



WAUKESHA
COUNTY TECHNICAL
COLLEGE

Hands-on Higher Ed

Classic Room

A/V System

User Guide

Simple instructions for everyday room users



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Created with artificial intelligence and human input.

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Quick Start

Use this page when you only need the basics

Tap the screen, choose the room or linked rooms you want to use, then use the Home controls for music, volume, microphones, displays, help, and power down.

Basic room workflow

1. Tap the standby screen to start.
2. Select the room or rooms you want to control together.
3. Press and hold the start button until the room opens.
4. Use the icons on the left side of the Home screen to open controls.
5. If an alert appears, read the message and follow the simple instruction shown.
6. When finished, press the power button and confirm power down.

How to read screenshots

Purple numbered circles mark the main controls described below each screenshot. When a number explains a group of controls instead of one button, a purple rectangle shows the whole area.

Support

If the issue continues or you need urgent help, call the Service Desk at 262.691.5555.

Start the System

Welcome screen

What this screen controls

This screen starts the room control system.

What to do

- 1. Tap the screen where it says tap to start.
- 2. Wait for the room-selection screen to appear.



Screenshot: Welcome screen

#	Control	What it does
1	Tap to start	Opens the room setup screen.

Select Rooms to Use Together

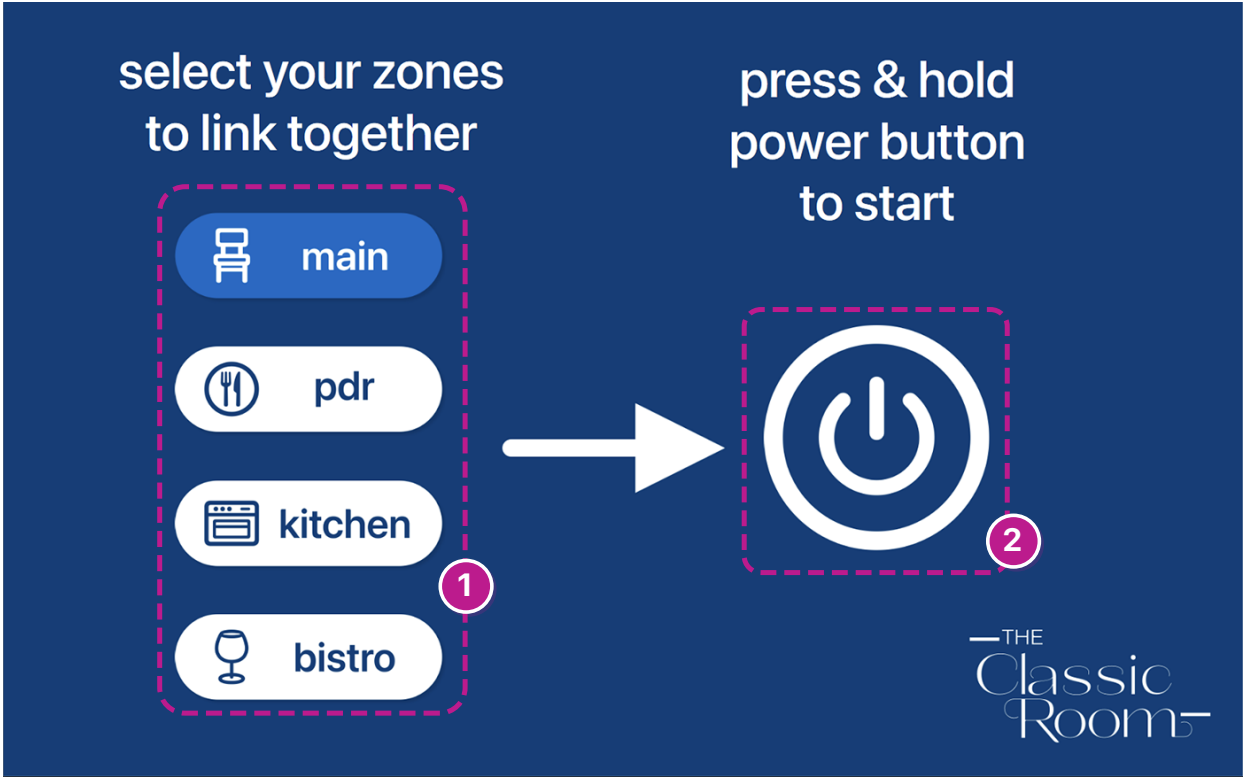
Room selection

What this screen controls

This screen chooses which room or rooms the touch panel will control. Linked rooms share the same controls. Separate rooms can be used independently.

What to do

- 1. Tap each room you want to control.
- 2. To use rooms together, select more than one room.
- 3. Press and hold the power button until the selected rooms start.



Screenshot: Room selection

#	Control	What it does
1	Room buttons	Select PDR, Main, Kitchen, or Bistro.
2	Press-and-hold power button	Starts the selected rooms.

