The following guides the audiovisual setup in a learning space using a touchscreen interface.

Turn on the AV System

1.The AV touchscreen will typically show a Welcome screen with the room name, time and date (fig 1). You may need to touch the screen to activate the display if blank.

Figure 1: Welcome screen

2. Touch the Welcome screen to switch on the system and display the AV source options: Room PC, Solstice and Laptop (fig 2).

3. The highlighted icon displays the source projected. Initially, this is Solstice when no input is connected.

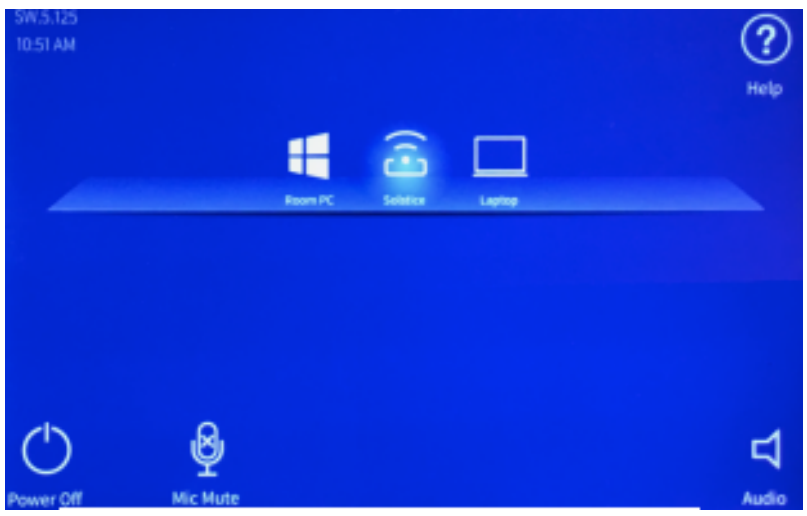
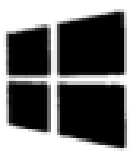


Figure 2: Audio and video options

Connect the AV Source

Powering the Room PC or connecting a powered Laptop will auto-connect as the new source for projection. Touch the required source icon on the touchscreen if this does not happen automatically.

Room PC		Turn on the PC behind the monitor. Use Room PC for Panopto recording.
Solstice		Screen-sharing app for classroom use. See Solstice support guide for details.
Laptop		Connect HDMI and power. Use an adaptor if needed. Turn on laptop for AV auto-selection.

Microphones

A standard teaching space has an AV desk microphone and a wireless lapel microphone.

Microphones are only important if you intend to capture a recording of the session in Panopto. Microphones do not enhance the audio level in the room.

Use the lapel microphone if you intend to move away from the AV desk microphone during recording.

Microphones can be muted by selecting the Mic icon on the touchscreen. Mute is indicated by a red cross. Reselect the icon to unmute (fig 3).

Note: The AF button on the lapel mic provides a mute function. (AF button illuminated = mute off)

Figure 3: Microphone Mute and Unmute

Audio (room speakers)

Select the speaker icon to control the volume level.

Document Camera

This device is not selectable from the touchscreen. From the Room PC, launch the Visualizer application on the desktop screen (fig 4).

Figure 4: Document camera & Visualizer app icon

Help

Select "Help" on the touchscreen to troubleshoot basic audio or video issues. The interface may vary slightly, but functions the same. If no action is taken, it will return to the source screen automatically.

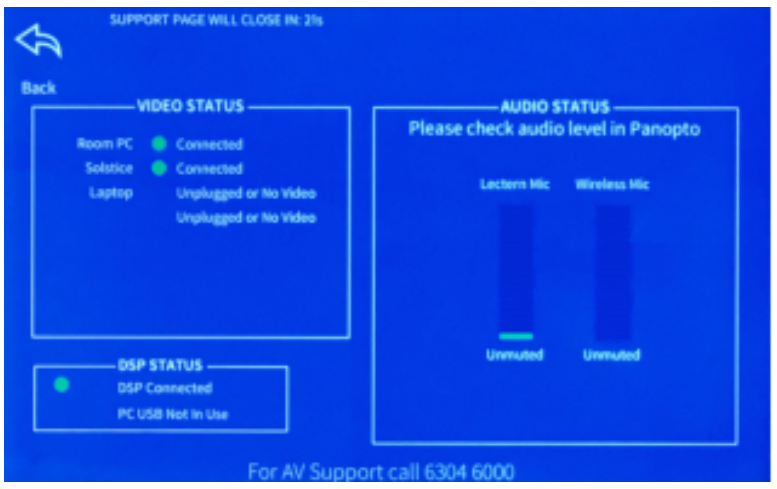


Figure 5: Help Screen

Power Off

1. Select the Power Off icon on the touchscreen.
2. Turn off the Room PC (if used).
3. Turn off the lapel mic and return it to the charge station (if used)

If you require further assistance: (Phone 6304 6000) Contact IT by picking up the black handset next to the room computer and following the prompts.