

Usage of the audio-visual equipment in Seminar Room 023

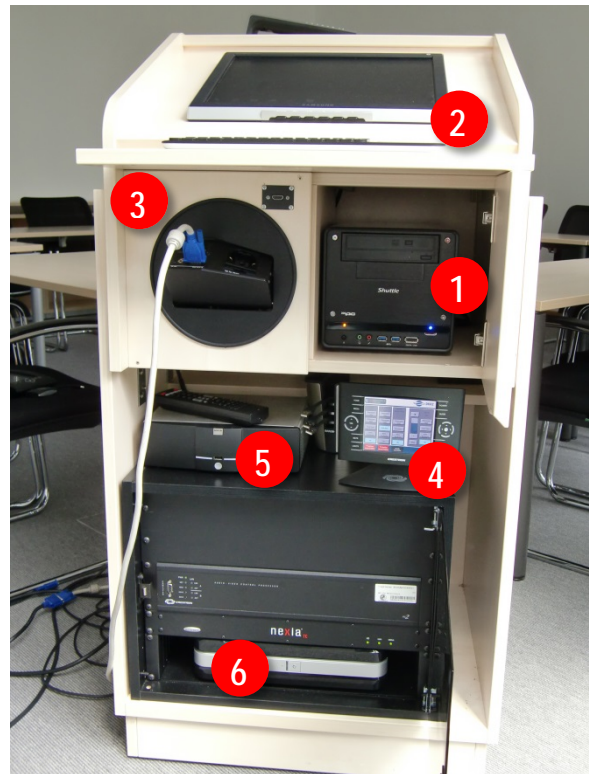
Version 1.1 as of 11.09.2014

Most of the audio-visual equipment for Seminar Room 023 is located in the speaker's desk to the left of the projection screen.

In the desk, you will find a PC (1) with a monitor and keyboard (2), and an additional outlet with several plugs for use with personal devices (3).

Additionally, you will find a touch screen (4) for the central control of media and a *ClickShare* station for wirelessly connecting Windows or Mac laptops to the video projectors, along with a storage box for adaptors (5). Lastly, there is also a video conferencing system (6).

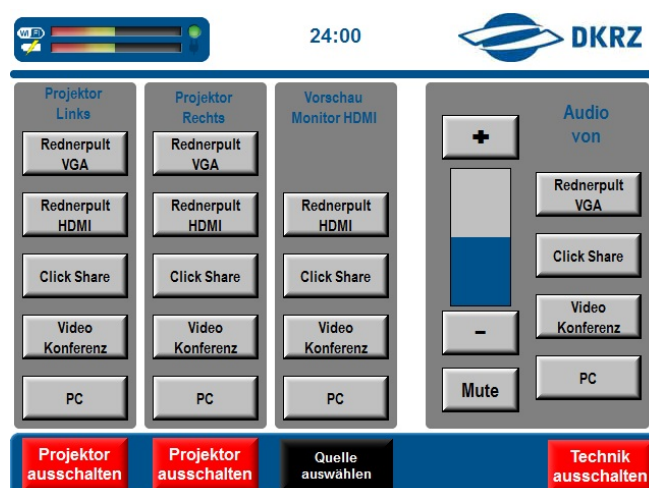
To prevent stealing of the equipment, we ask you to always lock the room after use!



Operation of the touch screen

The touch screen panel is the central control unit of the audio-visual equipment. With it, you can select the sources for the two projectors, for the video monitor built into the speaker's desk, as well as for the audio system.

