# EDITH COWAN UNIVERSITY

Centre for Learning and Teaching

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.

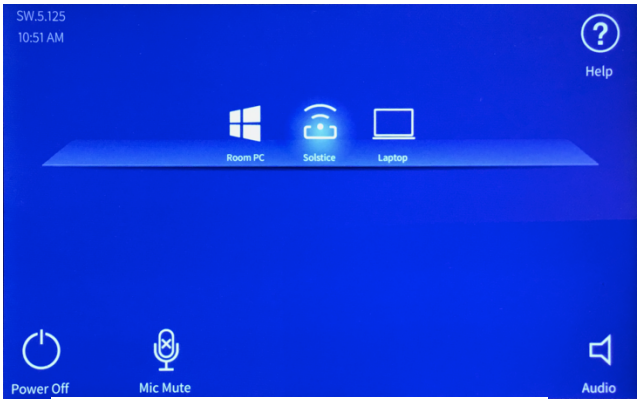


*Figure 2: Audio and video options*

## 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 computer mounted on the back of the computer monitor. Use the Room PC when recording the session with Panopto. |
| **Solstice** | | This is a screen-sharing application for participants in the classroom. Refer to the Solstice support guide for further information. |
| **Laptop** | | Connect the HDMI cable and your laptop power supply (You must provide an adaptor if your laptop does not have an HDMI connection). Turn on the laptop for auto selection by the system as an AV source. |

## 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).

*Figure 3: Microphone Mute and Unmute*

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

## 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 check for simple video or audio problems. You may see some variation of the screen shown here (fig 5), however, the basic functionality is the same. The screen will return to the source screen automaticallv after a short duration if you don't select Back

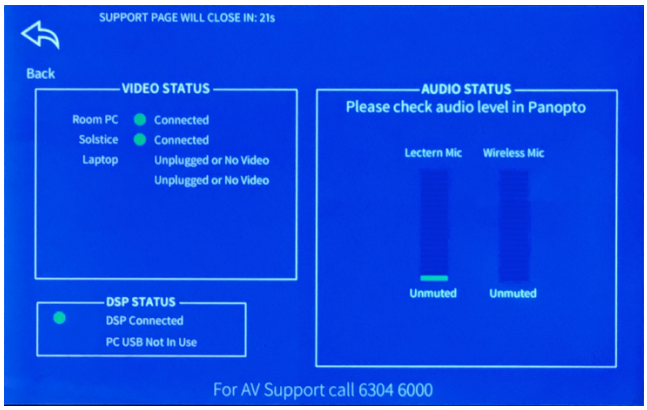


*Figure 5: Help Screen*

## 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.