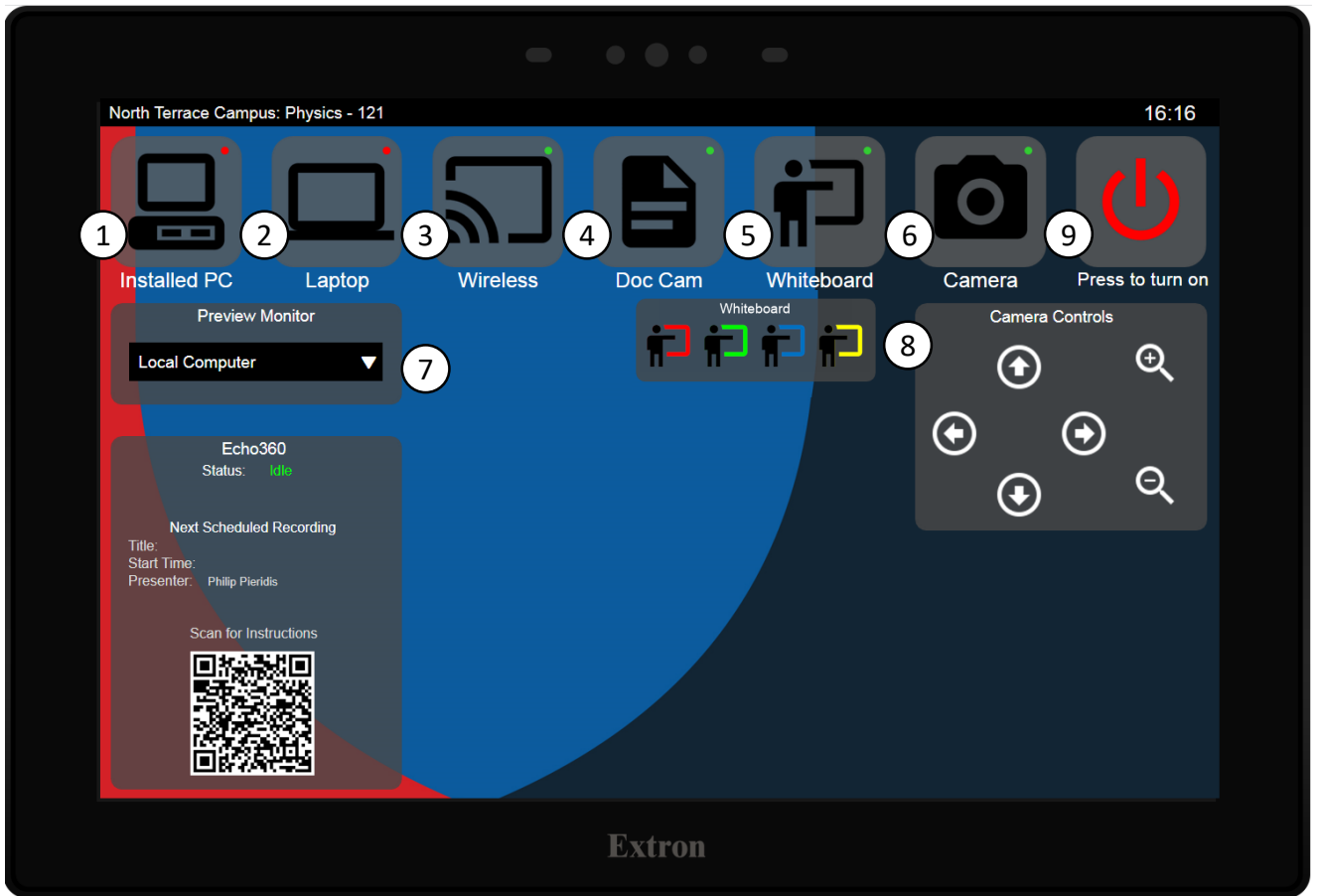


# Controlling the System



**Source Selection buttons** – Choosing any of these will determine what is displayed on the presentation screens in the room

1. **Installed PC** – Select this source to display the Computer
2. **Laptop** – Select this source to display your laptop or other HDMI device
3. **Wireless** – Select this source to display Vivi, connect your device, and present wirelessly
4. **Doc Cam** – Select this source to display the document camera
5. **Whiteboard** – Select this source to display the in-room camera. It will automatically point at the whiteboard in the room. (You can fine tune this with the camera controls described in 8) If the room has multiple whiteboards, the option to choose which whiteboard to display will appear.
6. **Camera** – Select this source to display the in-room camera. (You can fine tune this with the camera controls described in 8)

