SYSTEM USER'S MANUAL FOR BLDG 2, 17TH FLOOR

20250326 版

Ver, 1.0

Contents

1. Main Renewal Equipment

·Rear of the venue

Ceiling camera (right) Ceiling camera（left） Console

Ceiling speaker
（8 total）

Distribution
console

Simultaneous
Interpretation
system cart
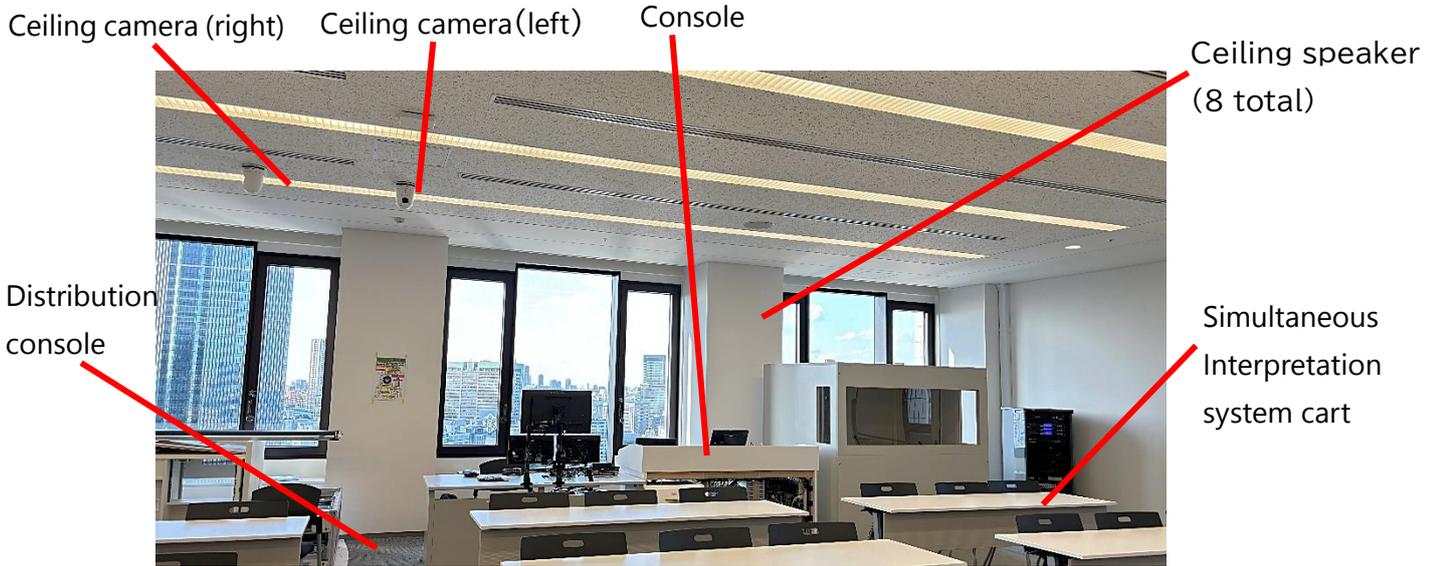
※Regarding the SI system, the 1702 system was relocated to the 1701, and the entire
1702 system was renewed

·Front of the venue

Main speaker Projector Screen

Equipment
rack

Return monitor
（temporary）

Microphone

Tripod camera
(temporary)

Front cart

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·Console

IC card reader

Input-output cable

Preview monitor

Touch panel
（Console fixed or mobile）

PressIT

Emergency
activation key
Emergency Stop

BD player
BD recorder

Recorder and
Streaming encoder

·Distribution console

Monitor for checking BD recorder

Live switcher
checking monitor

Camera controller

Recorder and streaming
Encoder checking monitor

Live switcher

SI audio output
USB cable

・Microphone

Gooseneck microphone

Handheld microphone

・Equipment rack

Wireless receiver

・Front cart

Input-output panel

Camera OUT
（USB for distribution）

HDMI and LAN for
tripod cameras
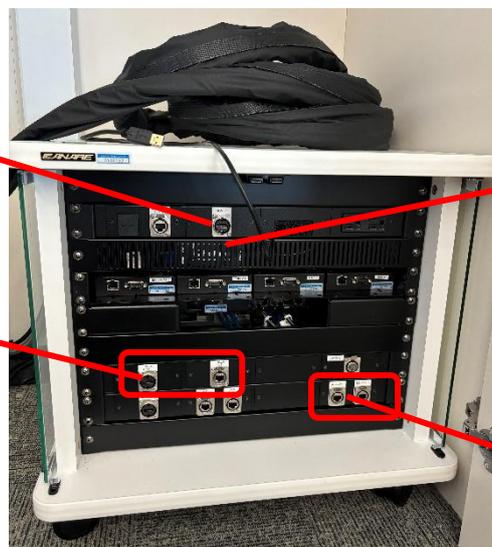
LAN for return monitor

2. How to Operate the System

《System Startup》
1. Touch the IC card reader on the console with the faculty/staff IC card

2. Select the language to be used on the language selection screen on the console touch panel
   ※Wait until the system starts up and the touch panel becomes the main operation screen
   ※Live switcher, recorder and streaming encoder take some time to start up

3. Turn on the power of the camera controller on the distribution console
※Wait until the distribution console equipment has started up and the camera controller main unit monitor has changed to the status screen

背面のスイッチ

《End of system》

1. Press the [End of system] in the lower right corner of the touch panel
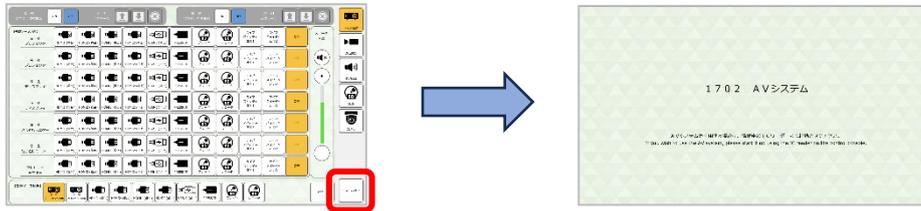
2. The system will end

3. Turn off the power on the camera controller

2-1 How to Display a PC Image Connected to the HDMI of the Console on the Projector

※ The same operation applies when using HDMI2 、USB-C 、or HDMI(Podium)

※If using only one projector or screen, use only the corresponding button.

