Small Tutorial Room

Overview
This guide provides basic operating instructions for the audio visual system. The system features a projector and a 55” LCD screen. The user can hold presentations from the rack PC, a laptop computer, a document camera or an Apple iPhone/iPad.

Presentation Procedure

Left - buttons control the projector.
Right - buttons control the LCD screen.

Blue light indicates the selection is “on”

Press the PC button(s) to display the rack PC.
Press the HDMI In button(s) to display a connected laptop / document camera.
Press the Wireless button(s) to display a wireless laptop.
Press the iPad button to display the iPad (projector only).
Press the LCDHDMI button to display the laptop connected to the wall plate underneath the LCD screen.
Press the Off button(s) to turn off the displays.
Use the Volume buttons to adjust the volume level.

Keyboard and Mouse
Keyboard and mouse 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.

Connecting a PC

Press the PC button (s) to display the house PC
Move the Mouse to wake up the system
Login in using the Username and Password located on the keyboard.
To connect to the Internet use your staff logon credentials
To connect a memory stick, use the USB hub located in the white cupboard draw.
Connecting a Laptop/Document Camera

Connect a laptop or document camera to the ‘HDMI In’ input located at the rack console using an HDMI cable.

Turn on the laptop.

Configure the laptop to direct the video image to an external video display by selecting (E.g. Function + F3 or F5) function keys on the laptop.

Consult the laptop’s help files for more information.

Turn on the Document Camera

Use the document camera controls to operate the document camera.

Connecting a Laptop (LCD screen only)

Connect a laptop to the HDMI wall plate input using an HDMI cable.

Turn on the laptop.

Configure the laptop to direct the video image to an external video display by selecting (E.g. Function + F3 or F5) function keys on the laptop.

Consult the laptop’s help files for more information.

Connecting a Wireless Laptop

See Instructions sheet:- Wireless Presenter

Connecting a iPhone/iPad

See Instruction sheet:- Epson iProjection – Apple iPhone and iPad

Shutdown

To ensure longevity of the audio visual equipment please double check the system is turned off prior to leaving the room (Off indicator lights are blue).

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. Press Off buttons to turn off the system
3. Turn the keyboard off via the on/off button located on the back of the keyboard
4. Dock the mouse back into the docking station.

For assistance, please contact ITMS Technical Support
Phone: 8946 6291 or Ext: 6291