The Hive

Audio Visual System

Operators Manual

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Audio Visual System Overview

The audio visual systems installed in The Hive was designed to facilitate interactive lecturer and student presentations using state of the art equipment.

The system in The Hive is operated with a wall mounted control panel and wireless tablet which provides the user with all the functionality required to make effective presentations.

The Hive consists of twenty four student stations distributed over three tiers. The lecturer is positioned in the centre of the space and operated the system with a wireless tablet.

There are three video projectors mounted on the left and three video projectors on the right.

The audio visual system components are mounted in the equipment rack in the AV Room.

The features of the system are:

- Facilitate the switching of video sources to display destinations.

- Hold collaborative sessions allowing students to participate in the class.

- Control of the audio.

- Interactive Poll allowing students to vote on subjects.

The audio visual system consists of the following elements:

- 6 x Projectors.

- 2 x Computers mounted in the rack.

- 1 x Digital video / audio matrix.

- 1 x 10" Wall mounted control panel.

- 1 x Wireless Tablet.

- 2 x Wireless Microphones.

- 9 x Loudspeakers.

- 4 x Subwoofers.

- Various Audio Visual components mounted in the rack.

Each Student Desk consists of the following elements:

- 22" Screen.

- Microphone.

- HDMI input for laptop.

Audio Visual System Overview

- VGA input for laptop.

- Cable retractor.

- 10 Button control panel.

The wall mounted 10" touch panel and the wireless tablet have identical functionality, so information provided about the control functionality applies to both control panels.

This manual is provided as an easy to follow guide with illustrations of each touch panel page and notes on their functionality.
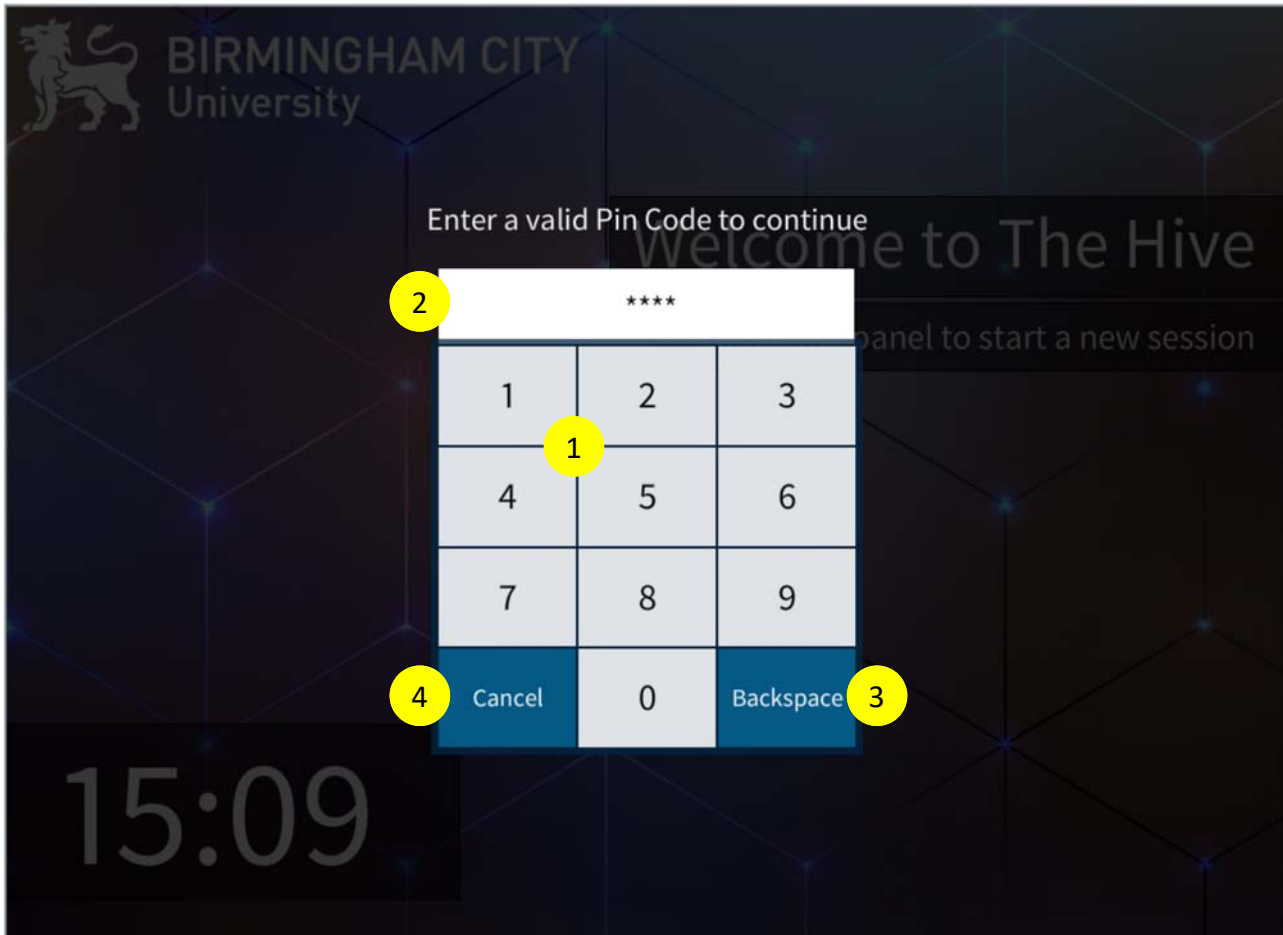
Start Page

