

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.

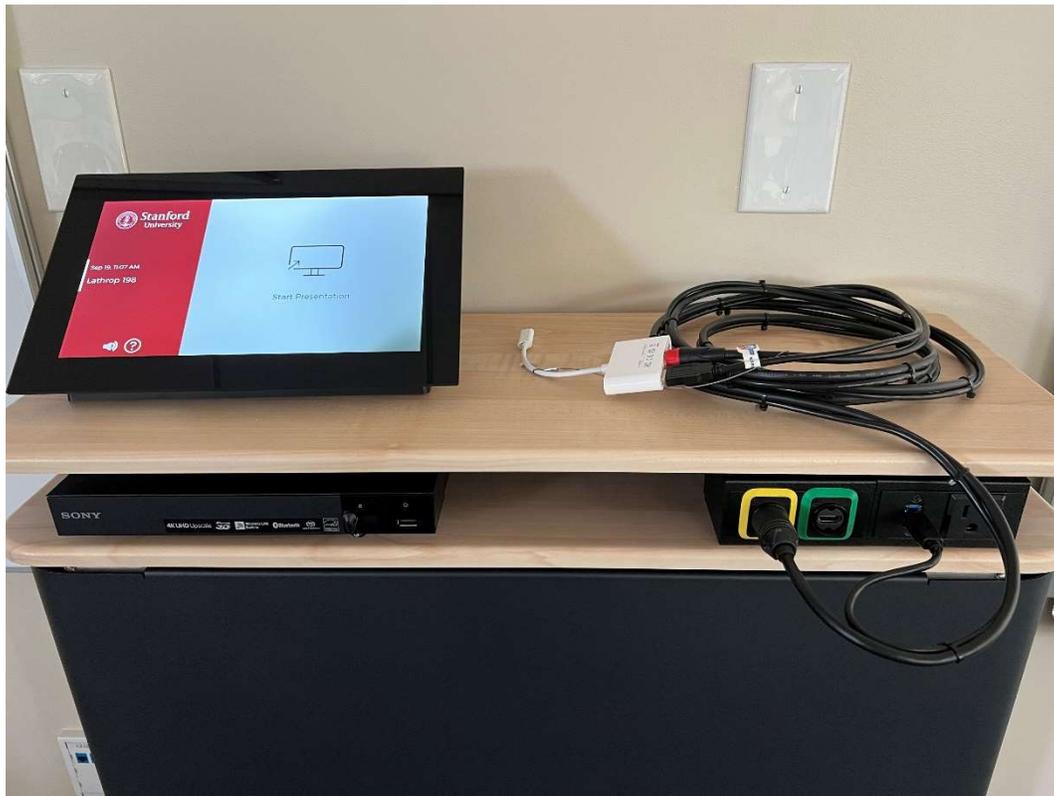
For specific details about your classroom, please contact Classroom Technology Support.

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.

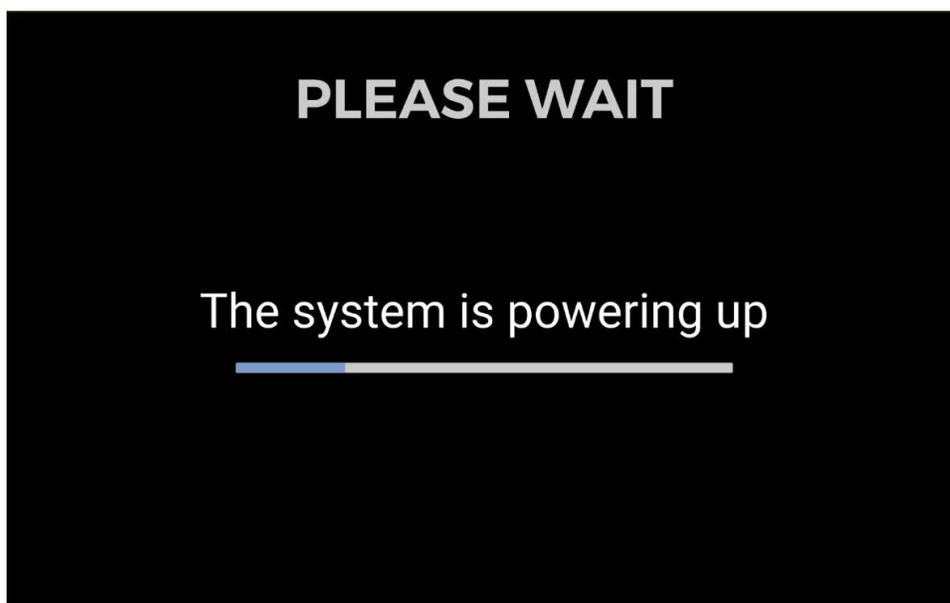


Option B. If using wireless presentation (Apple TV) please contact Classroom Technology Support for further instructions.

