

Room TG314

Extron AV Control Panel

Quick User Guide

1. Overview of the Touch Panel

The control panel operates two independent displays — a Left Display and a Right Display. Down each side of the screen is a column of source buttons; the column on the left controls the Left Display, and the column on the right controls the Right Display.

Tapping a source button opens a pop-up window in the centre of the screen with instructions for that specific source. A room name and date/time are shown at the top of the panel, and the room audio volume slider and mute icon sit below the pop-up area.

- Left Display sources: PC, Laptop, Laptop USB-C, Document Camera, Wireless Casting, Display Off.
- Right Display sources: the same six options, controlling the right-hand screen instead.
- Note: "Audio Follows This Side" is indicated above the Left Display column — the room's sound follows whichever source is selected on that side.

2. Selecting a Source

To show something on a display:

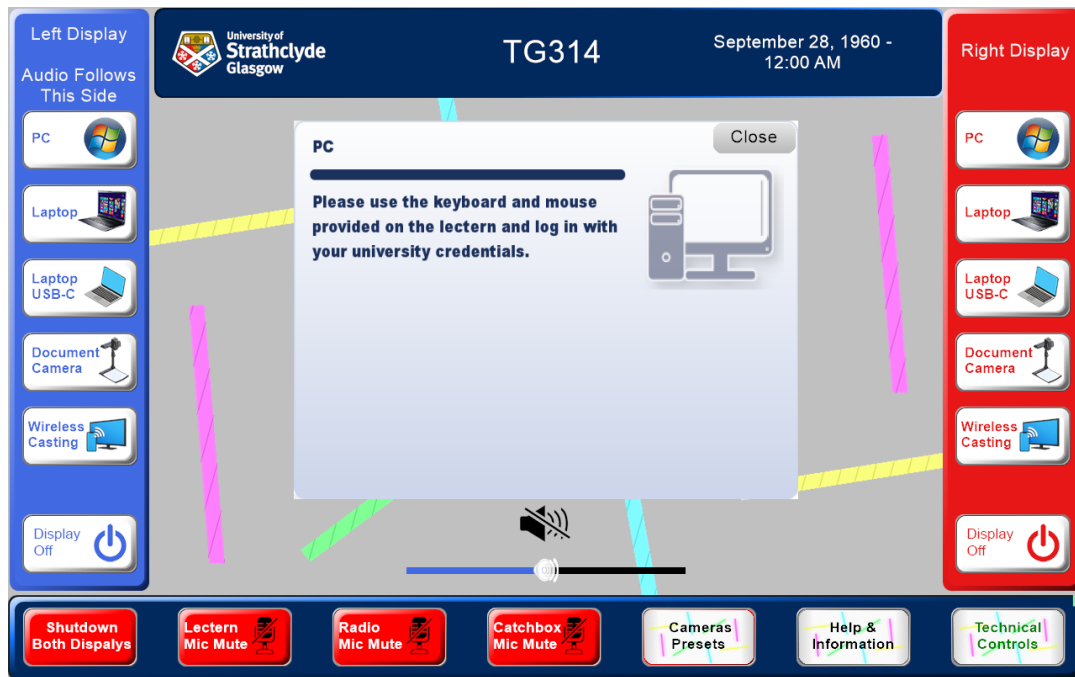
- Look at the coloured column for the display you want to control (blue = Left Display, red = Right Display).
- Tap the button for the source you want to use (e.g. PC, Laptop, Document Camera).
- A pop-up will appear in the centre of the panel with connection instructions for that source.
- Tap Close in the top-right of the pop-up once you're connected, to return to the main screen.

3. Source Guides

3.1 PC

Use the lectern PC to present from a University-managed computer.

- Use the keyboard and mouse provided on the lectern.
- Log in with your University of Strathclyde credentials.