When the touch control panel is pressed, the page shown below appears.
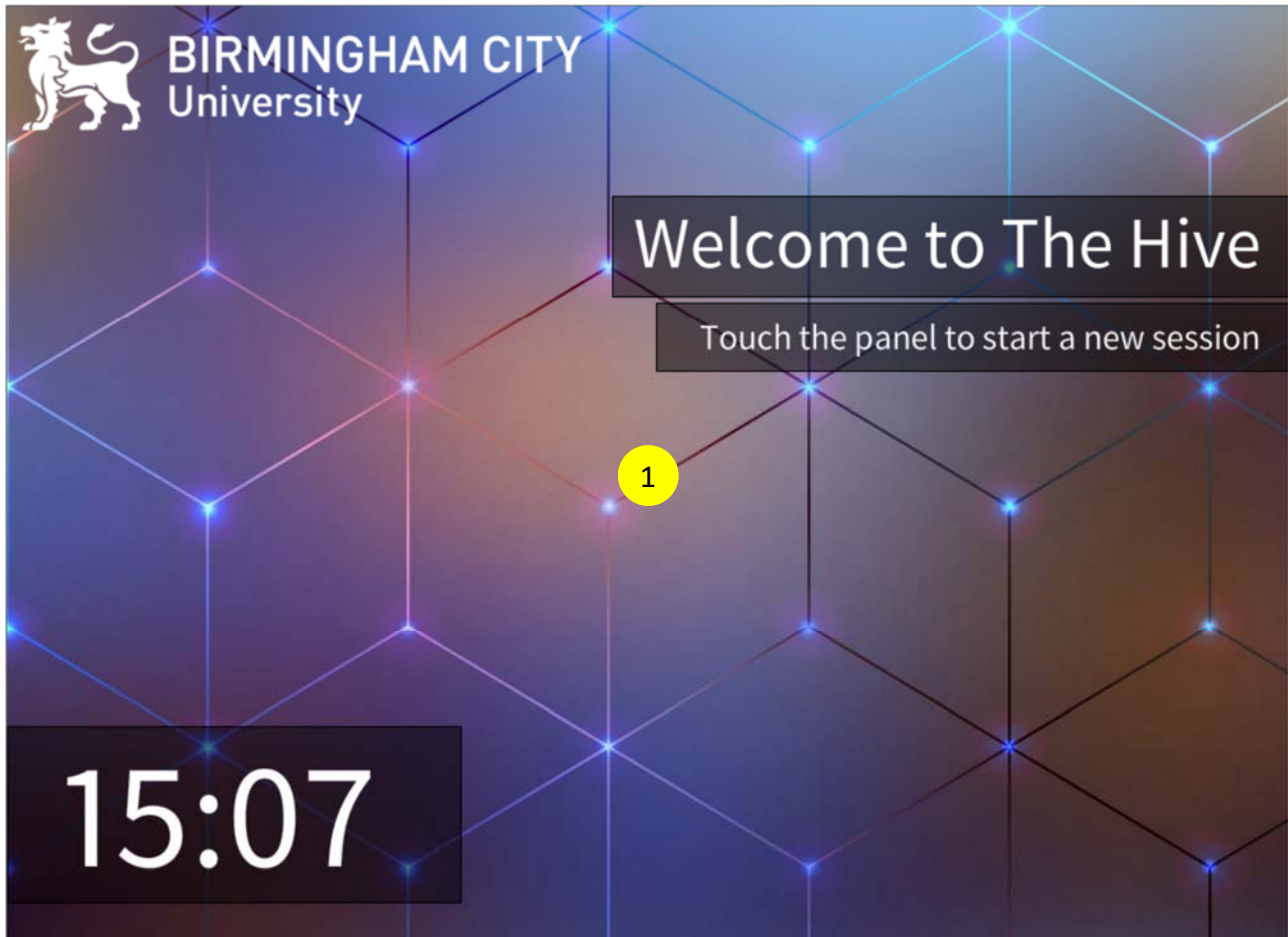
1   Touch anywhere on the control panel to start using the system.

