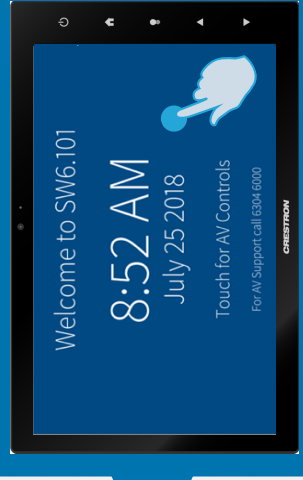
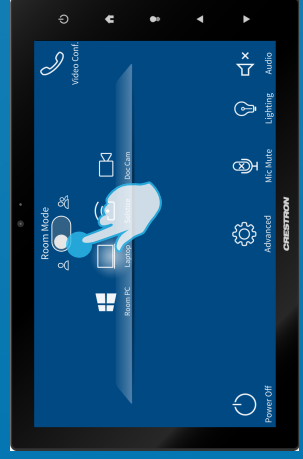


SYSTEM START-UP

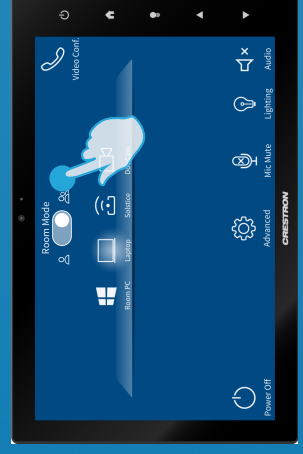


AV TOUCH PANEL

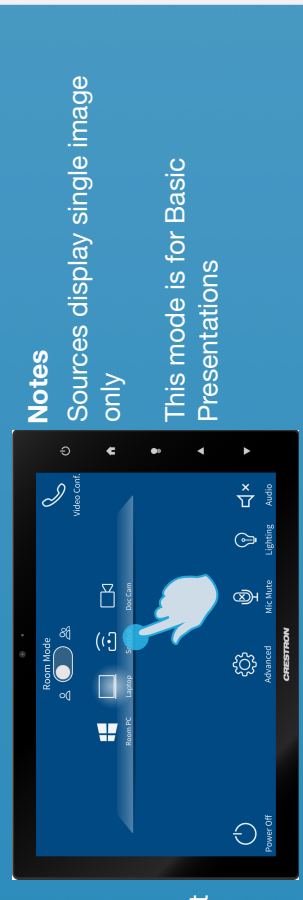
Press the screen to turn on System or connect your BYOD Device



Presentation Mode - Switch to Left for Camera as Lecturer View



Collaboration Mode - Switch to right for Camera as Student View

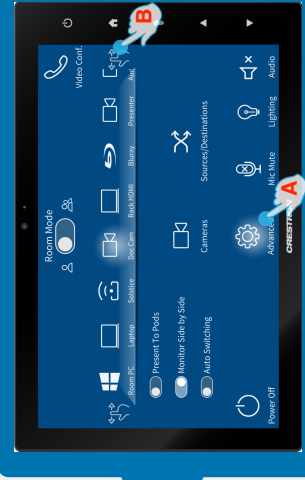


Notes
Default Source: Solstice Wireless Presenter unless the Resident PC is on.
Room Mode can be switched at any time

Notes
Sources display single image only
This mode is for Basic Presentations

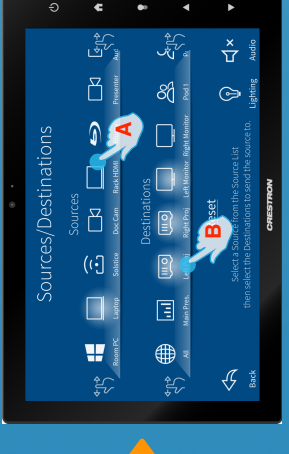
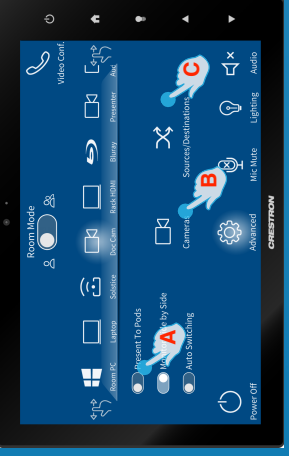
Select your **Source** from the Centre of the screen

SELECTION OF AV SOURCES - ADVANCED MODE



AV TOUCH PANEL

Notes
Press "Advanced" Button "A" to gain access to all inputs
Sources display single image only



Notes
"Source/Destinations"
Select the Source first "A"
Then Select the Destination "B"
Multiple sources can be sent to different destinations

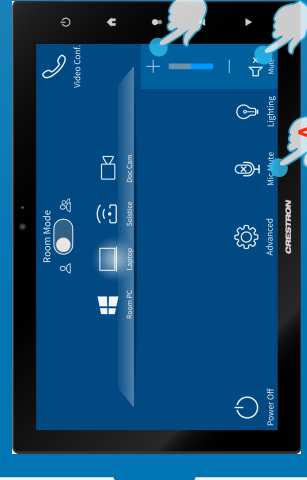
Select your **Source** from the Centre of the screen.
Slide sources left to right to see all Source options

