Blue 2.1.51 Collaborative Room

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 attached communications room. The communications room will be unlocked with a room or timetable booking, if it is locked and you have a booking please contact security for access.

1. Turn the keyboard on via the on/off switch located on the front of the keyboard.
2. Turn the mouse on via the on/off switch located on the bottom of the mouse.
3. Turn the hand held 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 a video camera which is connected to the rack PC via a USB cable.

**Camera Control Procedure**
1. Camera control is only available when **PC Presentation** is selected (see below).
   1. Press the **Cameras** icon.
   2. Use the ▲▼◄► and **Zoom** icons to position the camera.
   3. Select a **Preset** icon to position the camera to a pre-configured position.
   4. Press the **Done** icon to close the pop-up window.

**Smart Board 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 **Smart Board Projector** 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 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 Smart Board Projector tab or the LCD tab.
2. Select the Laptops icon.

Connecting a Laptop

1. Connect a laptop camera to the laptop input using the provided 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.

Document Camera Presentation
The audio-visual system is equipped with a Document Camera.

1. Connect the Document Camera to the document camera input and to power using the provided cables.
2. Select the Select the Doc Cam icon
3. Turn on the Document Camera
**LCD Tab**

**LCD Presentation**
By default the audio-visual system will display the selected option of the Smart Board tab on both the interactive whiteboard and LCD.

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

For example:-
1. Select the **Smart board** tab for the input to display the presentation on the Smart board.
2. Select the **LCD** tab for the input to display the presentation on the LCD.

**Follow Smart board Presentation Procedure**

1. Select the **LCD** tab.
2. Select the **Follow Smart board** icon.
3. Press the **Blank** icon to blank the display.
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