1. On the touch panel, press the **[Window-side projector power] and [Door-side projector power] ON** in the top left of the main operation screen to start up the projector
2. Press the **[Window-side screen] and [Door-side screen]** ↓ in the top left of the main operation screen to lower the screen
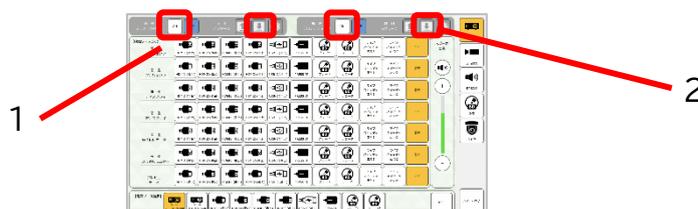
3. Connect HDMI1 on the operation panel to your PC
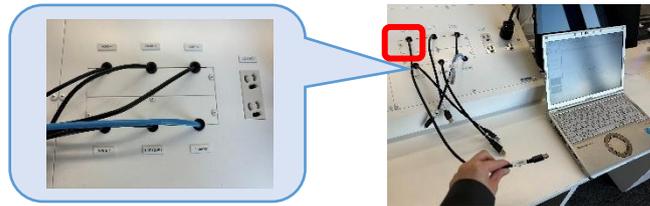
4. Select the Main operation screen ＞ [Video source selection] ＞ Window-side projector [**HDMI1(desktop)**], Door-side projector [**HDMI1(desktop)**] to display HDMI1 video on each projector
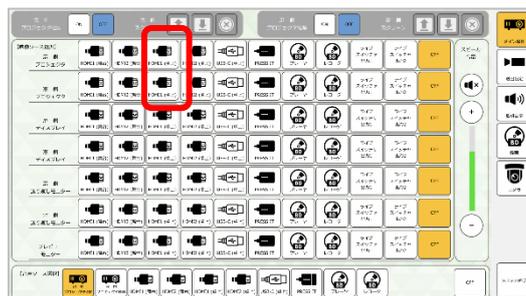
《When using the return monitor》

1. Connect the power supply for the return monitor and the two LAN cables to the AC outlet on the small cart and the return monitors 1 and 2, respectively

Power cable/LAN cable   Connect to a small cart

2. Start up with the power on the back of the main unit

3. Select the Main operation screen ＞ [Video source selection] ＞ Return monitor and the video will be displayed on the return monitor
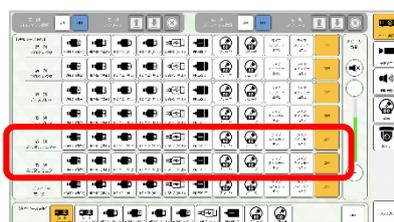
2-2 How to Display a BD Player on a Projector

1. Insert the disk into the BD player

When inserting the disk

2. Select Main operation screen ＞ ［Video source selection］＞ Projector ［Player］
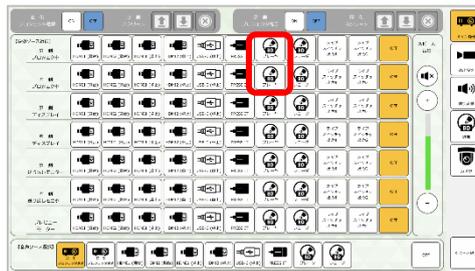
3. Press the ENTER on the ［Player remote control］ to play the content
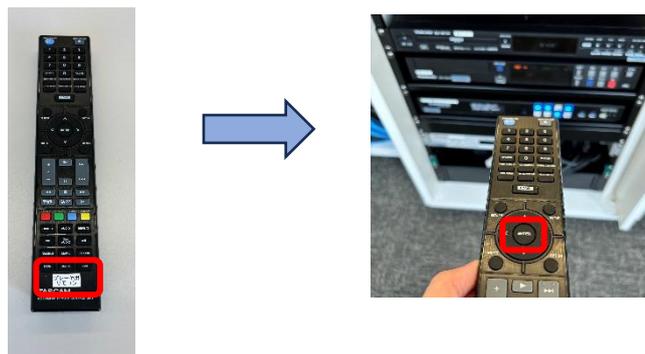
Check the TEPRA

2-3 How to Use the Venue's Video and Audio via a Web Conferencing Tool

※This system has three USBs for distribution

① **Console USB(audio) cable**： **Enables two-way audio communication** (Audio from the online source can also be amplified in the venue)
② **Console Camera OUT cable**： Enables distribution of the live switcher PGM video（distributed video）and venue audio
③ **Front Cart Camera OUT cable**： Enables distribution of the live switcher PGM video（distributed video）and venue audio. Please use this when setting up a simple distribution PC at the front of the venue.