Home Screen

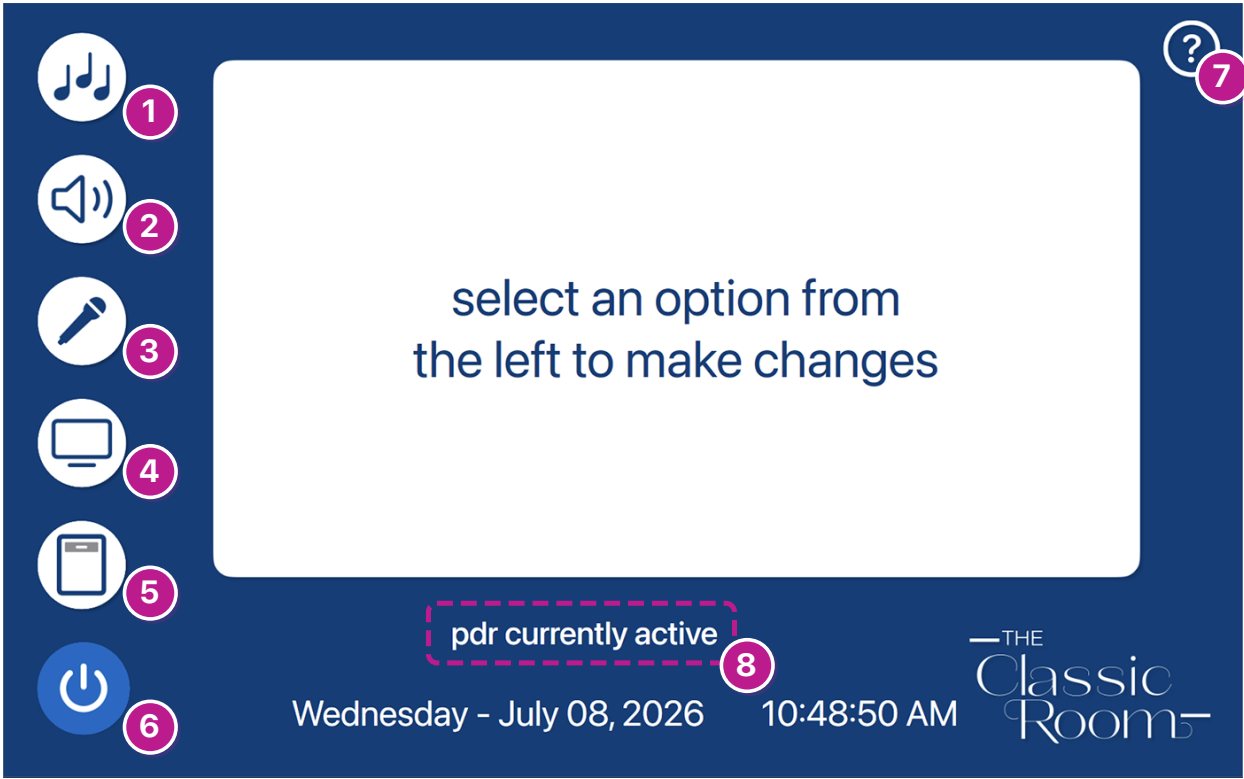
Home screen

What this screen controls

The Home screen is the main menu for room controls.

What to do

- 1. Tap a left-side icon to open that control panel.
- 2. Use the Help button if you need guidance.
- 3. Press the power button when finished.



Screenshot: Home screen

#	Control	What it does
①	Background Music	Opens music playback controls.
②	Volume Levels	Opens speaker and source volume controls.
③	Microphones	Opens wireless microphone controls.
④	Displays	Opens display power and source routing controls.
⑤	Shade Control	Opens shade controls for the display shade and two window shades.
⑥	Power Down	Starts the shutdown screen.
⑦	Help	Opens help and service desk information.
⑧	Active room text	Shows which room or linked rooms this panel is controlling.

