SYSTEM USER'S MANUAL FOR

ROOM 101, BLDG 6

20250326 版

Ver, 1.0

Contents

1. Main Updated Equipment

·Rear of the venue

Projector

Camera（rear center）

Camera(rear left）

Camera（rear right）

Ceiling speakers

·Front of the venue

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（Temporary）

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BD Recorder

･Microphone

Gooseneck microphone
（The gooseneck is attached
when in use）

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・Distribution desk

Preview monitor

Fader unit

Touch panel

Desktop connection box

Camera controller

Audio output panel

Mic storage cart

Live streaming and recording

・Foyer monitors 1 and 2

・Waiting room monitors 1 and 2
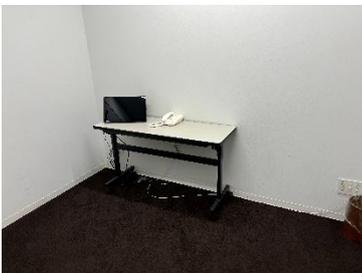
2. System Operation Method

《System startup》

1. Touch the faculty/staff IC card to the IC card reader on the console

2. Select the language to use on the language selection screen on the console touch panel

<u>※ Please wait until the system starts and the touch panel screen becomes the main operation screen.</u>

※When using the distribution console, also do the following

3. Turn on the power switch on the top shelf of the cart located on the lower right of the distribution console

Green when ON

4. Turn on the power switch of the camera controller on the distribution console

<u>※Please wait until the distribution console equipment starts and the camera controller main unit monitor changes to the status screen.</u>

Rear switch

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《System Shutdown》

1. Press the [System Shutdown] in the lower right corner of the touch panel
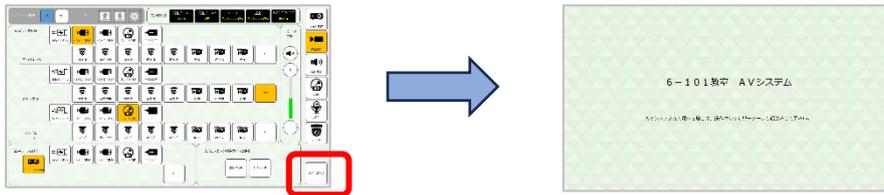
2. The system is shutting down

※If using a distribution console, also do the following

3. Turn off the power switch on the camera controller

4. Turn off the power on the cart at the bottom right of the console.

Orange when OFF
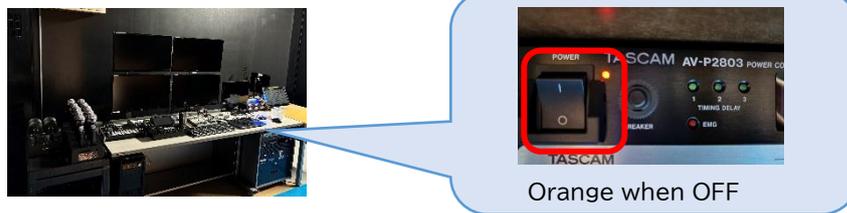
2-1 How to display PC video connected to the HDMI port on the console to the projector※HDMI2 and USB-C use the same operation

1. On the touch panel, press the **[Projector Power]** on the top left of the main operating screen to start up the projector.
2. Press the **[Screen]** ↓ in the top left of the main operating screen to lower the screen.

※If the main power switch on the hanging equipment control panel at the back of the stage is off, the screen cannot be operated on the touch panel.

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3. Connect HDMI1 to the operation console to your PC
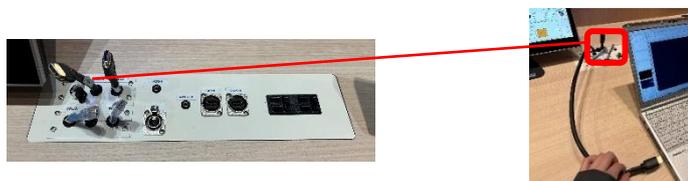
4. On the touch panel, select the Main operation screen > [Video source selection] > Projector [**HDMI1(desk)**] to display HDMI1video on the projector
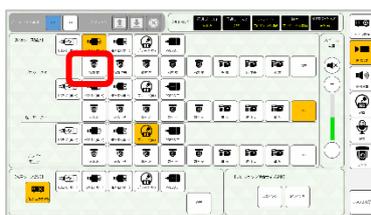
《When using a return monitor》

