

Audio-Visual System User Guide: 24-30 capacity Meet & Teach Spaces

Engineering Building A, 2A.032 & 2A.034

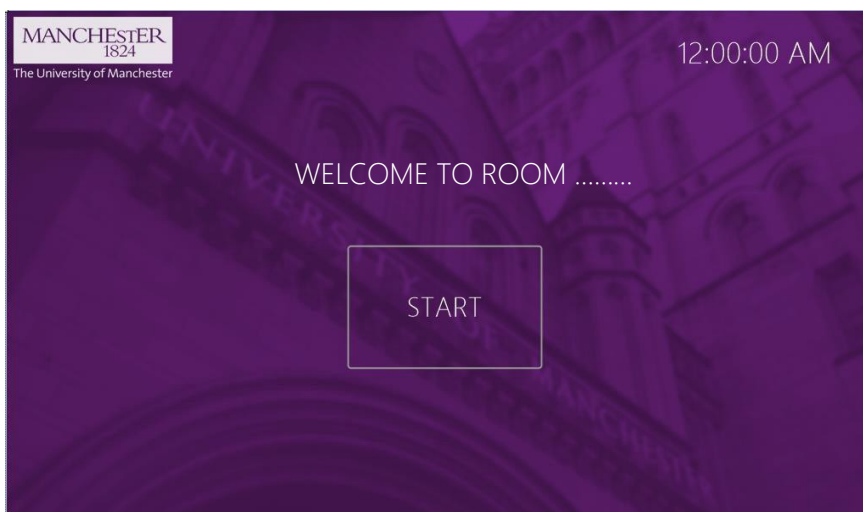
Space overview:

This teaching space has a main projector facing the “teaching wall” and a side display screen intended for student group working. An AV cabinet is positioned against the teaching wall housing user equipment. The student display screen is operated independently from the main AV system.

Control touch-panel

Placed on the AV cabinet is a touch-panel interface which can be used to power the system on and off, select a source to display and control the system volume.

If the panel is blank then it is in standby, touch it once to wake it. When the system is powered down, you will be presented with this initial screen. Press the start button to power the system on.



You will be taken to the main control page. From this page you can select which source you would like to display and control volume.



There are four available sources, ROOM PC, HDMI, SOLSTICE and ROOM LINK. Pressing any of these will power up the projector and display the selected source. The currently displayed source can be changed at any time in the same manner.

Sources:

ROOM PC

When this is selected, the projector will display the PC that is housed in the AV cabinet and accessible via an aperture at the front. Control of the PC is then via the keyboard and mouse on the surface of the AV Cabinet. *Note-the PC may need to be woken by pressing a button on the keyboard or mouse.*

HDMI

A HDMI input plate is available on the surface of the AV cabinet. Connect your device with a HDMI cable and select this source to use.

Solstice

Mersive Solstice wireless collaboration and display system. On selecting this source, the screen will display the connection details and security code needed to do this. For more details on how to use the Solstice system visit: www.solstice.manchester.ac.uk

Room Link

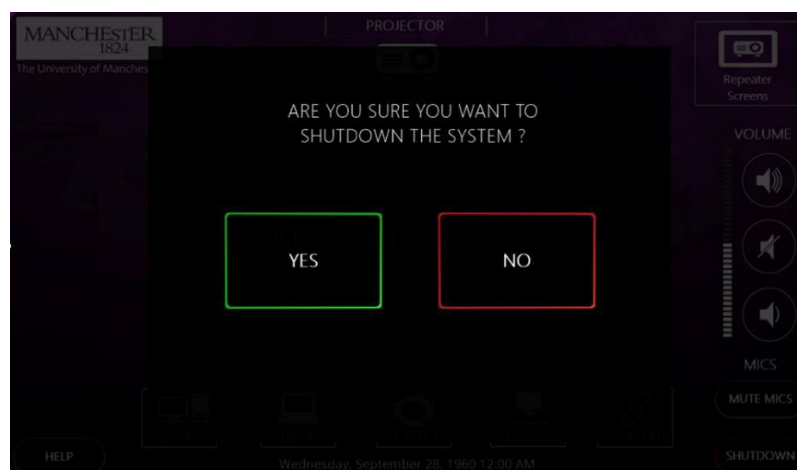
This system has the ability to display content from other teaching space for use in overflows and linking spaces together. This cannot be configured by the user however and must be requested from Media Services.