Background Music

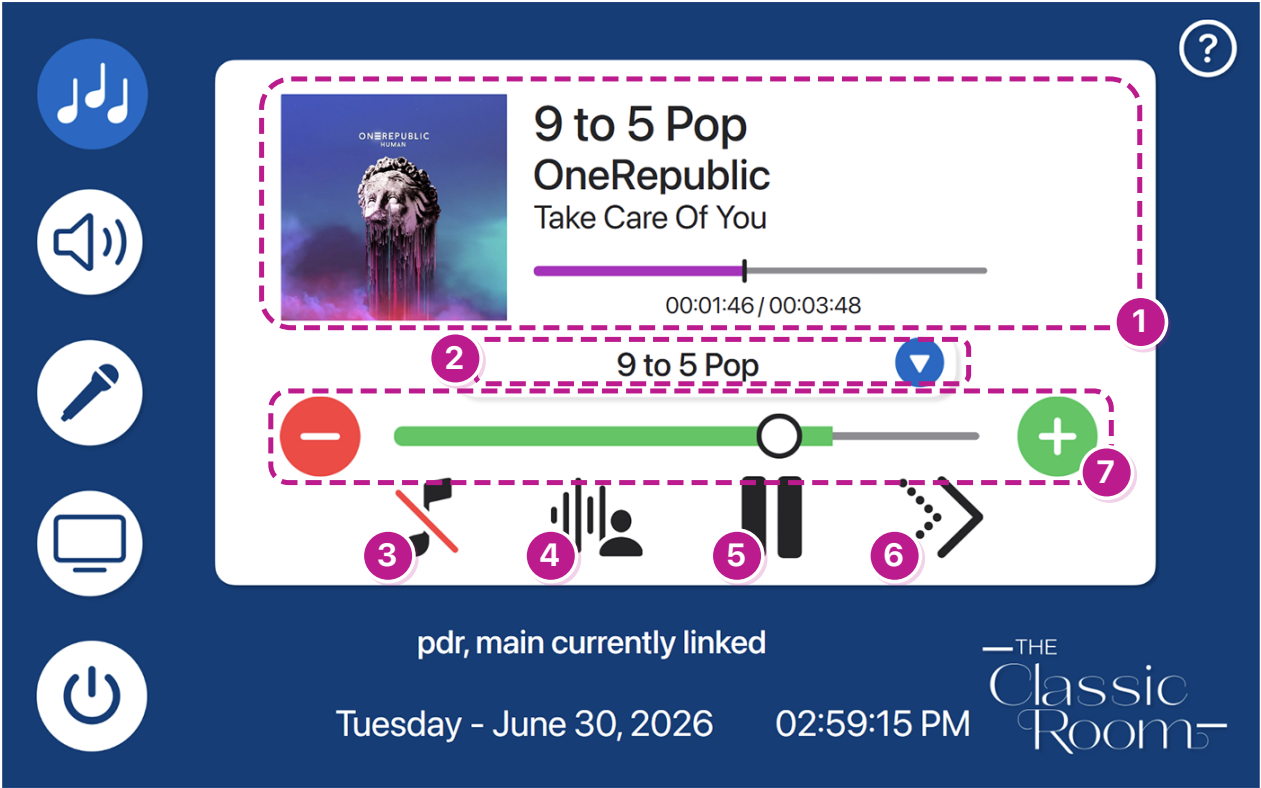
Background Music

What this screen controls

This screen controls background music for the active room or linked rooms.

What to do

- 1. Choose a playlist if needed.
- 2. Use play/pause or skip to control the track.
- 3. Adjust the music level with the slider or plus/minus buttons.
- 4. Use mute when you need to silence background music quickly.



Screenshot: Background Music

#	Control	What it does
1	Track information area	Shows album art, current play list, song title, artist, and track progress.
2	Playlist selector	Selects the music playlist.
3	Mute	Silences background music.
4	Microphone priority	Lowers music automatically when microphones are being used.
5	Play/Pause	Starts or pauses music playback.
6	Skip	Moves to the next track.
7	Music level	Raises or lowers background music.

Volume Levels

Volume Levels

What this screen controls

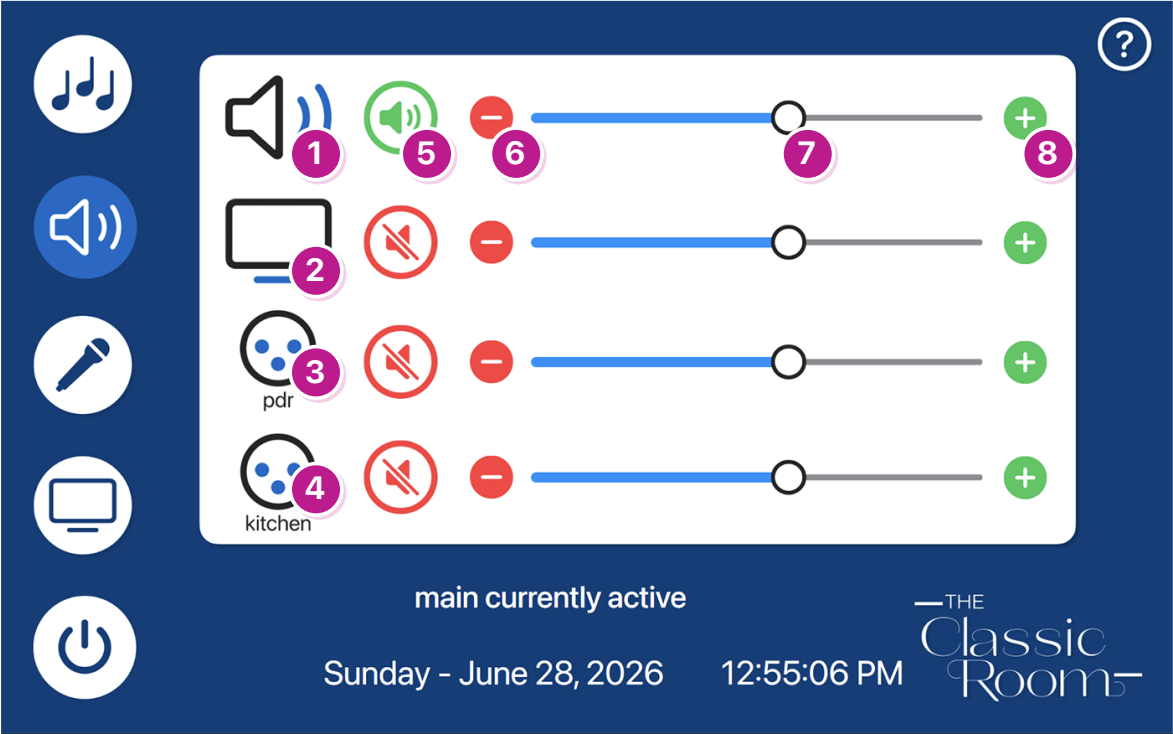
This screen adjusts room loudness and the level of audio sources.

