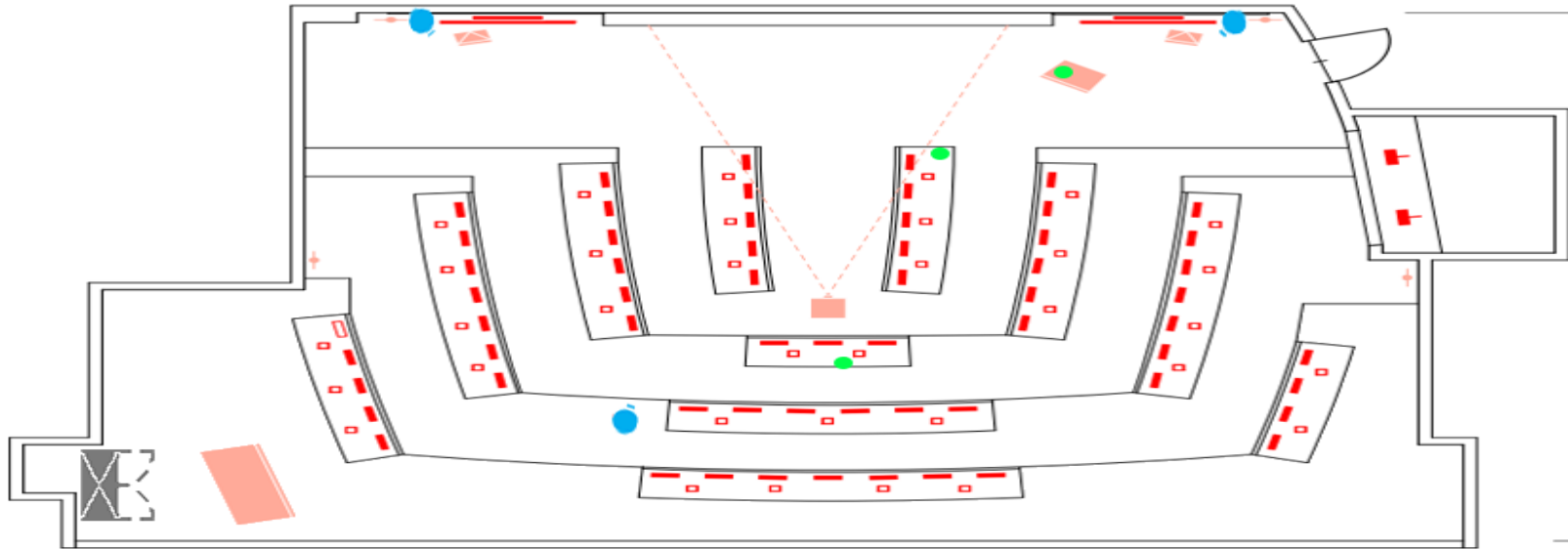













Equipment Layout

This is the equipment layout of C209



- | | | | |
|---|---|---|--|
|  | Projector
(Suspended from the Ceiling) |  | Desk Microphone controller
(Mounted on all the desks) |
|  | 65 inch LCD monitor x2
(Mounted on front walls) |  | Interpretation Microphone
(Mounted in Interpretation Booth) |
|  | HD cameras
(Ceiling suspended x1, Wall mounted x2) |  | HDMI Connection Locations
(For connecting to projector or WebEx) |
|  | Speakers
(Mounted on front wall) |  | Equipment Rack |
|  | Wireless Microphone antenna
(Mounted on front and side walls) |  | Podium |
|  | Desk Microphone units
(Mounted on all the desks) | | |