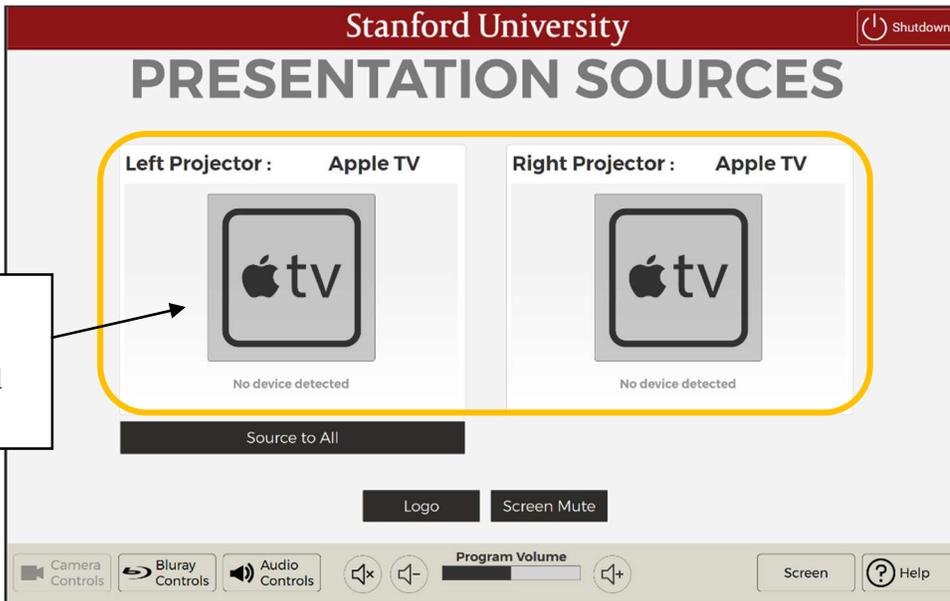
Step 2: Locate the touch panel and tap “Start Presentation” to turn on the system.