1. Connect the **power cable and LAN cable** of the return monitor to the connection panel in the center of the stage

Power cable/LAN cable   After connecting

2. Press the power on the back of the main unit to start up

3. On the touch panel, select the Main operation screen > [Video source selection] > select a video on the return monitor to display the video.
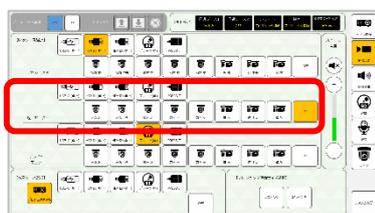
2-2 How to display the BD player on the console to the projector

1. Insert the disc to play into the BD player on the console

When inserting the disc
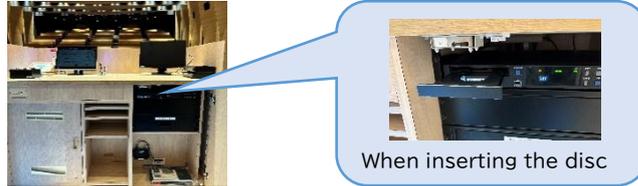
2. On the touch panel, select the Main screen > [Video source selection] > Projector [Player(desk)]

3. Press "Play" on the remote control for the table-top BD player to play the content

Check the TEPRA

2-3 How to use a Web Conferencing tool with the capture for distribution on the console

《When using the on-site camera footage in a web conference tool》

1. Connect the HDMI cable, distribution capture, and USB cable as below

HDMI cable side   USB cable side

2. Connect the HDMI cable side connected in step 1 to **[CAM OUT] on the console,** and connect the USB cable side to the PC

Connect the HDMI cable to the【CAM OUT】port

Example

3. Output Setting Screen > [Video Source Selection] > Select the camera to use from the console CAM OUT

4. Start up the WEB conference tool and check that **the camera and microphone are set up as follows**
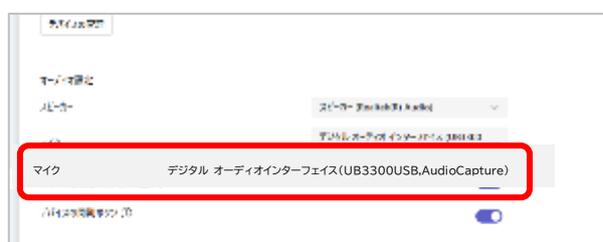
Example of selecting a camera   Example of selecting a microphone

※To turn the camera on or change the angle of view, start-up and adjust the camera from the camera controller

《To display the projector image on the web conference tool》
　※**This method is intended for sharing overhead camera images. To share PC docs, please use the sharing function of the web conference tool**

1. Connect the HDMI cable, USB capture, and USB cable as below

HDMI cable side　　　　　　　　　　　　　　　　　USB cable side

2. Connect the HDMI cable side connected in step 1 to **[PJ OUT] on the console**, and connect the USB cable side to the PC
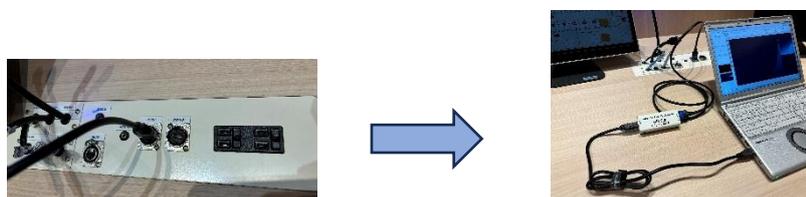
Connect the HDMI cable to the [PJ OUT] port　　　　　　　　Example

3. Start up the WEB conference tool and check that **the camera and microphone are set up as follows**

Example of selecting a camera　　　　　　Example of selecting a microphone

※When amplifying the audio from a WEB conference to the venue

1. Connect HDMI1 on the operation panel to the PC
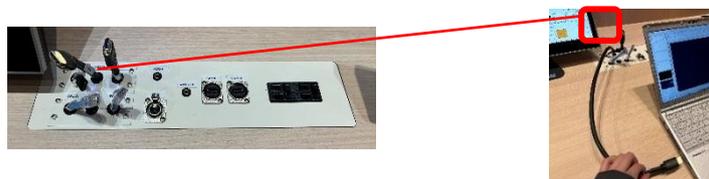
2. **Check that the speakers are set as follows** in the WEB conference tool
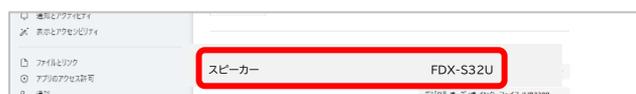
Example of selecting a speaker

