Audio Visual System
User Guide:

John A. and Cynthia Fry Gunn Rotunda, E241

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Introduction

The contents of this tutorial describe the Control System operation for the Stanford ChEM-H Building / Stanford Neurosciences Building John A. and Cynthia Fry Gunn Rotunda, E241 Audio Visual System installed by AVDG. The purpose of this document is to provide new users with a functional knowledge for systems use and to provide the experienced user additional information for reference purposes. New users should consult this document prior to system use, in order to have success in operating an automated Audio Visual Presentation/Conferencing system.

The Audio Visual system is control automated by a programmed Control Sub-System. Some control processes are fully automated and invisible to the user. We will begin by briefly describing the Audio Visual System hardware and then discuss operating the AV system by way of the Control System. The sections will detail each control page and the operational features located in those touch control panel pages. We will conclude with information describing the shutdown procedure for the AV system and we will also provide troubleshooting tips, in the event that the system does not respond as anticipated.

Do not add other hardware or reconfigure the Audio Visual System. For more information regarding the in-depth details of the AV System, or if advanced configurations are required or desired, contact your AVDG Account Representative for a consultation.

AV System Description

The dedicated iPad is the primary point of system control, and is the main interface. Some control processes are fully automated and invisible to the user.

Display: The room includes a motorized projection screen and a projection lift which will lower and raise with the operation of the projector. A ceiling-mounted Panasonic projector provides an image at the front of the room for all presentation sources and the video conference system.

Presentation Sources: The room includes four floorbox input plate locations labeled by their orientation in the room.

Video Conferencing: Wireless and wired microphones have been provided for voice lift as well as for use with the video conferencing system. The video conferencing system is a Cisco Webex Pro Codec, providing the ability to send camera and presentation content. Video recording capabilities are also available both while in and out of a video call.

Touchpanel Controls: To create a user-friendly operation of the AV system, AVDG has provided and programmed a Control System that includes a dedicated control interface for the iPad. The powering of the system, the routing of the sources, the control of audio conferencing equipment and controllable features of the system will be facilitated by way of the control system interface.

This manual will provide instructions for all basic operations of the system from the touch panel control interface. Let’s take a look at the touch panel screens for control operation.
System Start

The touchscreen above is the default screen when the system is in an OFF state. Pressing anywhere on the touch panel will turn the system on.

- During the system start up you may be prompted to wait if required for devices to start up.
Main Dashboard Screen / Presentation

❖ The **Main Dashboard Screen** is used to navigate all options for room use, with the center area changing dynamically to reflect options available.

1. Touching the button labeled **Presentation** will allow the routing of sources to the display.

2. **Laptop Inputs**: A laptop source can be selected from one of two floorbox locations or one of two wall plate locations. Note that a green indicator will appear if the system sees a valid source signal — which is helpful to verify and troubleshoot a signal connection. The red indicator indicates no active signal for that connection.
Video Conference

1. Touching the button labeled **Video Conference** will route the video conference system to the display. All the microphones in the space can be used both for local speech reinforcement as well as the conference.

2. This section utilizes the Video conferencing systems built-in address book (if populated). Page navigation will allow to navigate through the entries in the address book system, when a folder/group is presented and selected the list will show the children of the folder. When Back is selected the list will return to the parent directory. Pressing the text area above the address book list will present the user with an on screen keyboard to allow for searching the address book.

3. Primary Video conference functions are found in this button area. The Green Dial button will also popup an on screen keyboard for direct dialing capability. Hang Up will disconnect the currently connected video call. Keypad will popup a numeric keypad typically used for DTMF dialing extensions. Layout/SelfView will re-orient the current display view depending on the options provisioned in the video conferencing system.
Video Conference Dialing

1 As presented on the previous page selecting either the green Dial button or the Address book text area above the address book list will pop-up an on-screen keyboard to allow for either search of the address book or direct dialing based on the option selected.

2 To close the pop-up select the cancel button in the top right hand corner.
Video Conference - Camera Control

1. Touching the Camera Controls button will present the user with the camera Pan / Tilt / Zoom functions.

2. Typical camera Pan / Tilt / Zoom controls as well as presets that the user can save by adjusting the camera position then press and hold the desired preset for 3 seconds, similar to saving a car stereo channel preset.
Video Conference – Source Sharing

1. Touching the button labeled **Send Presentation** will allow the user to send presentation sources into the conference to share with the connected participants.

