

GENERAL THEATRE QUICK TIPS – Basic

Below you will find some general quick tips to help you navigate the touch panel.

Turn the system on:

Touch the panel to activate. Panel will then show as below.



1. Room PC: Select PC on the touch panel. Ensure the PC is turned on and log in with your Flinders FAN.

2. Laptop/BYOD device: Select laptop on the touch panel. Ensure your laptop is connected to the network via HDMI, VGA or network cable.

3. Connect via Wireless Presenter: Select Wireless Presenter on the touch panel. Connect your Laptop/BYOD device to the wireless network (eduroam) and follow the instructions on screen.

4. Document Camera: Select Document Camera on the touch panel.

5. Whiteboard: (only for lecture capture) Select Whiteboard on the touch panel. This button will focus the recording on the whiteboard, you can select other whiteboards from the camera control popup controls.

6. Camera Controls: (only for lecture capture) This button enables custom camera and layout controls. Please see the other side of this sheet for more detailed information on the camera controls.

7. Adjust Audio: Use the buttons below to raise and lower the volume for participants in the room. Use the top button to mute and unmute

8. Recording status: Displays the recording status and recording sound level.

9. Record / Pause: Record / Pause can be used to pause/restart a timetabled recording or when creating a manual recording or video. Recordings are approximately 500mb per hour. Please ensure your USB has sufficient room available for your session.

10. USB recording: End recording should only be used when creating recordings in the space and saving to USB. It cannot be used with scheduled timetabled recordings.

11. System Shutdown: Select shut down. The system will prompt you to select 'shutdown now' or 'cancel' to go back to the previous page. System shutdown will take approximately 15 seconds to shut down.

1. HDMI:

Connect to your laptop or client devices if HDMI is supported.

2. Network Cable:

Use this cable for fast wired Internet connection.