Control Desk

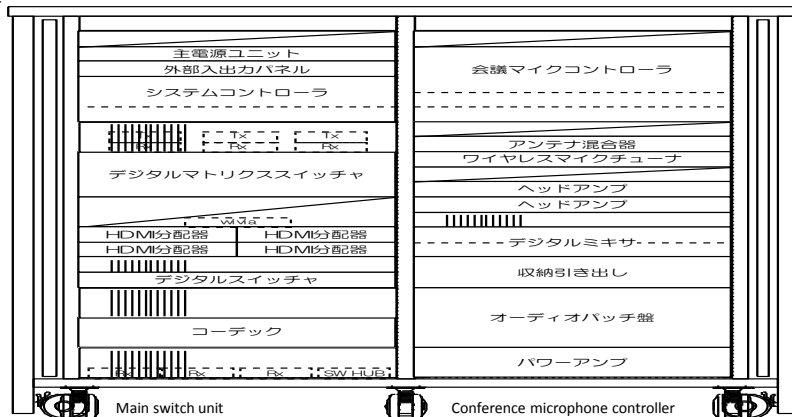
This is the Control Desk layout



● AV Rack

This is the AV equipment rack layout.

It is always locked and should not be touched.



Main switch unit

External output panel

System controller

Digital matrix switcher

HDM distributor HDM distributor
HDM distributor HDM distributor

Digital switcher

Codec

Conference microphone controller

Antenna mixer
Wireless microphone tuner

Head amplifier
Head amplifier

Digital mixer

Storage drawer

Audio patch board

Power amplifier



Closed



Open

Starting the AV System

1. Touch the Touch Panel screen

Touch the Touch Panel screen. (It will be black and look like it's off, touch it anyway.)

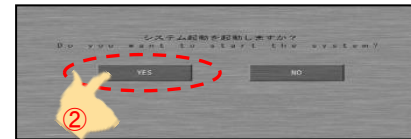


2. AV system booting operation

The panel will ask: “Do you want start the system?”

Select “YES”

If you select “NO”, the screen will go back to sleep. (black screen)



3. Easy Mode Operation

The system will start booting and then enter “Easy Mode.”

※Booting the AV system takes about 60 sec.

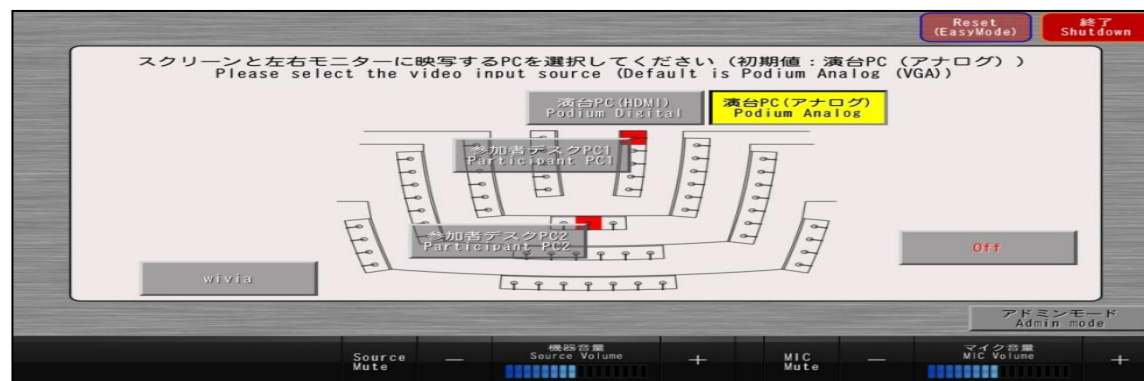
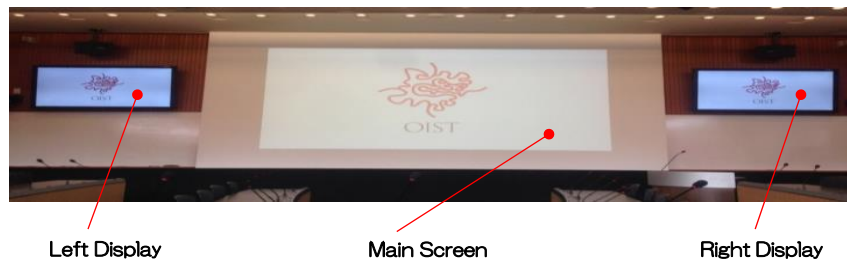


「Easy Mode」 display

Before turning on the system, please make sure that the room AC is turned on and set to no higher than 25 degrees. Failure to do so will lower the life of the projector and may cause the system to automatically shutdown.

