

# SuperLabs AV User Guide

<b>1. Introduction to AV control basics</b>	<b>2</b>
Starting the AV system	2
Room configuration mode	3
Selecting primary source, secondary source and audio	4
Turning off the AV system	6
<b>2. Advanced AV control</b>	<b>8</b>
Example selecting PC	9
Example selecting a camera	9
<b>3. Camera management</b>	<b>10</b>
Camera controls	11
Example camera selection	12
<b>4. Audio management</b>	<b>13</b>
Microphone zone controls	14
Microphone mute controls	14
<b>5. Recording</b>	<b>15</b>
Scheduled lecture capture	15
Localised lecture capture (manual)	16
<b>6. Appendix</b>	
Room Setup Grouping Layouts	17
Description of AV Sources and Destinations	21

# 1 Introduction to AV control basics

## 1.1 Touch the home screen to start the AV system

The AV system has a power-saving features and will automatically default to a “sleep mode” (blank screen) when not used after a period of time. If encountered, simply tap anywhere on the screen to “wake” the system up i.e. display the “Standby”/ “Home” screen.

The home screen will display the room location, time and date. Touch the screen to display the room configuration options.

### a) Home Screen



**“Home Screen”**  
Touch the screen to start

### b) Wireless Touch Panel

A wireless touch panel is available at each Presenter station that will mimic the Presenter AV touch panel and allows freedom of movement to roam the room.

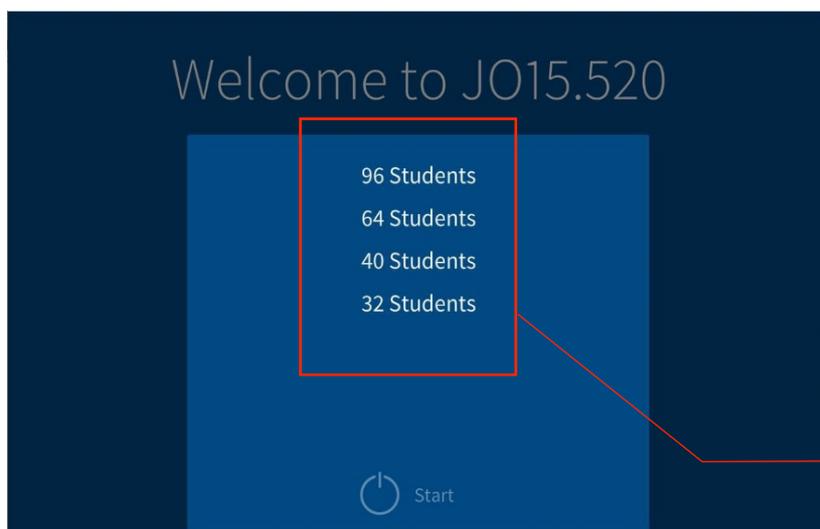


## 1.2 Select room configuration mode

The room can be configured in several different modes of class size layouts to activate the appropriate speakers and display monitors. This is done by selecting the required room layout that you want to use from the options presented on the AV control touch panel.

The room configuration options can be started from either presenter station touch panel.

If the option is greyed out and not selectable, the other presenter bench is in use. The system ensures that a user at one presenter station cannot interfere (overlap) with the configuration set at the other presenter station.



### Room Setup options

Shows the available modes that can be selected.

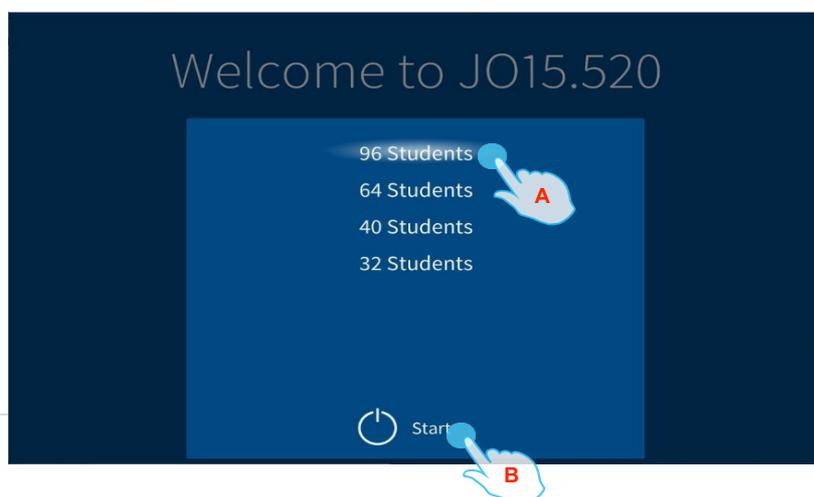
**note:** if the option is greyed out and not selectable then it means the other Presentation bench is in use

The following configurations are available (refer to the lab bench layouts on the following page):

- **96 Students (entire room)** - the other presenter station is blocked out of use
- **64 Students (2/3 of room)** - 32 students can be selected from the other presenter touch panel
- **40 Students (1/2 of room)** - 40 or 32 students can be selected from the other presenter touch panel
- **32 Students (1/2 room to smaller)** - 64, 40 or 32 students can be selected from the other presenter touch panel

Selection of lab bench grouping is with respect to the end nearest the presenter station.

**Refer to the appendix for a visual reference of the lab bench layout configuration**



**“A” Select the Room Configuration -**  
Button will highlight  
If the button is greyed-out,  
the option is not available

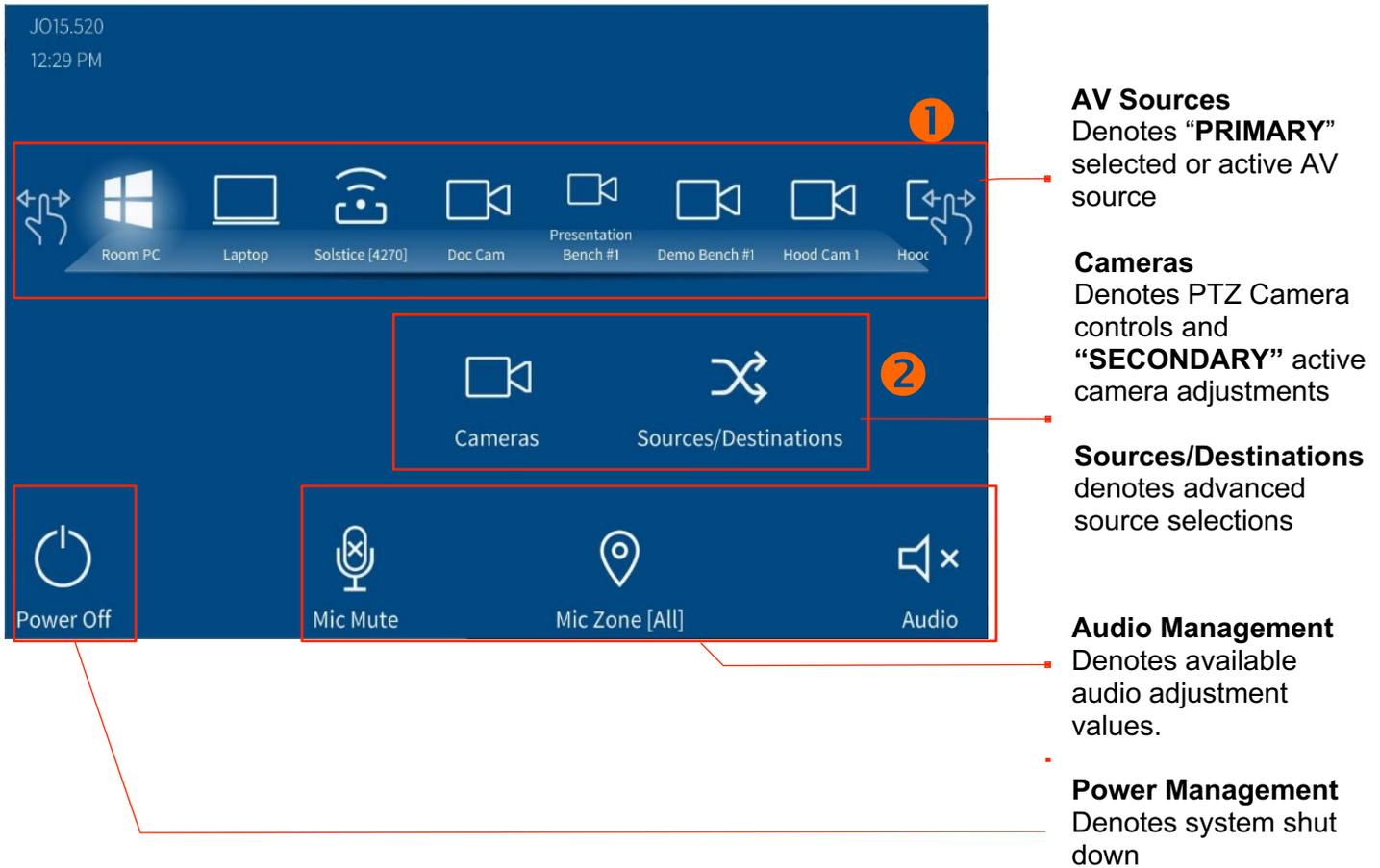
**“B” Select the Start Button -** Room is set up  
and started

### 1.3 Select the Primary source, Secondary source and audio settings

The “**Main Landing Page**” represents the key “starting point” for selecting / switching between installed AV sources, and managing audio settings/ adjustments.

The system starts in a basic mode of control. Sources are displayed on the monitors in the room as a “**PRIMARY**” and “**SECONDARY**” Source.

