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.

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.

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
1. Select the Laptop icon from the Source Selection row.
Audio Conference Dialling
The system features audio conference dialling that allows manual dialling and calling of audio conference calls.

AC Dialling Procedure
1. Press the Audio Conference tab.
2. Select the Dialing 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 Flash icon to add another party to the conference call.
8. Press the End icon to disconnect the call.
9. Press the Answer icon to accept an incoming call.

Audio Conference Phone Book
The audio 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.

AC Phone Book Procedure
1. Press the Audio 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.
9. Use the Edit Name icon or Edit Number icon to edit the currently selected contact details.

4.3. End Audio Conferencing
From the Dialling page or the Phone Book page, pressing the End icon will disconnect all calls and exit the audio conferencing mode. A pop-up warning will allow the user to confirm this selection.

Press the Yes icon to end audio conferencing.
Press the No icon to resume audio 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.

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**For assistance, please contact Teaching Space Support, ITMS 8946 6291**