

Moot Court

Introduction

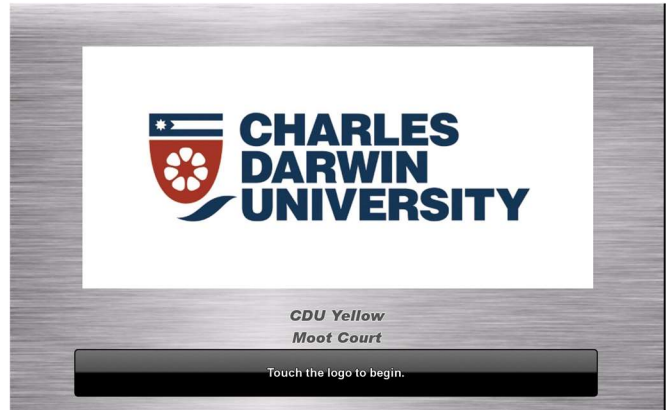
This document introduces users to basic system operation procedures using the touch screen.

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.

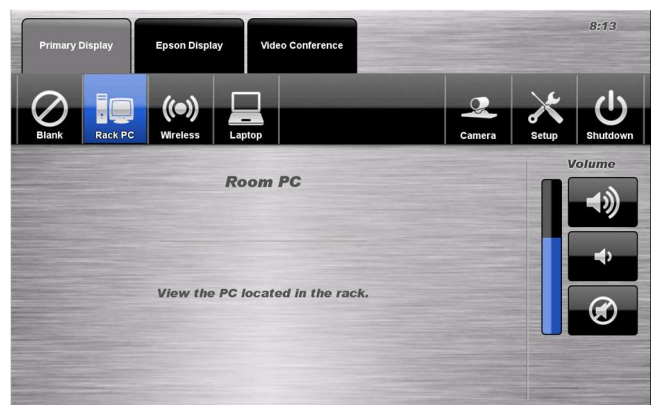
1. Turn the keyboard on via the **on/off button** located on the back of the keyboard.
2. Turn the mouse on via the **on/off button** located on the underside of the mouse.
3. Turn the desk top microphone on via the **on/off button** located on the front.
4. Turn the lapel microphone on via the **on/off 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.

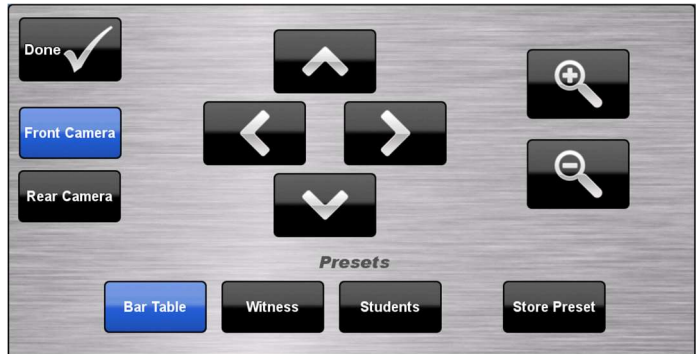
Press the **Volume** icons to adjust the volume level.

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



Cameras

The system features two video cameras which are connected to the rack PC via a USB webcam interface. They are also connected to video conferencing system in this room



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.

Individual microphone volume control.

1. Press the **settings** button.
2. Select the **Mics** tab.
3. Adjust or mute the microphones using the controls.

The microphones are controlled individually using the volume and mute buttons located alongside their volume bar.



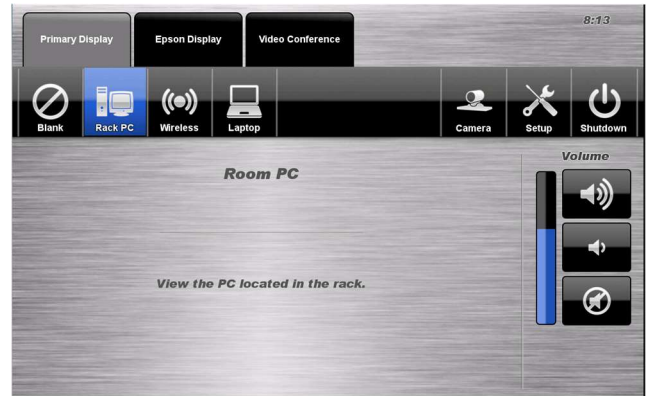
Primary Display Tab

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 **Primary Display** tab
2. Select the **PC** icon.
3. Press the **Blank** icon to blank the display.
4. To connect a memory stick, use the USB hub located in the white cupboard draw.