#### Standard Control Page



#### 1 Select the **PRIMARY** source for display (refer to Appendix 2 for a description of AV sources)

From the control panel, users can scroll through the available AV Sources listed in the top row of the display, by swiping a finger from left to right on the touch screen. A single finger press on the desired AV Source icon will change the “**PRIMARY**” Source selection.

The “**PRIMARY**” source includes devices such as the Room PC, Laptop, Solstice, Document Camera and a selection of cameras.

The Wireless presenter (Solstice) is the default source displayed on the primary screen when the system is first turned on.

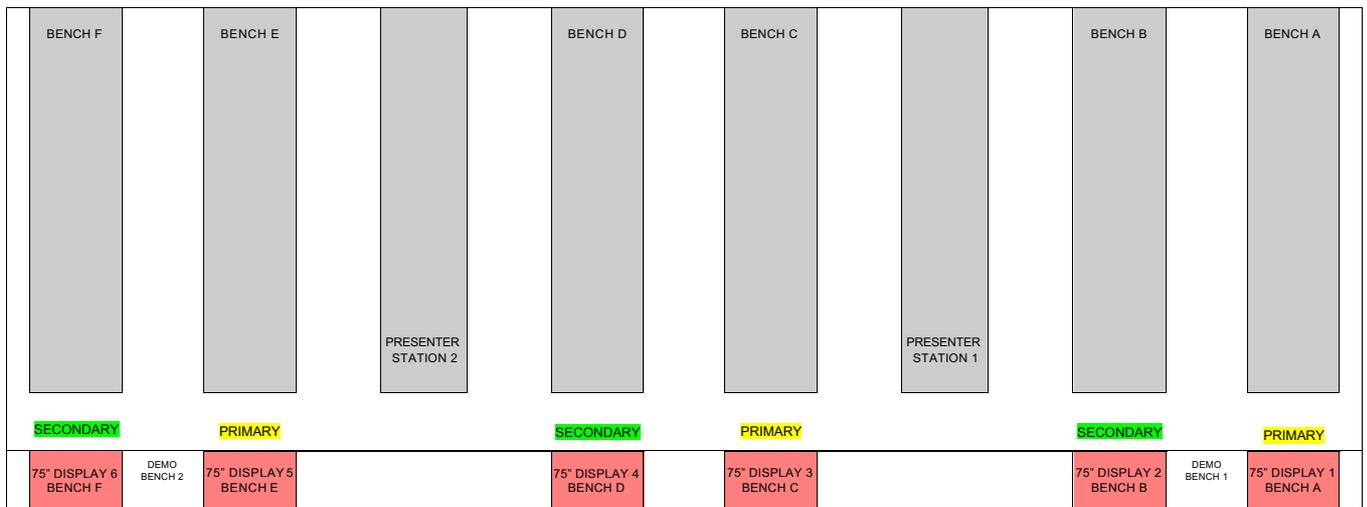
Auto selection by the system occurs if the Room PC is power on or a laptop is connected to the HDMI Laptop cable. **Note: You will need to open the Presenter station cabinet to access the Room PC power button.** Select the **SECONDARY** source for display (refer to Appendix 2 for a

description of AV sources)

- 2 The “**SECONDARY**” source displayed is the Presentation Bench Camera. By selecting the Cameras icon, users can select a different Camera and controls. Note: The Hood Cameras are fixed viewing without pan tilt zoom features.

Advanced users can use the “**Sources / Destinations**” Button to set up the room with any source in any configuration Audio controls allow users to pick microphone zones, control the volume and mute microphones.

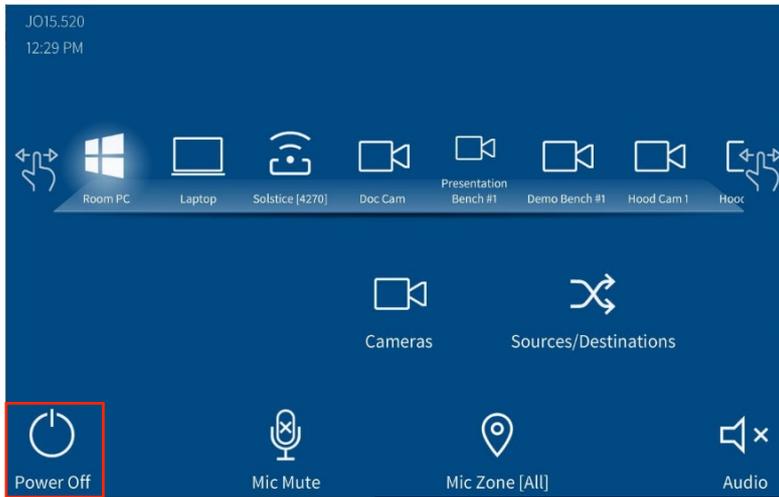
### Sample layout - showing locations and layouts



## 1.4 Turn off the AV system

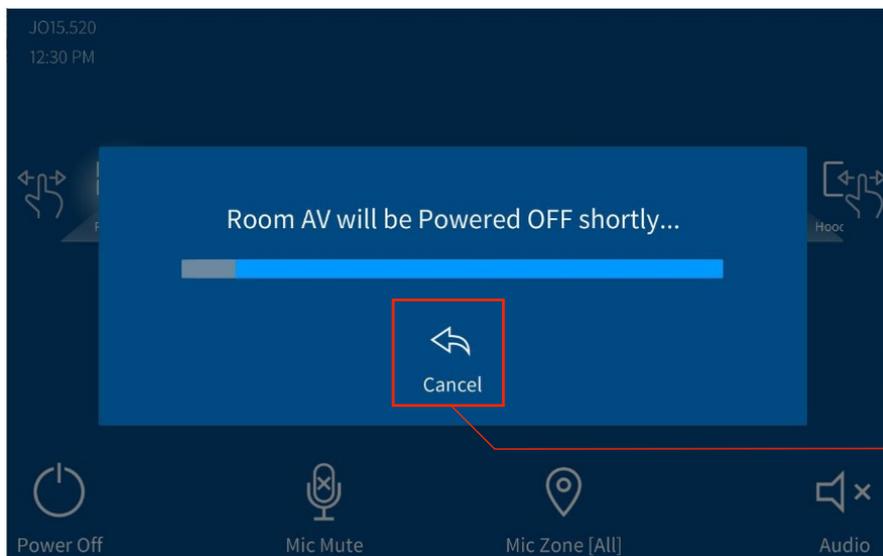
### a) Initiate “Shut-Down”

The “shut-down” process is the same across all modes. Press the **“Power Off”** button on the bottom left of the Main Landing Page



**Shut down**  
Provides access to the system “shut-sown” process

Users are presented with a Shutdown acknowledgement page and have the option to cancel the power down sequence.



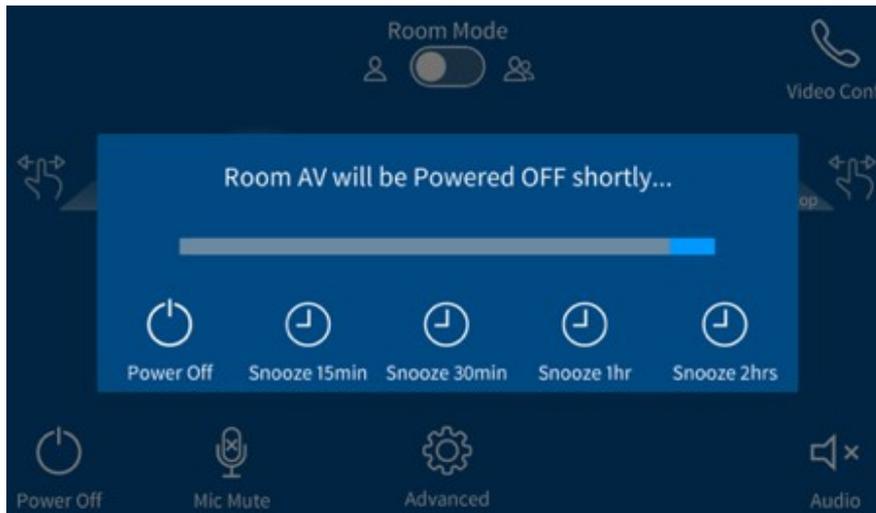
**“Cancel”**  
Allows users to cancel the “Shut Down” process

## b) Automatic Shut Down Sequence

The system has an automatic shutdown at 8pm just in case a Lecturer forgets to turn the system off.

If Auto Off is triggered, the control surfaces sound a chime repeatedly and a message is displayed on the standard controls surface notifying users of the impending shut down.

Users can select to snooze the shutdown sequence for up to 2 hours if still in the room and the system is still required. **It is preferable that you shut the system down when finish using the room.**



The system will revert once again to the “**Home**” page upon completion of the “**Shut-Down**” process.



