WFD.4.03 – Simulated Business Centre

General

This guide provides basic instructions for the audio visual system. The system features an interactive whiteboard, and an LCD Screen.

Start-up

The touch screen remains powered on indefinitely.

To begin, simply **touch** the screen's surface to load the system's Main Page. Room lights will come on automatically.

Lights

Use the **Lights** icons to control the lighting.

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.

The brightness can be adjusted using the buttons on the panel to the left of the door as you come into the room.

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.

For assistance, please contact ITMS Audio Visual Support

Phone: 8946 6291 or Ext: 6291

PC Presentation

When the AV system is turned on the PC content is displayed by default.

The PC is located in a locked cabinet in the room and is intended to be left on when not in use. **Please do not shut down the PC at any time.**

Use the wireless keyboard and mouse located on top of the equipment rack to operate the PC.

Notes: Turn on the keyboard via the power switch underneath the keyboard.
When finished, turn off the keyboard and place mouse back on charger.

Document Camera / Laptop - HDMI

Connect a laptop or document camera to the room wall plate input using HDMI cable and turn on laptop or Document Camera.

1. From the **Projector 1** tab, select **HDMI In**
2. A blue light on the document camera indicates it is on

Wireless Presenter

See Wireless Presenter Instructions.

For assistance, please contact ITMS Audio Visual Support

Phone: 8946 6291 or Ext: 6291

LCD Displays

Follow Main Display

The audio-visual system is equipped with an LCD screen. The interactive projector acts as the main display and the LCD Screen acts as a confidence monitor. The LCD display can be setup to display a secondary source or match the main projector display.

1. Press the **LCD 1** tab.
2. Select the **Follow** icon.
3. The LCD Screen will display the same source that is currently being shown on the main display.
4. Press the **Blank** icon to blank the screen.

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.
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 lapel microphones back into the **docking station** so the charge lights are activated.

For assistance, please contact ITMS Audio Visual Support

Phone: 8946 6291 or Ext: 6291