Easy Mode

This operation mode is used for simple meetings when wanting to use the projector and displays.
Wireless microphones and conference meetings can also be used in this operation mode.



「Easy Mode」 display

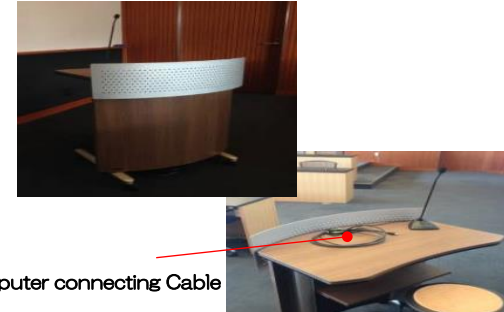
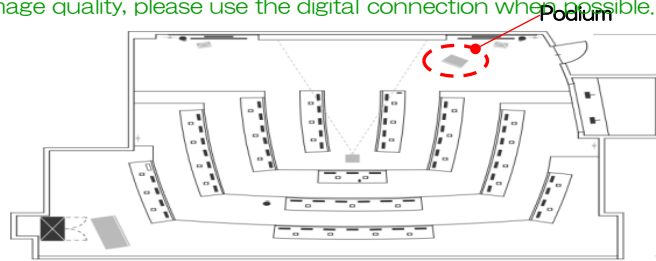
Connecting a Computer to the Projector from the Podium

1. Connect the Computer

At the podium, there is an HDMI cable, with various adapters, and an analog VGA cable.

Use the connector that fits your computer.

- While both Digital (HDMI) and Analog (VGA) output can be used, for the best image quality, please use the digital connection when possible.



Computer connecting Cable

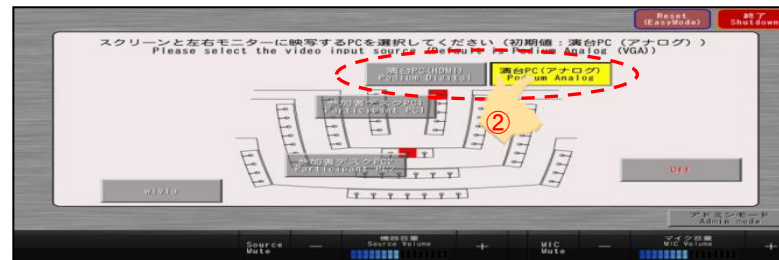
Podium

2. Switching the input using the Touch Panel

Touch the bottom on the Touch Panel.

The image will be displayed.

- When in Easy Mode, the "Podium Analog" option is selected by default.



「Easy Mode」 screen

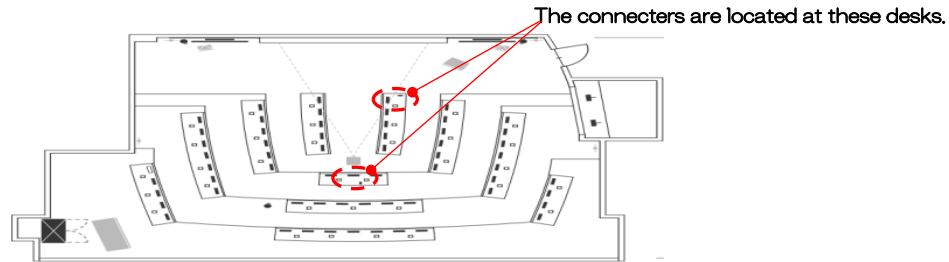
Projecting a Computer from Participant's Desk

There are an additional 2 seats in C209 where a participant may connect their computer to the system.