《①Console When using a USB(audio) cable》
1. Connect the USB（audio）cable to the console to the PC
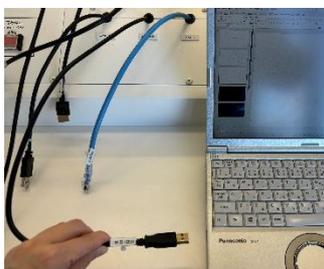
Example

2. Start the conference tool and **check that the speakers and microphone are set.**

※When sending the on-site video to the web conference destination **In addition to ①, connect ② to the PC and select the camera** from the web conference tool settings screen**.**

《②Console When using the camera OUT cable》
※The same applies to ③
1. Connect the camera OUT cable on the console to the PC
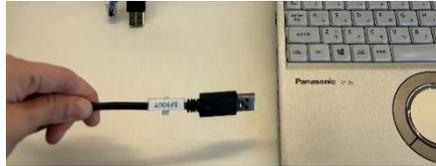
Example

2. Start the web conference tool and **check that the microphone and camera are set**.

Example of selecting microphone

Example of selecting camera

※For amplifying the audio from the web conference to the venue
1. In addition to the camera OUT cable, connect HDMI1 to the control console of your PC

2. Check that the speakers are set as follows in the web conferencing tool

Example of selecting speaker

2-4 How to Use the PC Image Connected to PressIT on the Projector

※It can be used with both HDMI and USB-C types

1. Connect PressIT to your PC

PressIT main unit

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

Main unit red light on

Press once when the light turns white

Green light on

3. Select the Main operation screen > [Video source selection] > Projector [PressIT]
4. PressIT video is displayed on the projector
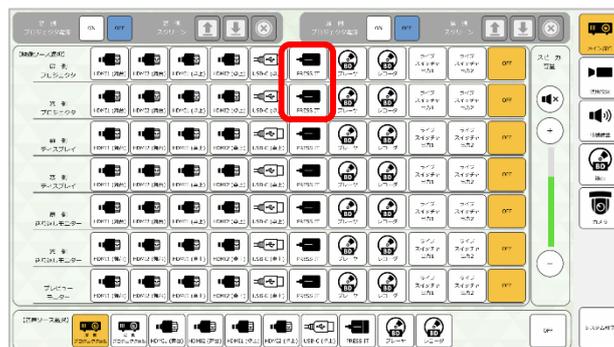
2-5 How to Use the Microphone

《Handheld microphone》
Turn the power on and off using the switch in the red circle in the photo.

《Gooseneck microphone》
1. If the charger and gooseneck are separate, attach them as follows

Remove the gooseneck
from the charger

Attach the gooseneck

After attaching it

2. After turning the power on, lightly press the Talk (under the red lamp)
※When the light turns green, it is ready to use
※Please note that if the speaker is too close to the microphone, it may cause feedback.

Turn on the power
on the side

Press lightly on the
bottom of the red ramp

The voice will be amplified
while the green lamp is lit

2-6 How to Record Using a BD Recorder

1. Select the Main operation screen > [Video source selection] > Preview monitor [Recorder]
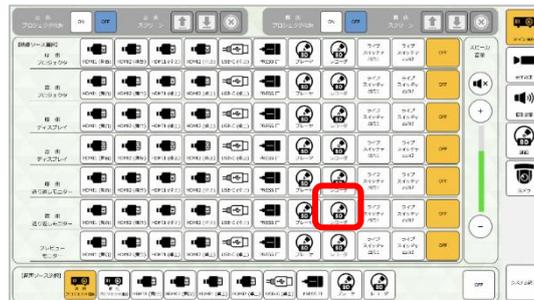
2. **Press the [Record ●] in the center of the touch panel screen**
※The video being recorded is the video output from Live Switcher output2
※Press the Record while the video source for recording is displayed on the preview monitor (Pressing the Record while the recording list or home screen is displayed will not start recording)
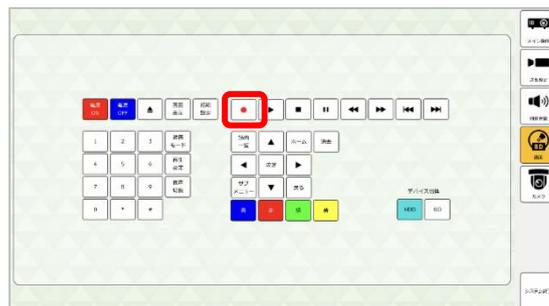
3. When finished, press the [Stop■]
※Recorded videos can be viewed from the [Recorded video list button]

2-7 How to Use the Camera Controller

《How to operate the remote camera》
1. Press the camera button to operate(1~3)

2. While checking the monitor screen for the live switcher, move the stick to pan/tilt
    ※Zoom can also be adjusted on the side of the stick

Zoom operation on the side
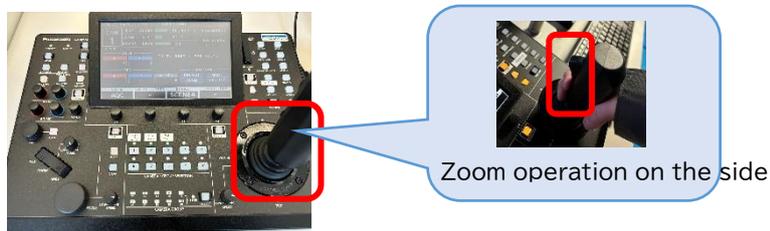
《How to register a preset on the camera controller after adjusting the angle of view》
※In this example, the angle of view of Camera 1 is registered as Preset 6.
1. Adjust the angle of view of the target camera as described above
2. **Press the [Preset] in the upper right of the controller**
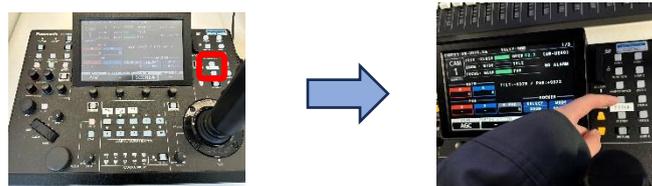
3. Check that the camera number set in step 1 matches the one that is lit up orange（In this case, camera 1 is lit up）

Check whether the camera is the one to be registered as a preset

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4. **While holding down the [F1],** touch the number to register as a preset on the controller's main monitor（In this case, touch PRE6）
   ※When registration is complete, the number registered will turn white