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2-4 How to display PressIT on the projector

　　※Both HDMI and USB-C types can be used in the same way

1. Connect PressIT to your PC

PressIT main unit

2. **<u>When the surface lamp changes from red to white</u>**, press the surface once to confirm that it turns green

Main unit red light on　　　　When the light turns　　　　Green light on

　　　　　　　　　　　　　white, press once
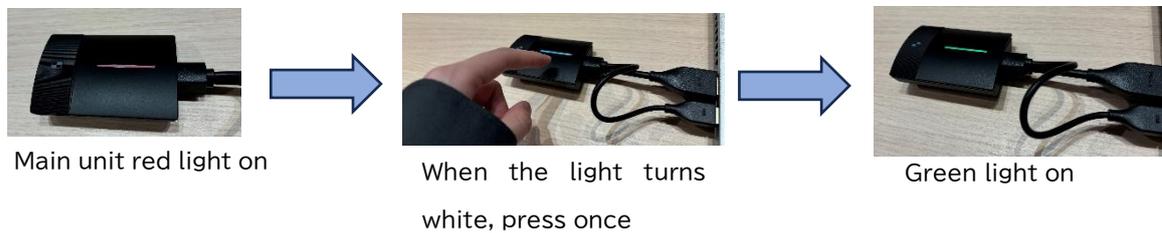
3. Touch panel main operation screen > [Video source selection] > Select Projector【PressIT】

4. PressIT is displayed on the projector
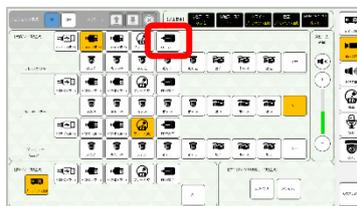
2-5 How to display the BD player on the equipment rack on the projector
   ※Use the touch panel on the distribution console

1. Insert the disc into the BD player on the equipment rack

2. **On the touch panel of the distribution console, select the main operation screen > [Video source selection] > Select Projector [Player]**

3. Press the Enter on the remote control for the BD player and play the content

2-6 How to use microphone

《Handheld microphone》
The red circle in the photo is the power switch

《Gooseneck microphone》
1. Remove the charged stand part and attach the gooseneck

Remove from
the charger

Attach the gooseneck
to **the microphone cart**

After attaching it

2. After turning on the power, lightly press the [Talk] (under the red lamp)
※When lit up green, it is ready for use

Power on the side

Press lightly under
the red lamp

The message is amplified
while the green light is on

《Pin microphone》
Turn the power on and off using the switch on the top of the main unit.

2-7 How to record using the BD recorder on the equipment rack

1. On the touch panel, select the Main operation screen ＞ [Video source selection] ＞ Preview monitor[Recorder]（The recorder screen can be checked on the preview monitor）

2. On the touch panel, select the video source to record from the [Video source selection] menu.
3. **Press the[Record●] in the center of the touch panel screen**
※**Press the [record] while the video source to record is displayed on the preview monitor(the recording cannot be started by pressing the record when the recording list or home screen is displayed)**
※**When selecting a camera, only the microphone audio is recorded.**
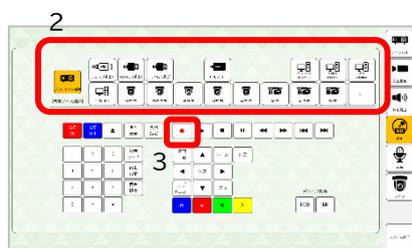
4. When finished, press the [Stop■].
※The recorded video can be viewed from the [Recorded Video List].

2-8 How to use the camera controller

《How to operate the remote camera》
1. Press the camera want to operate(1〜5).

2. While checking the console monitor(existing), move the stick to pan/tilt.
   ※Zoom can also be adjusted on the side of the stick.