### **System Note:**

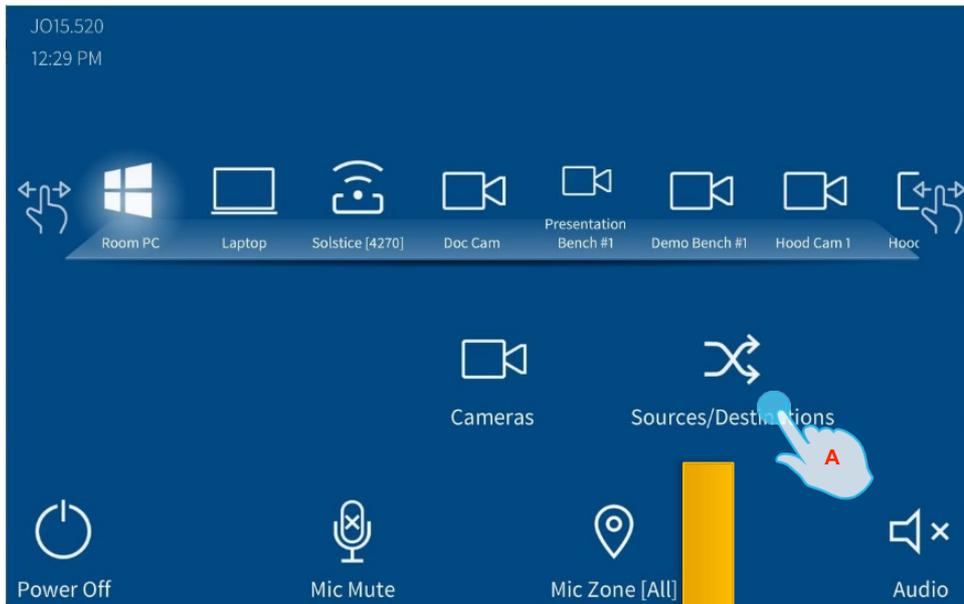
The AV system demonstrates power-saving features and will automatically default to a “sleep mode” (blank screen) after a period of time. Touch the screen to reactivate the system.

## 2. Advanced AV control – Sources / Destinations

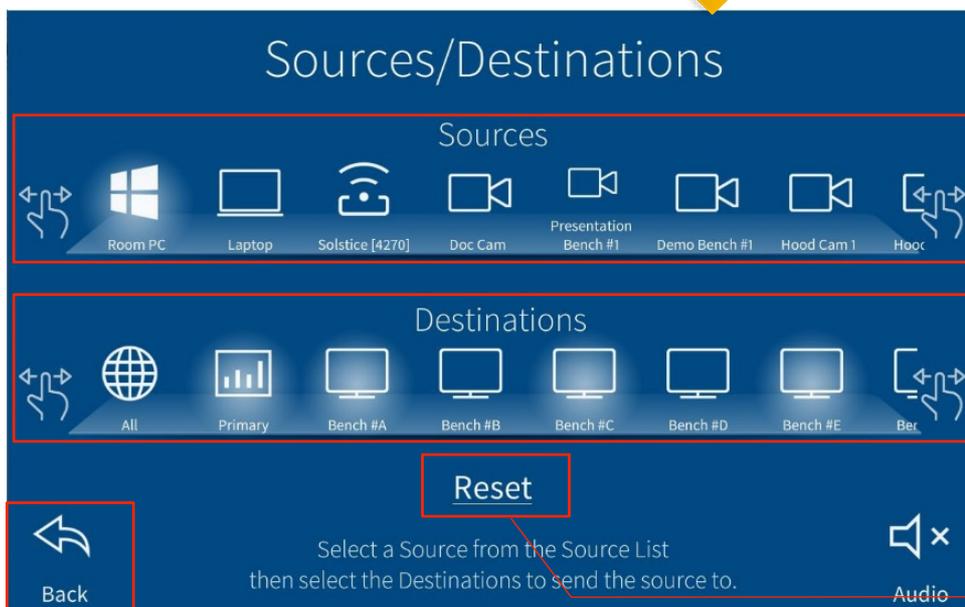
There are multiple displays and multiple sources within the Labs. Users can go to the **Sources / Destinations** page to further setup the room for flexible layouts.

For example, in this mode the users can set up the routing of any source to any destination. This includes what is recorded on the central recording system.

Users can stay on this page or navigate back to the main page. If users need to change camera angles or microphone setups they need to return back to the main page.



**Sources / Destinations**  
Select Sources / Destinations to custom route all sources



**Sources**  
Denotes all the AV source options

*Note: Scroll left to right to see all options*

**Destinations**  
Denotes all options to send the selected source to

*Note: Scroll left to right to see all options*

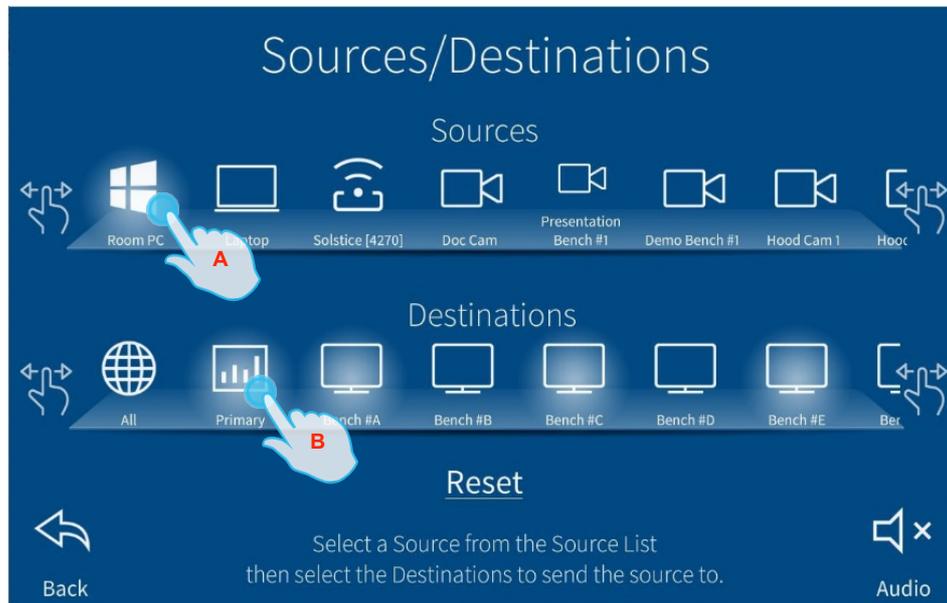
**Reset**  
Restores all settings back to the initial setup

**Back**  
Returns to the home page for other controls

## 2.1 Example Selecting PC

The below example is showing how users can select the PC to go to the Primary Displays.

**Note:** You will need to open the Presenter station cabinet to access the Room PC power button.

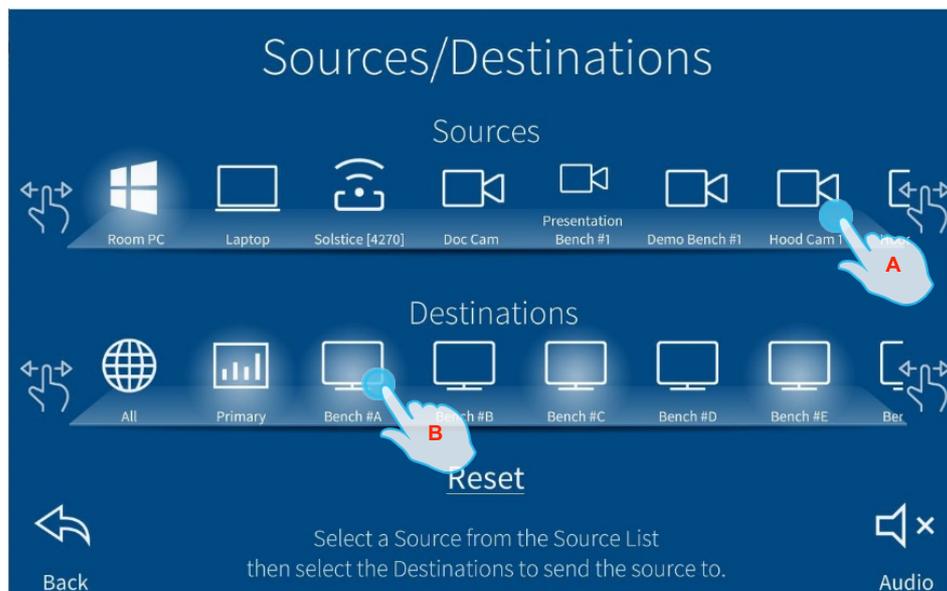


**Select "A" Room PC**  
In Sources section.

**Select "B" Primary**  
In Destinations to  
send the Source to all  
Primary Displays.

## 2.2 Example Selecting a Camera

The below example is showing how users can select a camera to display on the monitor at the end of Student Bench #A Display.



**Select "A" Hood Cam**  
In Sources section.

**Select "B" Bench #A**  
In Destinations to  
send the Source to  
Bench #A Display.

**NOTE:** Every Display can have a different source routed to it.

### 3. camera management and controls

The AV system features several Pan tilt Zoom (PTZ) Cameras and normal wide angle cameras throughout the Labs. The cameras have some programmed presets and some user adjustable presets that can be saved and recalled.