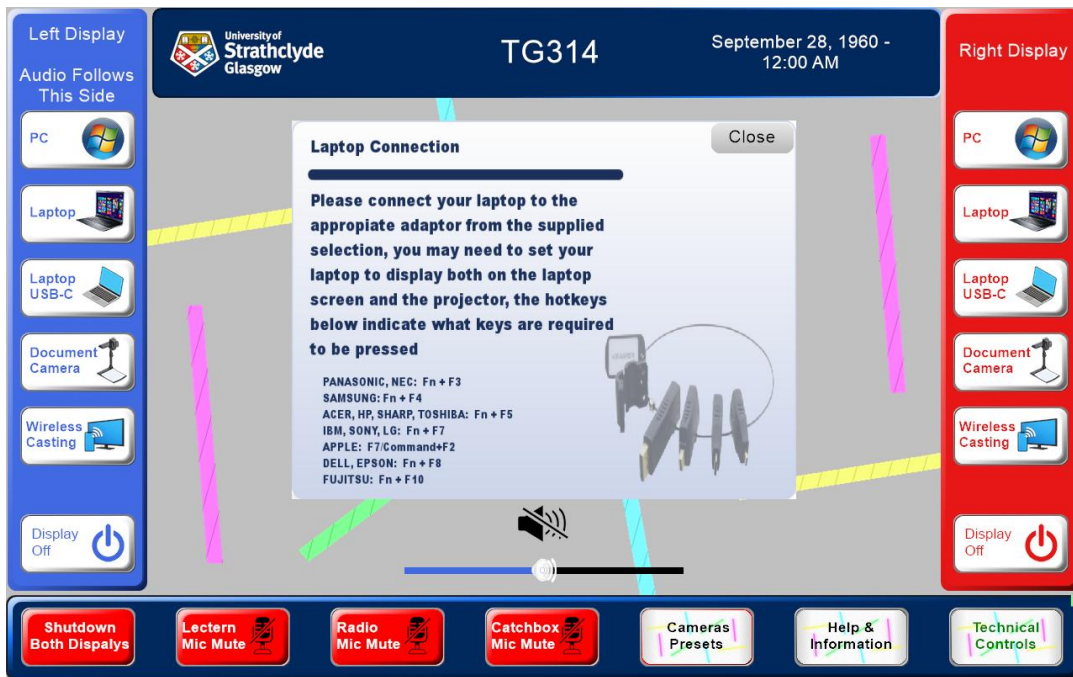


PC source pop-up

3.2 Laptop (HDMI)

Use this option to connect a laptop using the cable supplied at the lectern.

- Connect your laptop to the appropriate cable from the supplied selection.
- You may need to set your laptop to duplicate its display to both the laptop screen and the room screen.
- Use the hotkey combination below for your laptop brand to toggle this display mode as described on the screen.
- With Windows 11 the easiest way to toggle between screen mode is pressing the windows key +K and this will allow you to toggle between extend or duplicate display.

