the **Wireless Presenter** icon.
4. Press the **Send Content** icon to send the presentation.
5. Press the **Stop Sending** icon to stop sending the presentation.

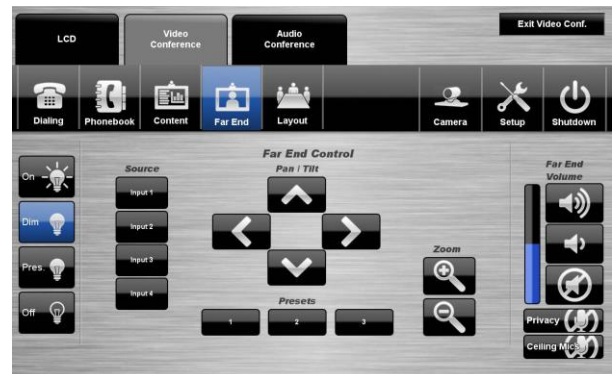


Video Conference Far-End Control

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 Camera Control Procedure

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



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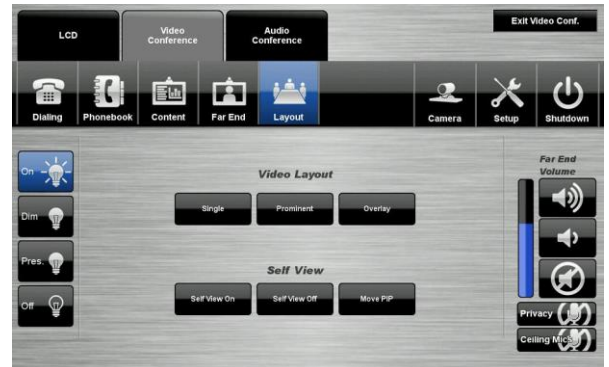
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Video Conference Layout

The video conference system allows users to select the video display layout of video conference calls. This feature allows the user to alter the viewing of the far-end image, near-end camera image and any presentation being sent.

VC Layout Procedure

1. Press the **Video Conference** tab.
2. Select the **Layout** icon.
3. Select a **Video Layout** icon.
4. Use the **Self View** icons to display the near-end camera image and / or move the picture-in-picture (PIP) image around the display.



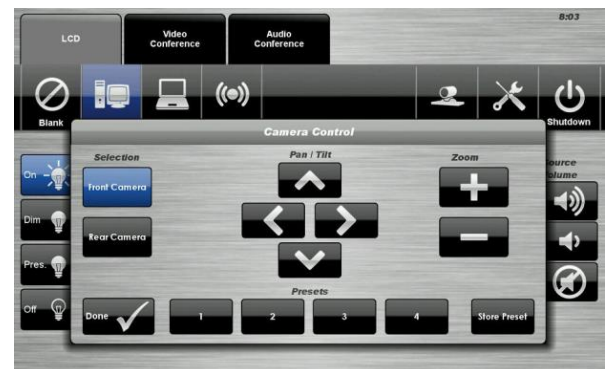
Web Conference Camera Control

The audio-visual system is equipped with two video cameras which can be controlled using the touch screen panel.

The Left camera pan and zoom is set via the Camera Presentation Procedure below. The Right camera can be set to follow the active speaker using Speaker Track from the Layout tab while in a videoconference

Camera Presentation Procedure

1. Select the **Camera** icon.
2. Select a **Camera** icon.
3. Use the **Pan / Tilt** and **Zoom** icons to position the camera.
4. Select a **Preset** icon to move the camera to a set position.
5. To save a preset, press the **Store Preset** icon followed by a **Preset** icon.
6. Press the **Done** icon to close the pop-up window.



Exit Video Conferencing

To exit video Conferencing Mode, press the **Exit Video Conf.** icon located in the top right hand corner. This will disconnect all calls and exit the video conferencing mode. A pop-up warning will allow the user to confirm this selection.



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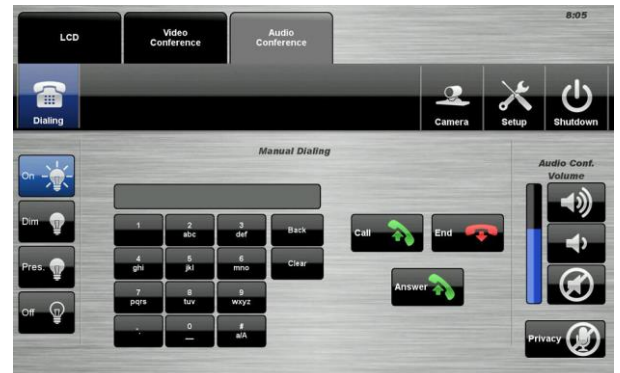
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Audio Conferencing Dialling

The system features audio conferencing that allows dialling and calling of video conference calls.

AC Dialling Procedure

1. Press the **Audio Conference** tab.
2. Select the **Dialling** icon.
3. Enter the contact number using the numeric keypad.
4. Press the **Call** icon to connect the call.
5. Use the **Privacy** icon to disable outgoing audio.
6. Use the **Far End Volume** controls to adjust the incoming volume level.
7. Press the **End** icon to disconnect the call.
8. Press the **Answer** icon to accept an incoming call.



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 lapel microphones back into the **docking station** so the charge lights are activated.

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