USER GUIDE FOR
USING AV EQUIPMENT

CityU International Centre
G/F Classroom (CIC-G-001)

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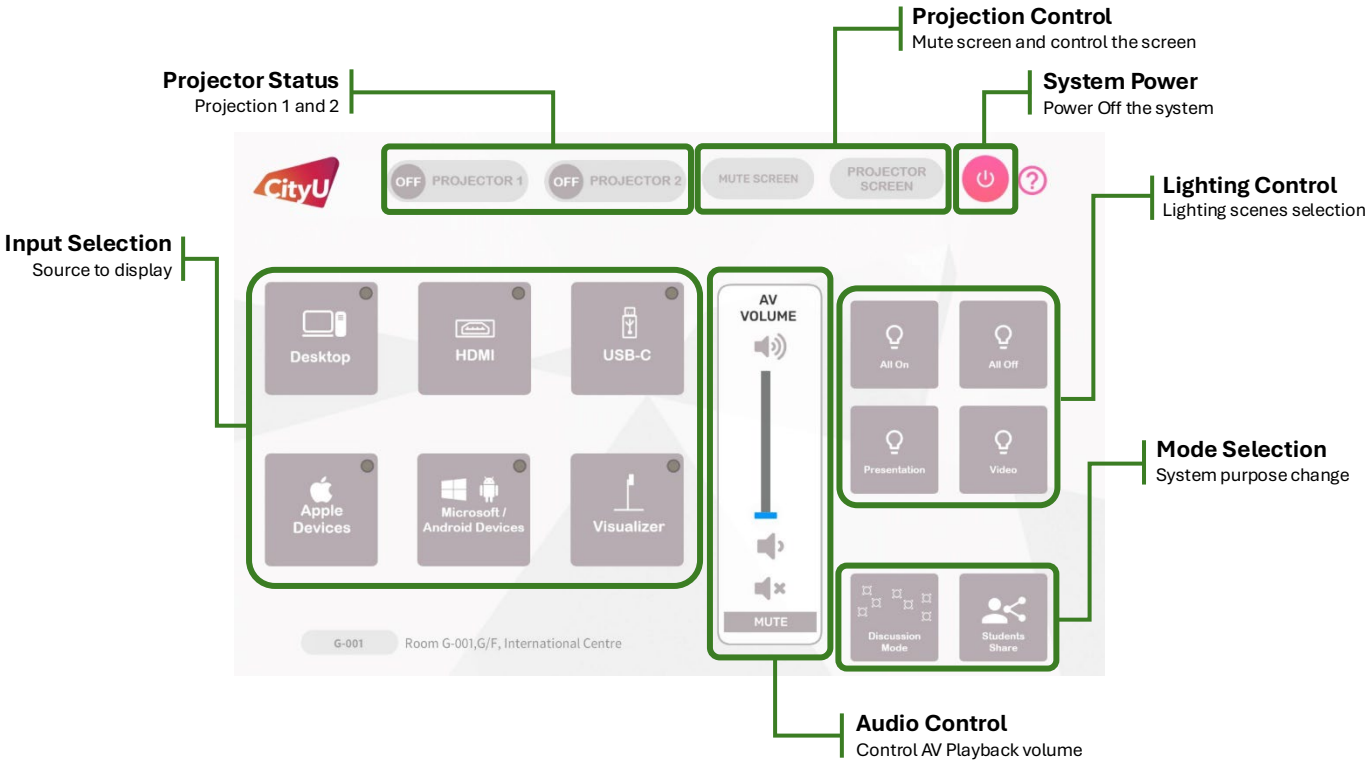
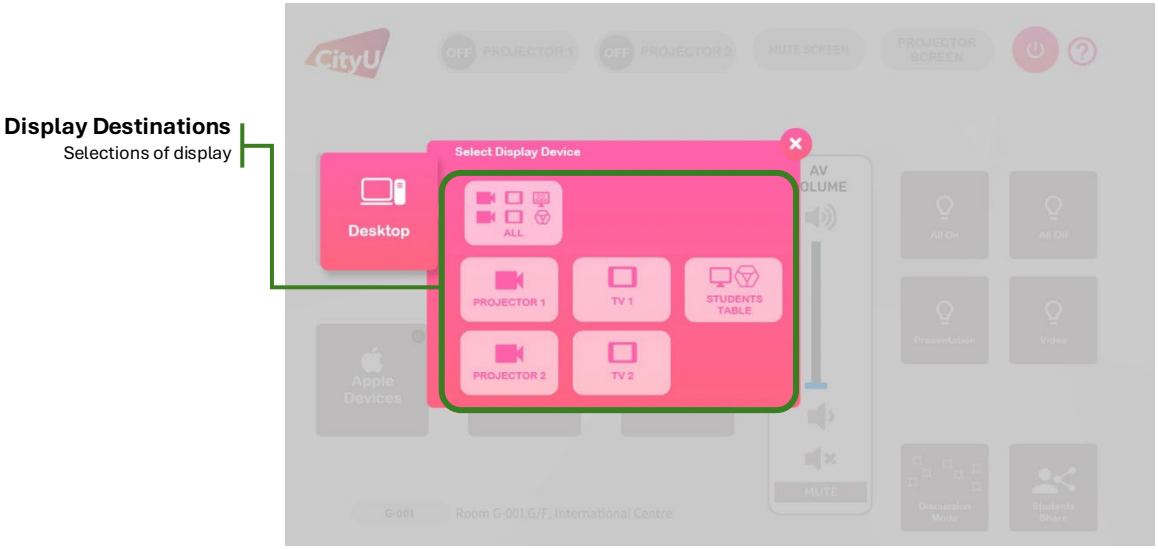
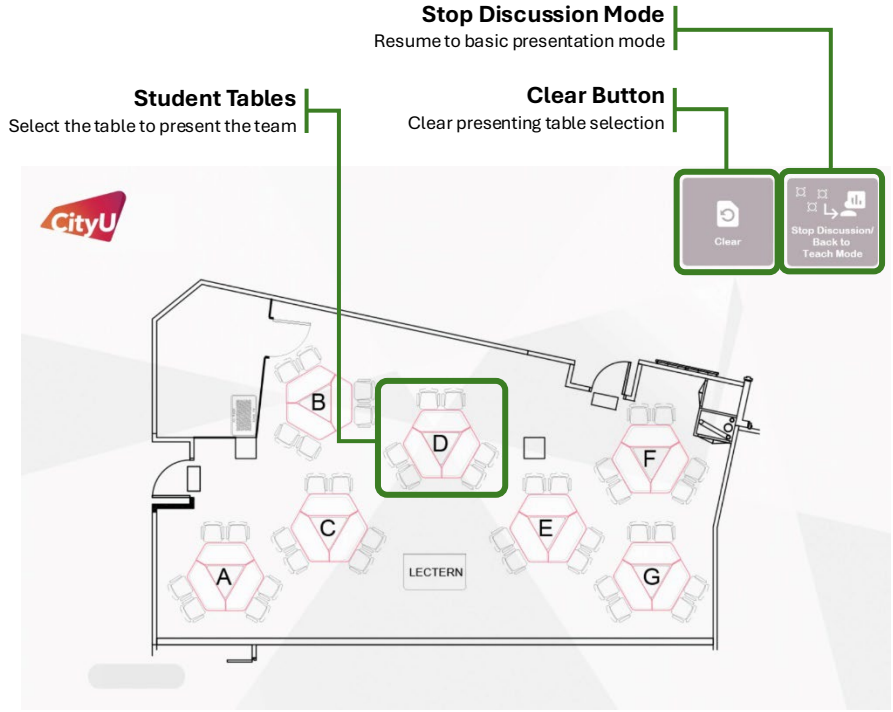
Control Panel Overview