Zoom in on the side
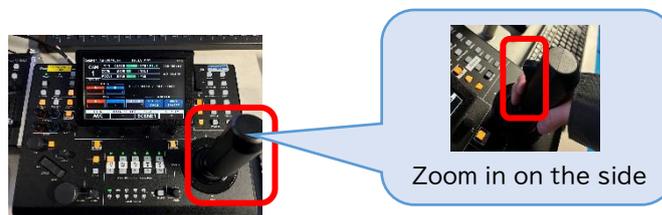
《How to register a preset using the camera controller after adjusting the angle of view》
※Here, the angle of view of Camera 1 will be registered as preset 6.
1. Adjust the angle of view of the camera using the above procedure
2. **Press the [Preset]**
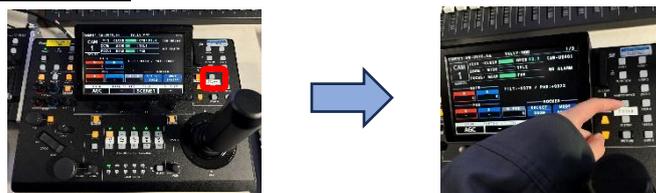
3. Check the camera set in step 1 matches the one lit up orange.
   (This time, camera 1 is lit up)

Check if the camera
is the one to set as
the preset

4. **While holding down the【F1】,** touch the number to register as a preset on the controller's main monitor（Here, touch PRE6）
   ※**When the setting is complete, the number will turn white.**
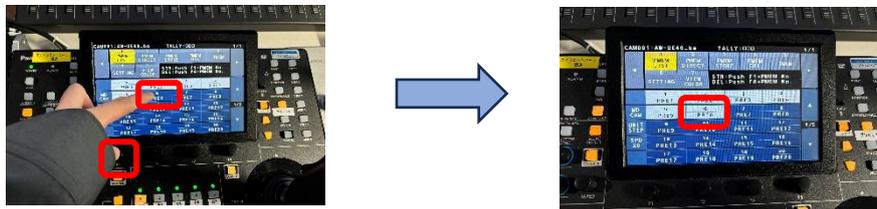
Note： Presets can also be registered from the touch panel screen.
1. Press the [Camera] on the far right of the touch panel screen.
2. Select the camera to register using the tabs.
3. **Press and hold the preset number to register.**
4. Select [Yes] to complete the preset registration.
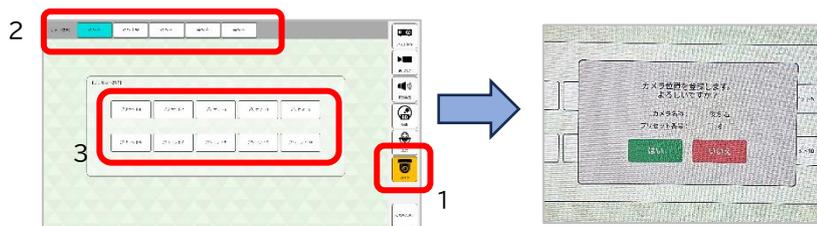
《How to call up a preset》
1. Press [Preset]
2. Turn the [F1] dial until the camera on the top left of the main unit monitor is the camera to call up a preset for.

3. **Touch the preset number to call up,** and it will be called up

※The white is the preset number that has already been registered

Note：Presets can also be called up from the touch panel screen.
1. Press the [Camera] on the far right of the touch panel screen
2. Select the camera to call up a preset for using the tabs
3. Press the preset number to call up

2-9 About the faders on the distribution console

Volume can be adjusted using the touch panel, or by operating the fader unit on the console.

※<u>Before starting up the system, please adjust all faders to the standard value（position of the red sticker）</u>

※<u>The value pressed later will be applied.</u>

※If the fader operation is not working, please unplug the power and plug it back in to restart the main unit. After restarting, please wait for about 3 minutes and try again.

《How to give a lecture using Zoom with a PC for distribution and simultaneous interpretation》

※<u>The existing distribution PC will be used as the host PC for Zoom.</u>

※For details on how to use the PC for distribution and Zoom, please contact the person in charge.

	Distribution PC(Host PC)	Interpreter1 PC	SI Booth(Operation method is the same as the exis	General Participants
Before Meeting	①Schedule a Meeting In the interpreter settings, enter the email address of Interpreter 1 and save. (Here, Interpreter 1 is registered as an interpreter who will interpret from Japanese to English)	②An email titled [Invitation as an Interpreter] will be sent to the email address you registered at the scheduled meeting Connect HDMI and stereo mini plug to the capture device via the connection panel on the distribution console, and connect the USB to the interpreter's PC HDMI & Stereo mini plug Port side　　USB Port side Distribution capture HDMI & Stereo Mini Plug Port Side Connection		
During Meeting	③Meeting starts at the start time ④Click on [Interpreter] at the bottom of the screen, confirm that Interpreter 1 is registered, and click [Start] ※Microphone always on ※Check that the microphone and speaker settings are as follows in the settings screen ※Since there are also existing sources for cameras, select as needed Microphone・Line input(Realtek®Audio) Speaker:VAC-S12U(NVIDIA High Definition Audio) ※When using the above settings, the audio output from the distribution PC will be amplified throughout the venue, regardless of the audio source selected on the touch panel. To maintain the sound quality of the in-venue amplification, select a setting other than [Projector Link]	③Join the meeting from the address in ① ④Select [English] from [Language to Interpret] at the bottom of the screen ※Microphone always on ※Since there are also existing sources for cameras, select as needed	⑤Press the interpretation unit to speak only when translating into English Turn it off when not interpreting	③Join the meeting as usual ⑤Select [English] from [Interpretation] to watch