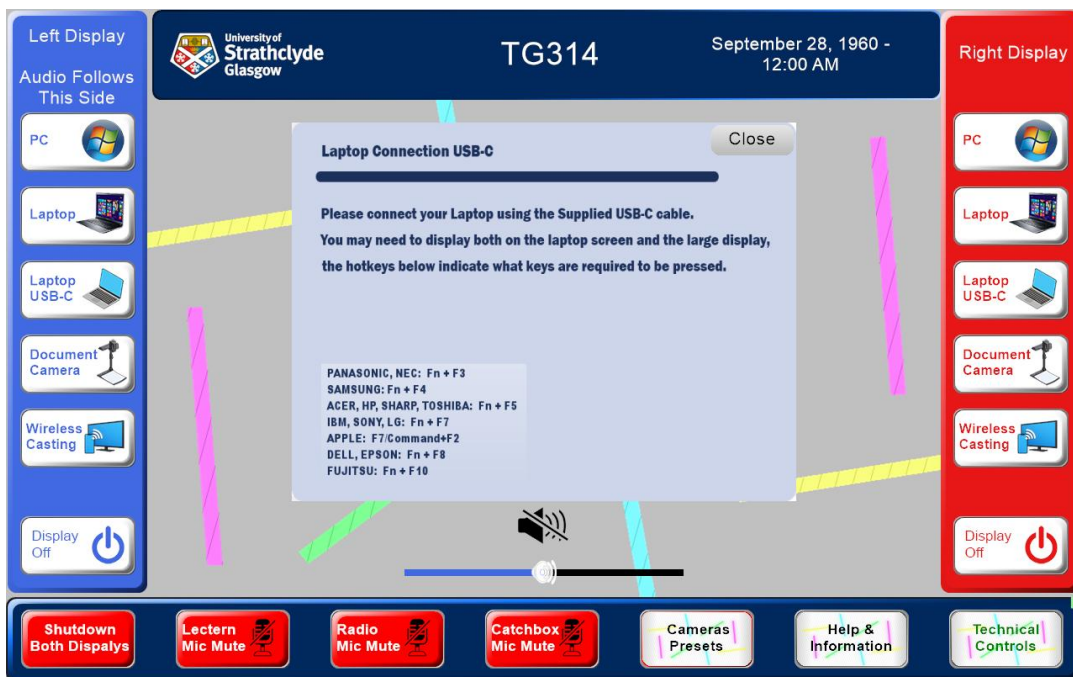


Laptop connection pop-up

3.3 Laptop USB-C

Use this option if your laptop supports video over USB-C.

- Connect your laptop using the supplied USB-C cable.
- You may need to set your laptop to duplicate its display to both the laptop screen and the room screen, using the same hotkeys listed in section 3.2.

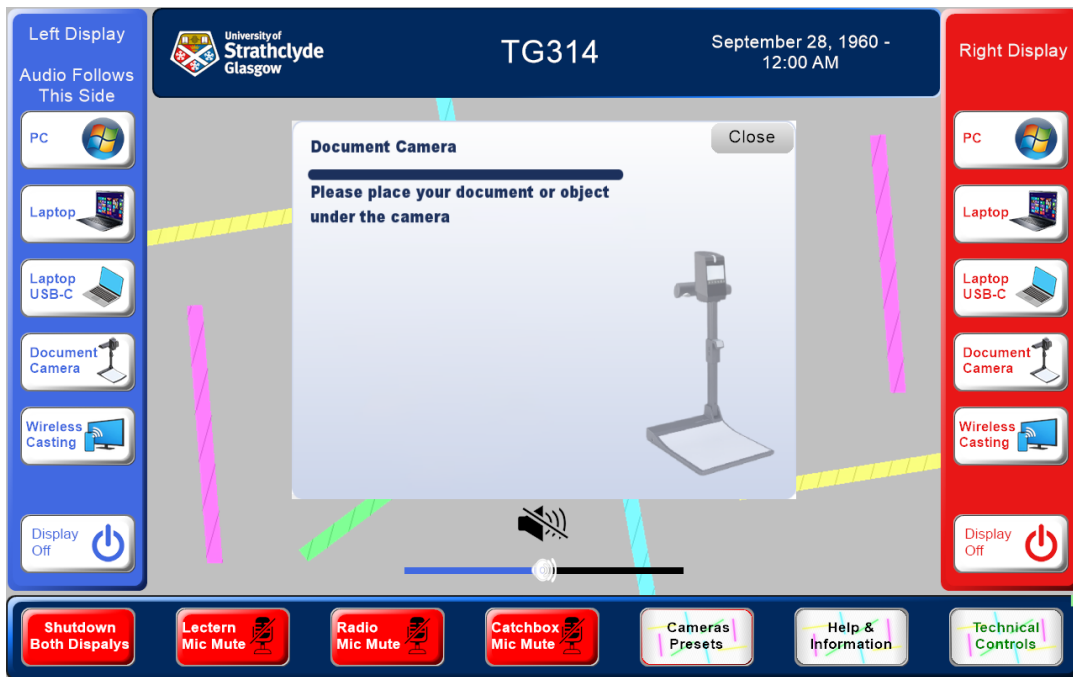


Laptop USB-C connection pop-up

3.4 Document Camera

Use the document camera to display physical documents or objects.