The following cameras are available in each lab:

#### **Presenter Station Camera 1 & 2** (one for each bench)

- Camera is to be used to view from above the demonstrator benches
- **Pan tilt zoom (PTZ)** facility in the camera allows the flexibility of presets and user adjustable positions

#### **Demo Camera 1 & 2** (one for each bench)

- Camera is a flexible camera that can be used to span the room or anything a user may choose
- **Pan tilt zoom (PTZ)** facility in the camera allows the flexibility of presets and user adjustable positions

#### **Student Cameras A to F** (one for each Student bench)

- Cameras are dedicated to each of the Student Benches
- **Pan tilt zoom (PTZ)** facility in the camera allows the flexibility of presets and user adjustable positions
- Presets to each group of 4 x students along the benches

#### **HOOD Cameras** (4 x for each Lab)

- Cameras are **fixed** mounted to view into the Fume hood Cabinets and the Bio Safety Cabinets
- The **Fume Hood Cameras** are mounted within the roof of the cabinet
- The **Bio Safety Cameras** are mounted to the outside of the Cabinet looking in through the protective window



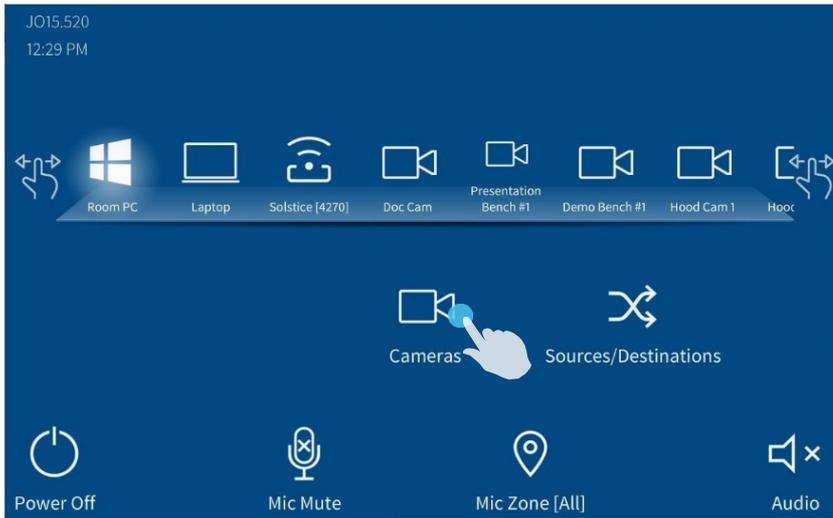
Fume Hood Camera



Bio Safety Camera

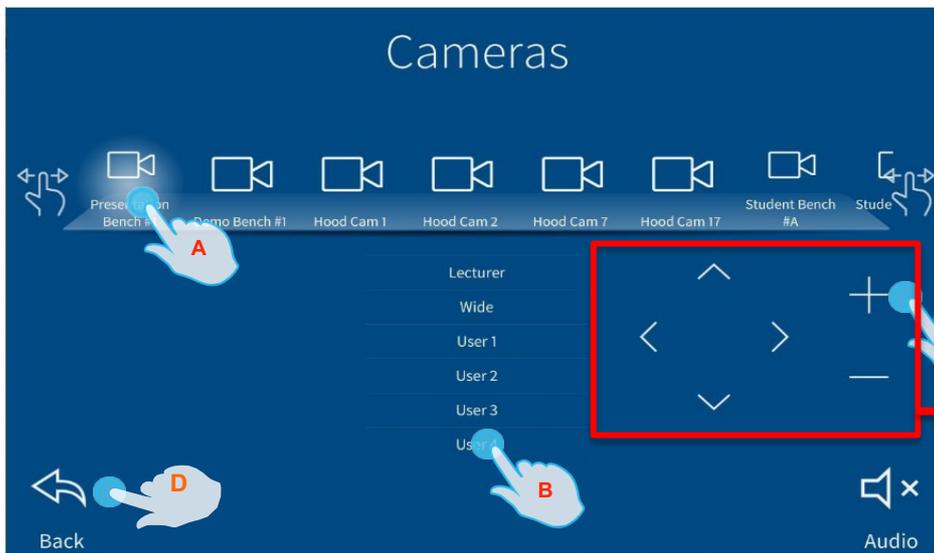
**NOTE: Due to reflections the blinds need to be down when using the hood cameras**

### 3.1 Camera Controls



#### Camera Page Access

Select the cameras icon to access the Cameras page



#### Camera Selection / Controls

Select "A" camera required.

Select "B" if you have a preferred Preset position (Lecturer or Wide)

Select "C" for Pan Tilt Zoom (PTZ) controls

Press and hold "B" one User 1-4 Preset if you wish to save a camera position for quick reuse.

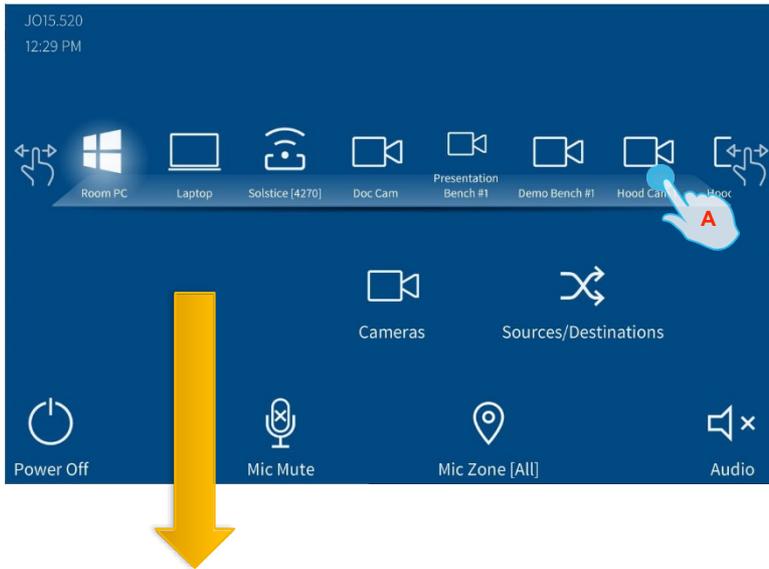
Select "D" Back button, to return to the standard control page

**Note:** Hood cameras do not have Pan Tilt Zoom (PTZ) controls

### 3.2 Example camera selection to both Primary and Secondary display monitors

**AV Sources**  
Select "A" Source to display on the "PRIMARY" Screen

Note: Use your finger to slide the icons from left to right to see all sources.

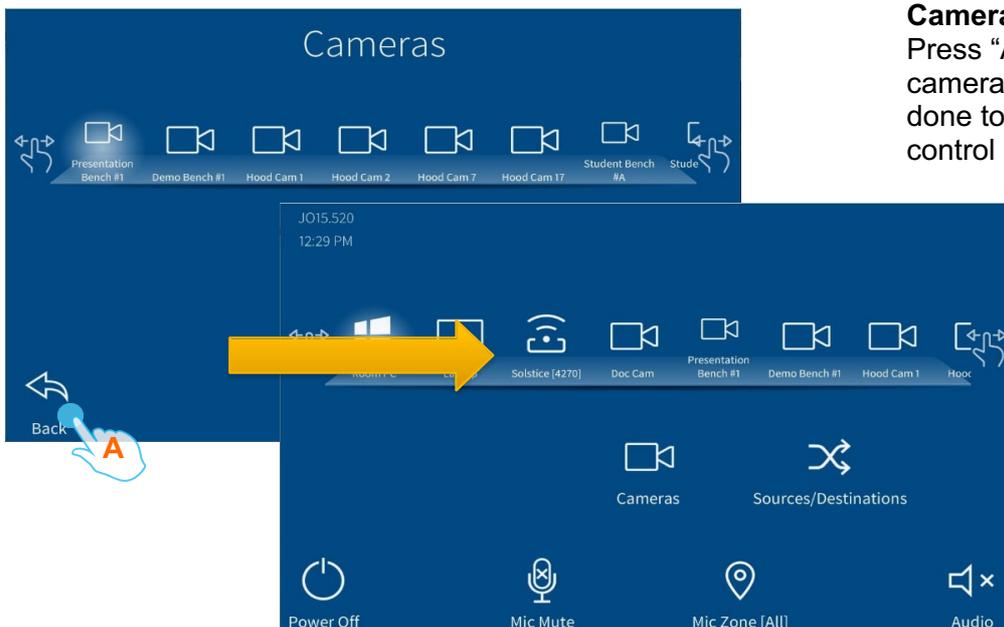


**PRIMARY AV SOURCE DISPLAY**



**SECONDARY AV SOURCE DISPLAY**

### Finishing with the Cameras



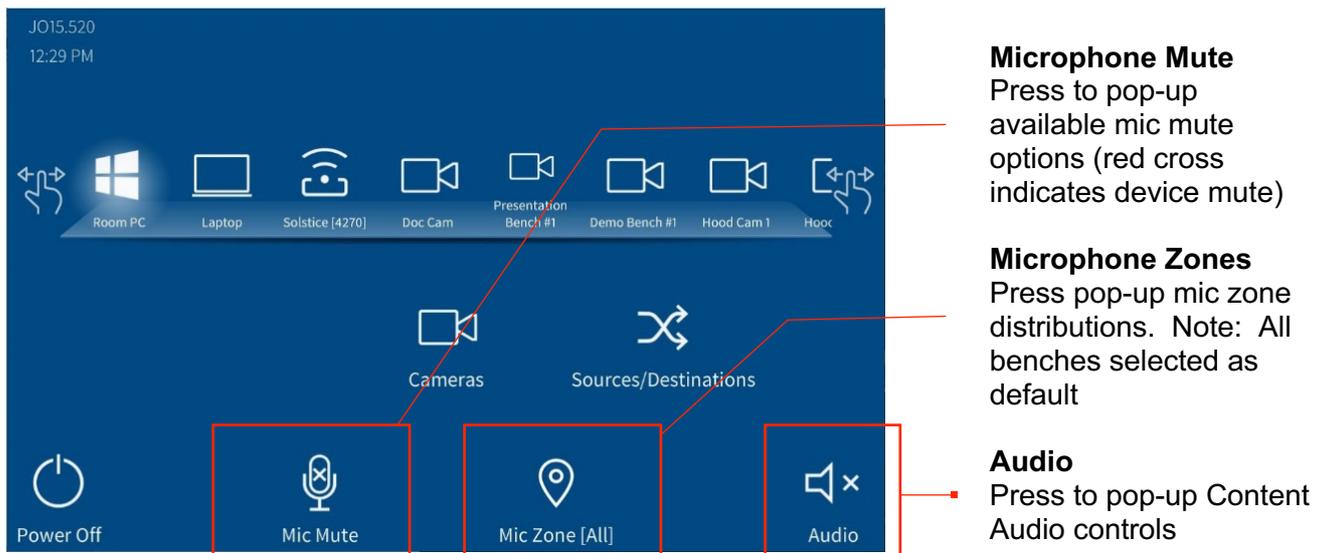
**Camera Selection / Controls**  
Press "A" to return when the camera selection / controls is done to return to the standard control page