Note： Presets can also be registered from the touch panel screen
1. Press the [Camera] on the right-hand side of the touch panel screen
2. Select the camera to be registered using the tabs
3. **Press and hold down the preset number to register**
4. Select [Yes] to complete the preset registration
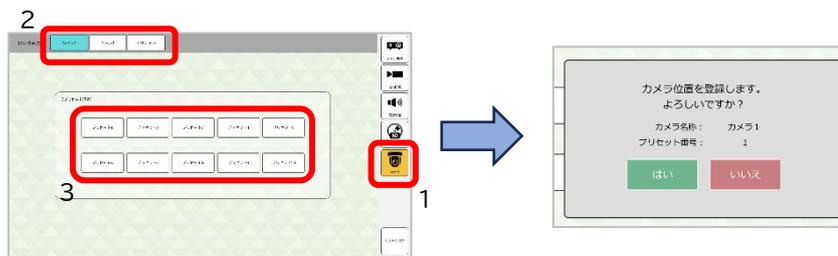
《How to call up a preset》
1. Press [Preset]
2. Press the Camera for the preset to call up

3. **Touch the preset number to call up** to call up the preset
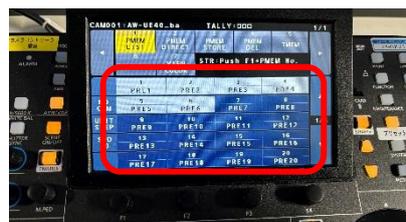
※White indicates a registered preset number

Note: Preset 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 for using the tabs
3. Press the preset number to call up

2-8 How to Allocate 2 Sources to 1 Screen with a Live Switcher
※The default setting is for the PGM video from the live switcher to be output to the [Live Switcher 1] and [Live Switcher 2] touch panel output selection.

The following is the operation method for displaying 2 sources on 1 screen.
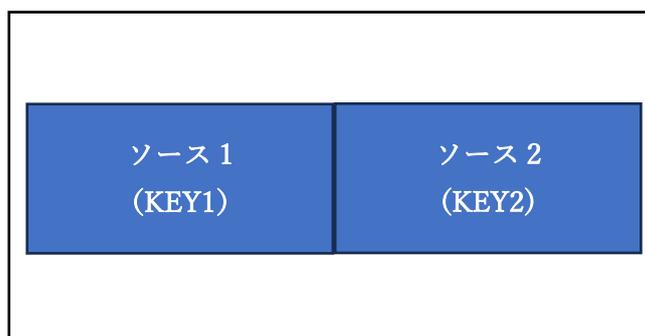
1. Press [<u>5(white)</u>] on the live switcher PGM button
   ※ A white image will be displayed on the PGM screen

白い映像が出力されるようす

2. <u>Press the [KEY1 ON] and [KEY2 ON] on the right of the live switcher</u>
   ※ The button will light red, and two sources will be displayed on the white image

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3. **Press the [KEY1] on the top row of the live switcher once to confirm that it lights up orange,** and then select the video to allocate to the left side of the screen (KEY1) from the AUX below it
   ※ The button that is allocated will light up red

Press once

Select the video to be displayed on the left of the screen
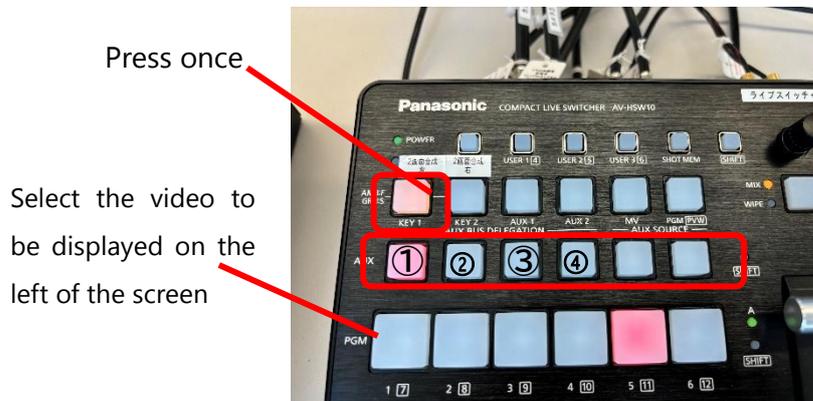
   ※ Each AUX button represents the following
   ① **Ceiling camera (left)**
   ② **Ceiling camera (right)**
   ③ **Tripod camera**
   ④ **PC video (source selected in the touch panel output settings [live switcher])**

4. **As with step 3,** press the[KEY2] on the top row of the live switcher once to confirm that it lights up orange, and then select the video to allocate to KEY2 from the AUX below it

2-9 Using the Front Cart

《How to use a tripod camera》

Connect the HDMI cable and LAN cable to the [tripod camera] and [front cart] as shown below

※**The HDMI cable has a specific direction for connection, so please check the tip of the connector for the TEPRA**

Tripod camera side

Front cart side

After connecting
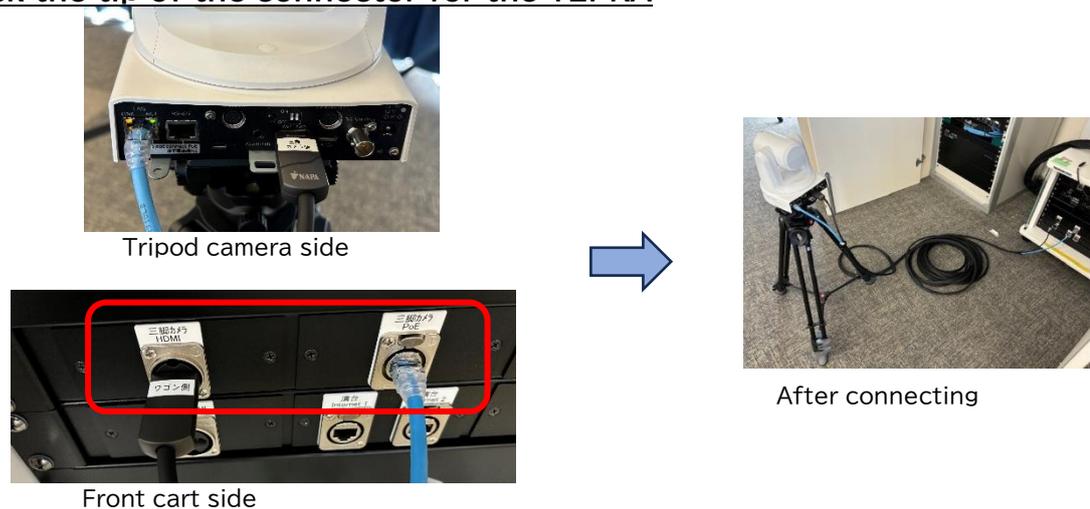
※After waiting about 3 minutes, the tripod camera image will be input to the monitor for checking at the distribution console. After checking the image, the tripod camera can be used