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

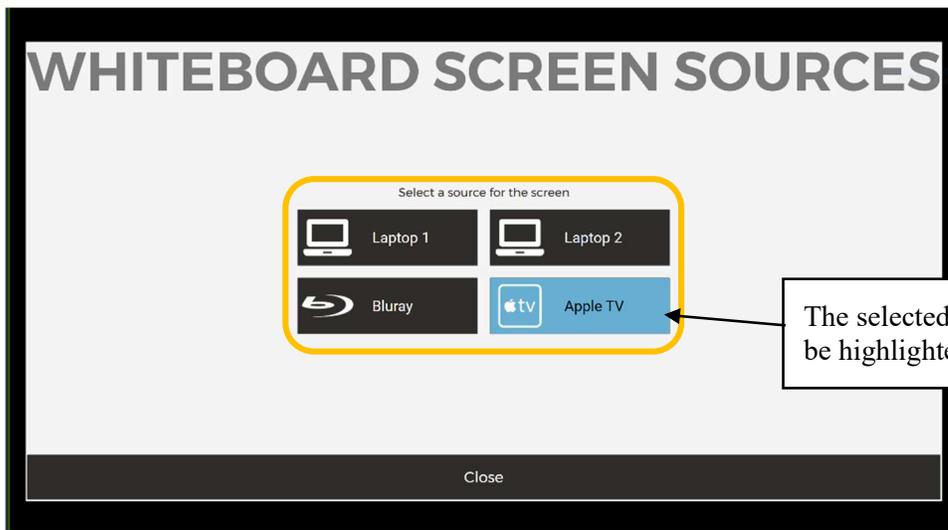


Step 3: Select a Source



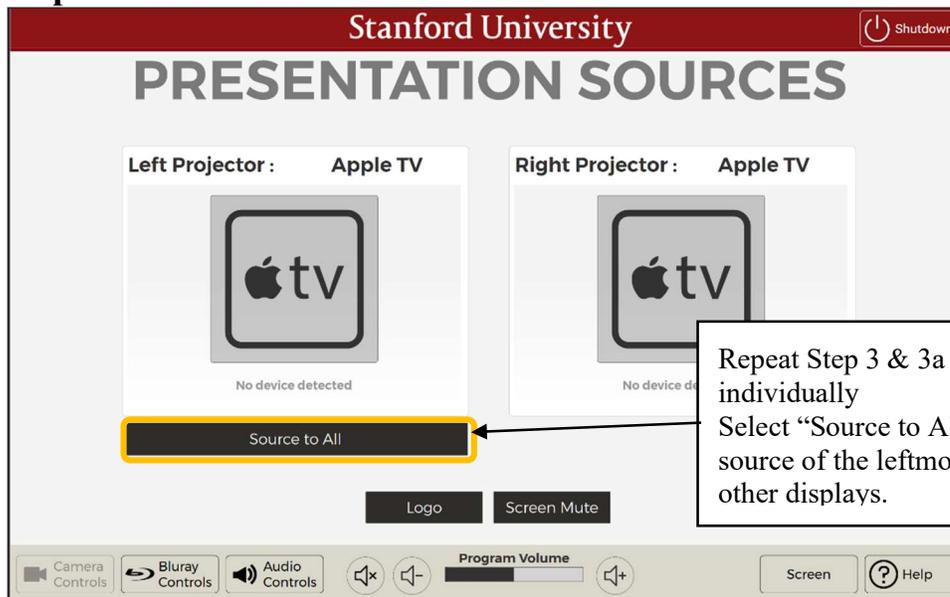
Tap the center of the box to change the source of the selected display.

Step 3a: Select a source for the screen



The selected source will be highlighted blue.

Step 3b: Select a Source

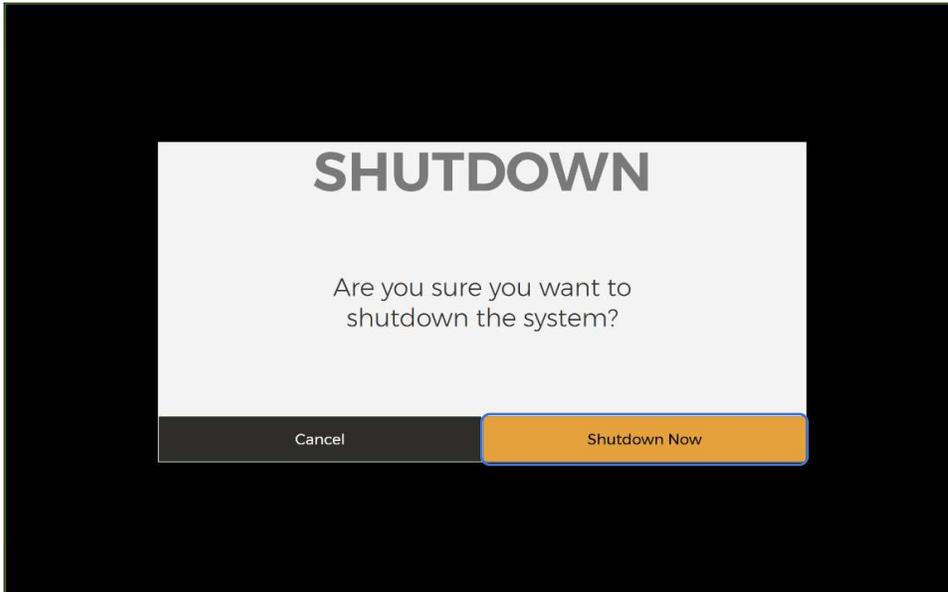


Repeat Step 3 & 3a for all displays individually
Select "Source to All" to send the source of the leftmost display to all other displays.

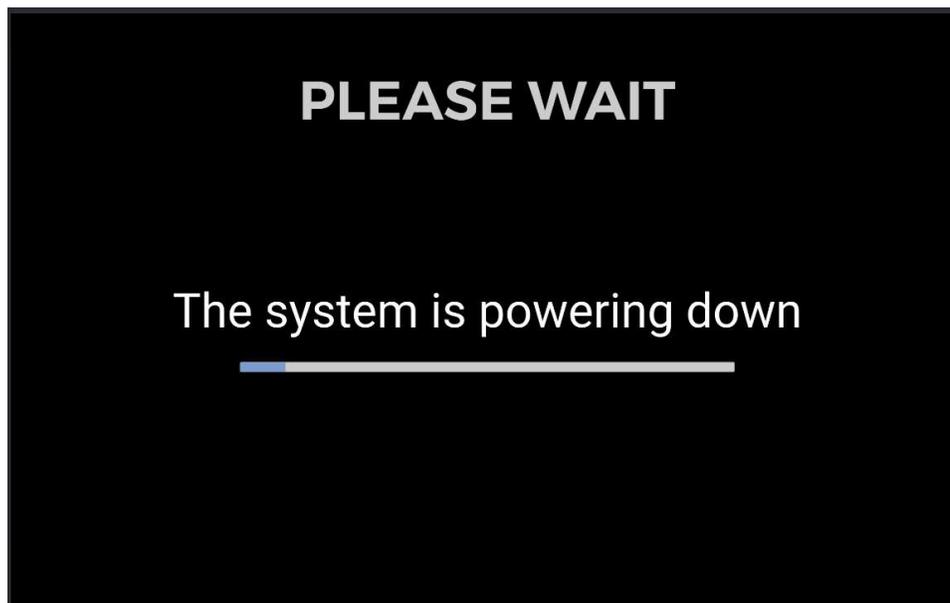
Step 4: To power off the system, press the Power Icon in the top right-hand corner.