Pin Code

When you press the 'Start Page', you will be prompted to enter a PIN number to use the system. The page below is used to enter the PIN number.

❶ Use the numeric keypad to enter the PIN number. The PIN number is 1988.

❷ As you press the numbers, your selection will be displayed (hidden) in this block.

❸ Press the 'Backspace' button to remove the last digit entered.

❹ Press the 'Cancel' button to clear the PIN entry and return to the Start Page..

Switch Control

After the PIN is entered, the first page to appear is the 'Switch Control' shown below. The 'Switch Control' page can also be accessed by pressing the 'Switch Control' button on the menu bar.
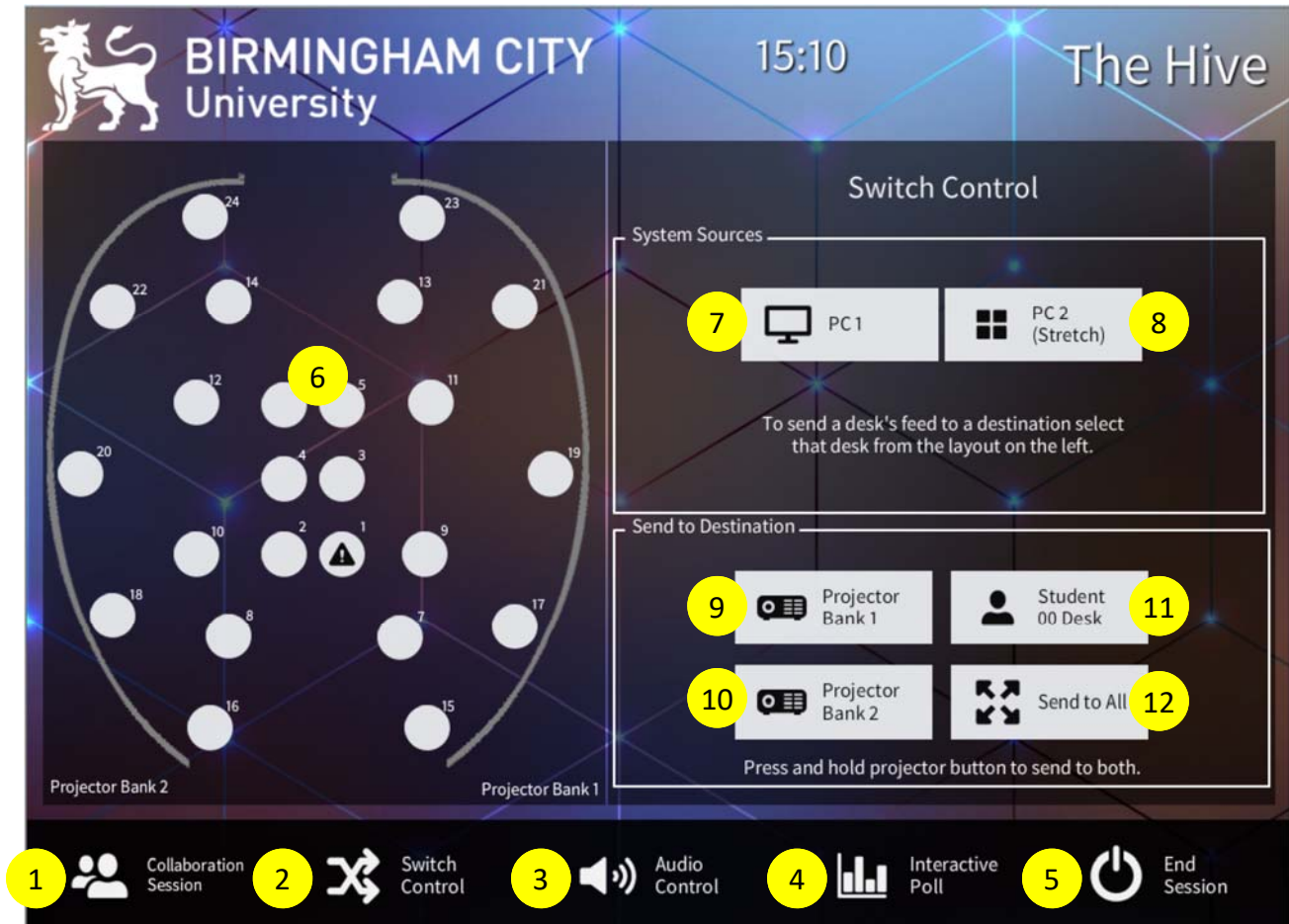
❶ Press the 'Collaboration Session' button to start a collaboration session.