※For information on how to operate the pan/tilt/zoom functions of the tripod camera, refer to the separate camera controller manuals

《How to display the images from your PC by the presenter on the projector》

1. Connect the HDMI cable to the [HDMI port on the podium in the front cart] and the [Your PC]

※**The HDMI cable has a specific direction for connection, so please check the tip of the connector for the TEPRA**

Front cart side

To your PC

To your PC side
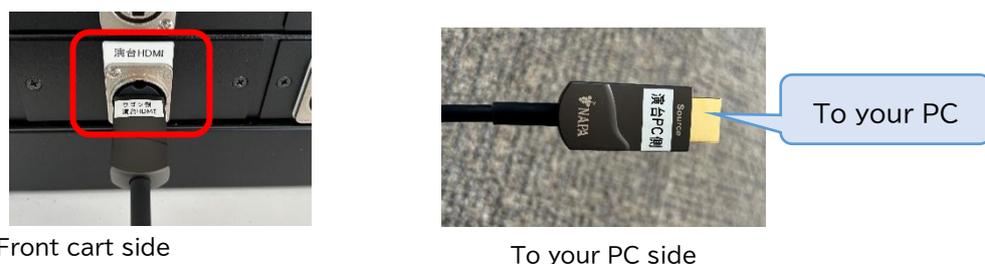
2. Select the Main operation screen > [Video source selection] >

Window-side projector [HDMI2(podium)], Door-side projector [HDMI2(podium)], and the video will be output to each projector.

2-10 Fader

In addition to adjusting the volume using the touch panel, it is also possible to operate it from the fader unit

※Before starting up the system, please adjust all faders to the standard value(position of the red seal)

※The value pressed later will be applied

※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.

2-11 Simultaneous Interpretation System (SI System)

※The system in Room 1702 has been relocated to Room 1701, and the system in Room 1702 has been updated. Room 1701 has the same system used in Room 1702.

※Refer to the separate instructions for using the SI equipment for details

《How to start/stop the SI system》
※**The SI system is not linked to the main power supply of the AV system.**

When using the system, please press the main power on the individual SI System cart to start/stop the system.

SI system main power
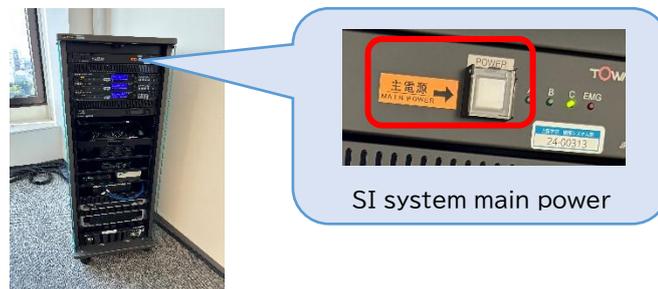
《How to record with the SI System recorder》
1. Press the RECORD
2. Press the PLAY to start recording
3. Press the STOP to end recording

《How to use the interpretation unit》

The interpretation channel can be selected

The headphone volume can be adjusted

While the MIC is pressed and the light is red, the words spoken into the unit's microphone will be output as the interpretation audio
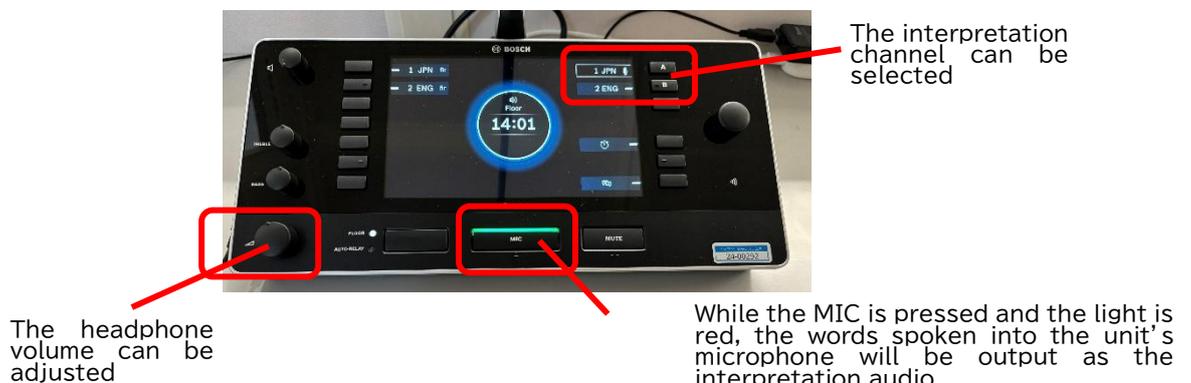
《How to give a lecture using Zoom with SI》
※Please contact the person in charge for information on how to use Zoom