Step 5: Confirm to power off when prompted



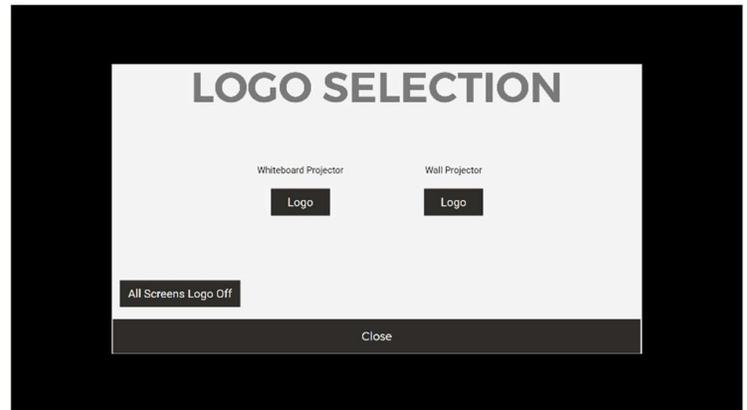
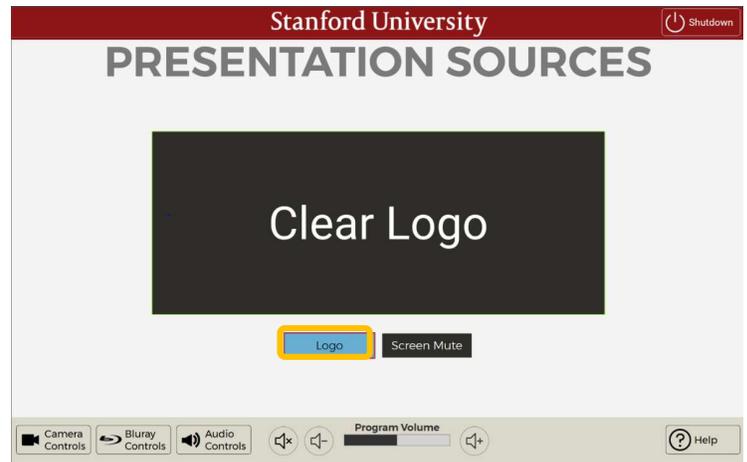
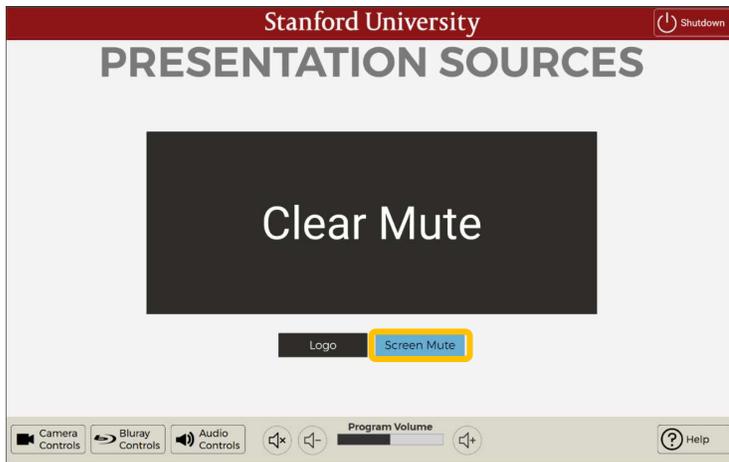
Step 5a: After you make your selection, a "System Powering Down" page will lock the touch panel while the system powers off. The system will be ready to be used again once it disappears.