❷ Press the 'Switch Control' button to switch sources to destinations.

❸ Press the 'Audio Control' button to display the audio control page.

❹ Press the 'Interactive Poll' button to display the interactive poll page.

❺ Press the 'End Session' button to shutdown the system.

❻ The numbered button array on the left hand side of the page reflect the Student Desks (Docks). Press a button t select the wired or wireless laptop input of the Student Desk as the source.

❼ Press the 'PC 1' button to send the PC1 source to a selected destination.

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Switch Control

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8 Press the 'PC 2 (Stretch)' button to send the PC2 source to a selected destination. Note: This sources is displayed across all three projectors of either 'Projector Bank 1' or 'Projector Bank 2'. This source cannot be sent to the Student Stations.

9 Press 'Project Bank 1' button to send the selected source to this destination.

10 Press 'Project Bank 2' button to send the selected source to this destination.

11 Press 'Student 00 Desk' button to send the feed from the selected source to this destination. The source can be either 'PC1' or the laptop input from another Student Desk.

12 Press 'Send to All' to send the selected source to all destinations (Projector Bank 1, Projector Bank 2 and all Student Desks. Note: This function does not apply when 'PC2 (Stretch)' has been selected as the source.

Collaboration Session - Begin

When 'Collaborative Session' is selected from the menu bar, the page shown below appears on the control panel. The students will be queued in the order that they are selected. There is a button to select all of the students in The Hive to participate in the collaboration session.

❶   Press the 'Collaboration Session' button to start a collaboration session.

❷   Press the 'Switch Control' button to switch sources to destinations.

❸   Press the 'Audio Control' button to display the audio control page.

❹   Press the 'Interactive Poll' button to display the interactive poll page.

❺   Press the 'End Session' button to shutdown the system.

❻   From the button array on the left hand side of the page, select the students that are going to participate in the collaboration session by pressing the numbered buttons that corresponds to their desk position.

Collaboration Session - Begin

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❼ Press the 'Clear Student Selection' button to remove all selected students from the current collaboration session.

❽ Press the 'Select All Students' button to add all the students to the collaboration session.

❾ Press the 'Begin New Session Now' button to display the active page and start the collaboration session.

Collaboration Session - Active

After the 'Begin New Session' is pressed from the 'Collaboration Session Begin' page, the page shown below appears.

❶ Press the 'Collaboration Session' button to start a collaboration session.

❷ Press the 'Audio Control' button to display the audio control page.

❸ Press the 'Interactive Poll' button to display the interactive poll page.

❹ Press the 'End Collaboration' button to quit the current collaboration session.

❺ From the button array on the left hand side of the page, press the numbered button that corresponds to a seating position to add that student to the active collaboration session.

❻ The 'Queue List' shows the students who will participate and the order in which they have been selected.