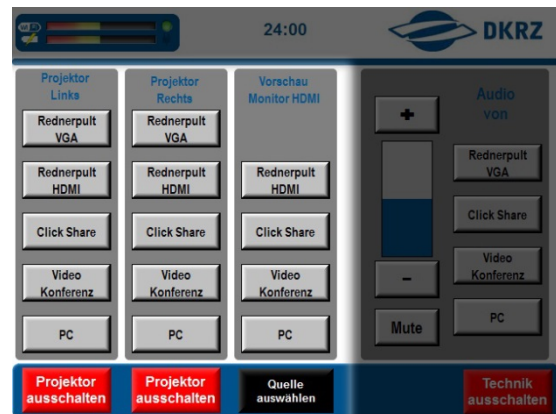
The touch screen panel can be detached from its station and used anywhere in the room. It is controlled solely by the touch display; the buttons on its side have no function. Normally, the touch screen is already turned on; if it is not, simply tap the display to start the system and wait until the main menu appears.



Operation of the Projectors

Both projectors are operated by the two columns on the left side of the touch screen menu. In order to choose a source for the projector, simply tap the button for the desired source. A second tap will easily change the source. If a projector is no longer needed, you can turn it off by tapping the red button reading “Projektor ausschalten”.

The column in the middle can be used to choose the source for the monitor at the speaker’s desk.

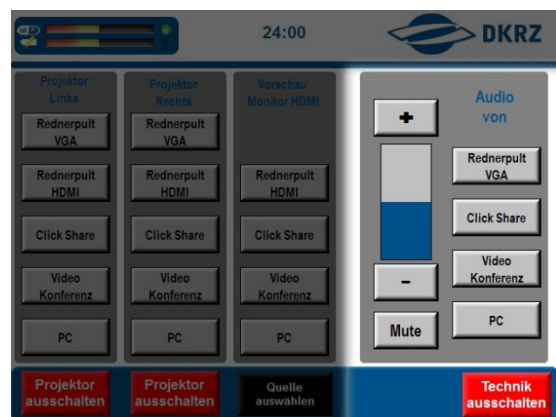


Operation of the audio system

In the box on the right side of the touch screen menu one determines from which source the audio system will play. As before, just tap the desired source. The volume can be adjusted using the “+” “-“, and “Mute” buttons.

Turning off the devices

Before leaving the room, remember to turn off the touch screen-controlled devices. To do this, hit the red button labeled “Technik ausschalten”. You will then need to confirm and wait a moment until it has completely shut down. Afterwards, place the panel back on its station so that its battery can be recharged for later use.



PC in the speaker’s desk

- Source in the touch screen menu: “PC”
- Password: On request when booking the room

The Power switch of the built-in Windows PC is located at the bottom right. For using the PC, the monitor built in to the speaker’s desk and a wireless keyboard, which is usually found on top of the PC, are required. It is switched on in the top right. Please return the keyboard to this location after use.

The PC includes two USB ports, an eSATA port and a DVD drive. It is connected to the DKRZ network so that presentations can be run from CD or via the internet/intranet.



By tapping the “PC” button on the touch screen panel, the PC can be used as the display and sound source for the projectors, the monitor, or the sound system.

Presentations using personal devices

- Source in the touch screen menu: "Rednerpult HDMI" or "Rednerpult VGA"

For presentations using personal devices, an outlet station with the following plugs is provided in the speaker's desk: HDMI (1), VGA (2), audio input (3), 2x LAN (4), and a power outlet.

If the device is connected by an HDMI cable, you can hit the button reading "Rednerpult HDMI" on the touch screen panel in order to use it as a source for the projector and the monitor in the desk. To use a VGA-connected device as source, hit the button "Rednerpult VGA". "Rednerpult VGA" is also used for audio inputs using a stereo mini-plug.



ClickShare

- Source in the touch screen menu: „ClickShare“

The ClickShare station allows up to four laptops to wirelessly connect to the audio-visual equipment in the room. The ClickShare system is comprised of a home station and four so-called "buttons" that are found in the ClickShare's plug box.



Plug box with buttons

On/Off switch of the ClickShare station

Usage

1. First, the ClickShare station must be switched on. Its operation is indicated by the white LED lights on the ClickShare station.
2. Plug one of the ClickShare buttons into a USB port on the laptop. (Button blinks white)
3. A new drive named "ClickShare" should be available now. Go to the ClickShare drive and start "ClickShare_for_Windows.exe". Once the ClickShare button stops blinking and is constantly illuminated in white, the station is connected.
Select "ClickShare" as the source for the projector(s) and/or the sound system.
4. Now, a simple click on the button will allow the display and sound to be projected. (Button shows red light). Click again to remove the display from the projector.