Basic Presentation Mode

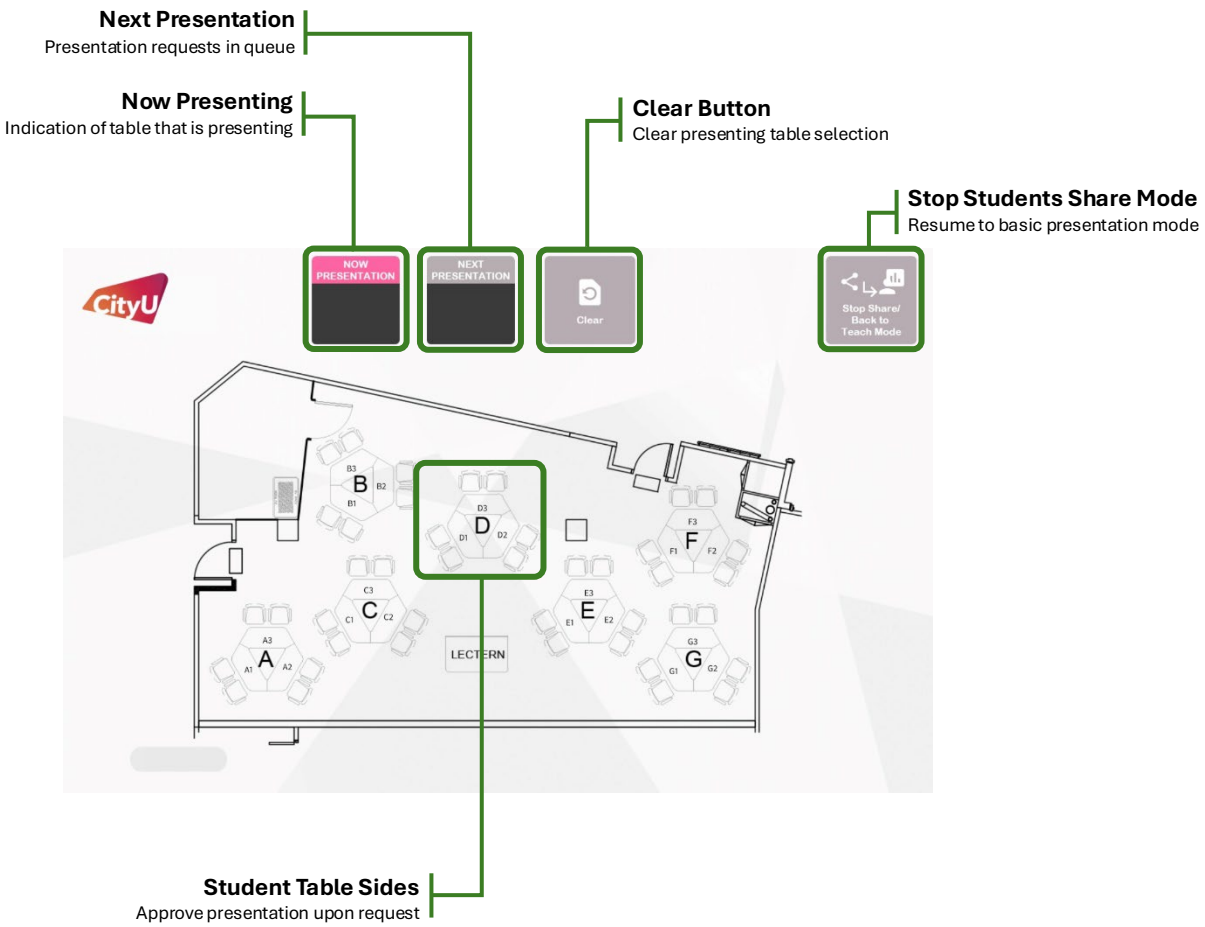




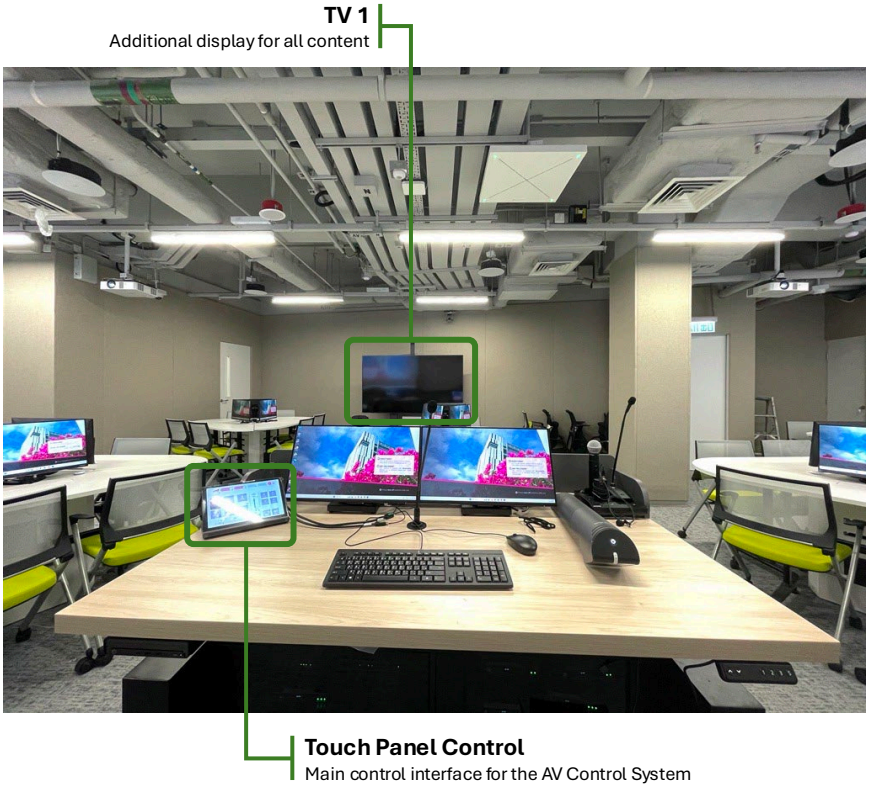
Discussion Mode



Students Share Mode



Hardware Overview



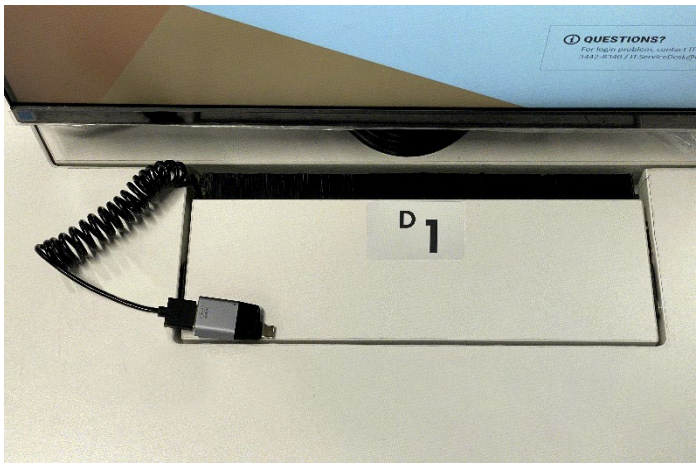


Fig. 1 HDMI cable on student tables, with a display only USB-C adapter

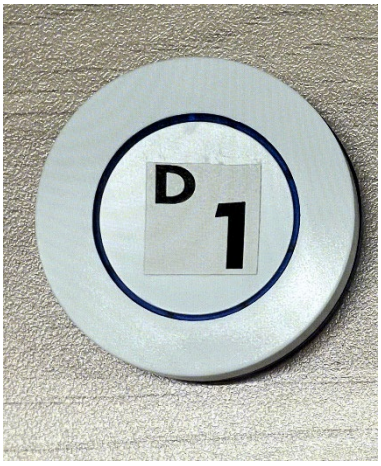


Fig. 2 Interactive Button

1. There is one input at every side of student tables (total of three inputs for every table), please refer to the label on tables for the name of the side you are sitting in,

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Take input D1 as an example. It is the side 1 at Table D

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2. There is one interactive button at every side of student tables (total of three buttons for every table), they represent different functions in different system modes
3. There is one HDMI cable at every side of student tables (total of three HDMI cables for every table), students can connect their own devices to the system with the cables.
4. There is one USB-C adapter paired with each HDMI cable for DISPLAY purposes only, not for charging.