1. Connecting the Computer

Plug an HDMI cable from the participants computer to the connector under the desk.

! Only digital (HDMI) output can only be used from the seating area.

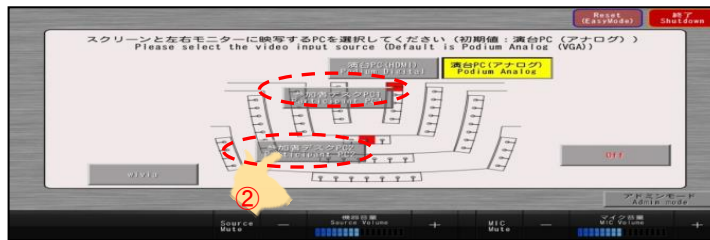


2. Switching the input using the Touch Panel

Touch the button on the Touch Panel.

The image will be displayed.

! When in Easy Mode, the "Podium Analog" option is selected by default.



「Easy Mode」 Screen

Displaying Content using wivia

Pictures and documents can be wirelessly sent to the projector and screens using the wivia system.

1. Select wivia on the Touch Panel

The wivia startup screen will start.

2. Start the wivia software

Start the wivia software on your computer, tablet, or phone.

Make sure the device is connected to either the wired or wireless network.



「イージーモード」画面

3. Connect to wivia

On your device, select the wivia system you wish to connect to from the list .

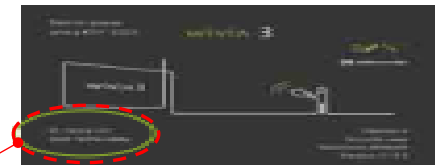
- ! If the desired wivia is not on the list, please add the IP address to the program or application. The IP can be found in the lower left corner of the screen.



wivia IP Address

4. Projecting your Image

- ! When connecting to the wivia system, you may be asked for a 4 digit key. The key for the current session can be found in the top-left corner of the screen.



Wivia Key

Turning Off the Screen from a Connected Computer

Press the “OFF” button on the lower right of Touch Panel screen.

When you press the “OFF” button, the screen being shown by the connected computer will no longer be displayed on the projector or any of the wall panels.



「Easy Mode」Screen

Admin Mode

When using the 'Admin Mode,' additional features allowing more control of the system are available. These additional features allow you to:

- Simultaneously project 3 different images to the Screen and Displays
- Start an IP Conference
- Control each of the cameras movements
- Control the Room Microphones
- Change the mode that the Room Microphones use
- Choose languages to send to IP conference equipment/WebEx
- Turning on/off the projector and/or the displays
- Projecting the screen from the WebEx PC

Switching to the Admin Mode

1. Select Admin Mode

Please touch the "Admin Mode" button the bottom right of the Touch Panel.

 The default screen of Admin Mode is "selector"



「Easy Mode」Screen



「Admin Mode」Default screen

For instructions on how to use the Admin Mode, please refer to the
 “Touch Panel Control System Instruction Manual”

Using Wireless Microphones

After booting the system, the following wireless microphones can be used.



Handheld Microphones



Pin microphones

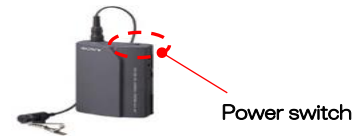
Desk Microphones

1. How to Turn on Microphones

Please turn on microphones you want to use.



Power switch



Power switch

2. Charging the Microphones

To ensure the microphones are charged for the next user, please return them to the charger after your meeting has finished.



