Audio Visual Panel (Basic Functions)

Getting Started — Home Screen
Press the power button (circled). After a brief warm-up period, the venue’s projector/display will turn on and the Quick Setup window will appear.

Display a Source — Venue with Single Screen
Press the required source input button eg Computer.

Computer: Displays the lectern computer screen.
Laptop: Displays laptop or device plugged in to the HDMI cable.
Wireless: Displays your portable device (eg iPad) connected through the Curtin WiFi.
Doc Cam: Displays the document camera.
Blank: Turns the projector/display off.

Display a Secondary Source (if available)
1. Select the Secondary display group button.
2. Press the required source input button eg Laptop.

Turning off the System
Press the power button.

Information
Press the info button for more information on how to use the touch panel.

Support
Press the support button to learn how to request Audio Visual support from CITS Service Centre.

Volume
Press the plus, minus or mute buttons to control the volume of audio from the venue speakers.
Audio Visual Panel (Advanced Functions)

- **Monitor a Recording (if iLecture available)**
  - Click on the **Record** tab (circled) to monitor the status of your iLecture recording — Pending, Recording or Paused. Status also shown as round ‘jewels’ on tab.

- **Controlling a Recording**
  - **Pause**: Press button to temporarily halt a recording — a Resume button appears.
  - **Resume**: Press button to continue paused recording.
  - **Extend**: Press button to add 5 extra minutes to your recording.

- **WebEx Meeting and Video Conference (if available)**
  - Click on the **Connect** tab (circled) for WebEx and Video Conference options. For detailed instructions click the **info** button or go to the CITS website: [http://cits.curtin.edu.au](http://cits.curtin.edu.au)
  - OR
  - Scan QR code with smartphone.

- **Controlling Microphones (if available)**
  - Click the **Audio** tab (circled) on to set the inputs levels of the available microphones eg **Wireless Lapel Mic**.
  - Press the **plus**, **minus** or **mute** buttons to adjust the audio levels from the venue speakers.

- **Room Settings (per venue)**
  - Click the **Room** tab (circled) to show the available light and blind controls.
  - **Lighting**: Select a lighting mode such as **All On**, **Presentation**, **All Off** or adjust using the Custom Lighting settings.
  - **Blinds**: Click the up, down and stop buttons to adjust the level of the blinds.

For Audio Visual Support, call (9266) 9000. Press ‘1’ for AV Support