Q-SYS Dual Display Help Guide

This is a general help guide for all classrooms with this style touch panel. While the steps and location of buttons are the same regardless of which style room you are in, there may be slight discrepancies in font, color, options, and icons, dependent on the slight differences in hardware.

For specific details about your classroom, please contact Classroom Technology Support.

Power on and connect a device

Step 1: Power on and/or connect your device.

Option A. Plug your device in using the necessary cables and/or adapters.

• locate the input plate on the shelf of the lectern. Each room has one attached HDMI cable with a tethered adapter that supports USB-C connections.



Option B. If using wireless presentation (Apple TV) please contact Classroom Technology Support for further instructions.

Step 2: Locate the touch panel and tap "Start Presentation" to turn on the system.



Step 2a: After you make your selection, a "System Powering Up" screen will lock the touch panel while the system warms up.



Step 3: Select a Source



Step 3b: Select a Source

Stanford U	U Shutdown	
PRESENTATIO	ON SOU	RCES
Left Projector : Apple TV	Right Projector :	Apple TV
No device detected Source to All	No device de	Repeat Step 3 & 3a for all displays individually Select "Source to All" to send the source of the leftmost display to all other displays.
Camera Sluray Audio Controls	Im Volume	Screen Help

Step 4: To power off the system, press the Power Icon in the top right-hand corner.



Step 5: Confirm to power off when prompted



Step 5a: After you make your selection, a "System Powering Down" page will lock the touch panel while the system powers off. The system will be ready to be used again once it disappears.



Optional steps to navigate system controls:

Screen Mute and Logo

• To momentarily blank the projector but not turn it off, tap the Screen Mute or tap the Logo button on the bottom of the screen.

Stanford University		Stanford University	
PRESENTATION SOURCES		PRESENTATION SOURCES)
Clear Mute		Clear Logo	
Camera Controls Controls Controls	(?) Help	Camera Controle Scoutrole Audio Controle Camera C(+)	(?) Help
MUTE SELECTION		LOGO SELECTION	
Whiteboard Projector Wall Projector		Whiteboard Projector Wall Projector	
Screen Screen Mute Mute		Logo Logo	
All Screens Mute Off		All Screens Logo Off	
Close		Close	

• When active, the selected button will turn blue. To disable, press "Clear" on the center of the page.

Audio Controls

• Select the 'Audio' button on the bottom of the screen.



Note - some rooms may have more or less choices depending on the room configuration.

In the Audio page, you can control the volume of any microphones, as well as 'program audio' which is the volume for the selected source. Changes in these settings do NOT affect any recording or conferencing volume. Recording and conferencing volume will only be controlled from the software.

Camera Controls

• Select the "Camera Control" button on the bottom.



	CAMERA CONTROLS
Toggle between available cameras	Earnera Selection Front Carnera Rear Carnera
	Focus Zoom- Auto Camera Focus Privacy Camera Tracking
	Aud Wide Aud Left Aud Right Wall Preset 2 Preset 3 Preset 4
	Close

Note - some rooms may have more or less choices depending on the room configuration.

In the Camera Control page, you can choose from different presets for your recording and/or conference. This page shows a live view of the camera in the room.

Recording a Lecture/Hosting a Zoom Call:

The installed cameras and mics are designed to be used in conjunction with any recording software on a personal device.

Step 1: Plug in the USB-A Cable that is tethered to the lectern, as well as the HDMI cable.



Step 2: Launch your preferred recording software and start a meeting. The example below demonstrates adjusting settings within Zoom.

🖸 Zoom Me	eting	- 🗆 X
0		🗰 View
	Select a Microphone	
	 Echo Cancelling Speakerphone (Room Mic and Camera) 	
	Microphone (Realtek(R) Audio)	
	Same as System (Microphone (Realtek(R) Audio))	
	Select a Speaker	
	Speakers (Realtek(R) Audio)	
	✓ NV-32-H (4- HD Audio Driver for Display Audio)	
	Echo Cancelling Speakerphone (Room Mic and Camera)	
	Same as System (NV-32-H (4- HD Audio Driver for Displa	
	Test Speaker & Microphone	
	Switch to Phone Audio	
	Leave Computer Audio	
V	Audio Settings	
ب Mute	Start Video Security Participants Polls Chat Share Screen Reactions Apps More	End

Step 3: Select the appropriate mic and speaker options

- Click the carot next to the microphone icon on the bottom right corner of the screen.
 - Under Select a Microphone select "Echo Cancelling Speakerphone (Room Mic and Camera)"
 - Under Select a Speaker select "NV-32-H"
- Please note that muting and unmuting the microphone for video conferencing must be done in the recording software, NOT the touchpanel.



Step 4: Select the appropriate camera options

Click the carot next to the camera icon on the bottom right corner of the screen.
 Under Select a Camera select "*Room Mic and Camera*"

Step 4a: Adjust camera options from the touch panel