Optional steps to navigate system controls:

Screen Mute and Logo

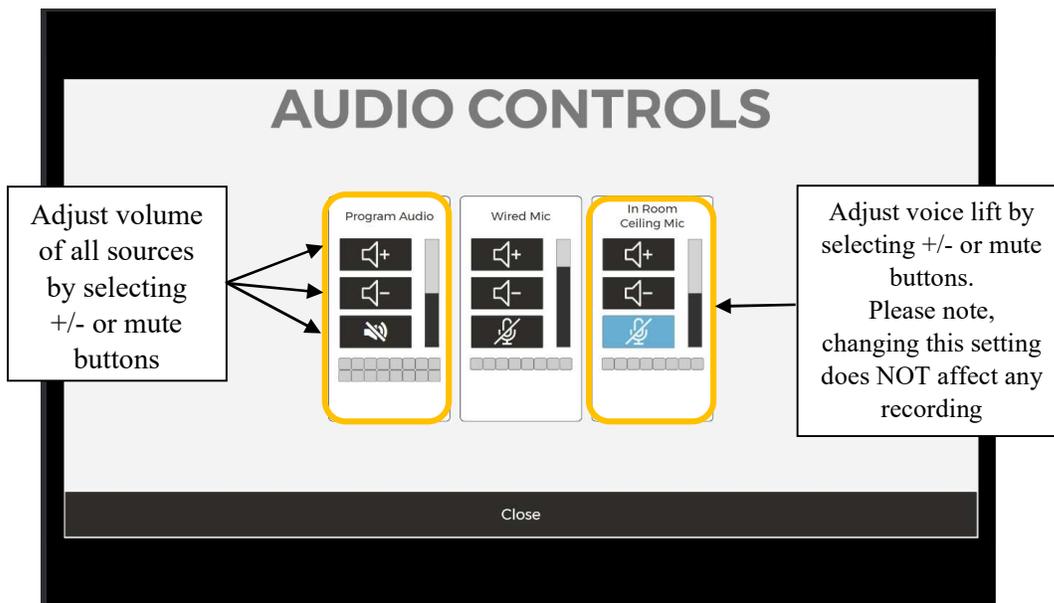
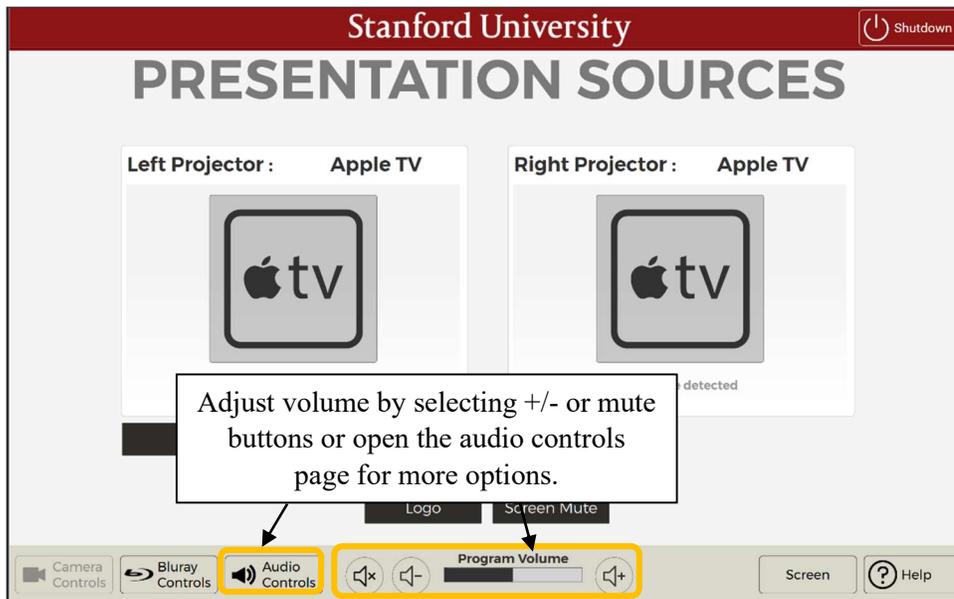
- To momentarily blank the projector but not turn it off, tap the Screen Mute or tap the Logo button on the bottom of the screen.



- 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.