❼ Press the 'Preview Display' button to preview the source on the control panel prior to sharing the content to one of the projector banks.
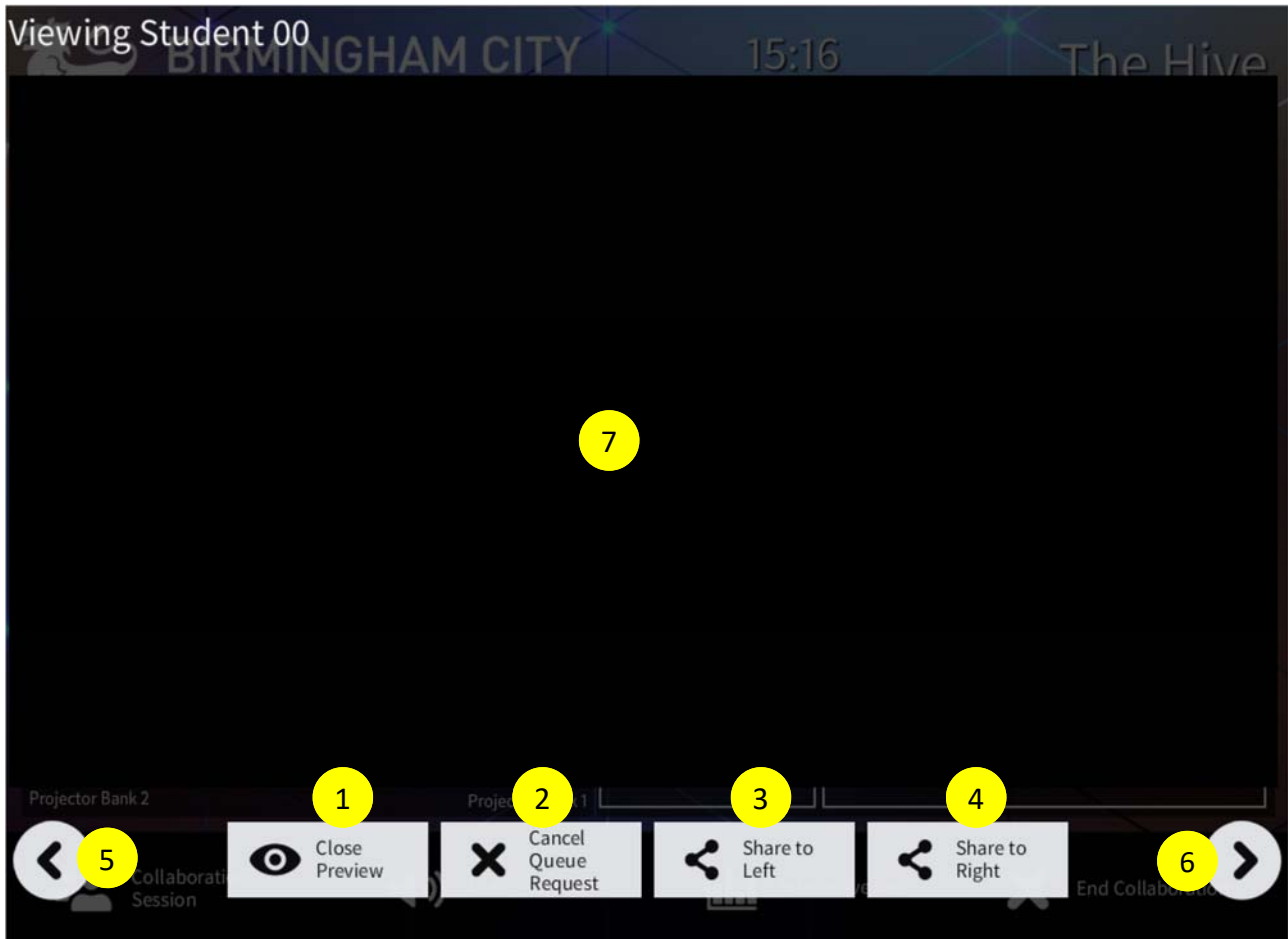
Collaboration Session - Active

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8 Press the 'Cancel Queue Request' to cancel the next student in the collaboration sequence.

9 Press the 'Share Left' button to share the source of from current student in the collaboration queue source to the left projection bank.

10 Press the 'Share Right' button to share the source of the current student in the collaboration queue to the right projection bank.

11 Press the 'Clear Left' button to remove the source of from current student in the collaboration queue from the left projection bank.

12 Press the 'Clear Right' button to remove the source of from current student in the collaboration queue from the right projection bank.

13 Press the 'Blank' button to blank the projector screens of any display.

14 These messages display which Student Desk is displayed on each projector.

Image Preview

When the 'Preview Display' button is pressed from the Collaboration Session - Active page, the page shown below appears.

❶ Press the 'Close Preview' button to close the preview and return to the Collaboration Session page.

❷ Press the 'Cancel Queue Request' to cancel the student being previewed from the collaboration sequence.

❸ Press the 'Share Left' button to share the source of from current student in the collaboration queue source to the left projection bank.

❹ Press the 'Share Right' button to share the source of the current student in the collaboration queue to the right projection bank.

❺ Press the left arrow button to display the previous collaboration queue preview..

