

# Basic operation of media systems with touch panel controls

## Turn on/off

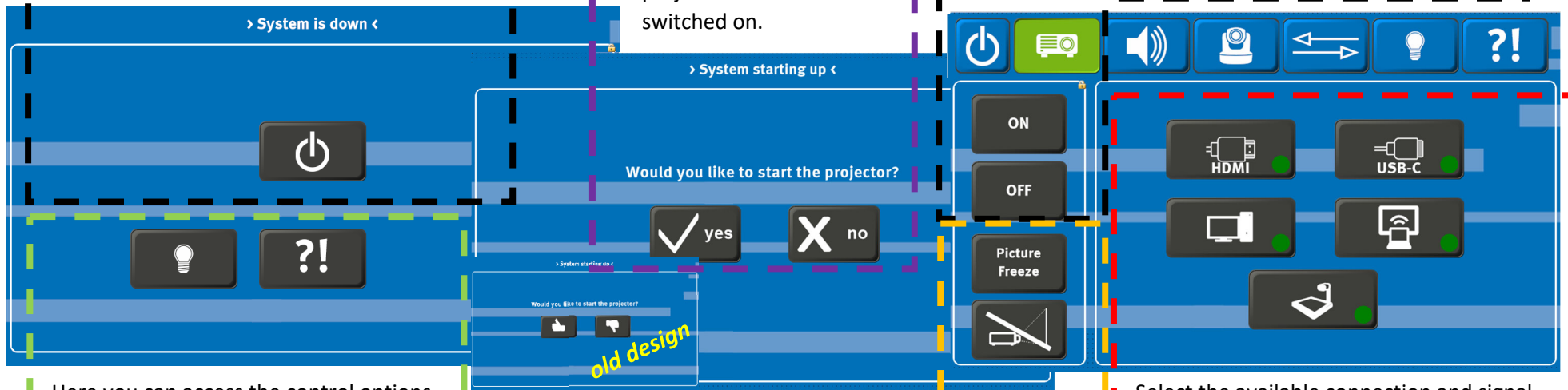
Switch on the media system.  
Attention: It can take up to 40 seconds for the system to boot up.

## Selection

After switching on the media system, you will be asked whether the projector should also be switched on.

Turning the projector on or off.

When turning the power on or off, the corresponding button flashes while the projector is booting up or shutting down.



Here you can access the control options for the room, such as controlling the light and shading (if this function is available in the room).

The system can be reset to default values using “?!” or the help button and further information can be retrieved via the QR code/link.

## Submenu(s)

Activating the “Picture Mute” function of the projector.

Activating the “Picture Freeze” function of the projector.

When activating a function, the button flashes as long as the image on the projector is dark.

## Special functions

The green, round dot indicates that the media system is receiving a video signal at the input.

In some rooms, the media system automatically selects the input, thereby selecting a laptop connected via HDMI or USB-C.

Select the available connection and signal sources by pressing the respective button.

When the source is active, the button color changes to green.

In some rooms the number of available sources varies.