What to do

- 1. Use the top row for overall room speaker volume.
- 2. Use the other rows to adjust source audio, such as display audio or wall inputs.
- 3. The mute, down, slider, and up controls work the same way on each row.

Same controls on every row

The top row is labeled in detail. The mute, level down, fader, and level up controls work the same way for the other volume rows.



Screenshot: Volume Levels

#	Control	What it does
1	Master volume	Controls overall room loudness.
2	Selected video input	Controls audio from the currently selected video source.
3	PDR audio wall plate	Controls audio from the PDR wall input.
4	Kitchen audio wall plate	Controls audio from the Kitchen wall input.
5	Mute/Unmute	Silences or restores that row without changing its level.
6	Level down	Lowest the level for that row.
7	Fader slider	Drag to set the level for that row.
8	Level up	Raises the level for that row.

Microphones

Microphones

What this screen controls

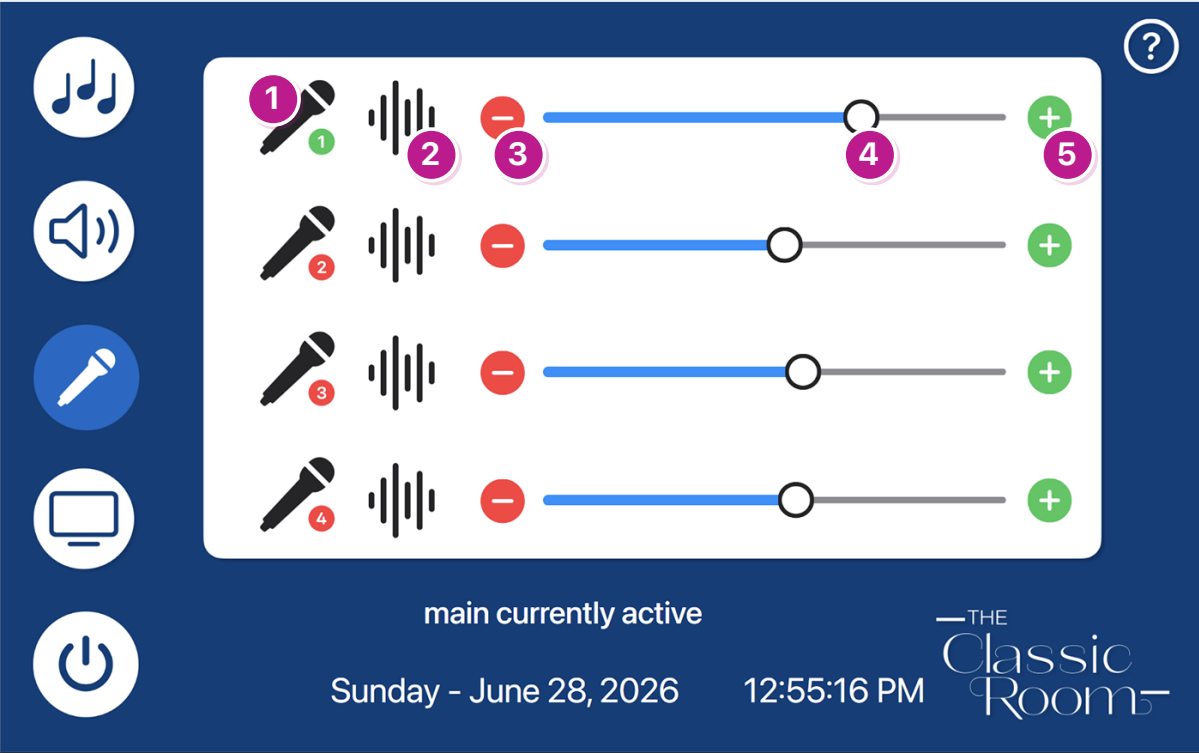
This screen controls wireless microphone levels for the active room or linked rooms.

