Blue 2.2.20
Meeting Room 3

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
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.

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 8946 6291