	Host PC	Interpreter1 PC	SI Booth	General Participants
Before Meeting	①Connect the console to the host PC using the [USB (audio) cable] and [Camera OUT cable] (Reference page: page 9 of this manual) ②Schedule 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)	③An email titled [Invitation as an Interpreter] will be sent to the email address you registered at the scheduled meeting Connect the USB cable in the distribution console cart to the PC for interpreting 		
During Meeting	④Meeting starts at the start time ⑤Click on [Interpreter] at the bottom of the screen, confirm that Interpreter 1 is registered, and click [Start]. ※Microphone and camera always on ※Check that the microphone and speaker settings are as follows in the settings screen Microphone:Echo canceling speakerphone (TesiraFORTE(28e6:2411) Speaker:Echo canceling speakerphone (TesiraFORTE(28e6:2411) (Reference page: p9 of this manual)	④Join the meeting from the address in ③ ⑤Select [English] from [Language to Interpret] at the bottom of the screen ※Microphone always on ※Please check that the microphone setting is as follows in the settings screen Microphone:Digital audio interface (UB3300 USB,Audio Capture)	⑥Press the interpretation unit to speak only when translating into English Turn it off when not interpreting	④Join the meeting as usual ⑥Select [English] from [Interpretation] to watch

2-12 Recording with a Distribution Consoles Recorder/Streaming Encoder

1. Select the Output settings screen > [Video source selection] > Recorder and streaming encoder 1 and 2, and select the video to use from respectively.
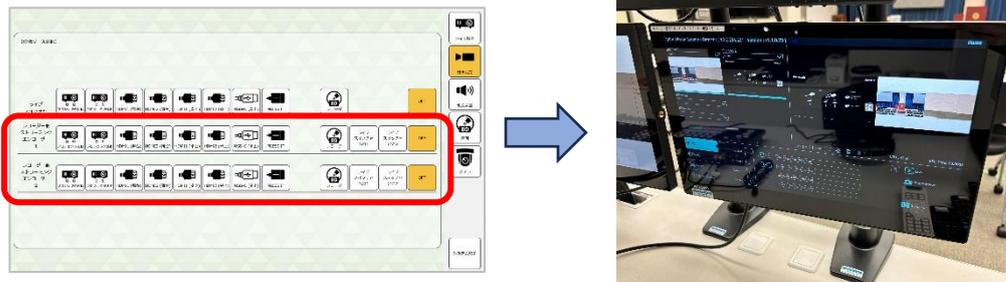
2. Press the Recording on the front of the device to start recording
※**To end recording, press the Recording again**

Recording ン

《To retrieve the recorded content》
※<u>**Connect a mouse and USB memory to the front of the recorder and operate it.**</u>
1. Click [Home] in the upper right corner of the recorder screen
2. Click [Files Manager]
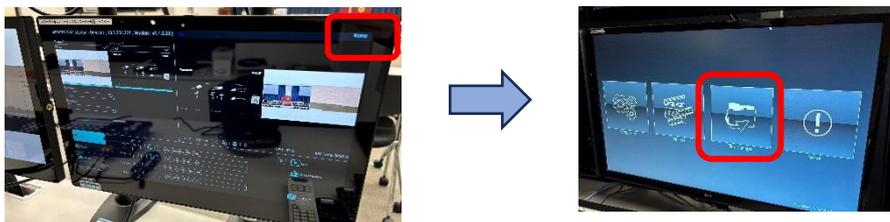
3. Select the video taken from the [Folder] at the bottom left of the screen
4. Select [Copy to USB]
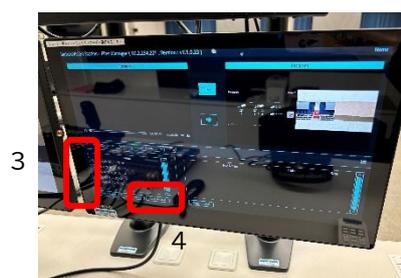
3. Touch Panel Screen

《Main operate screen》
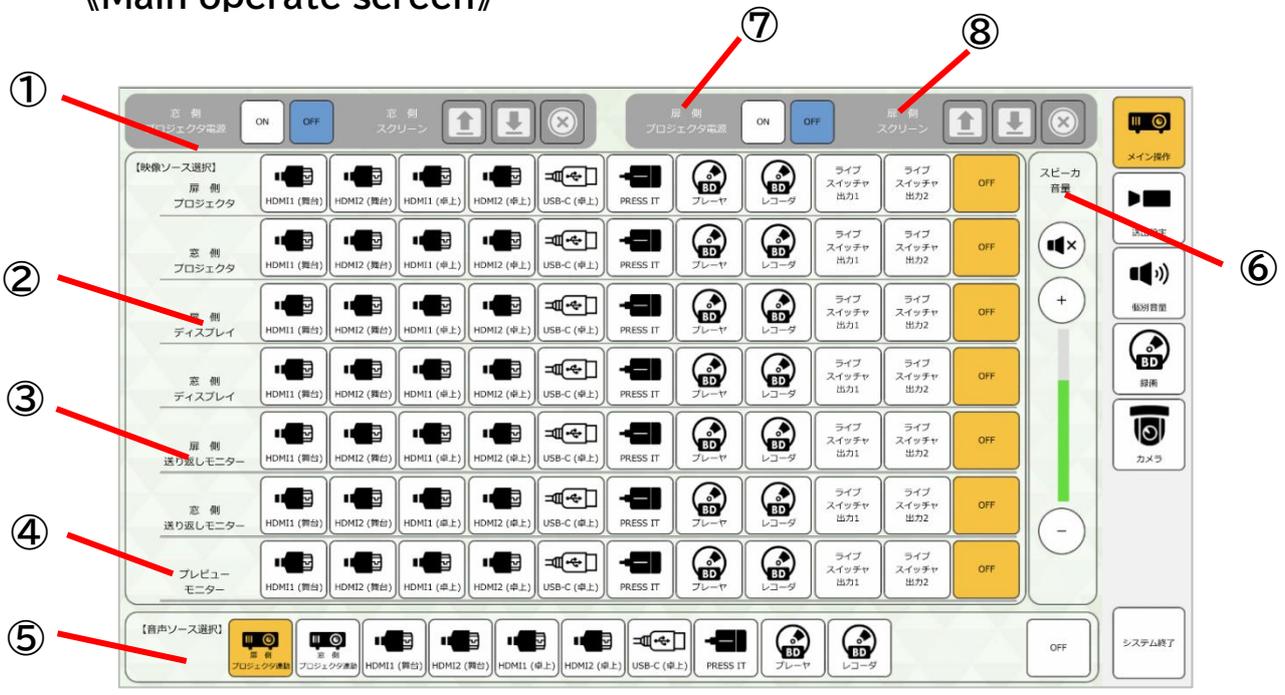
① Select the video to be displayed on the projector
② Select the video to be displayed on the existing display
③ Select the video to be displayed on the return monitor(temporary)
④ Select the video to be output to the preview monitor
⑤ Select the audio to be amplified in the venue
⑥ Adjust the overall volume being amplified in the venue
⑦ Turn the main power of the projector on/off
⑧ Raise, lower, or stop the screen