What to do

- 1. Turn on the microphone transmitter before using it.
- 2. Use each row to adjust that microphone.
- 3. Use the microphone button when a microphone should be active or inactive.
- 4. Use the meter to see whether the microphone is receiving sound.

How shared microphones work

A microphone may be dimmed if it is already in use by another room group. Turn the microphone off in the touch-panel interface when finished; that releases it back for other rooms. A green microphone number means active, and a red number means inactive.



Screenshot: Microphones

#	Control	What it does
1	Microphone button	Turns that microphone active or inactive for the room.
2	Compressor	Reduces loud spikes in microphone.
3	Level down	Lowers that microphone level.
4	Fader slider	Drag to set that microphone level.
5	Level up	Raises that microphone level.

Displays

Displays

What this screen controls

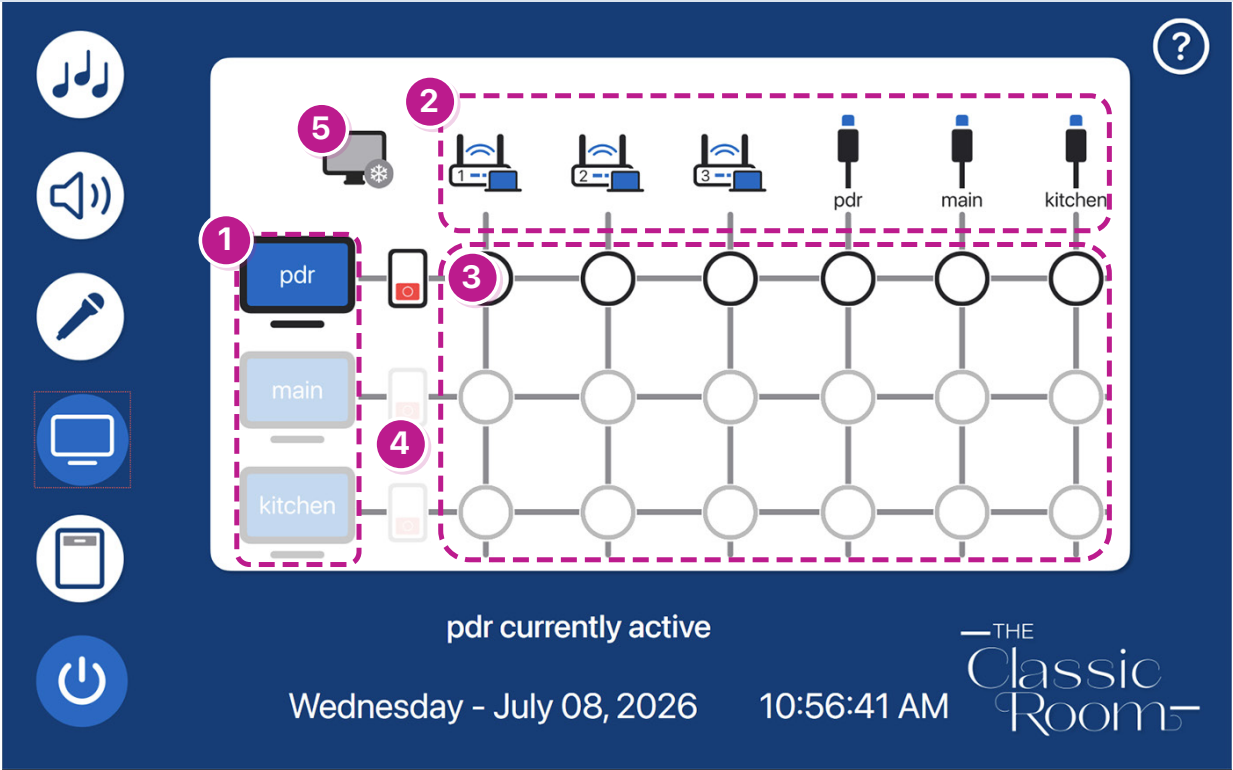
This screen turns displays on or off and chooses what each display shows.

What to do

- 1. Select the source you want on a display by tapping the matching point in the grid.
- 2. A display will power on automatically when you select a source for it.
- 3. Use the display power button to turn a display on or off.
- 4. Use freeze only when you need to pause the current display image.

Display availability

A display row is dimmed when that display is not part of the current room group. When the Main display powers on, the shade will automatically open. When the Main display powers off, the shade will automatically close.



Screenshot: Displays

#	Control	What it does
1	Display rows	Each row is a display location.
2	Source columns	Each column is a source, such as Apple TV or an HDMI input.
3	Routing grid	Tap a point to route a source to a display.
4	Display power	Turns that display on or off.
5	Freeze	Freezes or unfreezes the current display image.