"A" Present to Pods sends your Source to PODS

"B" Camera Controls - Switch between cameras / change Presets

"C" Source/Destinations allows you to send any source to any destination

AUDIO SYSTEM

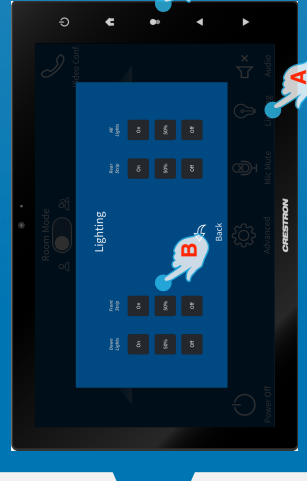


AV TOUCH PANEL

Notes
Press the "Audio" Button for control pop up
Use the "+" and "-" buttons to adjust the volume levels
Press the **Mute** Button again to mute / unmute
Press Microphone button "A" to give access to individual microphone mute / unmute

Adjust the Audio Reinforcement system using the "+/-" buttons

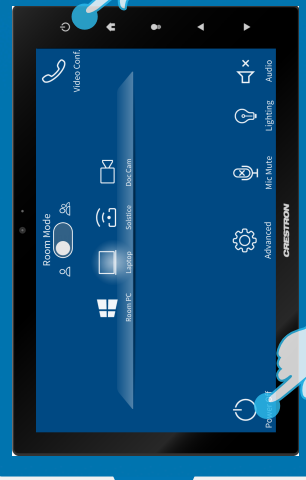
LIGHTING SYSTEM



AV TOUCH PANEL

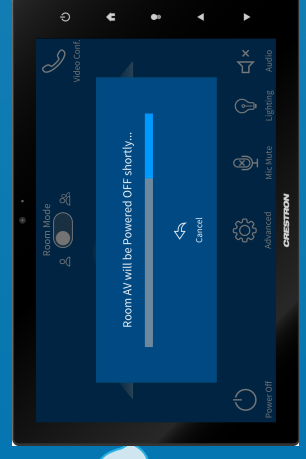
Notes
Press the "LIGHTING" button "A" on the screen or the side of the Touch panel to gain access to Room Lighting controls
Adjust the individual lights as required "B"

SYSTEM SHUT-DOWN

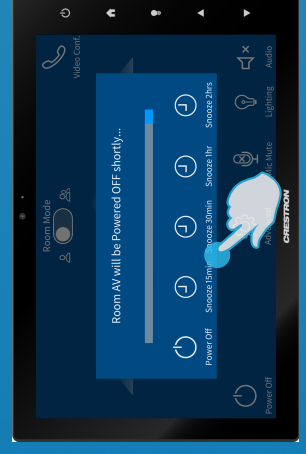


AV TOUCH PANEL

Select "**POWER**" on the screen or side of the touch panel



Press "**Cancel**" to stop the system shut down



Press "**Snooze**" to stop the system shut down

Notes
The System has an end of day shut down. If you are still using the room press a "Snooze" button to hold off the auto shut down

VIDEO CONFERENCE MODE

AUDIO VISUAL SYSTEM QUICK REFERENCE GUIDE

SW6.101

STARTING UP THE VIDEO CONFERENCE SYSTEM

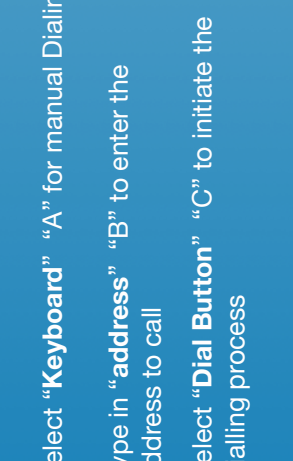
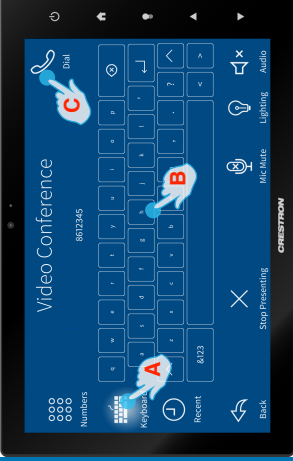