2-10 Recording with the distribution console recorder/streaming encoder

<u>※Use the screen at the bottom right of the existing distribution console monitor</u>

1. On the touch panel, go to the distribution setting screen > [Video source selection] > select the video from the recorder and streaming encoders 1 and 2 individually.

2. Press the "Recording" on the front of the device to start recording

※To stop recording, press the "Recording" again.

Start recording

《To retrieve the recorded content》

<u>※Connect a mouse and USB memory to the front of the recorder</u>

1. Click [Home] in the upper right corner of the recorder screen
2. Click [Files Manager]
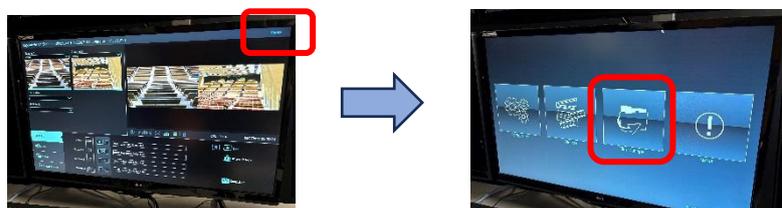
3. Select the video from the [Folder] at the bottom left of the screen
4. Select [Copy to USB]
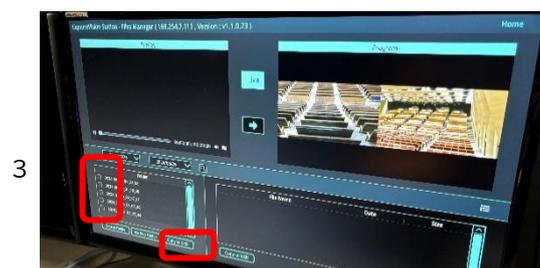
2-11 How to output video and audio from the foyer monitor
※<u>A remote control is required</u> to start the monitor in the foyer.
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1. Select the Output settings screen > ［Video source selection］ > Foyer. Select the video to be displayed on the monitor in the foyer.

2. Turn on the monitor in each foyer by remote control
※The volume using the remote control will play the in-house audio.

Main power

Volume control
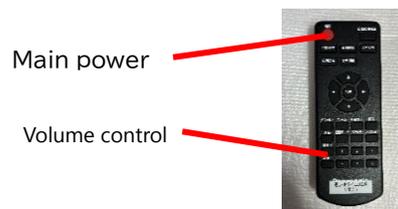
2-12 How to output video and audio from the waiting room monitor
1. Press the power at the top of the monitor
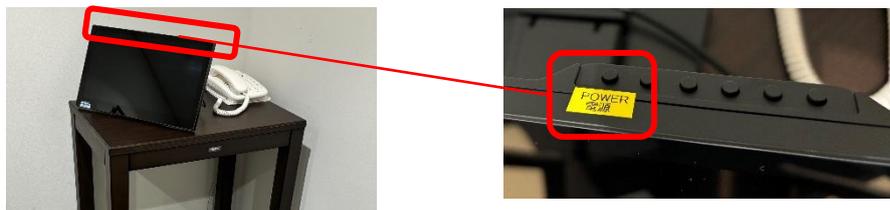
2. As with the foyer, use the touch panel to select the video to be displayed on the waiting room monitor from the Output settings screen > ［Video source selection］ > Waiting room

3. About the Touch Panel Screen

※The console touch panel is a simplified version of the distribution console, so the screens are different