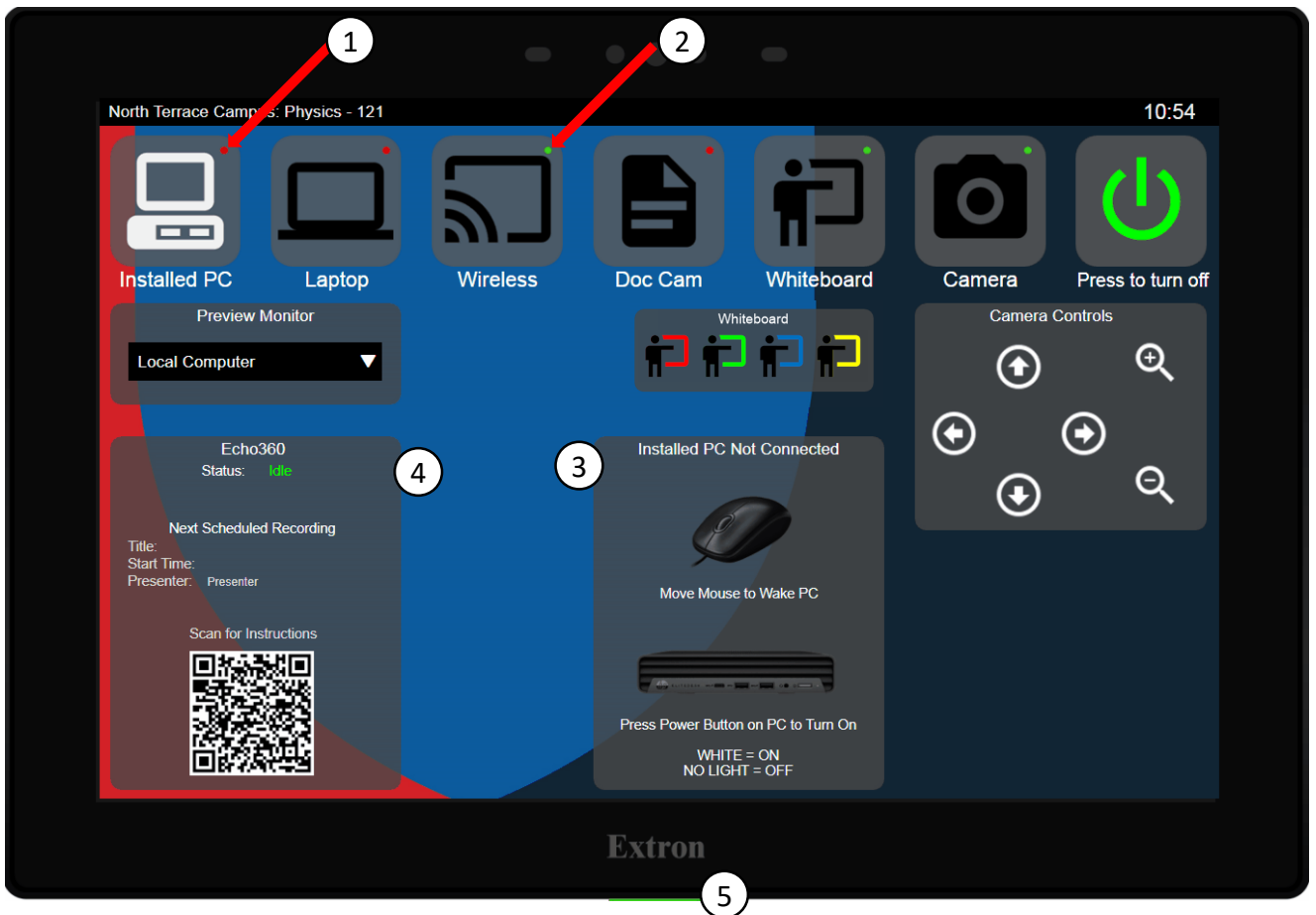
Note: To adjust the volume of a device, use that devices output volume control. For microphones, place the microphone closer to the source of the sound.