## 4. Audio Management

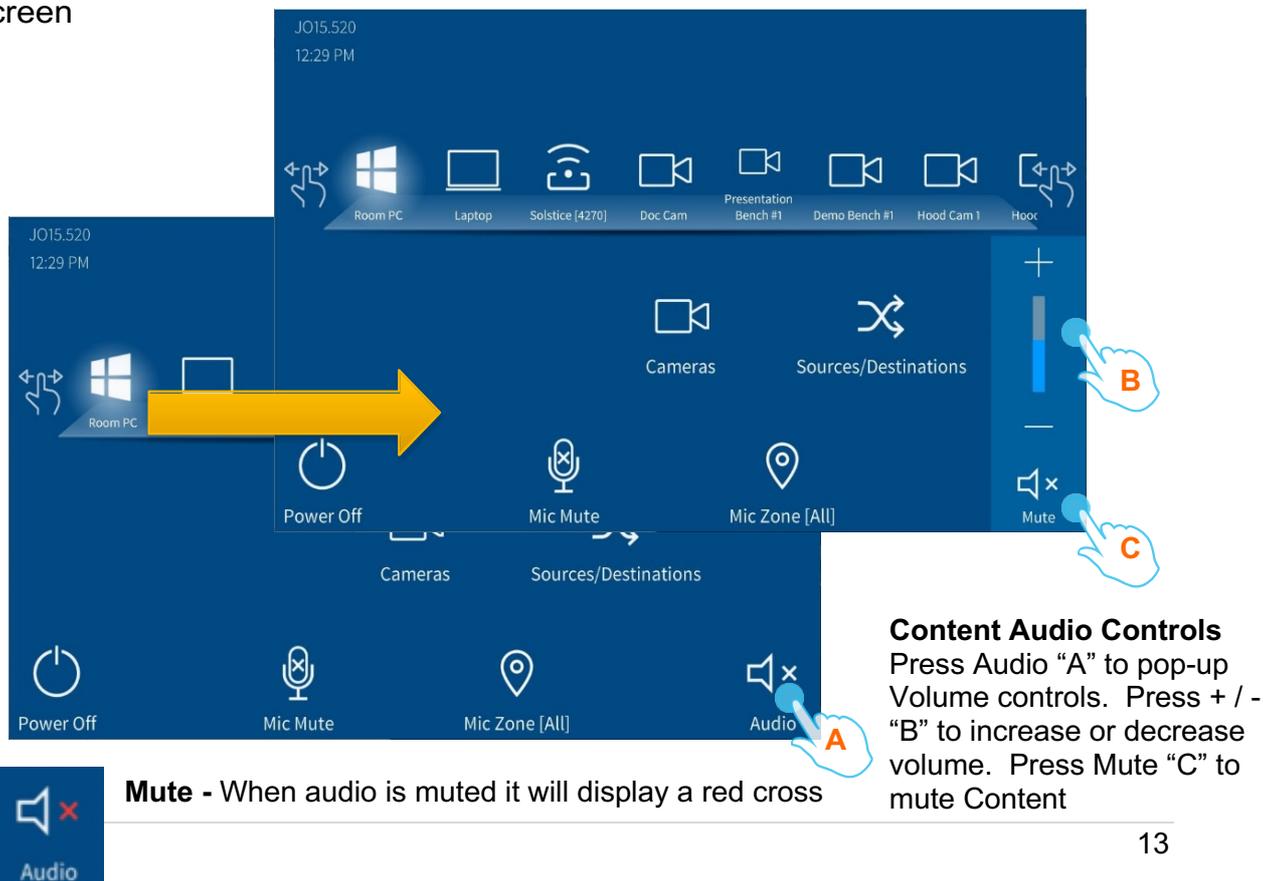
Users can manage the broadcasted audio levels via a range of controls provisioned along the lower portion of the AV Touch Panel interface.

Content Audio can be raised and lowered in volume with the ability to mute the audio as well Microphone Zone controls allow the users to select a particular Bench to speak to instead of all at once. Microphones can be muted from the Mic Mute button

**Note:** Audio controls will pop up for a few seconds to make your selection, and will then close automatically

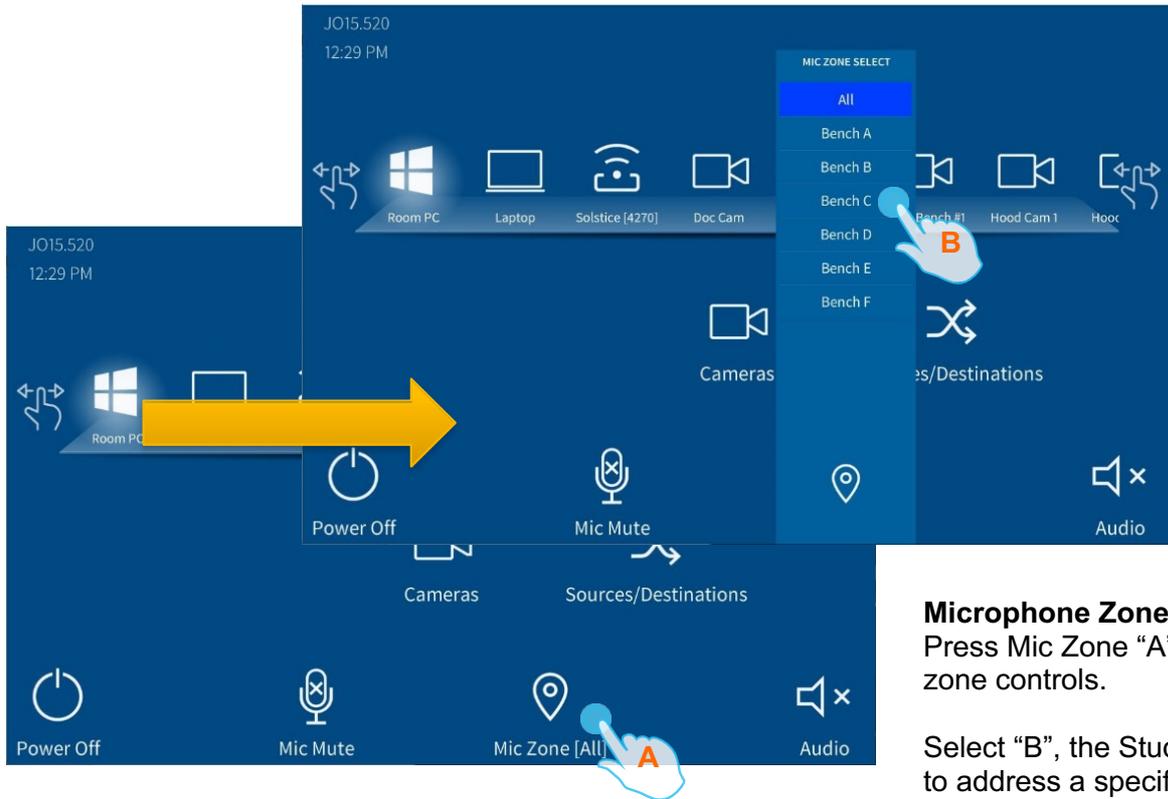


Content Audio Is played through the ceiling speakers. Controls of the Volume are accessible from the Audio button in the bottom Right of the screen



## 4.1 Microphone Zone Controls

With this feature the Lecturer can select a particular bench to direct speech to instead of the whole room. By default the zones are set to All.



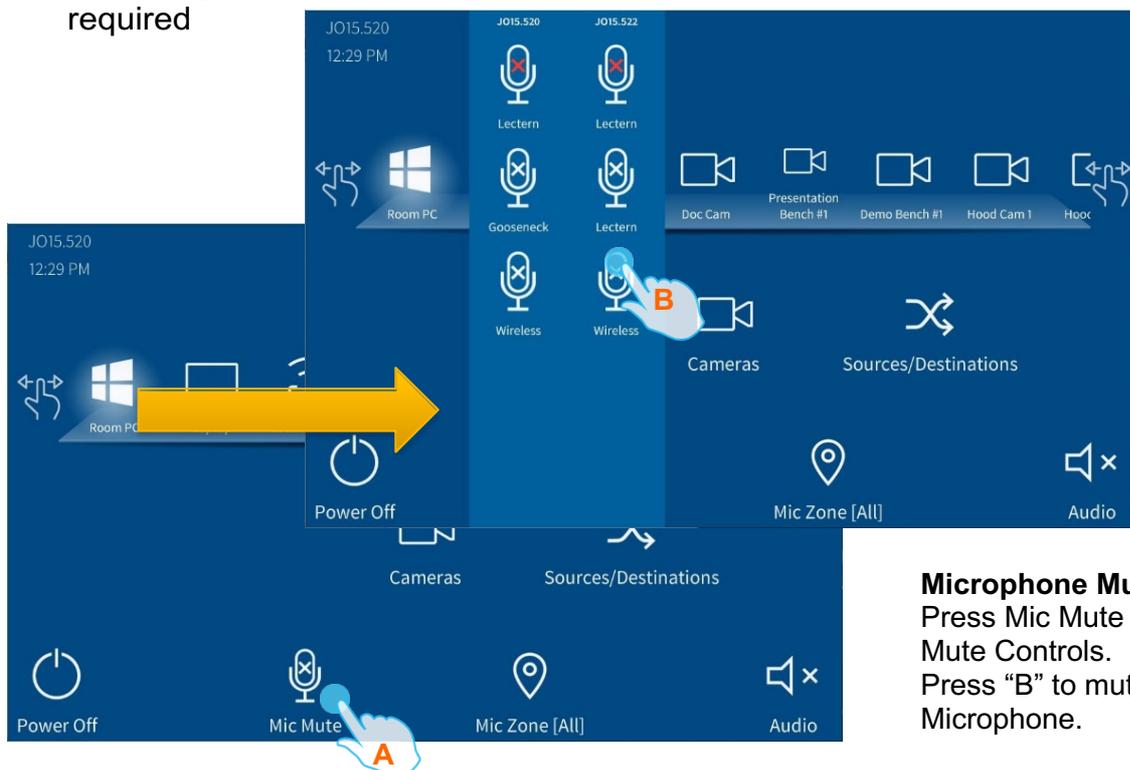
**Microphone Zone Controls**  
Press Mic Zone “A” to pop-up the zone controls.