Shade Control

Shade Control

What this screen controls

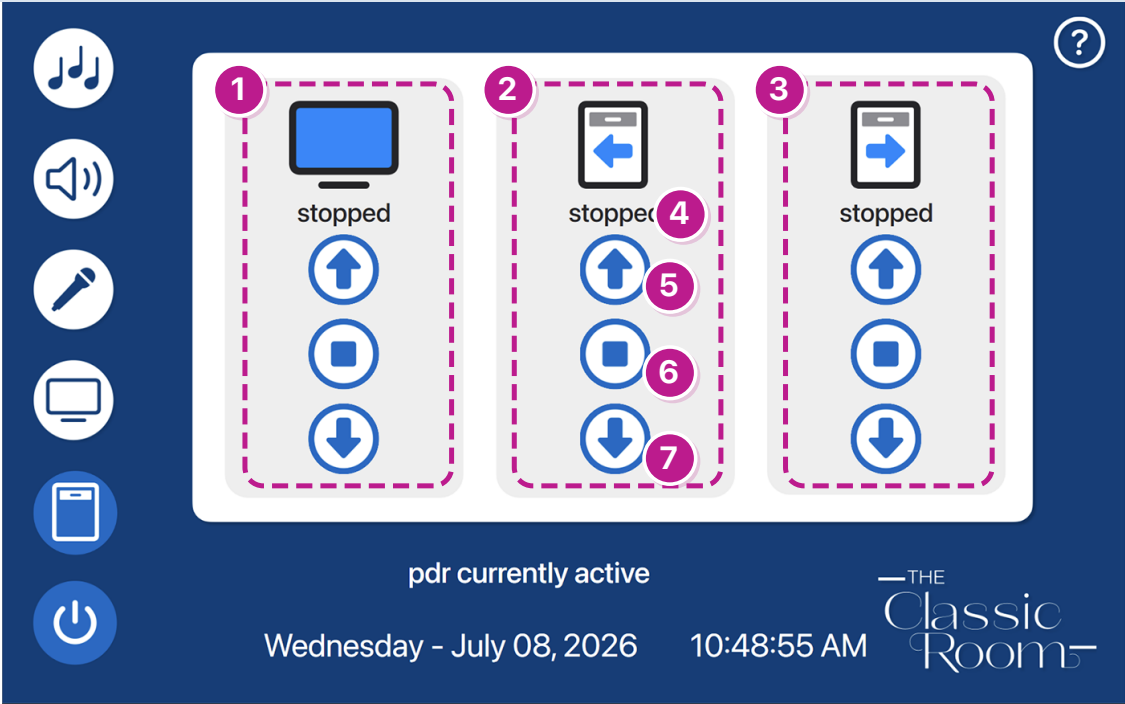
This screen opens, stops, or closes the Display Shade, Window Shade Left, and Window Shade Right from the full room touch panels.

What to do

- 1. Open the Shade Control button from the Home screen left rail.
- 2. Find the shade column you want to control.
- 3. Tap the up arrow to open, the square button to stop, or the down arrow to close.

Shade status is remembered command state

The label shows the last command sent: open, stopped, or closed. Somfy RTS shades do not report exact position back to the control system.



Screenshot: Shade Control

#	Control	What it does	#	Control	What it does
1	Display Shade	Controls the shade at the Main display.	5	Open	Sends the up/open command.
2	Window Shade Left	Controls the left window shade.	6	Stop	Stops the shade at its current position.
3	Window Shade Right	Controls the right window shade.	7	Close	Sends the down/closed command.
4	Status labels	Shows the last remembered command.			