AV TOUCH PANEL

Press the screen to turn on System or connect your BYOD Device

Select **"Video Conf."** Button to start a Video Call

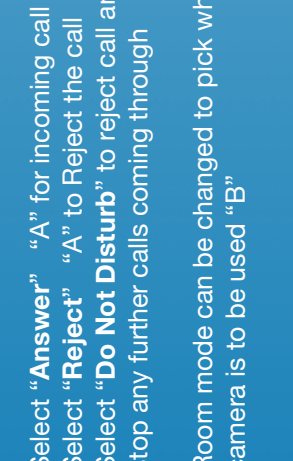
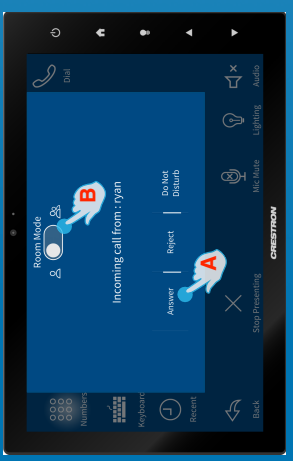
MAKING A VIDEO CALL (MANUAL KEYBOARD ENTRY)

AV TOUCH PANEL

Select **"Keyboard"** "A" for manual Dialing
 Type in **"address"** "B" to enter the address to call
 Select **"Dial Button"** "C" to initiate the dialling process

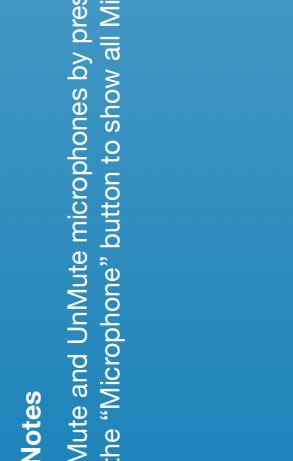
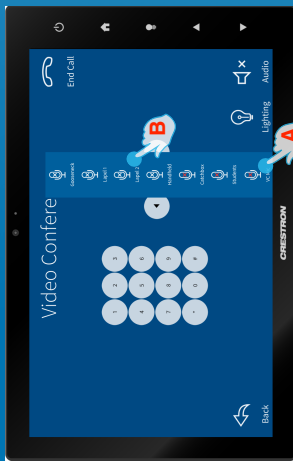
ANSWERING A CALL

AV TOUCH PANEL

Select **"Answer"** "A" for incoming call
 Select **"Reject"** "A" to Reject the call
 Select **"Do Not Disturb"** to reject call and stop any further calls coming through
 Room mode can be changed to pick which camera is to be used "B"

MICROPHONE MANAGEMENT


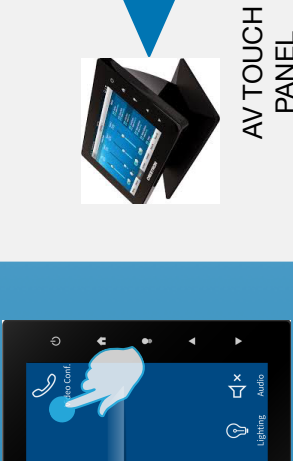



AV TOUCH PANEL

Notes

Mute and UnMute microphones by pressing the "Microphone" button to show all Mics

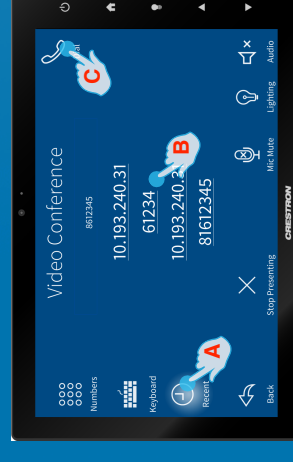

MAKING A VIDEO CALL (MANUAL IP ADDRESS)

AV TOUCH PANEL

Select **"NUMBERS"** "A" for Keypad Dialling
 Type in the **"IP Address"** "B" you wish to call
 Select **"Dial Button"** "C" to initiate the dialling process

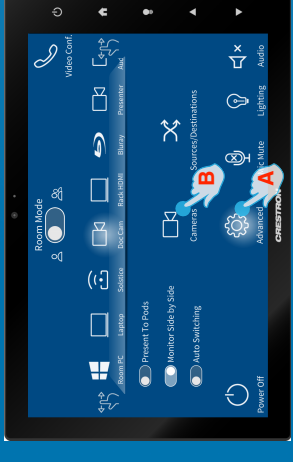

MAKING A VIDEO CALL (RECENT)

AV TOUCH PANEL

Select **"RECENT"** "A" for the most recent Calls
 Select the **"Address"** "B" you wish to call
 Select **"Dial Button"** "C" to initiate the dialling process

CAMERA MANAGEMENT

AV TOUCH PANEL

Select **"Camera"** "A" you wish to adjust
 Select **"Presets"** "B"
 Manual Zoom / Angle of the Cameras "C" can be done and presets can be saved by users

Go to Advanced Page "A"
 Select Cameras "B"

Switch between cameras "A"
 Change Presets

SHARING CONTENT DURING A CALL




AV TOUCH PANEL

Select your required source
 Your content will send to the far end as soon as you select the source

Press **"Video Conf."** Button to return to the VC Controls

Press **"Stop Presenting"** to stop presenting your content to the far end on the VC Page

While in call Press **"Back"** Button