**System controls** – Use these buttons to control various devices in the room

7. **Preview Monitor** – Use this drop-down to control what is shown on your lectern monitor
8. **Camera Controls** – Use these buttons to adjust the in-room camera. Arrows move the camera in all four directions. The plus and minus symbols control the zoom.
9. **System power** – Press this to switch the system on or off.

Note: if the system is off, selecting a source will automatically switch it on.

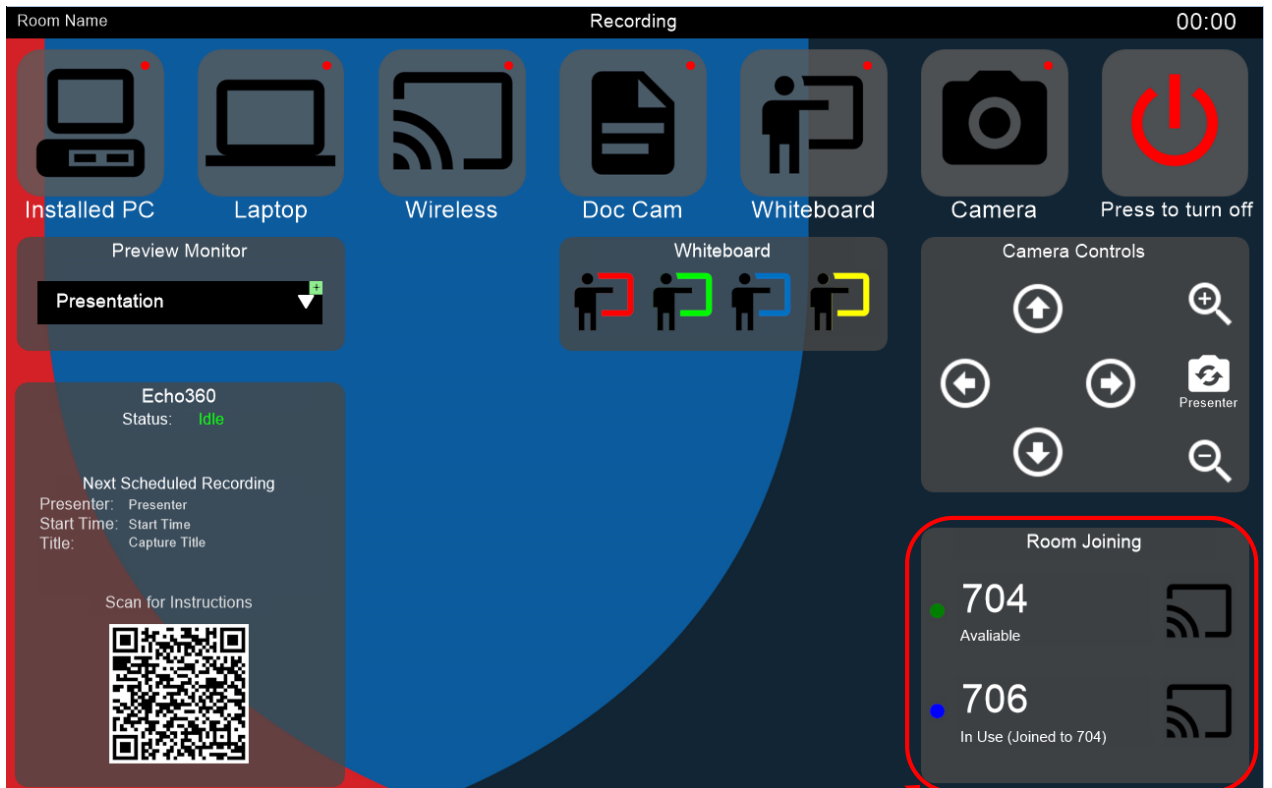
# Indicators and Contextual Help



The updated interface provides useful information, an indication of the state of inputs, and some contextual help on how to rectify minor issues.