Display Startup Status

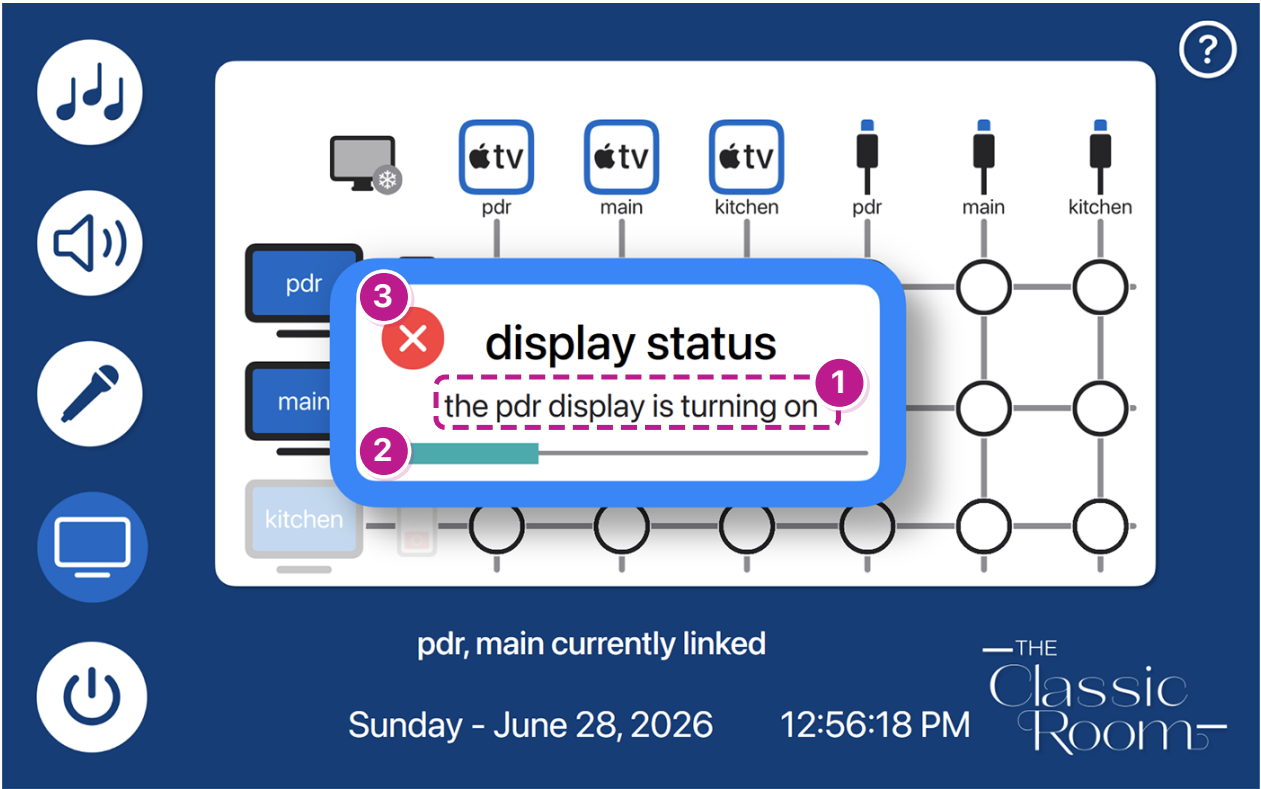
Display startup status

What this screen controls

This popup appears while a display is turning on.

What to do

- 1. Wait for the display to finish turning on.
- 2. Watch the progress bar if shown.
- 3. Close the popup only if you need to return to controls.



Screenshot: Display startup status

#	Control	What it does
1	Status message	Shows which display is turning on.
2	Progress bar	Shows approximate startup progress.
3	Close	Closes the popup.

Help

Help

What this screen controls

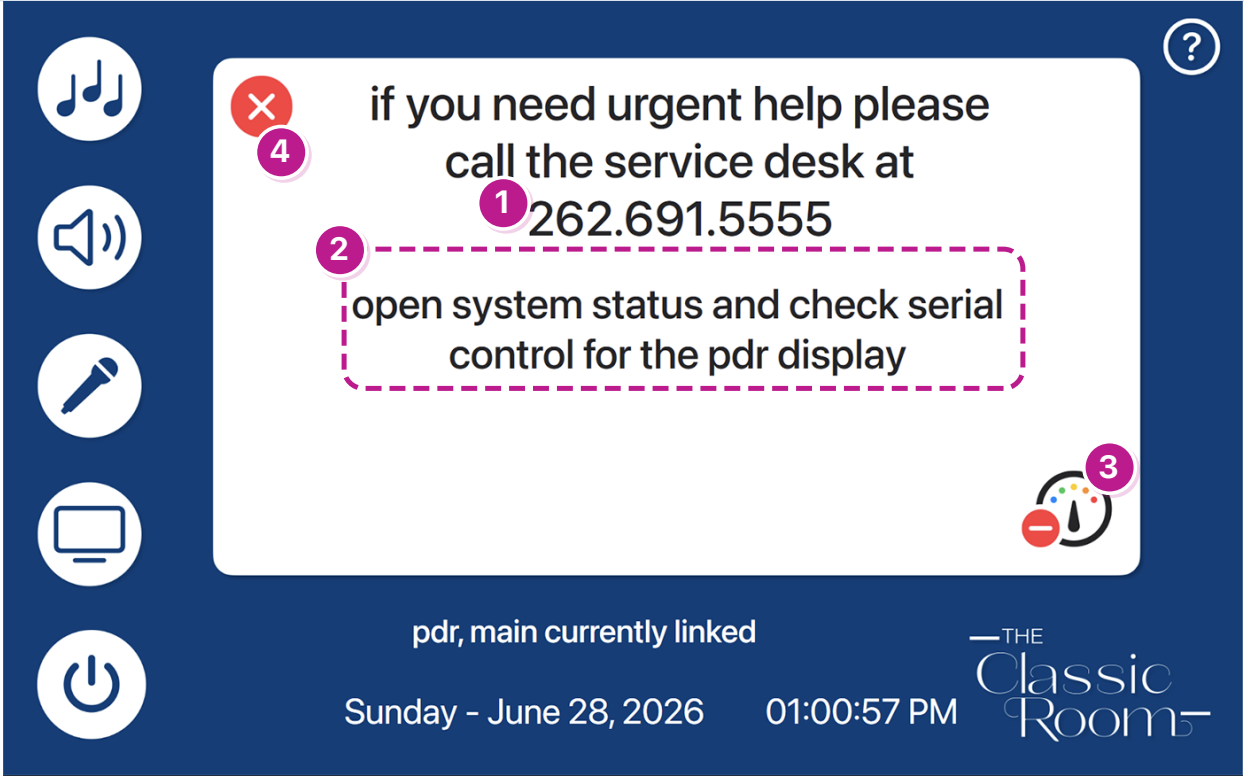
This screen gives a simple recommendation and service desk contact information.