Volume Control:

To control the volume of your selected source, use the volume up, down and mute buttons to the right-hand side of the touch-panel.

System Shutdown:

Once finished using the system, please remember to shut it down to conserve power usage and prolong the life of the AV equipment. To shut the system down, press the SHUTDOWN button at the bottom right corner of the touch-panel. You will then be presented with the following screen. Pressing the green YES button will power the system down and return it to the start screen. If you pressed SHUTDOWN in error and wish to continue working with the system, press the red NO button.



Second display screen:

The display is operated by using the wall mounted control panel underneath. The panels allow power, volume, and source switching control for the display.

Control Panel:

The control panel functions are separated into 3 distinct areas:

1 Display Power

The ON and OFF buttons power the display on or off. The buttons illuminate to show the current status of the display or flash to indicate that the display is warming or cooling.

2 Volume

The Volume dial allows incremental or decremental control of the sound level from the display.

3 Sources

The source buttons are used to select from the available sources:

HDMI: Wall-mounted HDMI input plate. Connect your device with a HDMI cable and select this source to use.

Solstice: Mersive Solstice wireless collaboration and display system. On selecting this source, the screen will display the connection details and security code needed to do this. For more details on how to use the Solstice system visit: www.solstice.manchester.ac.uk

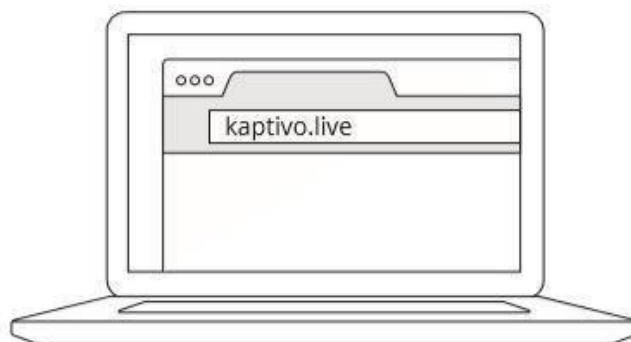


Handwriting Capture System:

This space also features a Kaptivo handwriting capture system. This consists of a camera positioned above a traditional whiteboard and allows for capturing and sharing of any written content, (the whiteboard can also be used in the traditional manner).

To use the Kaptivo system:

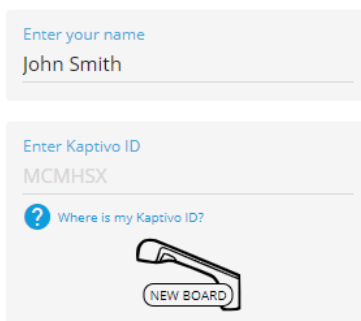
1. Open a web browser on any device and browse to kaptivo.live



2. You will then be prompted to enter your name and a unique Kaptivo ID. The unique ID can be found on the base of the camera, (the camera is mounted above the whiteboard), and will consist of 6 capital letters. Enter these details to continue.



Connect to a Whiteboard

A screenshot of a web form. The first section is titled 'Enter your name' and has the text 'John Smith' entered. The second section is titled 'Enter Kaptivo ID' and has the text 'MCMHSX' entered. Below this is a question mark icon followed by the text 'Where is my Kaptivo ID?'. At the bottom of the form is a button with a whiteboard icon and the text 'NEW BOARD'.

3. Press the button the Kaptivo control pad, (to the side of the whiteboard), when it flashed blue.

Further details can be found at [Kaptivo.com](https://kaptivo.com)

Reporting faults and getting support:

Should you experience a fault with this system, please report to the Media Services Helpdesk via internal extension 52521 or by contacting mediaservices@manchester.ac.uk