Select “B”, the Student Bench A-F to address a specific bench.

Note: the button will change to indicate the selection.

## 4.2 Microphone Mute Controls

Several Microphones within the room especially when it is in a large Classroom mode. Users can mute and un-mute the microphones as required



**Microphone Mute Controls**  
Press Mic Mute “A” to show the Mute Controls.  
Press “B” to mute or unmute the Microphone.

## 5. Recording

### 5.1 Scheduled Lecture Capture

Each lab has a dedicated Panopto Recorder for each Presenter Station. The recording will be scheduled to start and stop automatically at the scheduled times.

The recorder has the ability to accept two recording feeds and the room audio.

A green lamp at the presentation station will indicate that a scheduled automated recording is in progress.

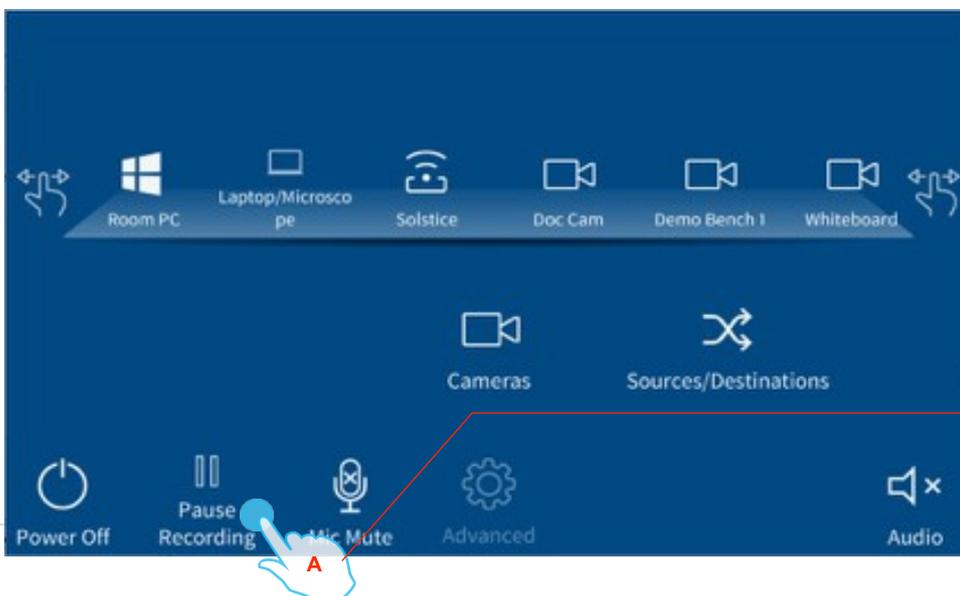


Available recorder controls are limited to “Pause” and “Resume”. A “Pause Recording” icon will appear on the display panel when recording is initiated.

The Recording will be the Primary Source, whichever is selected, and the Default Camera – Presentation bench (which can be changed by entering the Camera Button selection).

**Note:** Using a laptop will not take advantage of the room video and audio inputs that can be captured. Use the dedicated room PC during a recording session to ensure room AV sources are successfully captured.

#### Pause Recording

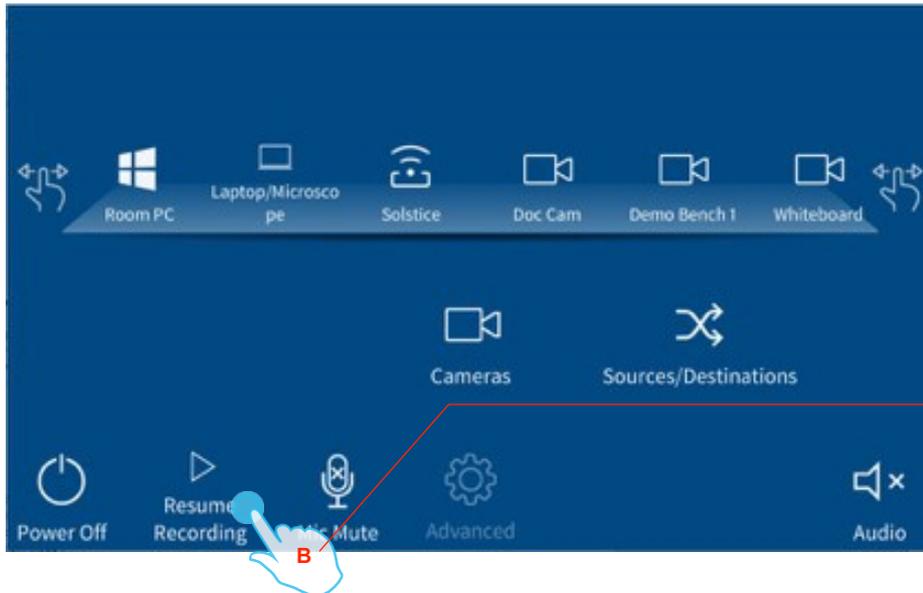


#### Pause Recording

Press “A” to Pause Recording.

The recording lamp on the Presenter Bench will change colour to indicate that the recorder is paused.

## Resume Recording



### Resume Recording

Press “B” to Resume Recording.

The recording lamp on the Presenter Bench will change colour to indicate that the recorder is now recording again.

## 5.2 Localised Lecture capture (manually initiated)

ECU staff also have the ability to use their own Panopto account through the local PC in the room.

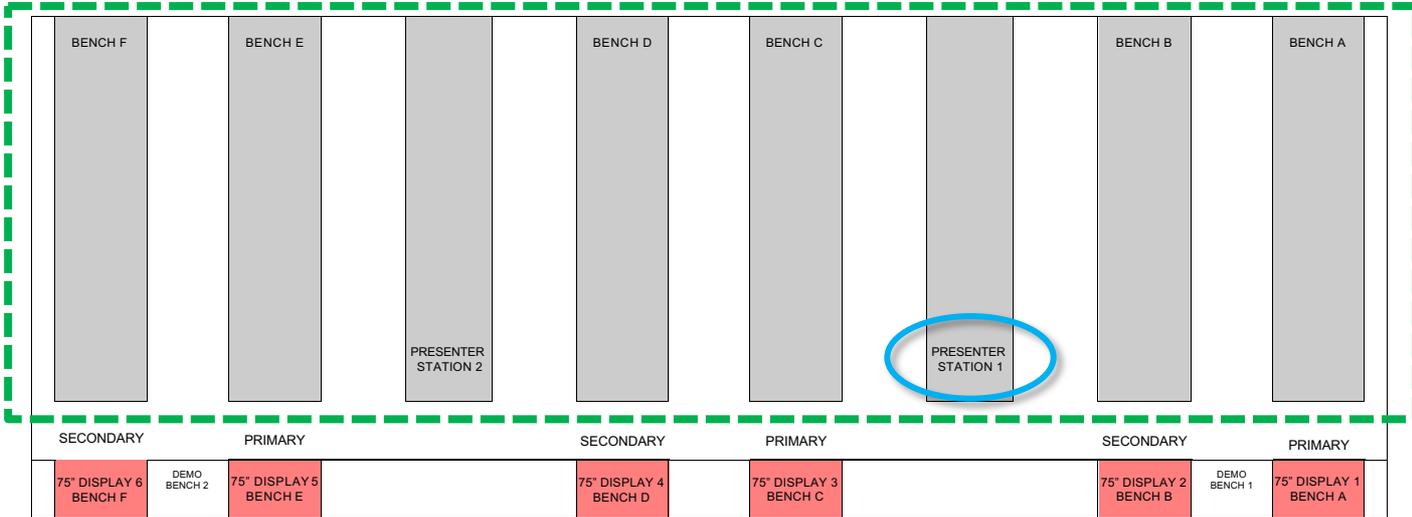
It will record the Room PC and the selected Secondary Camera Source unless the user select different Sources / Destinations Controls.