Video Conferencing

- Source in touch screen menu: „Videokonferenz“

The Polycom video conference system (VC-System) is exactly the same model as the one installed in Room 220 of the DKRZ building. Accordingly, the usage of this system (and its remote control) is the same for both rooms.

On- /Off Switch

The VC-System is turned on using the power switch. The start-up (active: blue light on the remote) takes a few minutes, so be patient! To turn it off, press the power button directly on the VC-System or that of the Polycom remote for a couple of seconds – the projector will show a corresponding message.

Operation

In order to operate, that is to start or end a video conference, use the Polycom remote control while pointing it at the camera. The remote control is usually on the speaker's desk.

Using the left, right, up, down and center buttons, you can easily navigate through the menus of the VC-system. The camera, if applicable, is also controlled using the navigation buttons. To the right of these, there is a zoom button, and to the left, a volume button.

Initially, one should set up a camera view in which all of the conference participants are visible. Then, the video conference call can be initiated. To do this, either choose a pre-defined conference from the favorites list in the address book, or directly type in the desired E.164 number or IP address (for point-to-point connections) by using the "Anruf tätigen" menu.

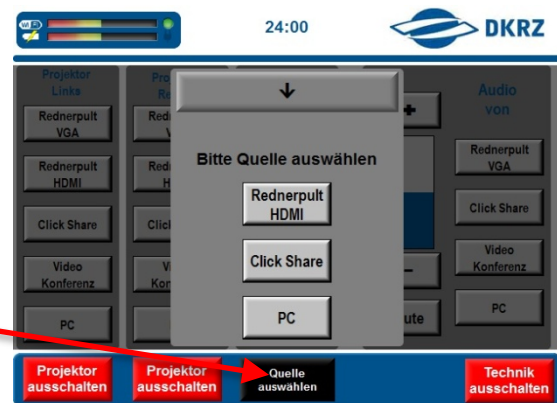
The VC microphone is usually found on the speaker's desk and needs to be positioned on a table close to the center of the conference participants. It is a sensitive room microphone, so that everyone should be well understood if the room doors are closed. Noises from shuffling papers and clinking coffee cups should be avoided so as not to disturb others. Additionally, you can hit the mute button on the microphone, which will light up when muted.

Digital content such as the presentation slides from the internal PC or from a laptop (via the HDMI-input or ClickShare) can additionally be displayed and transmitted. To do this, you must go to "Quelle Auswählen" in the menu and choose the desired source. So far, the DFN-MCU content only functions correctly at a resolution of 1024x768 and 70 Hertz.



Considering possible VC connection issues, it is helpful to keep a “normal” phone on hand. The phone (to the right under the projection screen) can be reached from outside of the DKRZ by dialing this number: +49 40 460094 411.

Content source selection



Air conditioning and room lights

The control panel for the air conditioning (AC) and lighting in Room 023 is found at the back wall of the room.

Operation of the AC

The AC regulates the room temperature using two dials. The one on the right determines whether the air should be heated or cooled, with a sun representing warm air and a snowflake cold air.

The left dial controls the circulation intensity. It is to be noted that a higher setting will increase the noise level in the room. The system takes a few seconds to turn on/off and to adjust to a different intensity. With the “Auto” setting the AC automatically regulates the ventilation intensity in order to acquire the desired room temperature. Please note that the noise level will not be constant in this case since the system switches settings automatically.



Operation of the room lights and the sun blinds

Arrow up: Blinds go up. Hold down the switch for about 2 seconds and the blinds go up all the way automatically. To stop the blinds, simply hit the switch a second time.
Arrow down: Blinds flip shut and go down.

Overview of the switches:

