

Touch Screen User Manual

Table of Contents

- Getting Started** 2
 - Login..... 2
 - Main Menu..... 3
 - Select a Projector 3
 - Touch screen hard buttons 4
- Inputs** 5
 - Podium Computer..... 5
 - Laptop 5
 - VCR and DVD..... 6
 - Collaborate..... 7
 - Document Camera 8
 - Microphone Volume 8
- Accessory Control**..... 9
 - Image Mute..... 9
 - Projector Power 9
 - Lighting Control..... 9
 - Screen Control 10
 - System shutdown..... 10

Login:

If you see a black screen, simply touch the touch screen to begin. Once the touch screen is 'awake' the following image will appear. Touch anywhere on the screen to begin.



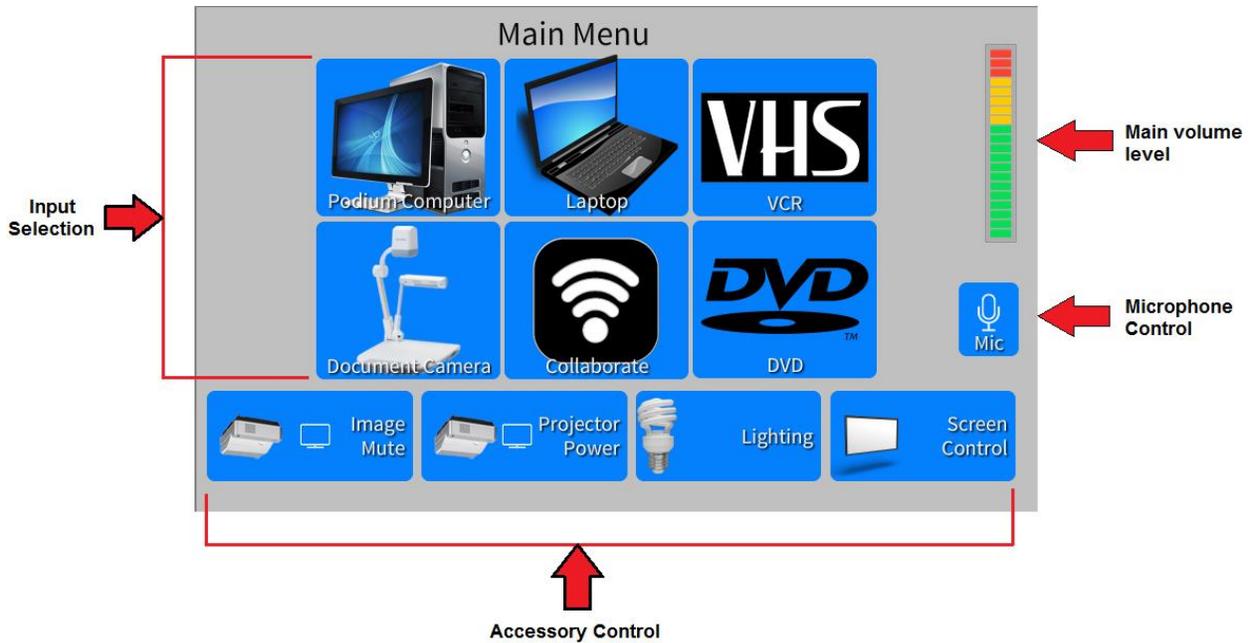
The next screen will prompt you to enter the podium login code.

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
*	0 -	#

Once the code is entered, the podium door will unlock, the projector(s) will turn on and the screen(s) will come down automatically in rooms with powered screens.

The touch screen will now be displaying the **Main Menu**:

FIGURE 1.

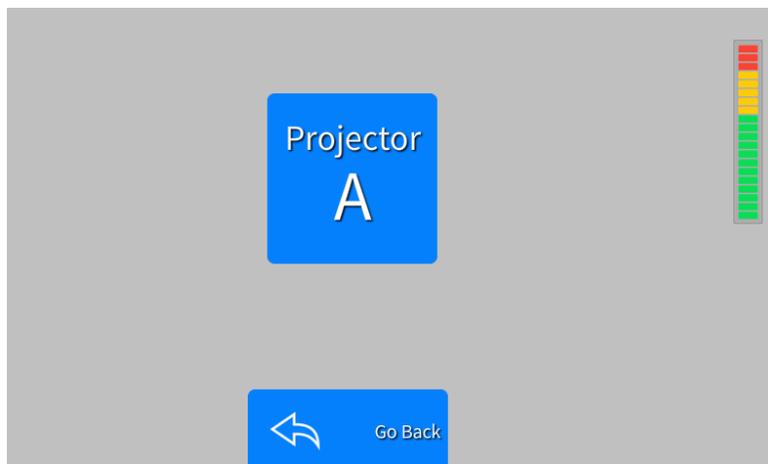


In order to select a device, simply push the button and you will be prompted to select the projector(s) to display the input.

Selecting a projector(s):

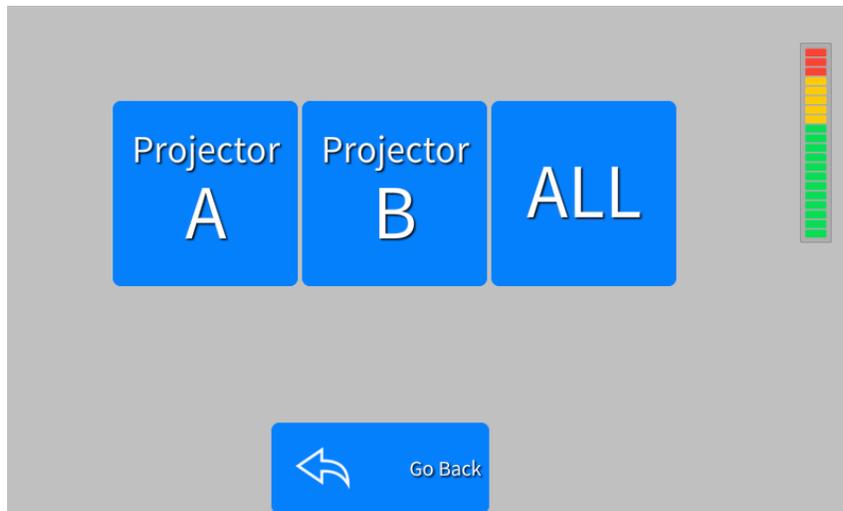
In a single projector room you will be brought to the following screen to select the projector to display the image.

FIGURE 2.



In a room with dual projectors there will be an option to send to either “Projector A”, “Projector B”, or “ALL” (image will be displayed on both projectors).

Figure 3.



Push the button for the desired projector(s) to display the selected input. The touch screen will return to the main menu after the projector(s) have been selected.

Touch screen hard buttons:

-  - System power
-  - Main Menu
-  - Lighting
-  - Main volume up
-  - Main volume down

Inputs

Podium Computer:

Select the PC option from the main menu (**Fig 1.**). You will then be prompted to select a projector(s) as shown in **Fig 2, or Fig 3.** The PC should be the default input when logging in to the system.

Laptop:

When selecting the laptop option from the main menu (**Fig 1.**) you now have the option to connect your laptop using the traditional VGA cable or by connecting your laptop via HDMI. Once you have selected Laptop from the main menu (**Fig 1.**) you will see the screen shown in **Fig 4.** You will need to select the appropriate connection type in order for your image to display from the projector. Once you select either VGA or HDMI refer to **Fig. 2, or Fig. 3,** to send the image to the projector.

Figure 4.



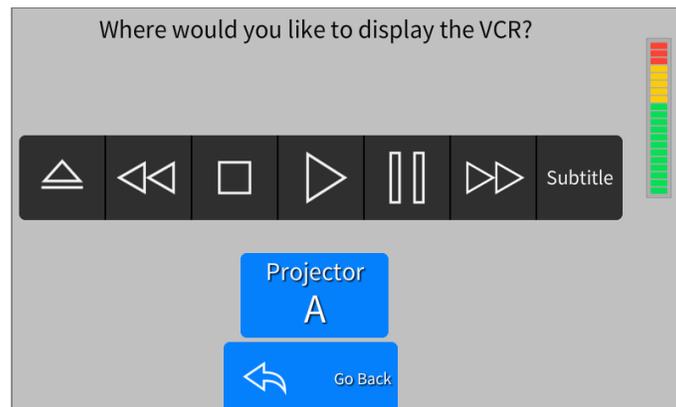
NOTE: When using the HDMI connection, you will not need to use the extra audio cable as both audio AND video are sent down the HDMI cable. When using the VGA connection, you will be required to connect the second cable for audio.

VCR and DVD

The VCR and DVD controls are made available to you when you select the appropriate source from the Main Menu (**Fig 1.**). The preview will be displayed on the privacy monitor to allow for queuing of the video, but will not be sent to the projector until the appropriate output is selected. Once the media has been queued to the proper spot, select the appropriate projector(s). Once the source (VCR or DVD) has been assigned to a projector(s), the touchscreen will default back to the Main Menu screen (Fig. 1) and the privacy monitor will return to the PC. To access the controls again, you need to press the appropriate source (VCR or DVD).

Note: You will need to assign the projector from the VCR/DVD controls screen as you are not taken to a separate screen to do so as above.

VCR (FIGURE 5):



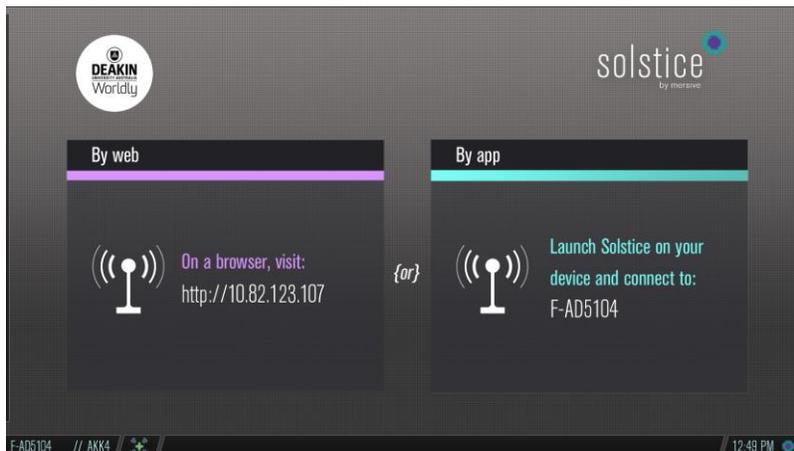
DVD (FIGURE 6):



Collaborate

The new wireless collaboration feature can be activated by selecting “Collaborate” from the Main Menu (**Fig. 1**). After selecting collaborate the Solstice home screen (**Fig. 7**) will display on the privacy monitor and the touch screen will show the projector assignment screen (**Fig. 2**). Before selecting the projector the user should then connect their device through the app, or web browser, using the device name, or address, shown on the privacy monitor. Once connected, the user will need to log in as the host using the password: York5065. The host can now control which students can connect and what is displayed. Once the Projector(s) has been selected the touch screen will return to the main menu, the privacy monitor will return to the PC and the input will be sent to the projector. Students will now be able to connect on the guest account (no password required) using the app, or a web browser.

Figure 7.



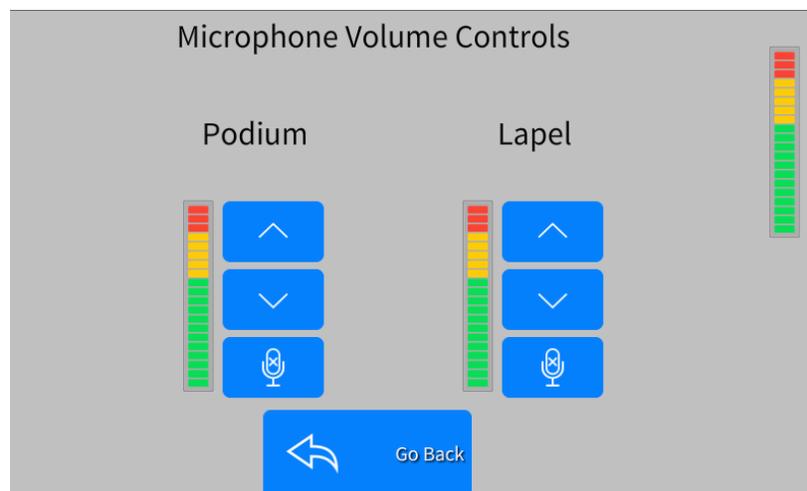
NOTE: The app is available for iOS, Mac OS, Windows, and Android. Once installed, the user will be able to join the session by typing in the room number listed under the “By app” section of the Mersive screen. Using this feature allows the user to wireless project PowerPoint presentations, desktops, videos, etc. from their own device which allows freedom and mobility to the user. The user can also join the session using a web browser.

