Guide to using the facilities in the Seminar Room

This guide is for Teaching Rooms 3.06-3.09
PLEASE DO NOT REMOVE FROM ROOM
1. Operating the computer and screens
2. Adjusting the window blinds
3. Air conditioning
1. Operating the computer and screens

Open the cabinet, if it’s not already open.

There is a slide lock inside the left door.

The doors slide back, into the cabinet. Push them into position.
Rooms 3.06 – 3.09 can be operated as a single room or combined rooms.

Use the ‘room control’ panel on the wall to configure the LCD screen for your session.

Touch control panel to illuminate it.

Press “System ON”, then select the room mode.

Be mindful of the following;
- Room 3.06 = Tutorial room 1 in the system
- Room 3.07 = Tute room 2
- Room 3.08 = Tute room 3
- Room 3.09 = Tute room 4

Screens for 2 & 3 can link to others.
You can also use the ‘room control’ panel to alter volume levels heard through the ceiling speakers.

Turn on the computer. You will see it boot up and wake both the preview screen inside the cabinet and the main screen mounted on the wall in the room.

Remove the portable keyboard. Click on any button to wake the keyboard from sleep mode.
You can use the portable keyboard to control the main wall screen from anywhere in the room.

Login using the generic account indicated on the preview screen in the cabinet (lecture/lecture).

You are now free to use the computer.
If you require technical assistance, pick up the phone receiver and dial the button labelled “IT Support” to make a call to the help desk.
Remember, when you are finished -

Shut down the computer.

Return the portable keyboard to the cabinet.

Shut down the screen control system using the ‘room control’ touch panel on the wall.

Please return the system to the “individual room” setting so it is ready for the next user.

To do this you may have to “shutdown” the system and re-start it, then select “individual room”.
2. Adjusting the window blinds

Press the blind selector button once to wake the system and identify which blind is currently selected. This will be indicated by the light display.

Press the blind selector button again to switch between blinds. The first light indicates you have selected the blind with 100% sun block. The second light indicates you have selected the blind with 50% block. Stations 3 & 4 are not used. If all lights are lit, you will be controlling both blinds at once.

Once you select the blind you want to control, use the up & down buttons to adjust the height. Press the stop (‘my’) button to stop the movement at the desired height.
3. Air conditioning

The air conditioner control is on the wall near the light switches.