- Place your document or object on the base of the camera, underneath the camera head.

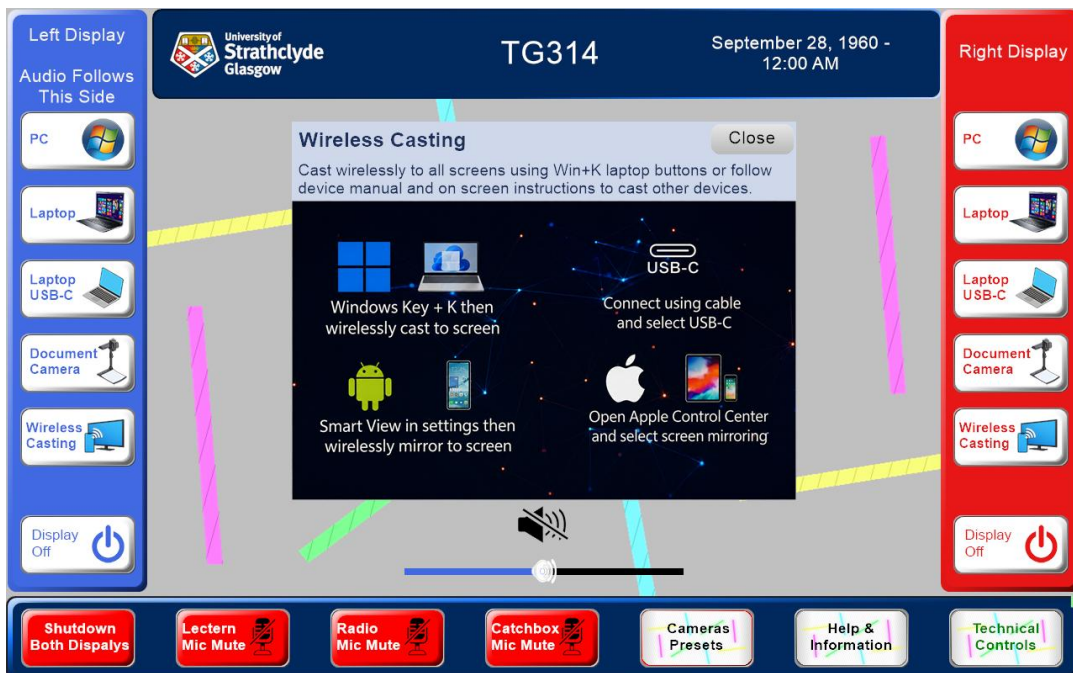


Document Camera pop-up

3.5 Wireless Casting

Cast a device's screen to the room displays without cables.

- Windows: Press Windows Key + K, then select the screen to wirelessly cast to.
- USB-C: Connect using a USB-C cable and select "USB-C" as the source on your device.
- Android: Open Smart View in your device settings, then wirelessly mirror to the screen.
- Apple (iPhone/iPad): Open Control Centre and select Screen Mirroring.



4. Sound

A volume slider and speaker/mute icon are shown beneath the pop-up area on the main screen. Tap the speaker icon to mute or unmute the room, and drag the slider to adjust the overall volume.



5. Microphones

Three microphone mute buttons are available along the bottom toolbar of the main screen: Lectern Mic Mute, Radio Mic Mute, and Catchbox Mic Mute. Tap a button to mute or unmute that microphone.

A separate Microphones Input Gain screen (opened via Technical Controls, see section 7) shows individual gain sliders and mute icons for the Gooseneck (lectern), Lapel, and Catchbox microphones.