Charger



Equipment rack

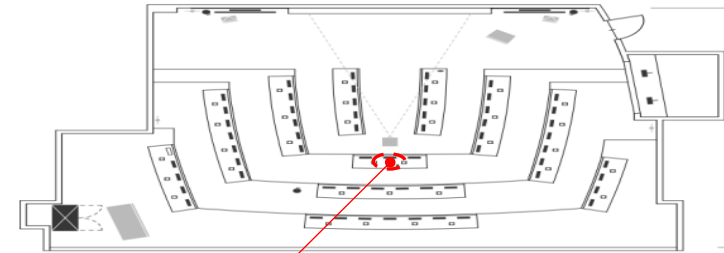
Using the Desk Microphone System

After booting the system, the conference microphone system at the desk can be used.

(59 microphones for room participants and 1 microphone for the meeting chair are available.)



Desk Microphone



Chair seat

Only this seat is equipped with the chairman's microphone

1. Desk Microphone Usage

When wanting to speak, please turn on the microphone by pressing the red button. The red ring around the end of the microphone will turn on when the microphone is active.

Please note that 8 microphones can be used simultaneously.

In the default mode, when the 9th microphone is turned on, the 1st microphone will

be turned off. Mode on the touchscreen, any microphone can be turned off, or the mode for microphone switching can be changed.



Push this red button to speak

2. Turn off all the microphones (The chair microphones only)

All of the microphones, except the chair microphone, can be turned off by pressing "All OFF Switch (written as Prior)" switch located on top of Talk switch.

All Off Switch Performance

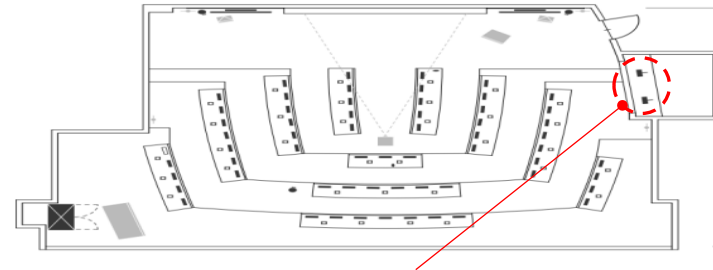
- | | |
|-----------------------------|--|
| Pressing Once | •••All microphones, except for the chair microphone, will be turned off. |
| Pressing and Holding | •••All microphones will be turned off while the button is held down. |

Perform interpretation using the Interpreter's Unit

Interpretation of speaker(s) in the room or Internet conference can be provided by using Interpreter's Unit (2 units)
(Japanese → English, English → Japanese)



Interpreter's Unit



Interpreter's Unit

1. Listening the Room Audio

Audio from the room (and conference) can be heard through the headphones.
Please use the 'Volume Adjustment Knob' to change the volume to your desired level.

2. Selecting the Output Language

Select the output language by using the Language Switch.
(When interpreting from Japanese to English, please select "ENG")

3. Perform Interpretation

When interpreting, please press the 'Microphone On/Off Switch' to turn on the microphone.

※You can check if the microphone is on or off by looking at the red light on the end of the microphone. When it is on, the microphone is active.

! The 2 interpreter's units are connected with one another.
(when 1 unit turns on, the other turns off)



Volume Adjustment Knob

Microphone On/Off Switch

Language Selector



Headphone

Listening to the Interpreter

You can listen to the interpretation by using the language unit at each seat.



Language Unit

1. Connecting Headphones

Please plug the headphone connector into the headphone socket on the language unit.

2. Selecting a Language Channel

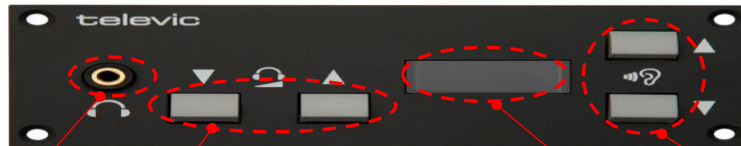
Please select the language you wish to hear using the 'Chanel Selector' buttons

The selected channel will be displayed on the indicator

00:FLR	No Interpretation / Direct Channel from Speaker
01:JPN	Japanese Interpretation Channel
02:ENG	English Interpretation Channel

3. Adjust the Volume

Please adjust the headphone volume using the Volume Adjust Switch.