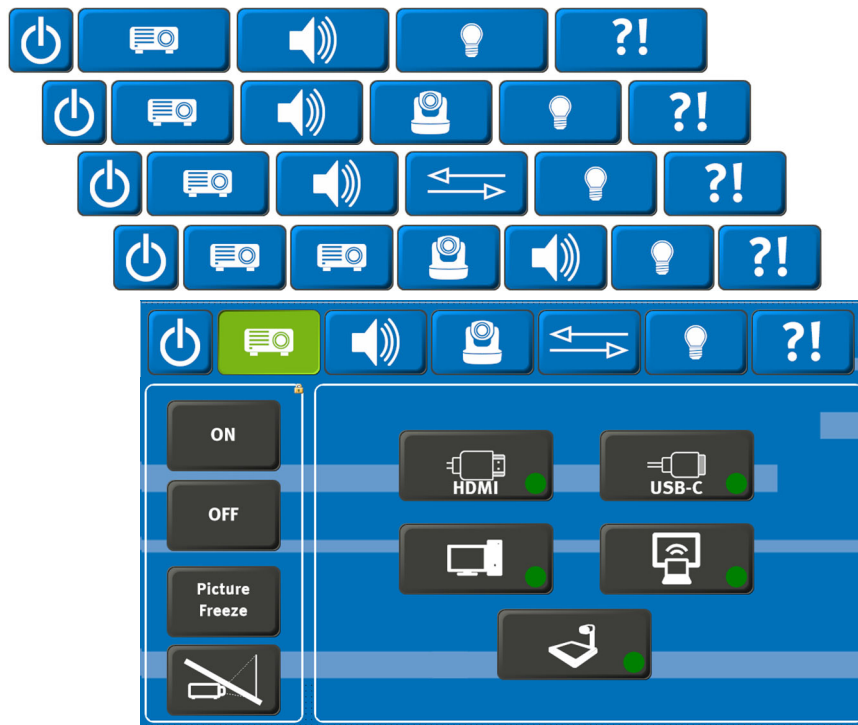
## Source selection

# Advanced operation of media systems with TP- controls

## -- Submenu(s) -- Symbolism --

### Submenu(s)

Depending on the equipment of the room, different tabs/submenus are available in the main menu for the respective functions.

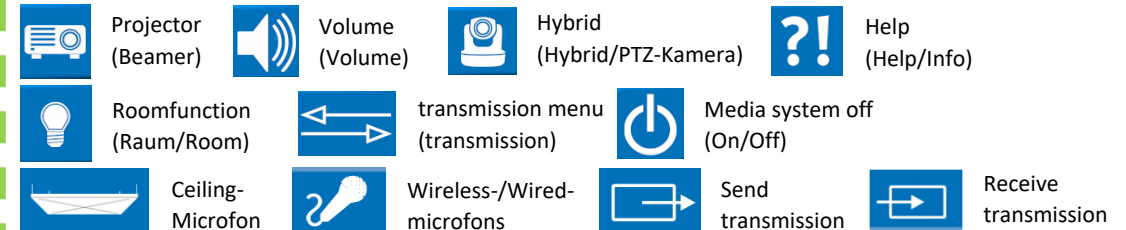


On the following pages we will go into these submenus in more detail.

Since the beginning of 2024, many touch panel interfaces have been redesigned to use symbols to minimize the language barrier. Where text is still required, it is written in English.

Below is a legend of the symbols used and their meaning:

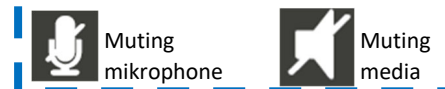
### Submenu(s)



### Selection



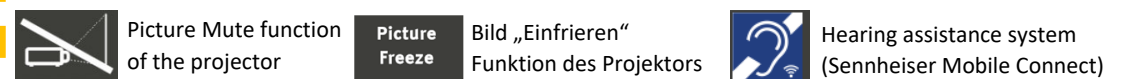
### Volume



### Source selection

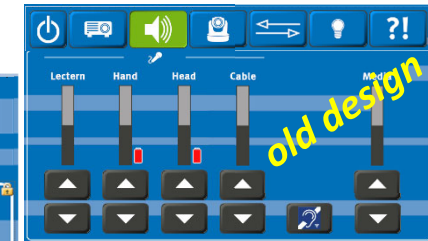
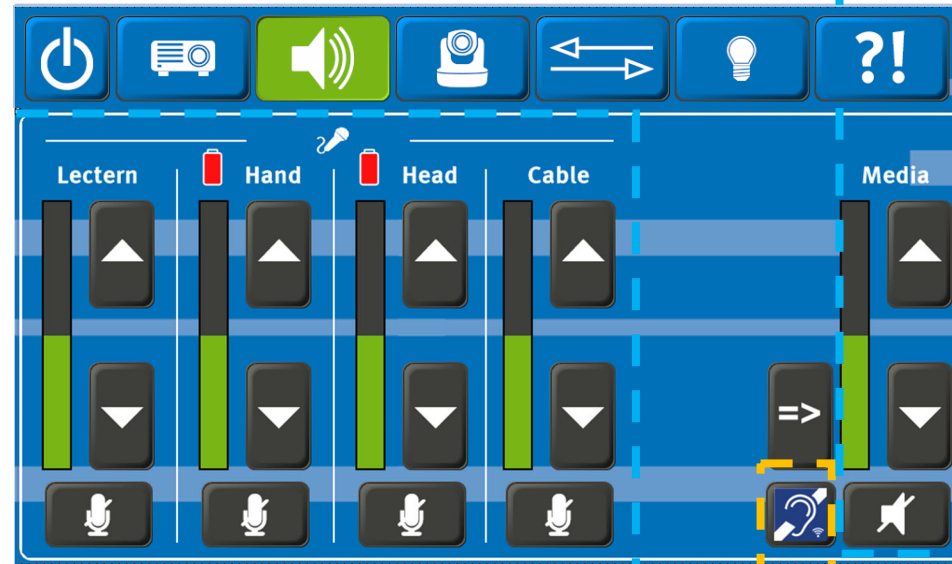


### Special functions



## Advanced operation of media systems with TP- controls

### -- Volume --



All controls for the microphones available in the room are located in this area.