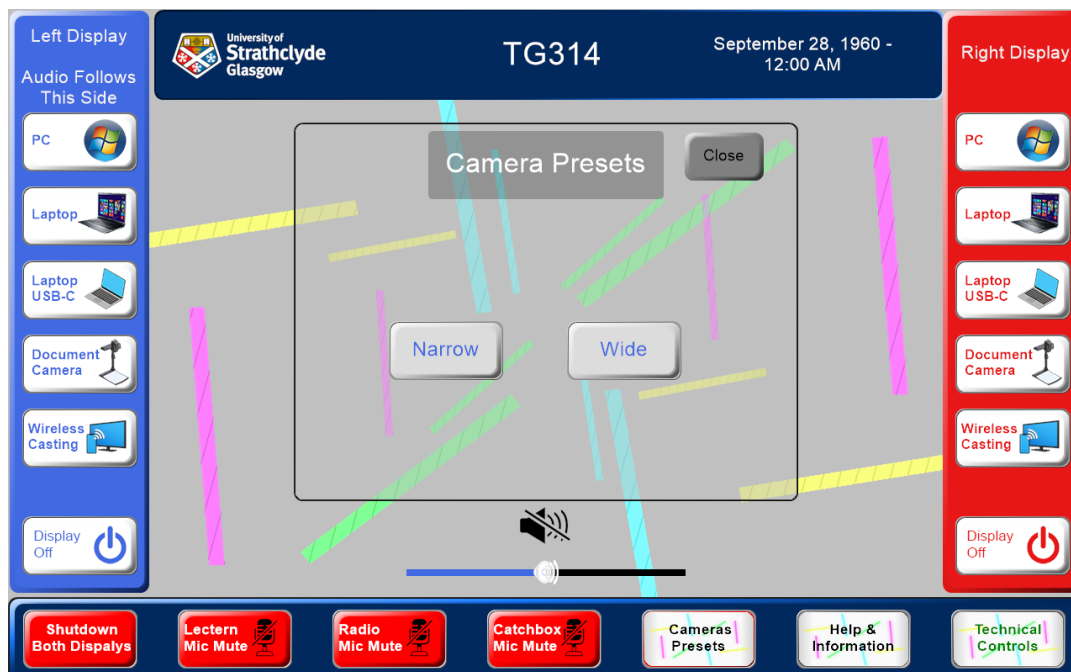
Microphones mute screen

6. Cameras

6.1 Camera Presets

Tap Cameras Presets on the bottom toolbar to open the camera preset screen.

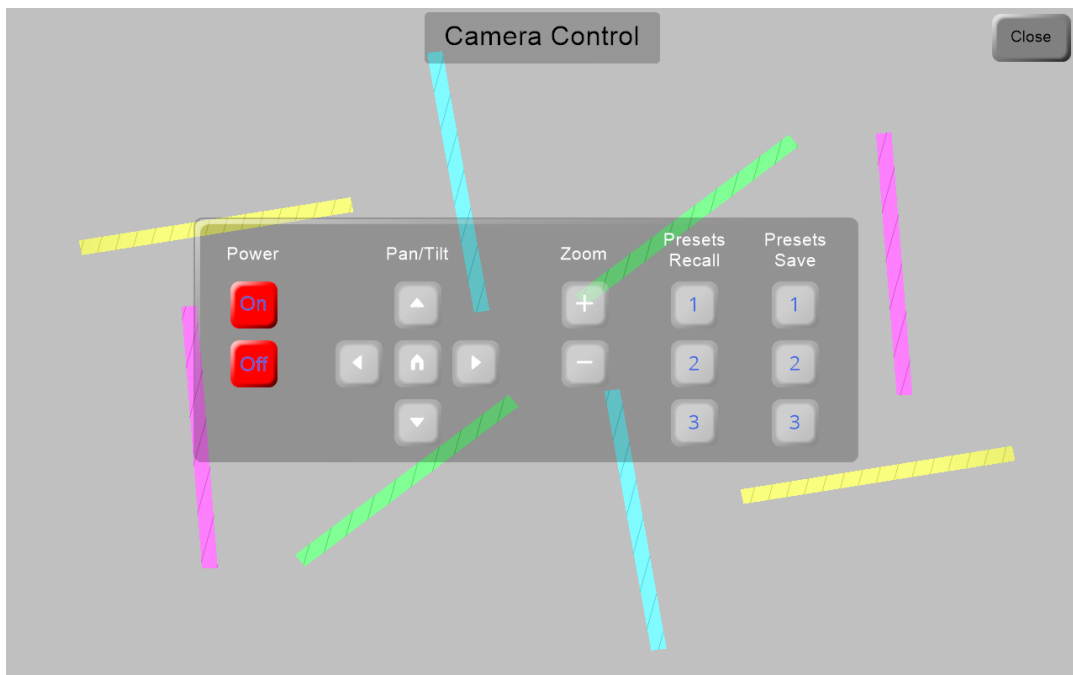
- Narrow — switches the camera to a narrow (zoomed-in) framing, e.g. for a single presenter.
- Wide — switches the camera to a wide framing, e.g. for a full-room view.