❻ Press the left arrow button to display the next collaboration queue preview.

❼ The Student Desk preview is displayed here.

End Collaboration Session

When the 'End Session' button is pressed from the menu bar, the page shown below appears.
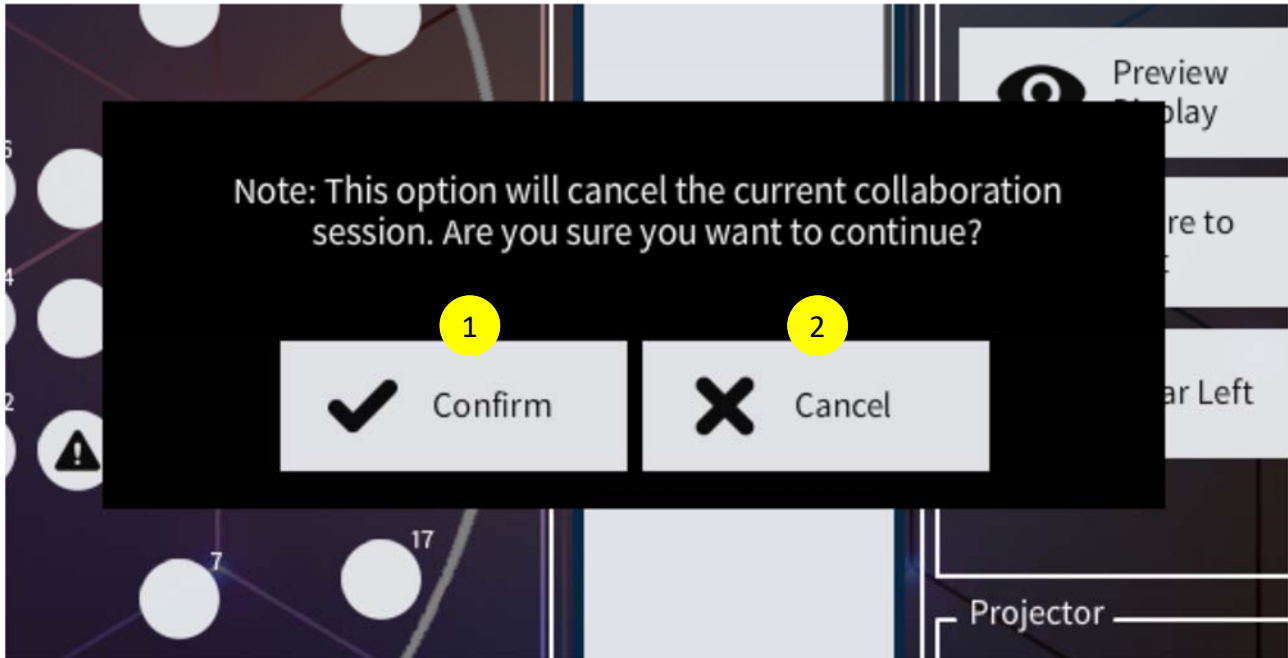
❶   Press the 'Confirm Button' to end the collaboration session and return to the Switch Control page.

❷   Press the 'Cancel' button to continue with the collaboration session.

Audio Control

When the 'Audio Control' button is pressed from the menu bar, the page shown below appears.

❶ Press the 'Collaboration Session' button to start a collaboration session.

❷ Press the 'Switch Control' button to switch sources to destinations.

❸ Press the 'Audio Control' button to display the audio control page.

❹ Press the 'Interactive Poll' button to display the interactive poll page.

❺ Press the 'End Session' button to shutdown the system.

❻ Drag the button up to increase the 'Program Audio' volume. Drag the button down to decrease the 'Program Audio' volume.