Lighting Control

1. Look for the Lighting Control Session on the touch panel control
2. Select the lighting scene according to your needs

Volume Control

1. Look for the Audio Control Session on the touch panel control
2. Sliding the bar in the middle to adjust the playback volume, mic volume is aligned and not subject to user adjustment
3. Or press two buttons above and below the slider for step adjustment
4. Press the Mute button at the bottom of the Audio Control session to mute the audio

Projection Control

1. Toggle the mute screen button to mute and unmute the projection
2. Press the Projector Screen button to have access to detailed control of screen position

Projector Status

1. Press Projector 1 or Projector 2 to toggle on/off the respective projectors

Operating for Basic Presentation

1. Select one input source from the input selection session to turn on the system
    a. Desktop
    b. HDMI
    c. USB-C
    d. Apple Devices
    e. Microsoft/Android Devices
    f. Visualizer
2. A pink pop-up window will prompt up
3. Select the display destination(s) that suit your application
    a. ALL
    b. PROJECTOR 1
    c. PROJECTOR 2
    d. TV 1
    e. TV 2
    f. STUDENT TABLES

Operating in Discussion Mode

Discussion mode is designed for team discussion within a student table. Entering this mode, the three table monitors can show a display from a device connecting to a HDMI cable on the table.

Press the Discussion Mode button in mode selection session to enter Discussion Mode

There are **two operations** under this mode:

Operation 1 - Student discussion within the table:

1) Connect a device to any HDMI cable on the table
2) Press the interactive button corresponding to that HDMI cable
3) The display connected to that HDMI cable will be shown on 3 table monitors

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There is only one signal can be displayed at a time.

Operation 2 - Bring up shared display from student tables to entire class

1. Located the table that needs to be brought up to the class
2. The pink segment on the table indicates the side that sharing in that table
3. Press the table icon to bring up the shared display from that table to the class

Fig. 3 Pink Segment indicate the sharing side

The brought-up display shows only on two projection screens and two TVs. The displays on Student tables remain as is.

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4. The selected table turns green
5. Press the clear button to resume to the last status.

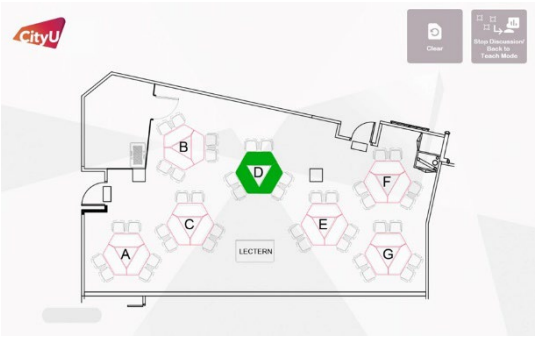

Fig. 4 The table turns green indicate the table is sharing to the class

Press the Stop Discussion/Back to Teach Mode button to leave Discussion mode

Operating in Students Share Mode

Students Share mode is designed for situation when discussion is finished, and students are ready to present their results. Students can request to share their displays on all monitors, TVs and projection screens by pressing the interactive button in front of them. Teachers can approve or ignore the request at their discretion.

Press the Students Share Mode button in mode selection session to enter Students Share Mode

HDMI Connection at student tables

When in Students Share Mode

1. Connect the HDMI cable to the bring in device
2. Press the Interactive Button of the same side to signal the teacher your request to present
3. Wait for teacher acceptance to present

Accepting presentation request

1. The presentation request from students will signal as a pink hand icon on touch panel control and queuing in the Next Presentation session
2. Press on the pink hand icon to accept the presentation request
3. Accepted presentation will be shown to the entire class on all screens and display,
    a. PROJECTOR 1
    b. PROJECTOR 2
    c. TV 1
    d. TV 2
    e. STUDENT TABLES
4. The side that has acceptance to present is shown in Now Presenting session
5. The hand icon turns green to indicate the presenting side
6. Press the clear button to resume to the last status

Fig. 5 Pink Hand icon and the queue on the top indicate presentation requests

Fig. 6 Green Hand icon and the box on the top indicate the presenting side

Press the Stop Share/Back to Teach Mode button to leave Students Share mode.