By tapping or holding the "Up" or "Down" buttons, these can be adjusted to suit your requirements.

Next to the bar displays for the wireless microphones, there are battery symbols that show the charging status of the microphones.

The status is shown in three colors.

**Gray:** The microphone is not turned on and has no connection to the receiver.

**Red:** The microphone is connected but the battery status is low.

**Green:** The microphone is connected and the battery status is sufficiently charged.

#### FOR YOUR INFORMATION:

When you switch off the media system, all values are reset to default values, the PIN for the Sennheiser Mobile Connect is also regenerated and any participants who are still connected are automatically disconnected.

The control for the source sound, for the source from the source selection, is located in this area.

By tapping or holding the "Up" or "Down" buttons, this volume can be adjusted to your requirements.

This submenu displays all the data required to use the hearing support via Sennheiser Mobile Connect.

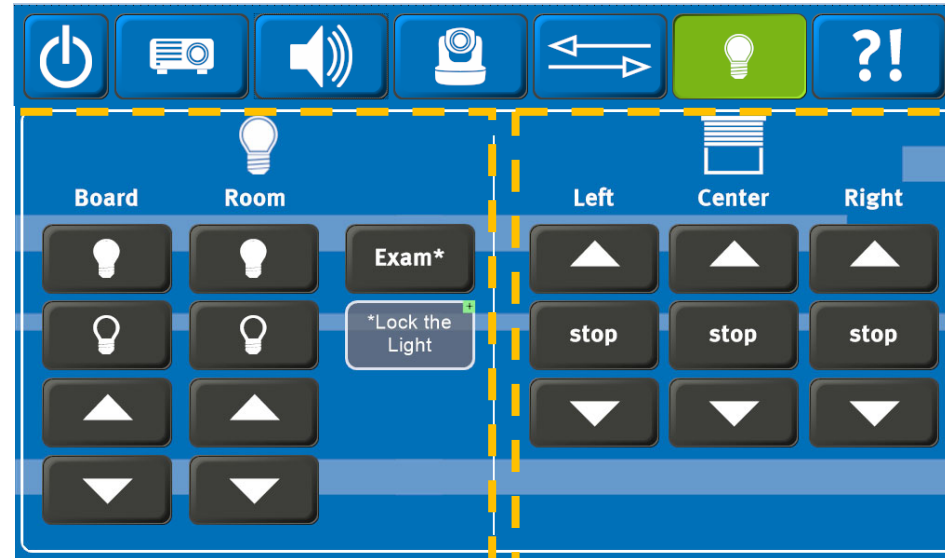
You may have the option to generate a new PIN or temporarily mute the audio channel.



Please make sure that your source also outputs sound at a sufficient volume. (We recommend that you set the output sound of your device to 100%). Ensure that your device's audio output is routed through the respective connected output (usually "AV Room System").

# Advanced operation of media systems with TP- controls

## -- Room function --



This area contains the control of the room lighting, provided that it can be controlled via the media control.

By tapping the respective button, the lighting group is switched on, off or dimmed.

The "Exam" button automatically switches all light groups to 100% for exam scenarios and deactivates the room's automatic lighting and the light switches on the doors.

This function must be deactivated again on the touch panel.

This area contains the control of the shading in the room, if it can be controlled via the media control.

The shading is moved by tapping the "Up" or "Down" buttons. You can stop it by pressing Stop.

The number and grouping can vary depending on the room furnishings.

In some rooms there may be additional room functions that can be controlled.

### FOR YOUR INFORMATION:

The lighting control runs parallel to the light switches in the room.

Not every lecture hall has the "Exam" function.

## Advanced operation of media systems with TP- controls

### -- Hybrid --

Here you can activate the ceiling microphone.

