Blue 2.2.24
Conference 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.

The user can select a lighting icon from the Welcome 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.

2.4. 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.

**Displays**
The user can control video presentations to the projector (Smart Board tab) or the LCD screens (LCD tab).
The projector will display PC, laptop and document camera input. The user can also present from a connected iPad by selecting the ‘Laptop’ source. Note that the iPad input is only available using the projector.
The LCD screens will display PC, laptop (no iPad option), document camera or replicate what is currently being shown on the projector.

**Presentations – Selecting and Operating Sources**

**Projector and LCD**
Note that this manual primarily shows the touch screen images for the LCD tab selection.
To use the projector, press the Smart Board tab. The projector offers PC, laptop and document camera presentations and operates in the same manner with the exception of the ‘Laptops’ source selection which allows the user to present from a connected iPad (projector only).

**Follow Smartboard Presentation**
The audio-visual system features a projector and an 87” interactive whiteboard. The video image displayed on the whiteboard can also be displayed on the LCD screen.

**Follow Smartboard Presentation Procedure**

1. Press the **LCD tab**.
2. Select the **Follow Smartboard** icon from the Source Selection row.
Personal Computer (PC) Presentation
The audio-visual system is equipped to display computer presentations from the PC.

PC Presentation Procedure

1. Press the Projector tab or the LCD tab.
2. Select the PC icon from the Source Selection row.

Laptop LCD 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. Press the LCD tab.
2. Select the Laptops icon from the Source Selection row.
**Laptop / iPad (Projector) Presentation**
The audio-visual system is equipped to display computer presentations from a connected laptop. An input supports video and stereo audio using HDMI cables. An Apple iPad can also be connected to the system when using the projector.

**Connecting a Laptop**
1. Connect a laptop to an input using an HDMI cable or an Apple iPad.
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 / iPad Presentation Procedure**
1. Press the Smart Board tab.
2. Select the Laptops icon from the Source Selection row.
3. Select the HDMI Wallplate icon or the iPad icon.
4. For iPad presentation, press the Epson iProjection icon on the iPad.
Download EPSON iProjection from Apple App Store
1. Open the EPSON iProjection application from you iPhone/iPad
1. Select the Projector icon
2. Select the Other icon
3. Enter the ip address of the projector displayed on the whiteboard
4. Select OK to confirm projectors details.

**Document Camera Presentation**
The audio-visual system is equipped to display computer presentations from the document camera.

**Document Camera Presentation Procedure**
1. Press the Projector tab or the LCD tab.
2. Select the Doc Cam icon from the Source Selection row.
**Shutdown**

To shutdown the audio-visual system, press the **Shutdown** 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 8946 6291