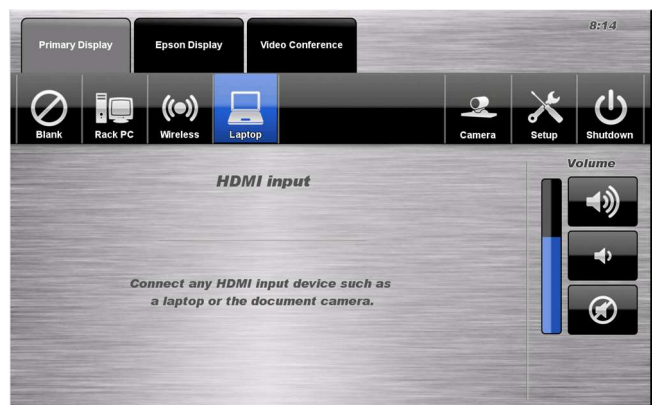


Laptop / Document Camera Presentation

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

Laptop / Document Camera Presentation Procedure

1. Select the **Primary Display** tab or the **LCD** tab.
2. Select the **Laptop / Doc Cam** icon.
3. Press the **Blank** 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**



SmartDisplayTab

SmartDisplay Presentation

By default the audio-visual system will display the selected option of the Primary display tab on both the main projector and the interactive smartboard.

Complete the following to display separate presentations on the Smart board and LCD.

For example:-

1. Select the **Primary Display** tab for the input to display the presentation on the Large room projector.
2. Select the **Epson Display** tab for the input to display the presentation on the Smartboard.

Follow Primary Display Presentation Procedure

1. Select the **Epson Display** tab.
2. Select the **Follow** icon to mirror the main projector presentation.
3. Press the **Blank** icon to blank the display.



Video Conference Presentation

The audio-visual system is equipped to display video conference calls. Use the Video Conference tab to establish and control a video conference call. Use the Video Conference presentation page to display a current video conference call.

NOTE: The Video Conference option from within the Projector or Monitor tab is only available when in video conference mode and there is a current video conference call in progress. Otherwise, this option is not available

VC Presentation Procedure

1. Enter Video Conference mode and establish a conference call.
2. Select the **Projector** tab or the **Monitor** tab.
3. Select the **Video Conference** icon.

Video Conferencing

Video Conference Dialing

The system features video conference dialing that allows manual dialing and calling of video conference calls.

Video Conference Dialing Procedure

1. Press the **Video Conference** tab.
2. Select the **Dialing** icon.
3. Enter the contact number/address using the numeric keypad of the **keyboard** or via the **keyboard** 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.
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 **▲▼◀▶** 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 sources. The unit will send whatever source is currently being displayed by the projector onto the interactive whiteboard.

VC Send Content Procedure

1. Press the **Present** tab.
2. Select the desired content source **PC/Laptop/Wireless Presenter**.
3. Press the **Send Content** icon to send the presentation.
4. Press the **Stop Sending** icon to stop sending the presentation.

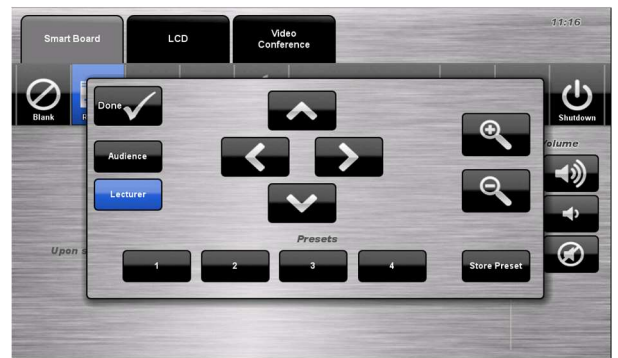


Video Conference Camera

The video conferencing system allows users to select and control the two near-end video 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.



Video Conference Layout

The video conference system allows users to adjust how the call displays on the screen.

Video Conference layout

1. Press the **Video Conference** tab.
2. Select the **Layout** icon.
3. Press **Self View On** to enable the self view overlay.
4. Press the **Self View Off** to disable the self view overlay.
5. Press **Move PIP** to adjust the location of the self view overlay.
6. Press a layout button **Single/Prominent/Overlay** to adjust how content and the far end camera is displayed.



End Video Conferencing

Pressing the **End** icon from the Dialing or Phonebook pages will disconnect the current conference call.

Pressing the **Exit Video Conf.** 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



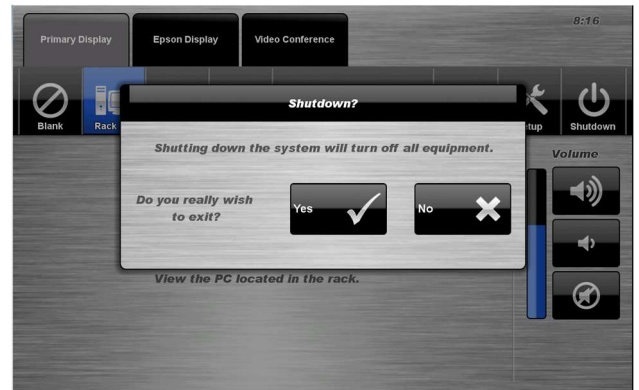
Shutdown

To shutdown the audio-visual system

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**