If the "Microphone" button lights up green, the microphone is activated.

Depending on the equipment, the status indicator on the ceiling microphone will also light up green as soon as it has been activated.

Here you can control the PTZ camera in the room.

The selection of functions may vary depending on the room's equipment.

There are 3 camera positions available (overall view, desk view and board/projection view).

Some PTZ camera types have a "tracking" function that can follow the speaker in the front area of the room.

#### FOR YOUR INFORMATION:

In order to use the ceiling microphone and PTZ camera, the "Conference" USB cable must be connected to your laptop and selected in your video conferencing software.

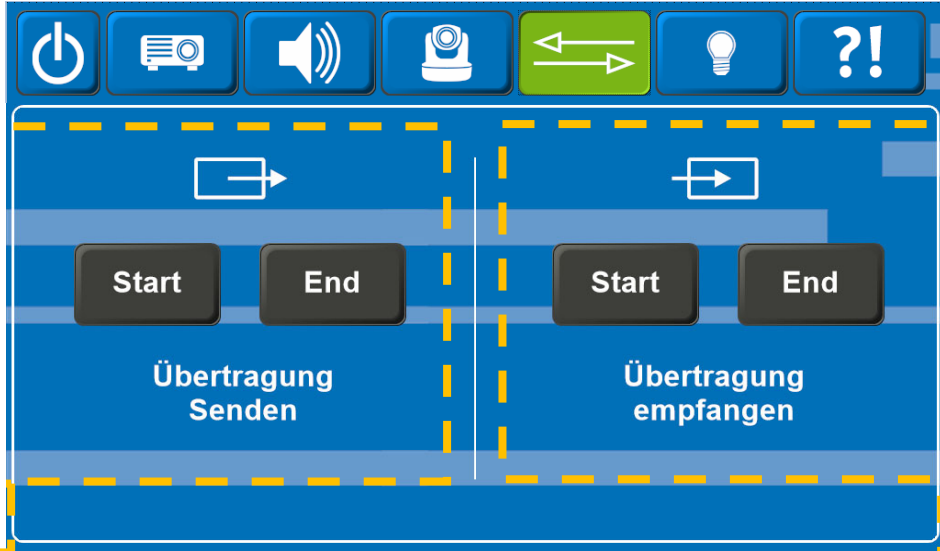
After each switch-off of the media system, the microphone and the PTZ camera must be activated/switched on again.

In rooms that have eLectures equipment, these functions are only available to a limited extent.

# Advanced operation of media systems with TP- controls

## -- Transmission --

In some lecture halls it is possible to send the active source signal and the overall sound (source sound + microphone sound) to or receive from other lecture halls. The "reception" lecture halls are usually in the immediate vicinity of the "transmission" lecture hall.



The interface is a blue panel with a top row of icons: power, microphone, speaker, camera, a green double-headed arrow, lightbulb, and a question mark with an exclamation mark. Below this is a central area divided by a vertical dashed line. The left side is labeled 'Übertragung Senden' and contains 'Start' and 'End' buttons with a right-pointing arrow icon above them. The right side is labeled 'Übertragung empfangen' and contains 'Start' and 'End' buttons with a right-pointing arrow icon above them.

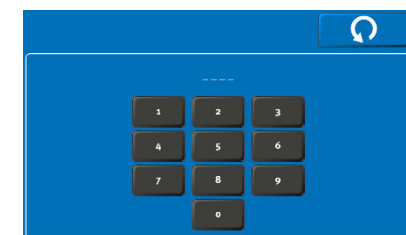
Here you have the option to send the active source signal as well as the overall sound to other lecture halls.

Here you have the option to switch the media technology to receive a signal transmitted from another lecture hall.

This view can vary greatly depending on the room layout and building conditions.

### FOR YOUR INFORMATION:

This submenu can vary greatly depending on the room furnishings and building characteristics. Please note that a "transmission" is not possible across buildings and only within certain room groups. The submenu is PIN protected for security reasons. Please ask CIT Media Technology about the availability and use of this function before your event.



**If you have any questions, please feel free to contact us**



Scan the QR code, use the following link [uni.ms/medientechnik](https://uni.ms/medientechnik) or send us a mail at [avm@uni-muenster.de](mailto:avm@uni-muenster.de).

In urgent cases please call our hotline at [\(0251\) 83 - 3 11 11](tel:+495218331111).