6.2 Full Camera Control

Full manual camera control (available via Technical Controls, see section 7) provides:

- Power — turn the camera On or Off.
- Pan/Tilt — arrow buttons to move the camera up, down, left, or right, and a home button to re-centre it.
- Zoom — + and – buttons to zoom in and out.
- Presets Recall — buttons 1–3 to jump to a saved camera position.
- Presets Save — buttons 1–3 to save the current camera position to that preset slot. Presets can be recalled on the Camera preset page (see section 6) where Narrow recalls preset 1 and professor Wide recalls preset 2.

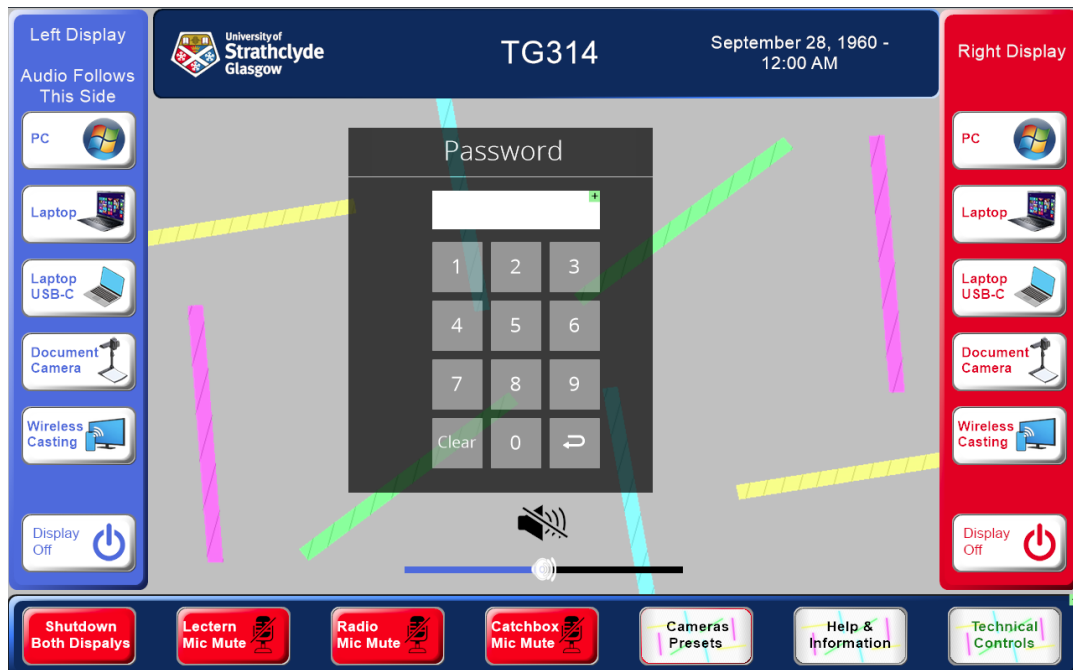


Camera Control screen

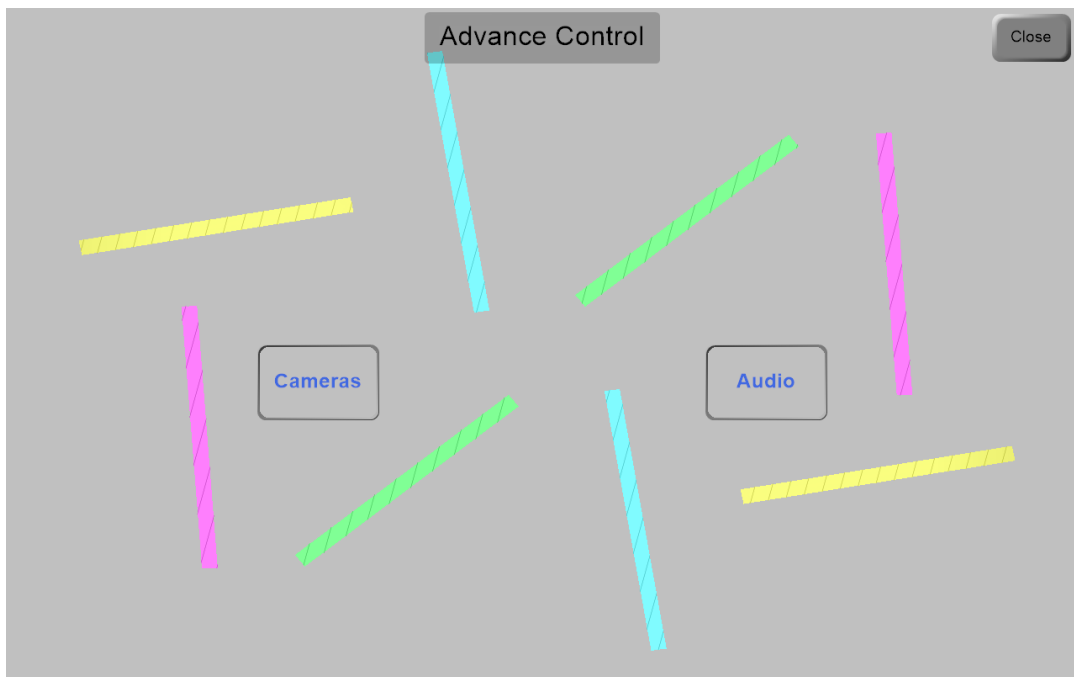
Light Presets pop-up

7. Technical Controls / Advance Control

Tap Technical Controls on the bottom toolbar to access advanced settings, including Cameras (full pan/tilt/zoom/preset control) and Audio. These controls are protected by a 4 digit passcode (AV helpdesk can give you the passcode).



Password Control screen



Advance Control screen

Tap Close to exit this area and return to the main panel.

8. Bottom Toolbar Reference



- Shutdown Both Displays — turns off both screens and ends the session.
- Lectern Mic Mute — mutes/unmutes the lectern gooseneck microphone.
- Radio Mic Mute — mutes/unmutes the radio (lapel) microphone.
- Catchbox Mic Mute — mutes/unmutes the Catchbox microphone.
- Cameras Presets — quick Narrow/Wide camera framing.
- Help & Information — contact/help information for the room.
- Technical Controls — advanced camera and audio settings.

9. Ending Your Session

- Disconnect any laptop cables and remove USB-C/adaptor connections.
- You can either shut down individual screens by tapping the appropriate Display off button
- Or Tap Shutdown Both Displays on the bottom toolbar to turn off both the screens.
- If you used the document camera, return it to its folded, stored position.

10. Need Help?

If you experience a fault or need assistance during a session, tap Help & Information on the bottom toolbar, or contact University of Strathclyde IT/AV Support.