2. All the laptop floorbox locations and all the wall plate locations are accessible from this menu to select to share in the conference.
Selecting the Advanced Mode button will present the user with the Advanced menu options page. These are described in the following pages. Note that a password prompt will be presented if a password has been enabled.
Advanced Mode – Audio Controls

1. Touching the **Audio Controls** button on the left hand side of the screen brings up the options page above.

2. Buttons are provided to specifically control audio levels from several different sources.
   - **Program Volume**: Program Volume controls the presentation audio from a laptop computer source. Note that the computer may also have volume control adjustment, so this could be a balance between both settings. In the examples screen above, the **Mute** button is pressed, and therefore no laptop audio would be heard in the room.
   - **Video Call Volume**: Video Call Volume controls the audio level in the room for a Video Conference.

3. The **Privacy** button is used to mute the ceiling microphones during an video conference call. Note that you will still hear audio from the far side participants, but outbound audio will be muted, until the button is pressed again to unmute the microphones.

4. Buttons are provided to specifically control audio levels for wireless and wired microphones in the space.
Advanced Mode – Camera

1. Touching the **Camera** button on the left hand side of the screen brings up the options page above.

2. Typical camera Pan / Tilt / Zoom controls as well as presets that the user can save by adjusting the camera position then press and hold the desired preset for 3 seconds, similar to saving a car stereo channel preset.
Advanced Mode - Routing

1. Touching the **Routing** button on the left hand side of the screen brings up the options page above.

2. To perform advanced routing, the user selects a source from the left Column (Red/Green indicators will indicate whether the source detects a signal from the connected laptop).

3. After a source is selected the user selects a destination from the right Column (The text below the destination name will update to reflect the currently routed source).
Advanced Mode - Recording

1. Touching the **Recording** button on the left hand side of the screen brings up the options page above.

2. Recording controls provides basic transport functions such as record and stop. Recording layout allows the user to change the content of what is to be recorded.
Advanced Mode - Display Controls

Touching the **Display Controls** button on the left hand side of the screen brings up the options page above.

Buttons are provided for power on/off control of the ceiling-mounted video projector. This would allow the projector to be shut off after a presentation is completed, while continuing an Audio Conference for instance, without shutting the entire system down first – which would also end calls or recordings in progress. The projection screen can also be independently raised and lowered. The projector lamp hours are also reported here for reference.

Important Note: Turn the projector on to lower the lift. Turn the projector off to raise the lift. The Projector Lift will not go up unless the projector is fully powered off and has finished the cool down cycle. Powering on the projector will force the lift down.
Advanced Mode – Button Naming

1. Touching the **Button Naming** button on the right hand side of the screen brings up the options page above.

2. Selecting the desired preset to change the camera preset name will pop-up an on screen keyboard. To commit changes select the Save Settings button.

3. Selecting the Speed Key Name or Number fields will pop-up an on screen keyboard allowing the user to change the name of either speed keys on the video conference dial page and/or change the number that will call when the speed key is selected.
Advanced Mode – Password Settings

1. Touching the **Password Settings** button on the right hand side of the screen brings up the options page above.

2. The currently displayed password is shown. Note that a “0” indicates no password has been disabled.

3. Used the keypad to enter a numerical password and press **Enter** to store it. To clear a password, delete the entered number back to a “0” state, and hit **Enter**. A password prompt will be presented when turning on the system, and when accessing this Advanced functionality page.
Advanced Mode – System Timers

To create an automatic shutdown, first press the Recall Settings button to recall any saved default setting. Next, select the days of the week below, the hour and minute time, and press the “Enabled” button to turn the timing on. Press the Save Settings button to save this as the system default setting.

Press the Return to Main button to exit the Advanced control system options, and to return to the normal operating pages of the touchpanel.
System Shut Down

1. Touching the Shutdown icon on the right side of the screen brings up a pop-up menu to confirm system shutdown. Touching the Shutdown button will continue shut-down, while touching Cancel button will return you to the previous screen.
Service and Support

As with all electronic devices there are incidences where the devices do not function as anticipated. In the event that you have pressed a button or icon or hard key to initiate a function and the function has not taken place, please count three seconds before repressing the button. In certain instances, the control system can take longer than anticipated to receive and send a command.

For instances where the AV system does not respond to the user’s command, the best thing to do is to power down the AV system and then power the AV system on again.

Once the system has powered down, press the logo screen page to power on the system. After the system has fully turned on then retry your command.

If powering the system OFF and then ON does not fix the issue and the problem persists, please call your AVDG Account Executive to address and remediate the issue.

1625 Remuda Lane
San Jose CA 95112
415-455-9913 Phone
415-532-2533 Fax