《Output Settings Screen》

Select the video to be input to the ［PC］ on the live switcher and the recorder/streaming encoder, respectively。
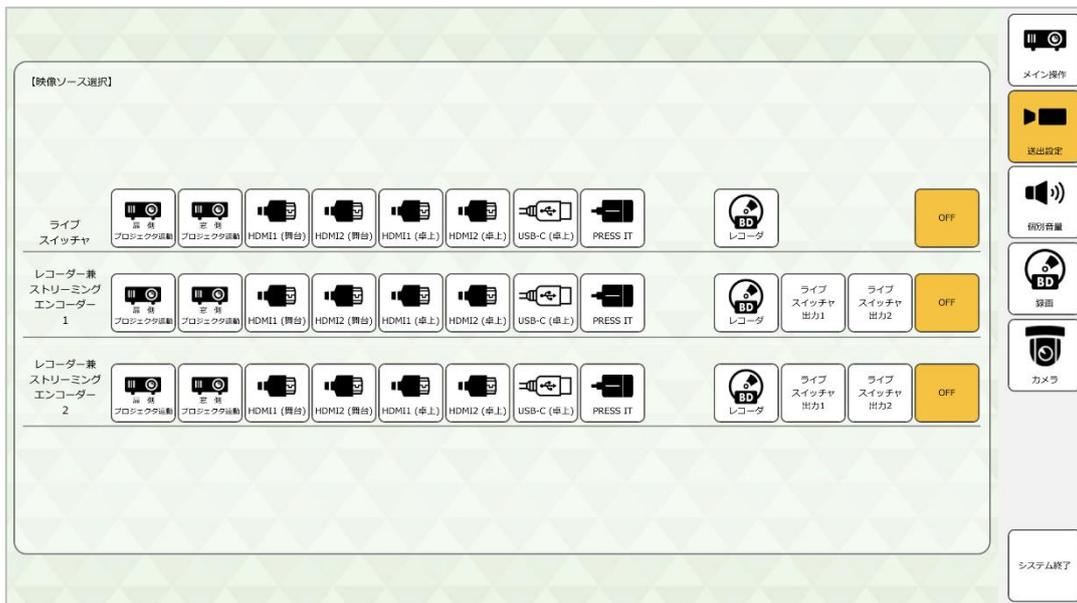
《Individual Volume Screen》

The volume of the wireless microphone and the wired microphone can be adjusted individually

※This is linked to the channel number of the wireless receiver
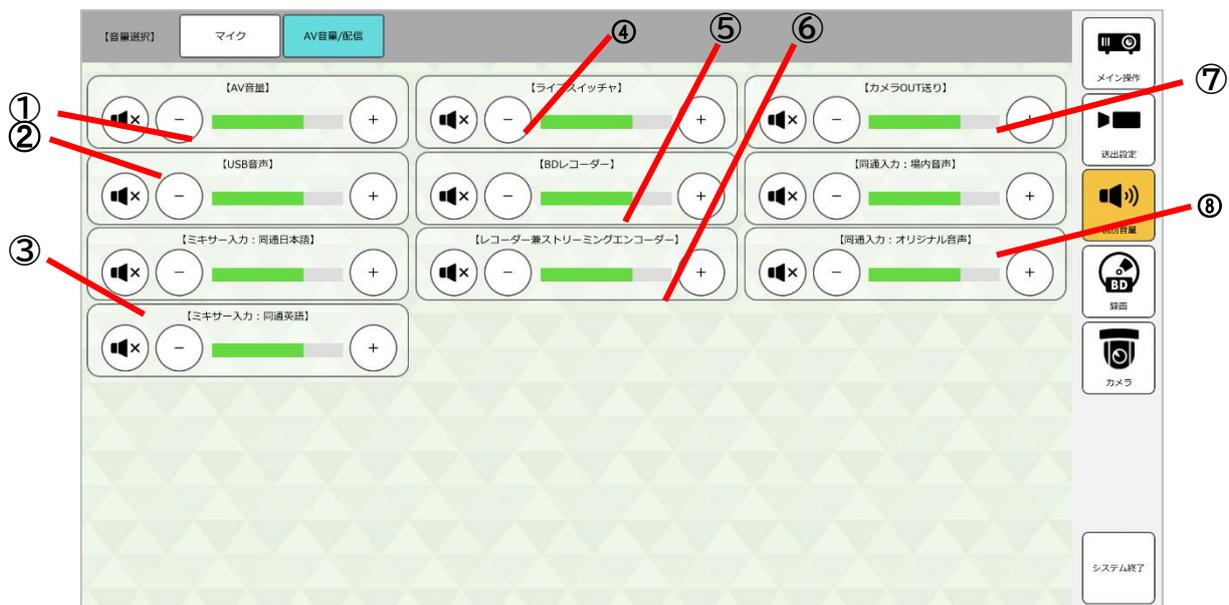
① Adjust the volume of the AV audio being amplified in the venue