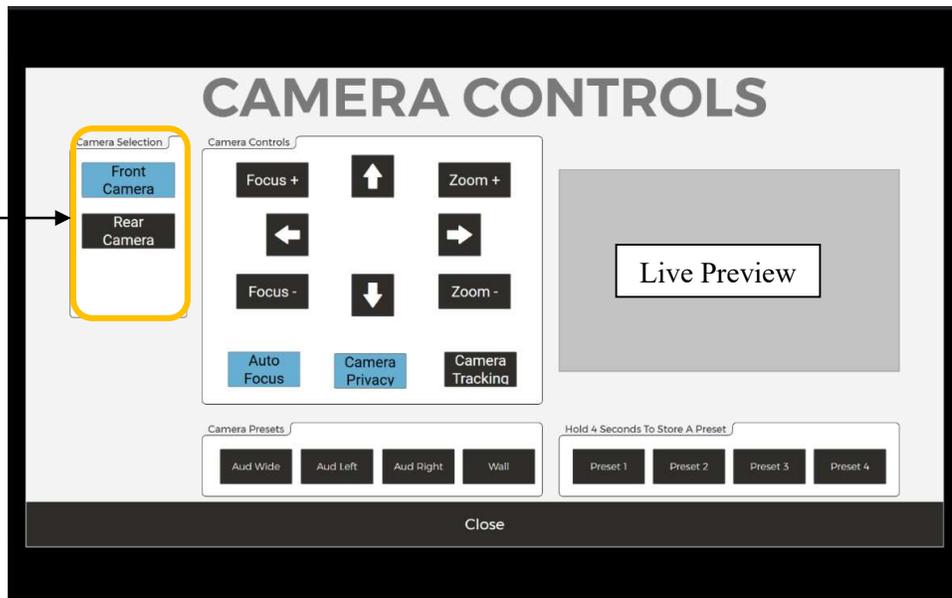
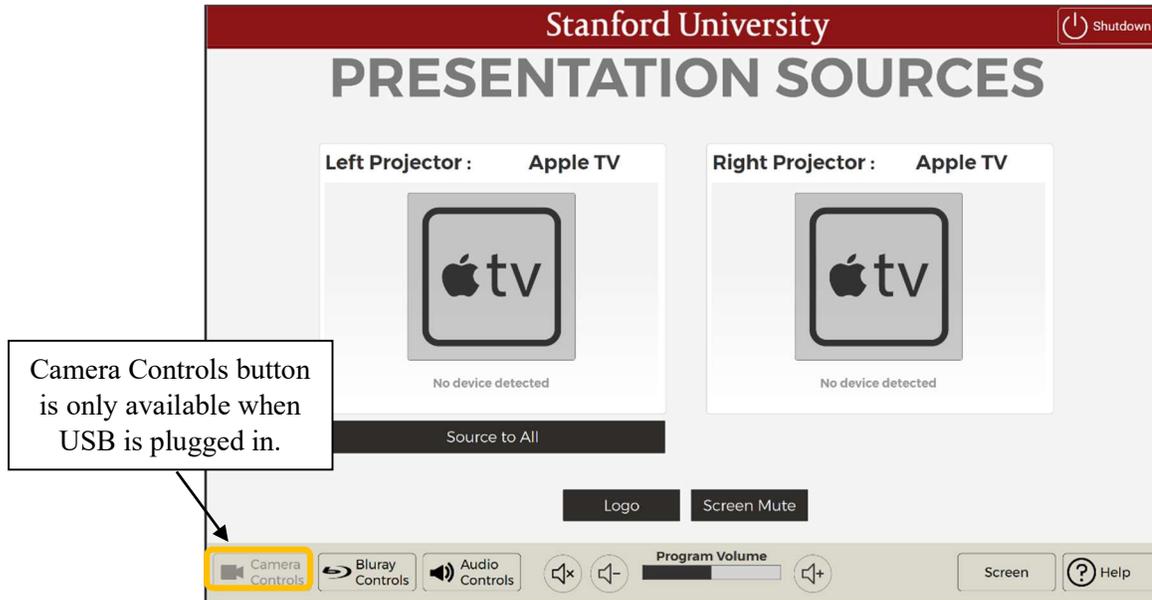


**Note* - some rooms may have more or less choices depending on the room configuration.*

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.



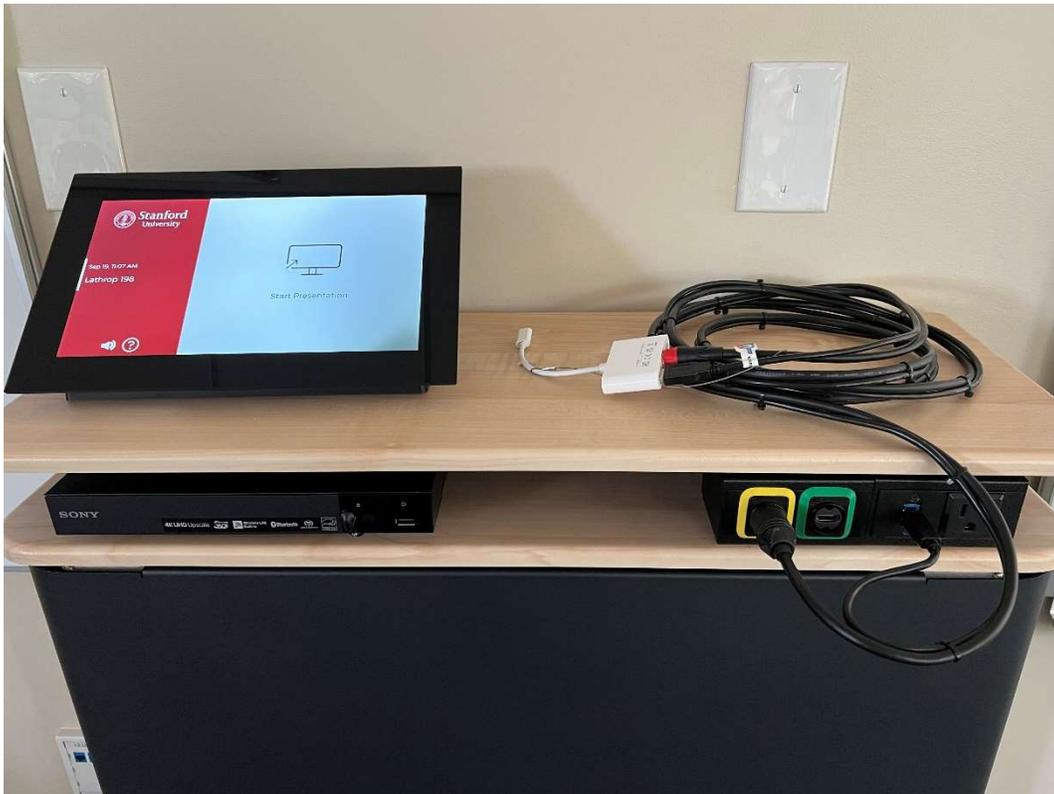
**Note* - some rooms may have more or less choices depending on the room configuration.*