《Main operation screen》
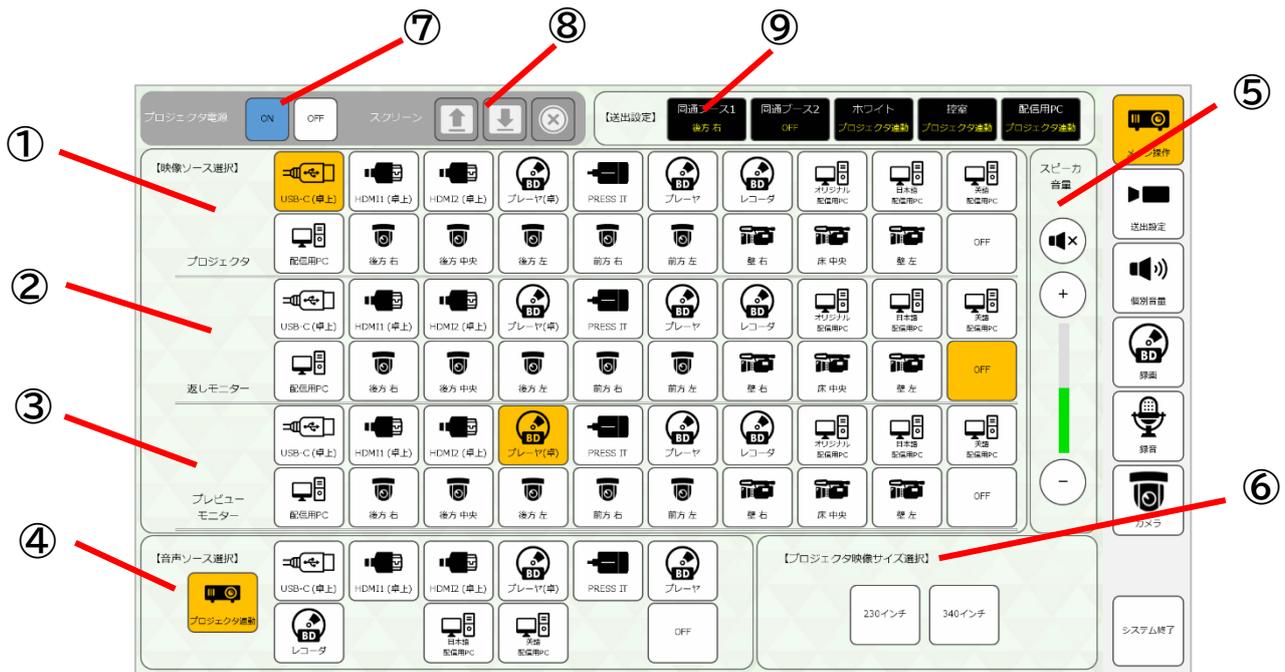
① Select the video to be displayed on the projector
② Select the video to be displayed on the return monitor(temporary)
③ Select the video to be output to the preview monitor on the console
④ Select the audio to be broadcast to the venue
⑤ Adjust the overall volume of the audio broadcast to the venue
⑥ Change the size of the video displayed on the projector
　　※If the focus or position is not proper please press the button again
⑦ Turn the main power of the projector on/off
⑧ The screen can be raised, lowered, or stopped
※This can only be used when the main power switch on the hanging equipment control panel at the back of the stage is on
⑨ The current image selected for each output destination is displayed

《Transmission Settings Screen》

Common： Select the video to be sent to the interpretation booth, foyer, and waiting room

Console only： Select the video to be output to the console's CAM OUT

Distribution console only： Select the video to be output to the distribution PC(pre-installed) and the recorder/live streaming encoder on the streaming desk
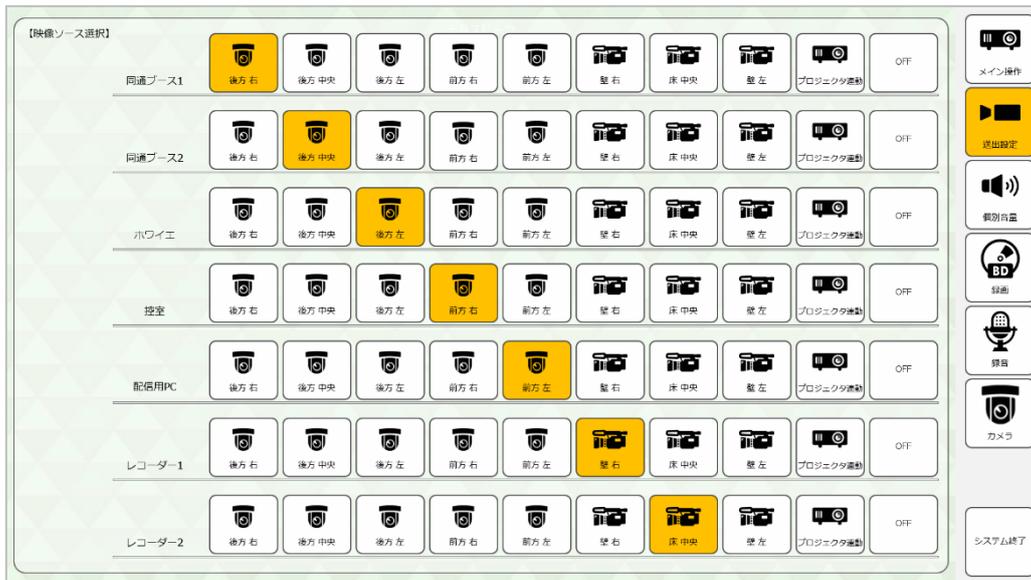
《Individual Volume Screen》

