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.

![Image of TV presentation interface]

**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.

![Image of video conference dialling interface]

**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
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