1. **Source active indicator** – A red dot indicates the video source into the system is not active or faulty. If the source is selected, contextual help will appear (as described in 3)
2. **Source active indicator** – A green dot indicates the video source into the system is active and healthy. Selecting the source will route it to the in-room displays.
3. **Contextual help** – If a source is selected that is not active, a widget will appear indicating some action that can be taken to attempt to solve any issue.
4. **Echo360** – This widget provides information on the Echo 360 lecture capture system.
5. **Indicator Light** – Reflects the recording status of Echo360 – Red indicates a recording is in progress, flashing red indicates the recording is paused, green indicates the system is available for recording

# Room joining

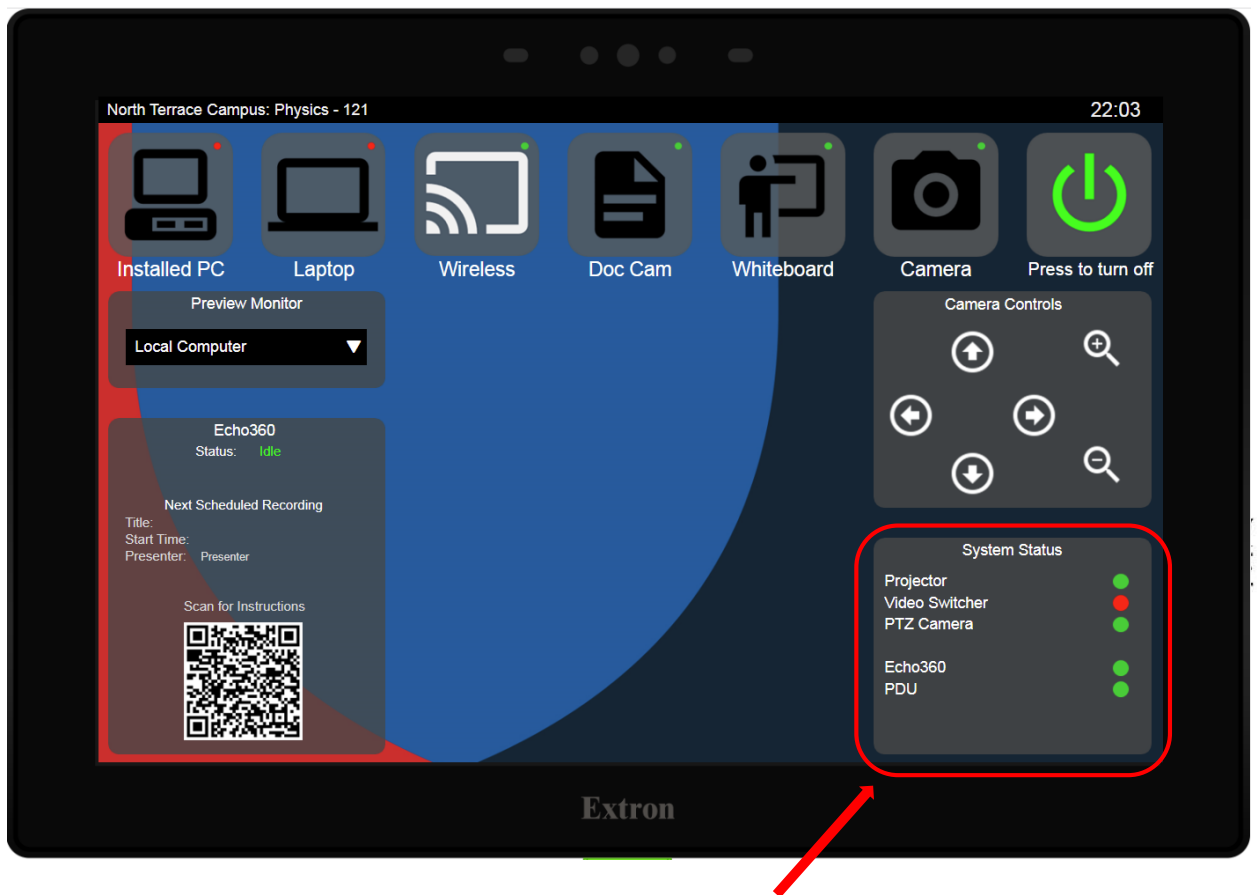


Certain rooms have the ability to be extended or joined to other rooms. In this case, a widget will be present on the interface to enable you to select which rooms you want to present to.

To join to another room, check that it is available with the green dot indicator. If it is, press the “transmit” icon next to the room number.

Begin your session. Any audio and video that is presented in your room, will be replicated in the joined room’s systems.

# System Faults



If the AV system has a fault with one of its devices, a widget will appear indicating which unit is at fault. This is to aid support teams in repairs. Mentioning this can be helpful if you have to report a fault to the ITDS Service team.