② Adjust the volume of the console USB (audio) being amplified in the venue

③ Adjust the volume of the SI being input to the mixer (the default value is the standard)

④ Adjust the volume of the audio being sent to the live switcher (the default value is the standard)

⑤ Adjust the volume of the audio being sent to the BD recorder (the default value is the standard)

⑥ Adjust the volume sent to the recorder and streaming encoder (the default value is the standard)

⑦ Adjust the volume sent from the console and camera OUT on the front cart to the online destination

⑧ Adjust the volume sent to the SI system (the default value is the standard, and the original audio is not used in the current system due to future compatibility)

《Recording screen》
This allows the operation of the BD recorder
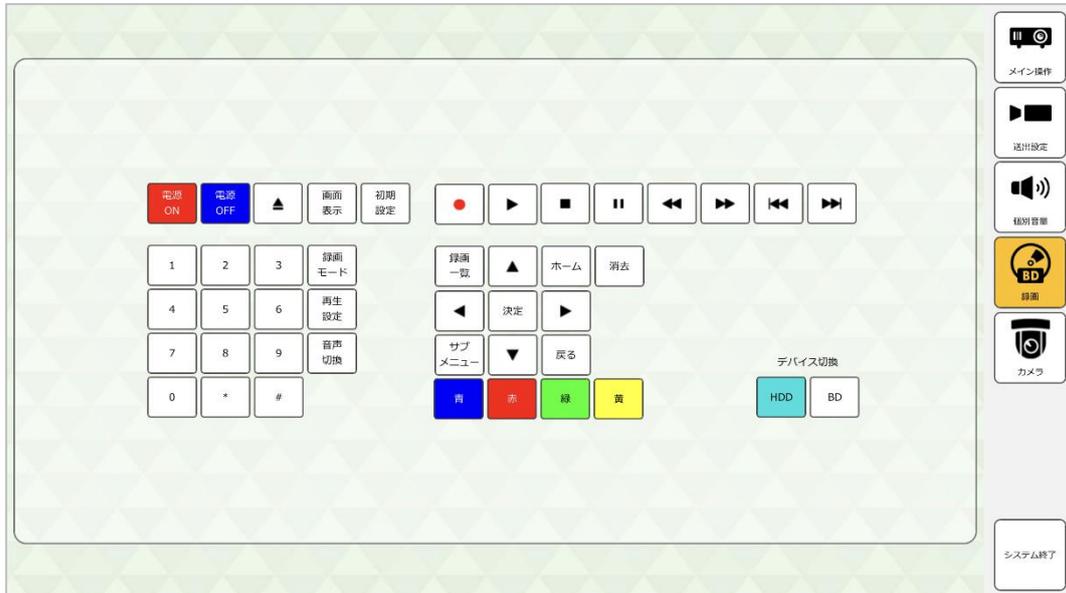
《Camera screen》
Preset registration and recall are possible for the remote camera in the venue
※ The camera angle can be adjusted separately from the camera controller
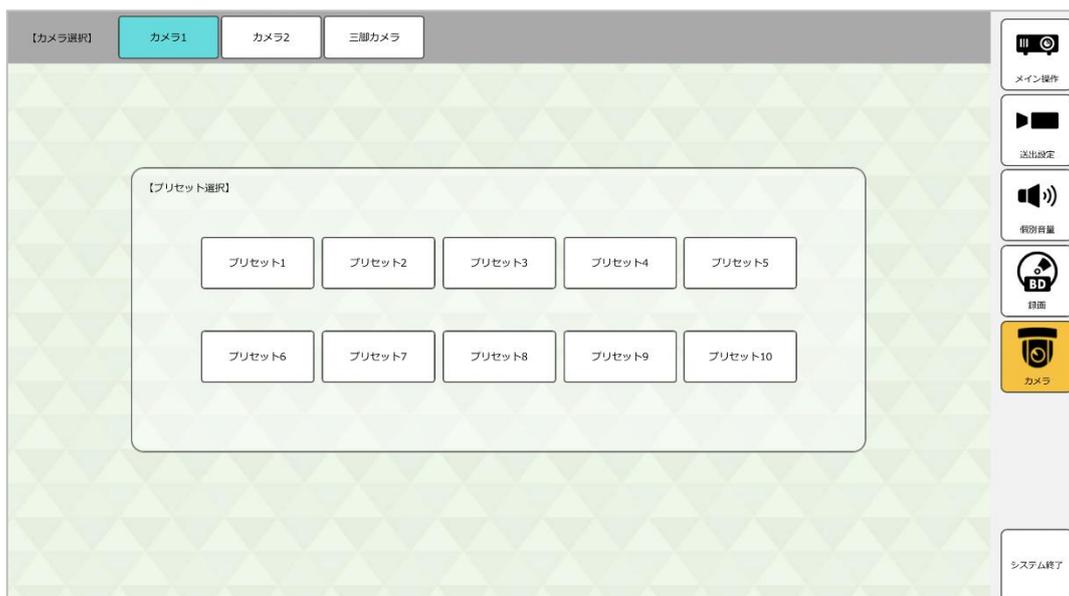
4. FAQ

	Situations	Actions/Checkpoints
1	Even when the HDMI input cable is connected to the console, no The image is displayed on the projector	・Check that the projector power is on ・ On the touch panel, [Main Operation] screen > Video source selection, Is [HDMI(desktop)] selected on the projector?
2	The image is displayed on the projector, but there is no sound	・ On the touch panel, [Main Operation] screen > [Audio source selection], check that either [Projector linked] or [Source name selected on projector display] is selected
3	During web conferences, the video feed from the venue cannot be sent	・On the web conference settings screen, is the appropriate camera selected? ・ Is content with copyright protection being sent?
4	During a web conference, the audio in the room cannot be sent	・Is it muted? ・ Is the appropriate microphone selected? ・When playing music, is the web conference's noise cancellation function disabled?