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:

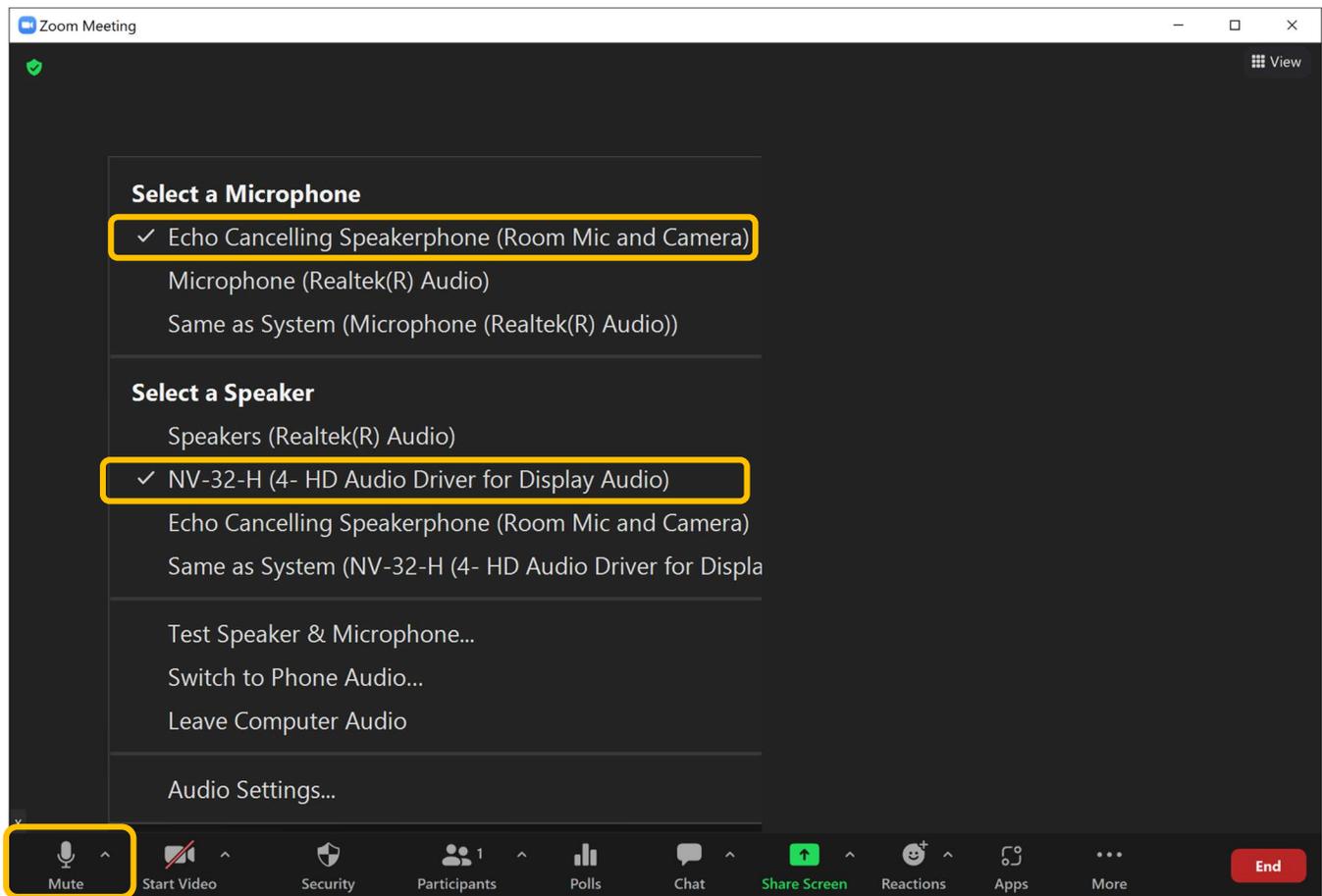
The installed cameras and mics are designed to be used in conjunction with any recording software on a personal device.