**Note 1:** The Lamp Recording light will not light for localised lecture capture (manually initiated).

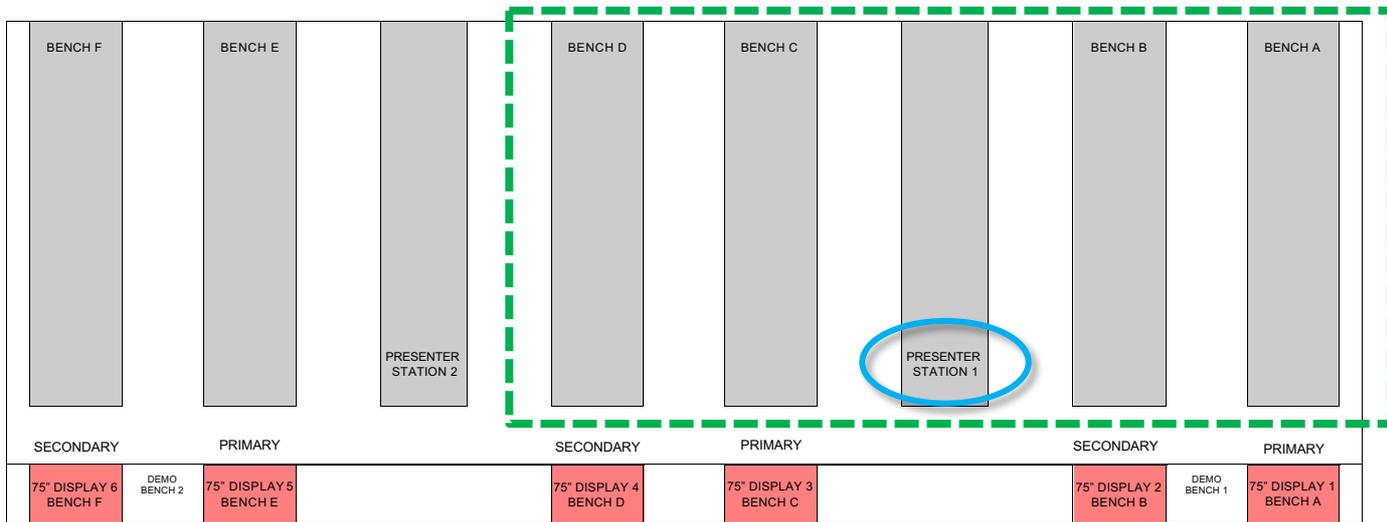
**Note 2:** Using a laptop will not take advantage of the room video and audio inputs that can be capture. Use the dedicated room PC during a recording session to ensure room AV sources are successfully captured.