Document Camera:

Select the Document camera option from the main menu (**Fig 1.**). You will then be prompted to select a projector(s) as shown in **Fig 2, or Fig 3.**

Microphone Volume

Microphone volume can be adjusted by selecting the microphone icon from the Main Menu (**Fig.1**). The user will see the following screen where the wireless (Lapel) microphone and the podium wired microphone (if applicable) volumes can be individually increased, decreased, or muted. The main system volume can be adjusted by using the up and down arrows located on the right hand side of the touch screen.



Accessory Control

Image Mute

Muting the image will blank the projector output while leaving the projector on. This can be accomplished by selecting the “Image Mute” button from the Main Menu (Fig. 1), the user can then select the output to mute (Fig. 2, or Fig 3).

NOTE: In a single projector room, the only option will be to mute “Projector A”, however in a dual projector room there will be an option to mute either “Projector A”, “Projector B”, or “**ALL**” (image will be muted on both projectors).

Projector Power

You will also have the ability to turn projectors off completely from the Main Menu (Fig. 1) by selecting “Projector Power”. You will be prompted for the projector you wish to turn On or Off (Fig 2, or Fig 3). The above note also applies to turning projectors off.

Lighting Control

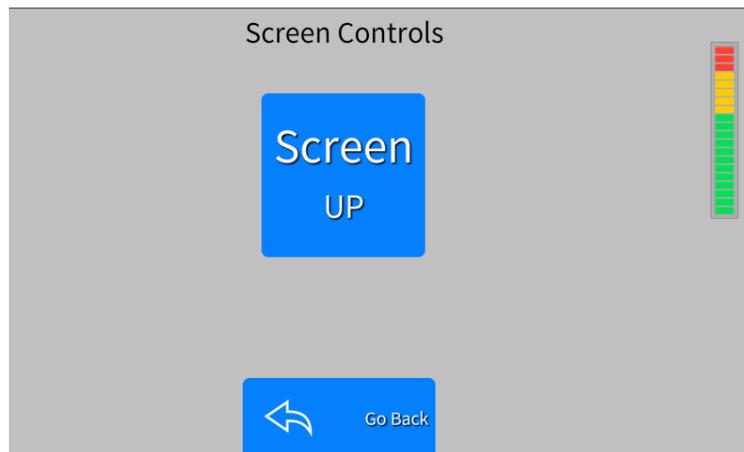
In rooms where lighting control is available, the “Lighting” button will be selectable from the Main Menu screen (Fig. 1). Lighting can be zone controlled (25%, 50%, 75%) or be completely turned on (100%) using the “ON” button or completely turned off (0%) using the “OFF” button.

Some rooms are equipped with Chalk and/or Stage lights. These lights function independently of the main lights and can only be turned fully on or fully off.



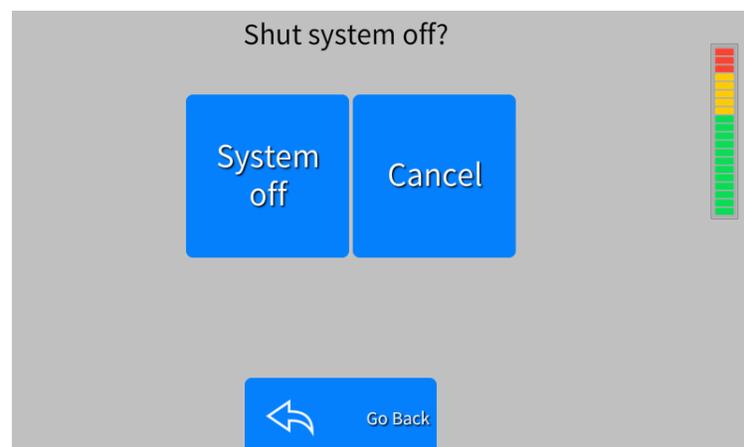
Screen Control

In rooms that have a power screen(s), these can be controlled by selecting the “Screen Control” button. The text on the button indicates the direction to move the screen. (i.e. in this example the screen is currently down, when the button is pressed the text will change to “Screen DOWN” and the screen will start to go up)



System Shutdown

To shut down the system at the end of class, press the “Power Button”  located on the top right hand corner of the touch screen. This will bring up the below display on the touchscreen:



From this screen, you are able to confirm that you want to shut down by hitting “System Off” or, if you have hit the button by accident, “Cancel” or “Go Back” to return to the Main Menu of the touch screen.