❼ Press the mute icon button to mute the 'Program Audio'. Press the mute icon button again to unmute the 'Program Audio'
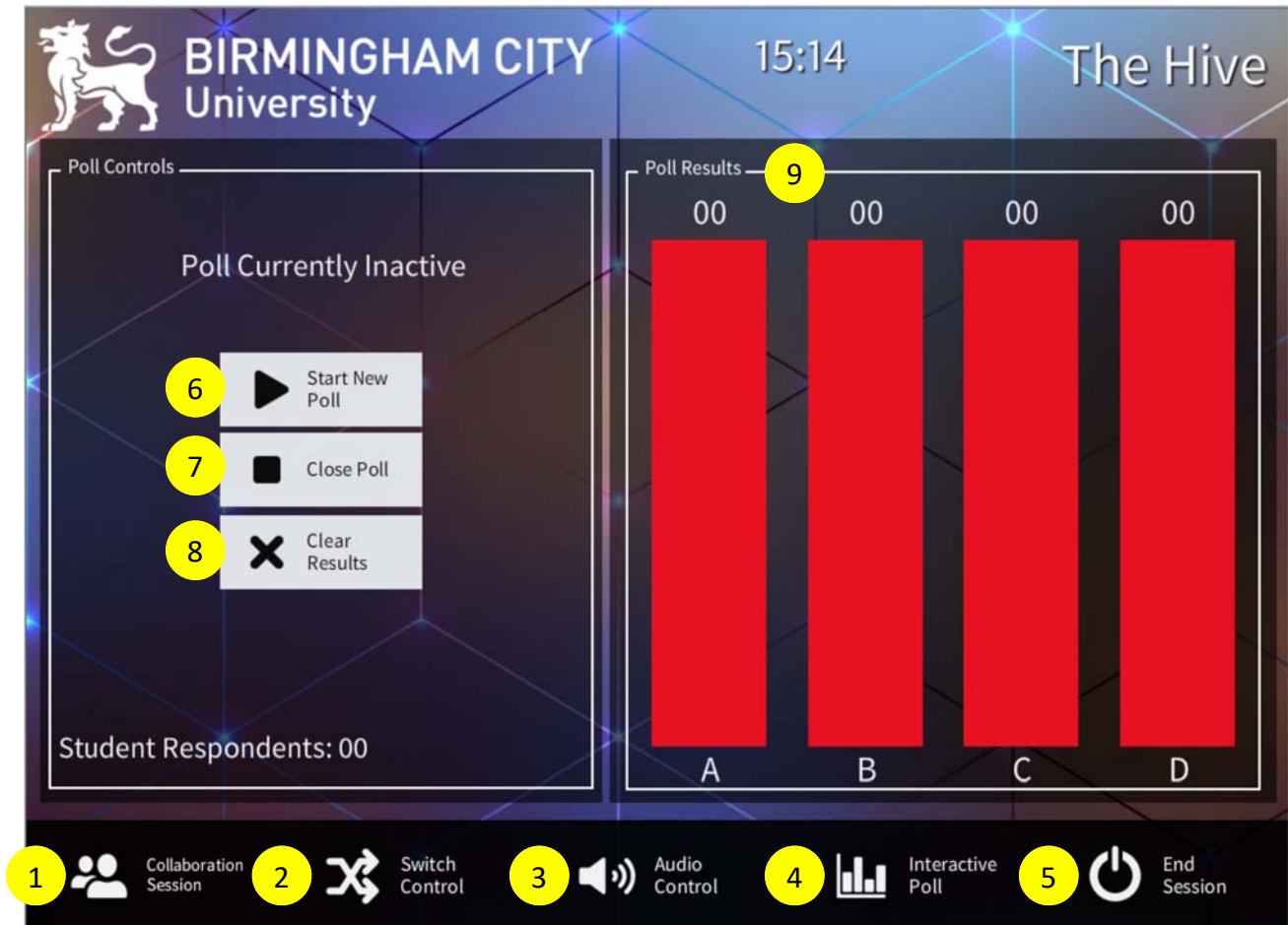
Audio Controls

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8   Drag the button up to increase the 'Wireless Mic 1' volume. Drag the button down to decrease the 'Wireless Mic 1' volume.

9   Press the mute icon button to mute 'Wireless Mic 1'. Press the mute icon button again to unmute 'Wireless Mic 1'

10   Drag the button up to increase the 'Wireless Mic 1' volume. Drag the button down to decrease the 'Wireless Mic 2' volume.

11   Press the mute icon button to mute 'Wireless Mic 1'. Press the mute icon button again to unmute 'Wireless Mic 2'

12   Press the 'Reset Microphones' button to reset all the microphones to their default levels..

13   Press the 'Mute All Microphones' to mute all microphones. Press the button again to unmute all microphones.

14   Press the 'Contribute Mode (Push to Talk')' button to turn the microphone on and contribute to the session. When the button is released the microphone turns off.

Interactive Polling

When the 'Interactive Poll' button is pressed on the menu bar, the page shown below appears.

❶   Press the 'Collaboration Session' button to start a collaboration session.

❷   Press the 'Switch Control' button to switch sources to destinations.

❸   Press the 'Audio Control' button to display the audio control page.

❹   Press the 'Interactive Poll' button to display the interactive poll page.

❺   Press the 'End Session' button to shutdown the system.

❻   Press the 'Start new Poll' button to begin a Interactive Poll with the students.

❼   Press the 'Close Poll' button end the Interactive Poll with the students.

❽   Press the 'Clear Results' button clear the results of the current poll.

❾   The control panel at each Student Desk has buttons marked 'A', 'B', 'C' and 'D'. The results of the poll are displayed on the columns in 'Poll Results'.

Fire Alarm

In the event of a fire, the page below is displayed.


1   Follow the on screen instructions.

Shutdown

When the 'End Session' button is pressed from bottom of the page, the page below appears.

❶ Press the 'Collaboration Session' button to start a collaboration session.

❷ Press the 'Switch Control' button to switch sources to destinations.

❸ Press the 'Audio Control' button to display the audio control page.

❹ Press the 'Interactive Poll' button to display the interactive poll page.

❺ Press the 'End Session' button to shutdown the system.

❻ Press the 'Shutdown (with student screens)' button to shut down the entire system.

❼ Press the 'Shutdown (projectors only)' button to shut down the projectors but leave the student screens on.

Student Desk Panel

Each Student Desk has a panel with buttons as shown below. This panel interacts with the cotrol system.
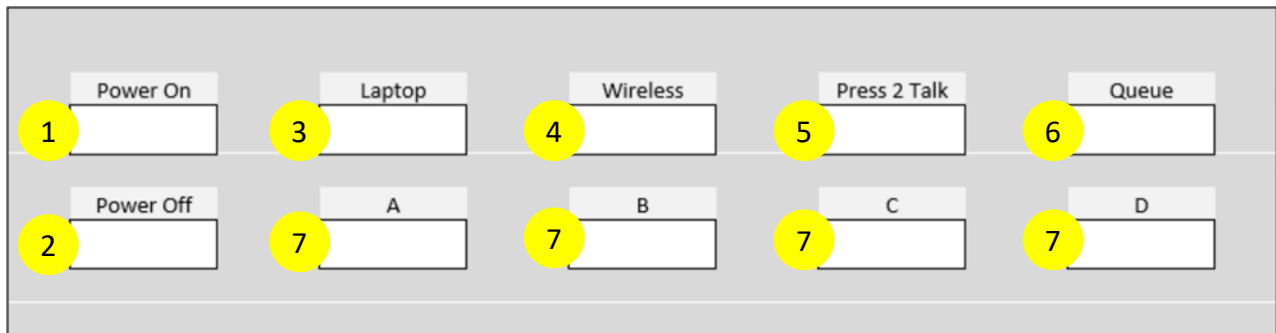
❶   Press the 'Power On' button to turn the Student Desk on..

❷   Press the 'Power Off' button to turn the Student Desk off.

❸   Press the 'Laptop' button to select the HDMI or VGA input of the Student Desk as a source.

❹   Press the 'Wireless' button to select the wireless presentation of the Student Desk as a source.

❺   Press the 'Press 2 Talk' button to turn on the microphone at the Student Desk. When the button is released, the microphones turns off.

❻   Press the 'Queue' button to participate in a collaboration session.

❼   Press the 'A' through 'D' buttons to log a choice in the Interactive Poll.

Trouble Shooting

We provide a few trouble shooting tips to assist you when the audio visual system does not appear to work as you expect:

No laptop image appears on the screen

• Is your laptop connected to the cable at the table?

• Have you selected the correct source from the touch panel?

• Have you configured your computer to mirror or extend the image?

No audio

• Is the audio on your computer muted?

• Is the volume on your computer turned up to an appropriate level?

• Is the audio muted on the touch panel?

• Is the volume on the touch panel turned up to an appropriate level?

Maintenance, Warranty and After-Sales Service

Maintenance

The system maintenance is a thorough system check to ensure that all aspects are functional and operating as designed and installed.

The maintenance checks should only be carried out by a qualified technician (at least half-yearly).

If the system include a video projector. the projector lamp should be replaced only when failure is imminent. An AV technician can ascertain how long a lamp has been working and predict when failure is likely to occur.

Warranty and after-sales service

After hand over, **proAV** will provide a 12 months manufacture's back-to-base warranty on all parts with the exception of consumable components, for example projector lamps and fuses.

However, in order to provide additional services outside the manufacturer's warranty, we recommend consideration of on-site maintenance or Facilities Management with proAV.

Contact Numbers

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