Adjust the volume of the wireless microphone individually.
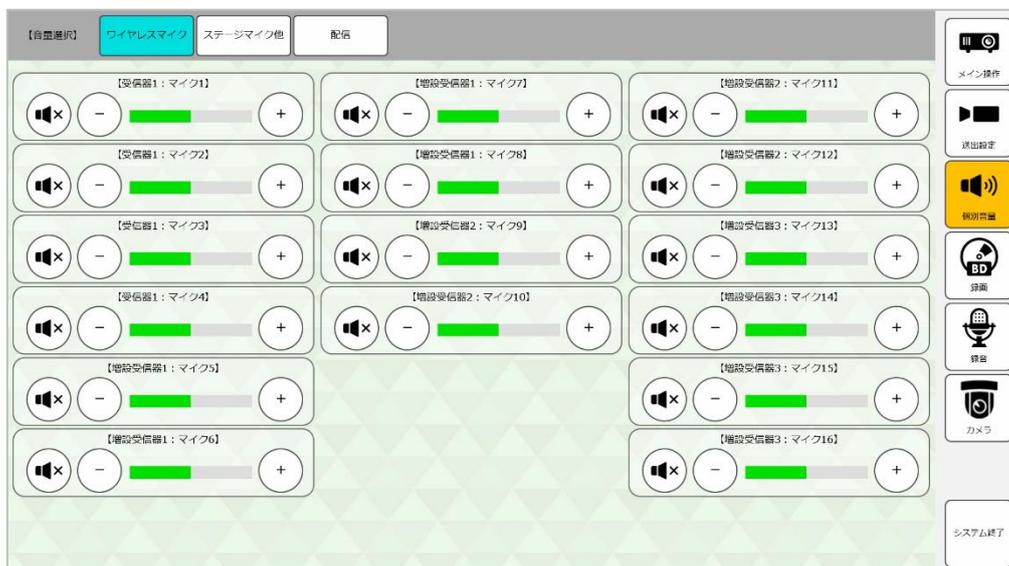
① Volume for a wired microphone on stage can be adjusted individually
② Volume for wired microphone and audio input on the control console can be adjusted respectively (the default value is the standard)
③ Volume for the AV audio to be broadcast in the venue can be adjusted
④ Volume for the simultaneous interpretation input to the equipment rack mixer can be adjusted (the default value is the standard)
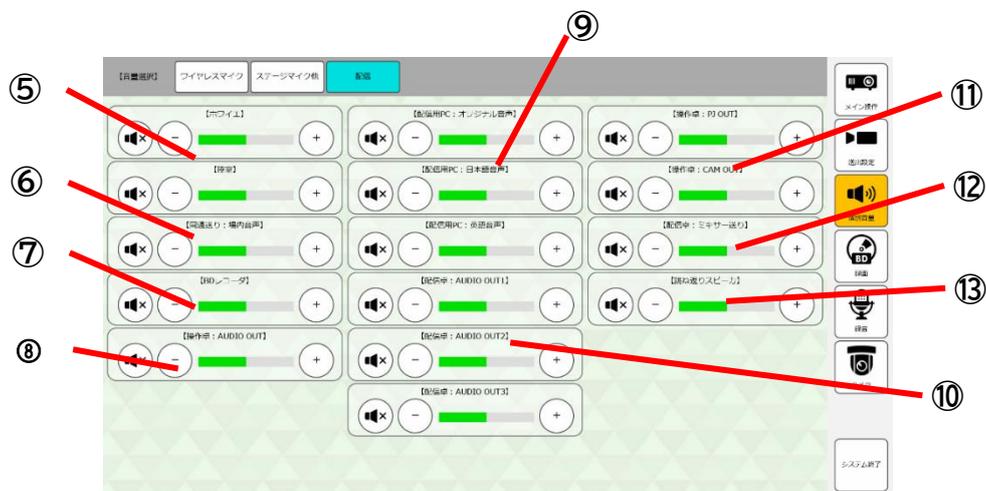
⑤ Adjust the volume sent to the foyer and waiting room
⑥ Adjust the volume of the in-house audio sent to the simultaneous interpretation system(the default value is the standard)
⑦ Adjust the volume sent to the equipment rack BD recorder (the default value is the standard)
⑧ Adjust the volume sent to the console AUDIO OUT (the default value is the standard)
⑨ Adjust the volume sent to the output box on the distribution console