Headphone Socket

Volume Adjust Buttons

Indicator

Channel Selector



Headphones



Earphone

Adjust Volume Levels

The microphone volume can be adjusted on the Touch Panel.

1. The Source Volume

Adjust this level if you want to change the volume of connected equipment such as a computer, the participants connected via WebEx, or the audio from the control computers.

2. Microphone Volume

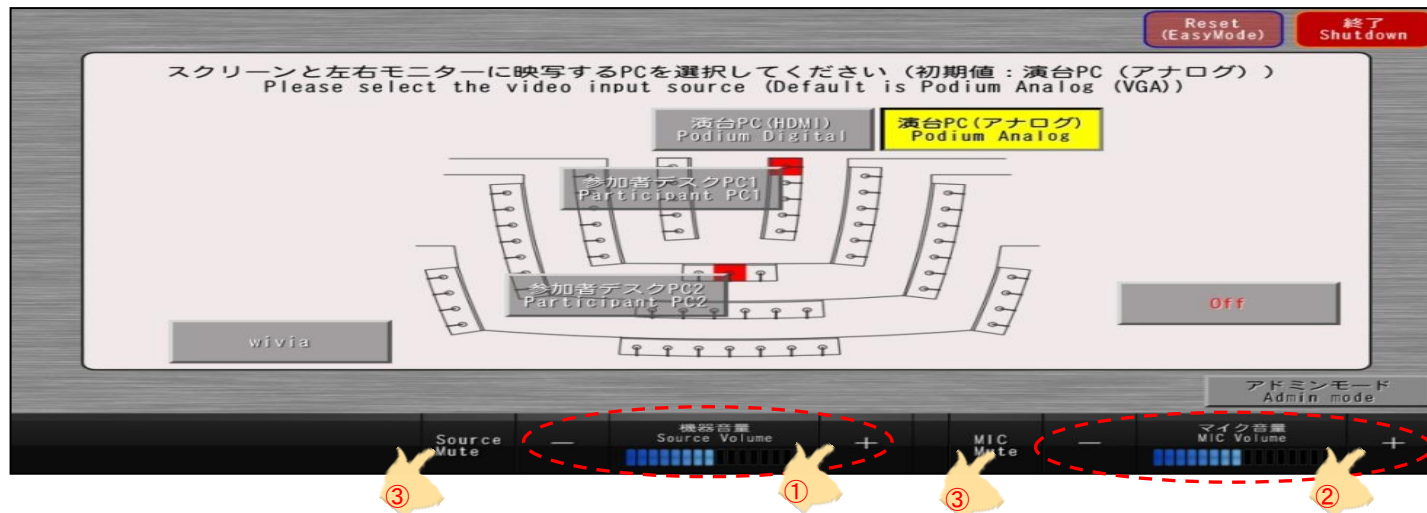
Adjust the microphone volume to change the level for the room and desk microphones.

ⓘ Please be careful with tuning the volume up too much. It may cause an echo.

ⓘ The volume levels change slowly, so please press the buttons and then wait for the change to occur before increasing/decreasing the levels further.

3. Muting

Use the mute button to turn off all sound from either the Microphone or the Source channel.



Capturing the Main Screen Audio/Video

There are output connectors on the equipment rack that allow the audio/video of the main screen to be captured using a recording device.



Image Output
Connector
(HDMI signal)

Sound output connector
(LINE Out)

! These connectors are for external recording or video streaming.



Equipment rack

Shutting Down the System

To shut down the AV system, please use the Touch Panel located on the control desk.

1. Press the “Shut Down” button in the top right corner of the Touch Panel

2. When asked if you want to shut down the system, please select ‘Yes’.

! It will take about 60 seconds for the system to shut down.



Touch Panel



Shut down screen