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



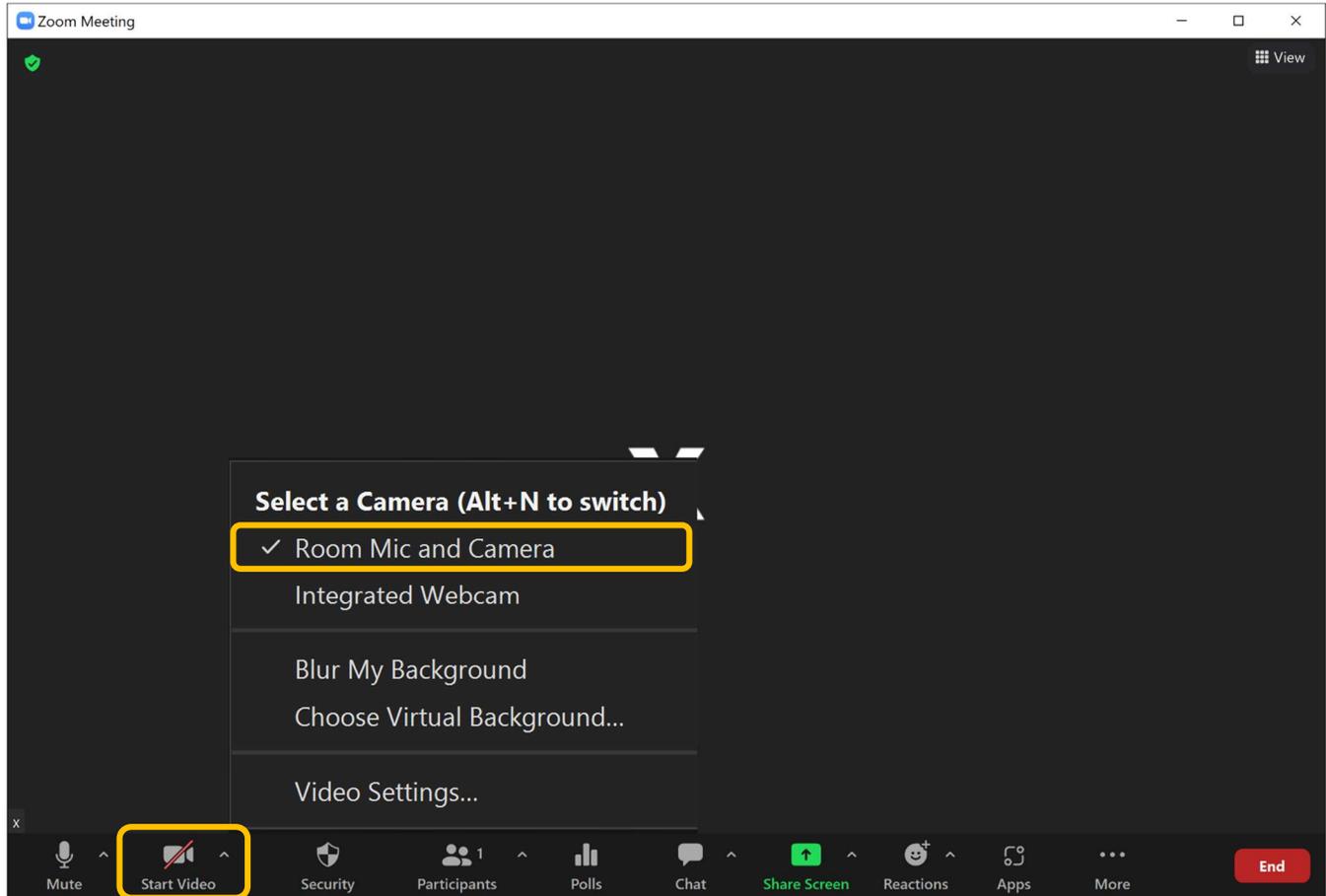
Step 2: Launch your preferred recording software and start a meeting. The example below demonstrates adjusting settings within Zoom.

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