（original for distribution PC/Japanese/English）（the default value is the standard）

⑩ Adjust the volume sent to the distribution console output panel（AUDO OUT 1-3）（the default value is the standard）

⑪ Adjust the volume sent to the PJ OUT/CAM OUT on the operation console（the default value is the standard）

⑫ Adjust the volume sent to the mixer on the distribution console

⑬ Adjust the volume of the stage return speakers

《Recoding Screen》

Operate the BD recorder on the equipment rack
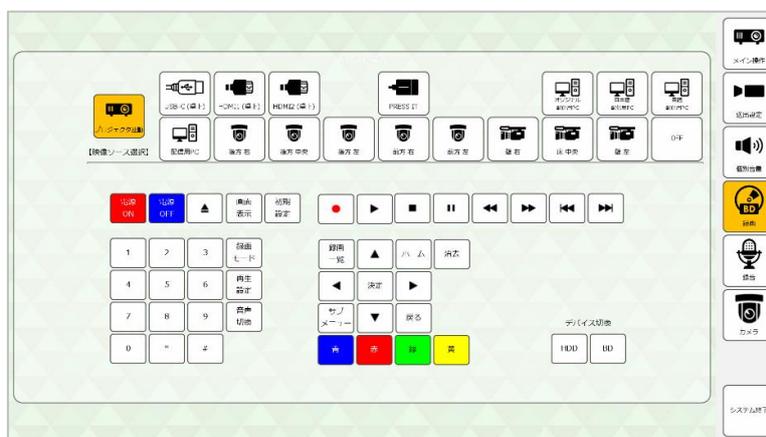
《Recording Screen》

Operating the existing simultaneous interpretation recorder on the equipment rack
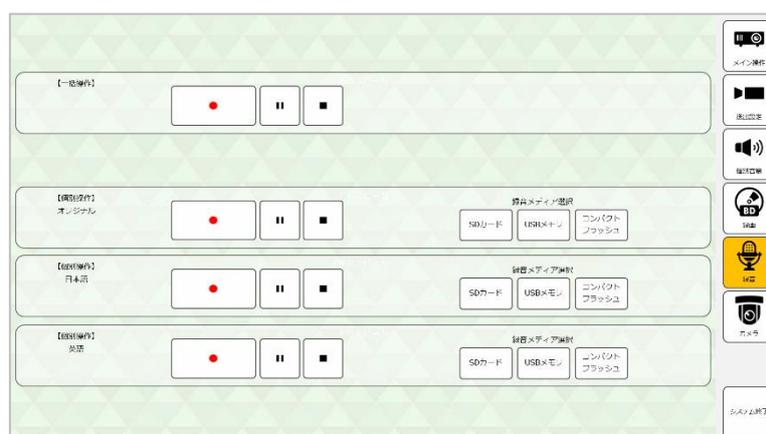
《Camera Screen》
Preset setting and recall are possible for the remote camera in the venue
※The camera angle can be adjusted separately by the camera controller

4. FAQ

	Situation	Matters to check /Respond
1	Even when the HDMI input cable is connected, the projector does not display any images	・Is the projector power on? ・Touch panel [Main Operations] screen >Video source selection. Is HDMI selected on the projector?
2	The projector displays images, but there is no sound	・On the touch panel [Main Operation] screen > Audio Source Selection, is [Projector Link] or [Source name selected on projector display] selected?
3	Unable to send videos of the room during a Web conference	・Check that the appropriate camera is selected in the settings screen ・Check that no copyrighted content is being sent
4	Unable to send audio to the room during a Web conference	・Check if the microphone is muted ・Check that the appropriate microphone has been selected on the settings screen ・When playing music, check that the noise cancellation function is not disabled