# Appendix 1 - Room Setup Grouping Layouts (controlled from presenter station 1)

## 96 Students

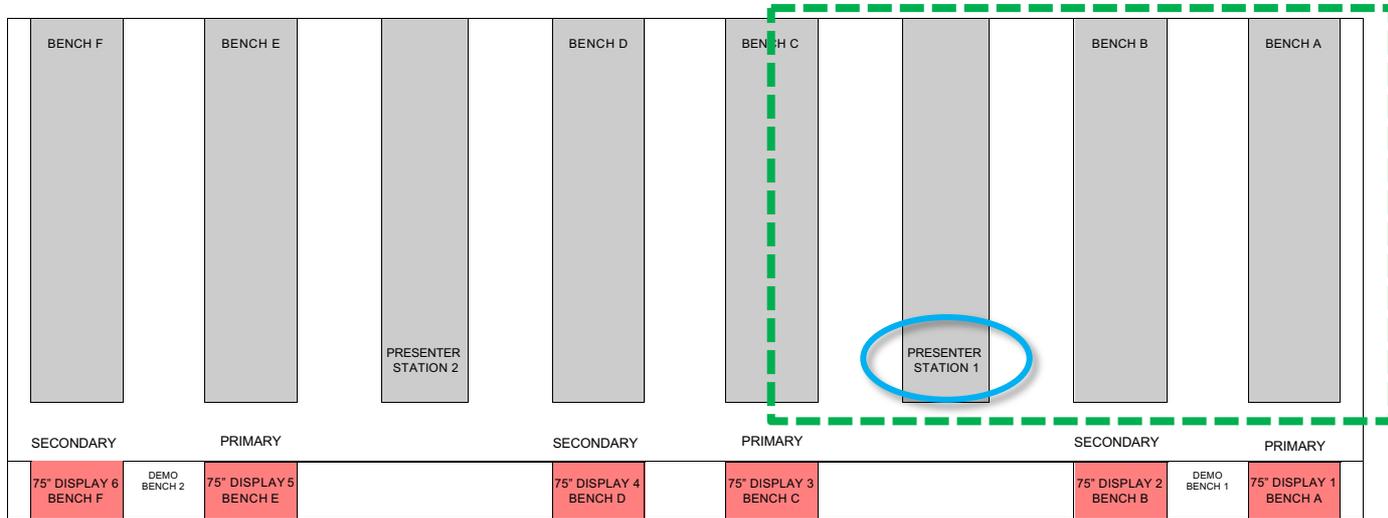


## 64 Students

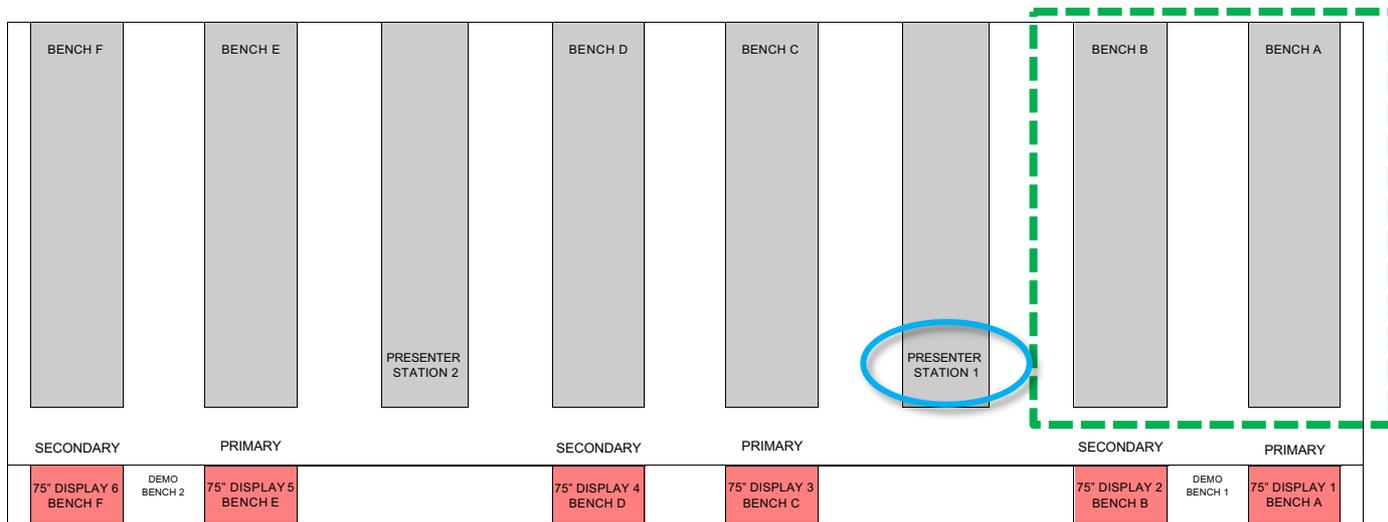


# Room Setup Grouping Layouts (controlled from presenter station 1) cont.

## 40 Students

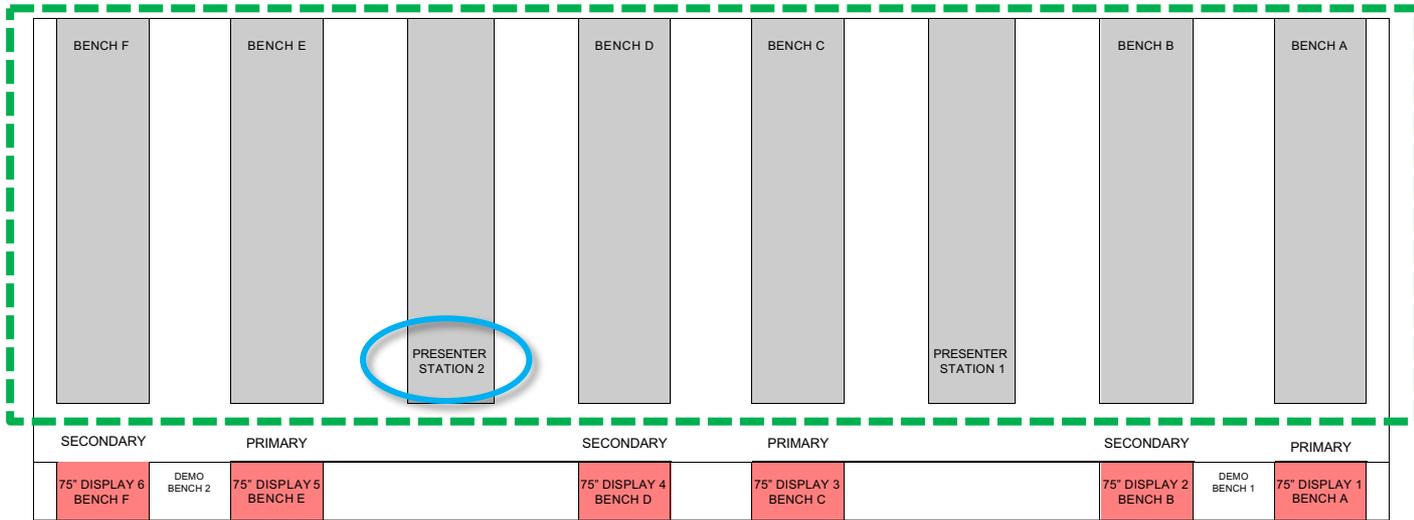


## 32 Students

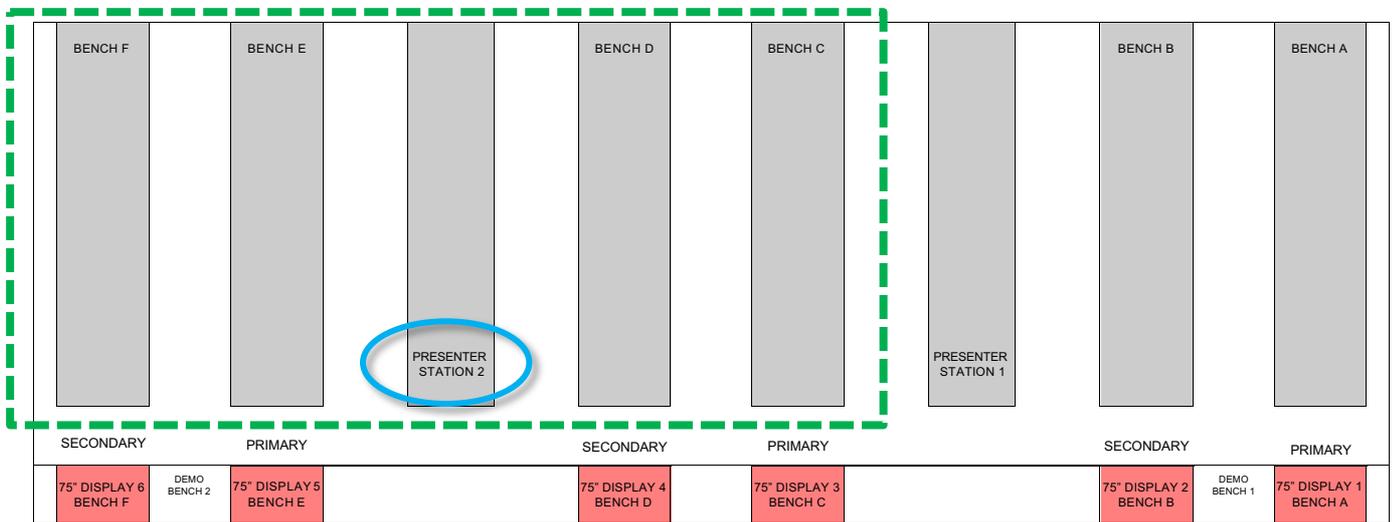


# Room Setup Grouping Layouts (controlled from presenter station 2)

## 96 Students

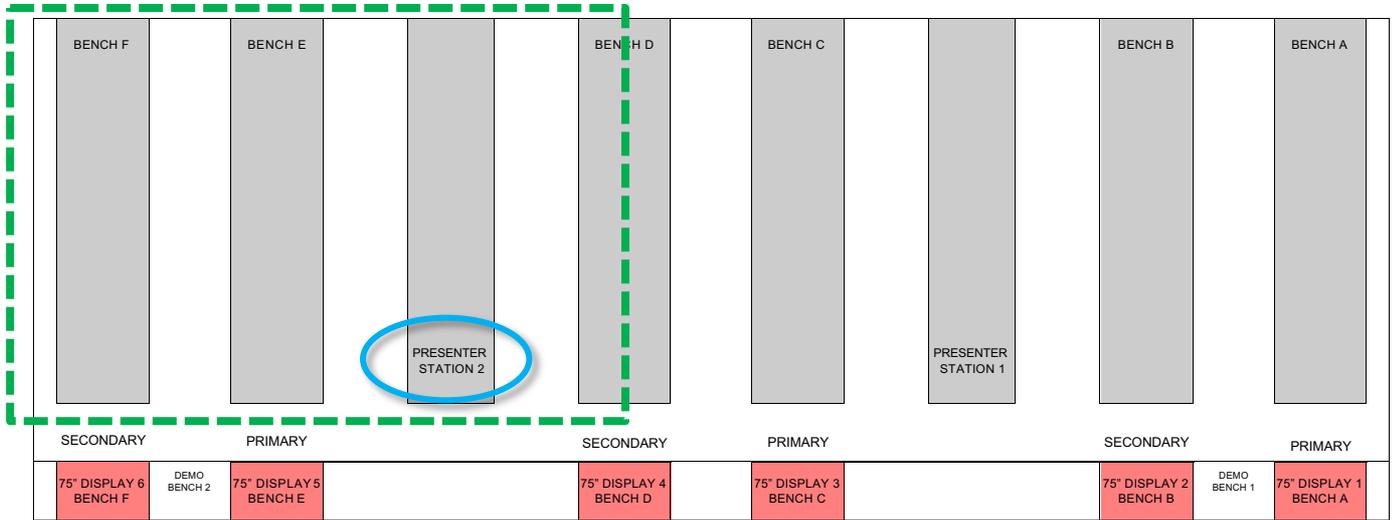


## 64 Students

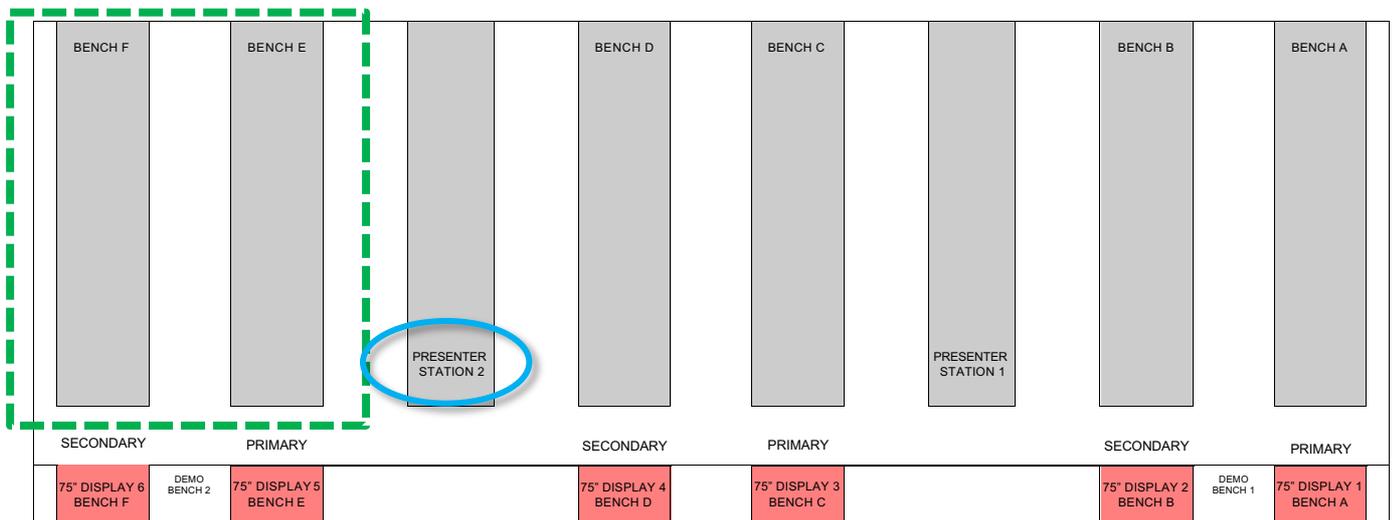


## Room Setup Grouping Layouts (controlled from presenter station 2) cont.

### 40 Students



### 32 Students



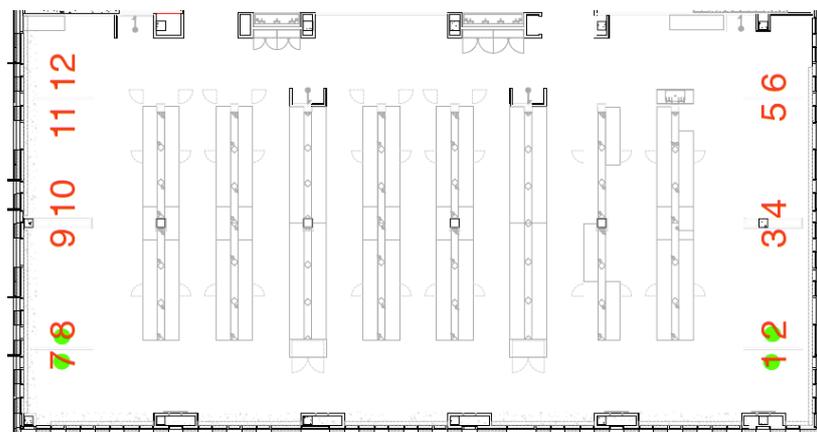
## Appendix 2 - Description of AV Sources and Destinations

### Sources:

**Note: Only the icons available in the mode will be visible.**

	<b>LOCAL PC</b>	Local PC located within the Presenter station cabinet
	<b>LAPTOP</b>	Auxiliary HDMI connection located atop the lectern
	<b>DOCUMENT CAMERA</b>	Document Camera appliance feed located atop the lectern
	<b>WIRELESS PRESENTER (Solstice)</b>	Allows for wireless presenting content from BYOD devices. The Code is displayed on the touch panel to logon via the Solstice application.
	<b>PRESENTATION BENCH CAMERA</b>	Camera above the Presentation Bench – The number relates to the Station Number (1-2 within the Lab)
	<b>STUDENT BENCH CAMERA</b>	Camera above the Student Bench – The Letter relates to the Student Bench Number (A-F within the lab)
	<b>DEMONSTRATOR BENCH CAMERA</b>	Camera number relates to the Station Number (1-2 within the Lab)
	<b>HOOD CAMERA</b>	Bio Safety and Fume Hood Cameras – The Number relates to the Hood location Number within the room (1-12 within the Lab)

Location of hood cameras



Front of room

## Appendix 2 - Description of AV Sources and Destinations cont.

### Destinations:

**Note: Only the Icons available in the mode will be visible.**

 All	<b>ALL</b>	Send selected source to All displays
 Primary	<b>PRIMARY</b>	Send selected source to all "Primary Displays" only
 Bench #A	<b>BENCH DISPLAY</b>	Display at the end of each Student Bench # A-F. These Displays are used for individual distribution
 Recorder Left	<b>RECORDER LEFT</b>	Send selected source to the LEFT recording image on the centrally controlled Room Panopto account
 Recorder Right	<b>RECORDER RIGHT</b>	Send selected Source to the RIGHT recording image on the centrally controlled Room Panopto account
 Lectern Recorder	<b>LECTERN RECORDER</b>	Send selected Source to the LECTERN personal Panopto recorder account
 Audio Primary	<b>AUDIO PRIMARY</b>	Primary Source Audio being used
 Audio Secondary	<b>AUDIO SECONDARY</b>	Secondary Source Audio being used