What to do

- 1. Read the message shown in the white box.
- 2. If the issue continues or you need urgent help, call the Service Desk at 262.691.5555.
- 3. Open System Status only if asked or if you need more detail.

Personalized help

The help message changes based on what the system thinks you are trying to do. For example, if an HDMI source has no signal, Help may suggest checking the HDMI cable before calling support.



Screenshot: Help

#	Control	What it does
1	Service Desk number	Call 262.691.5555 for urgent help.
2	Recommendation	Shows what to check next.
3	System Status	Opens detailed status information. <i>(More information on page 17)</i>
4	Close	Closes Help and returns to the previous screen.

Power Down

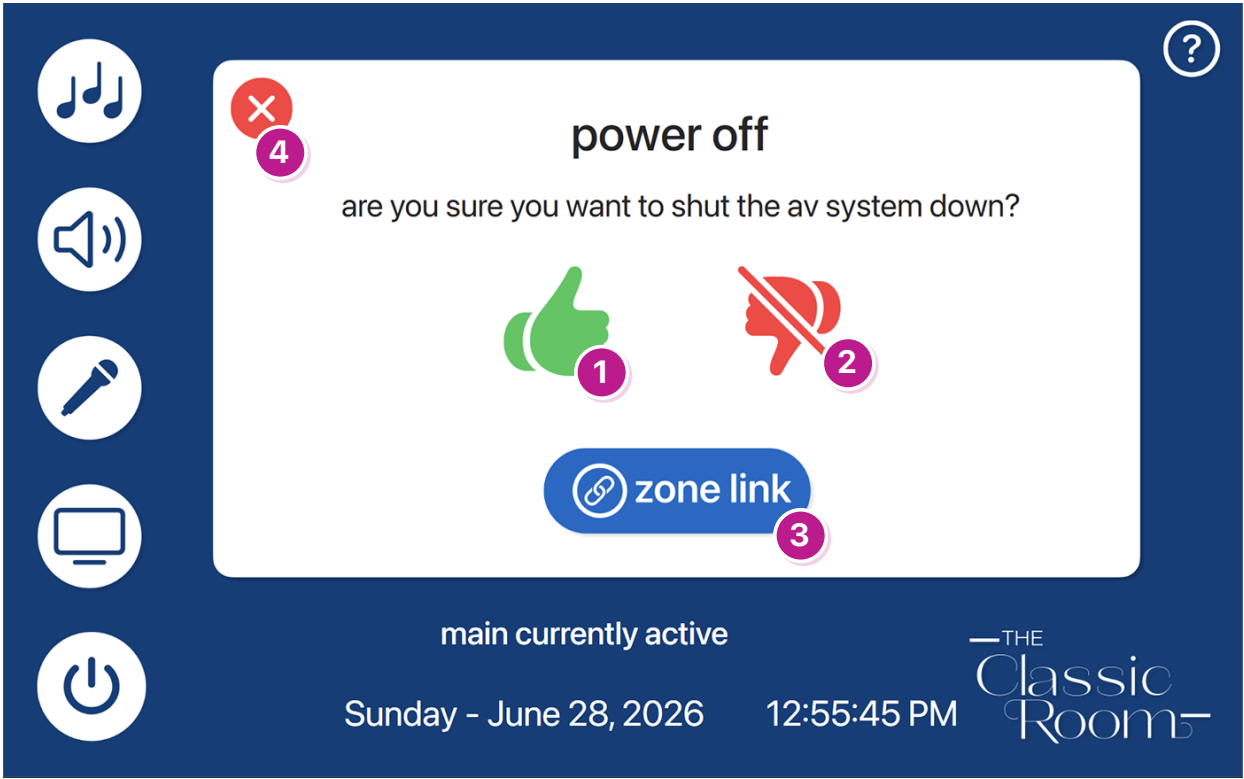
Power Down

What this screen controls

This screen confirms whether to shut down the room or change which rooms are linked.

What to do

- 1. Tap the green thumbs-up to shut down the system.
- 2. Tap the red thumbs-down to cancel power down and stay in the room controls.
- 3. Tap Zone Link if you need to change which rooms are linked. See Change Linked Rooms on page 14.



Screenshot: Power Down

#	Control	What it does
1	Green thumbs-up	Confirms shutdown.
2	Red thumbs-down	Cancels shutdown and keeps the system on.
3	Zone Link	Opens room relinking. See page 14.
4	Close	Closes the confirmation screen.

Microphone Alert

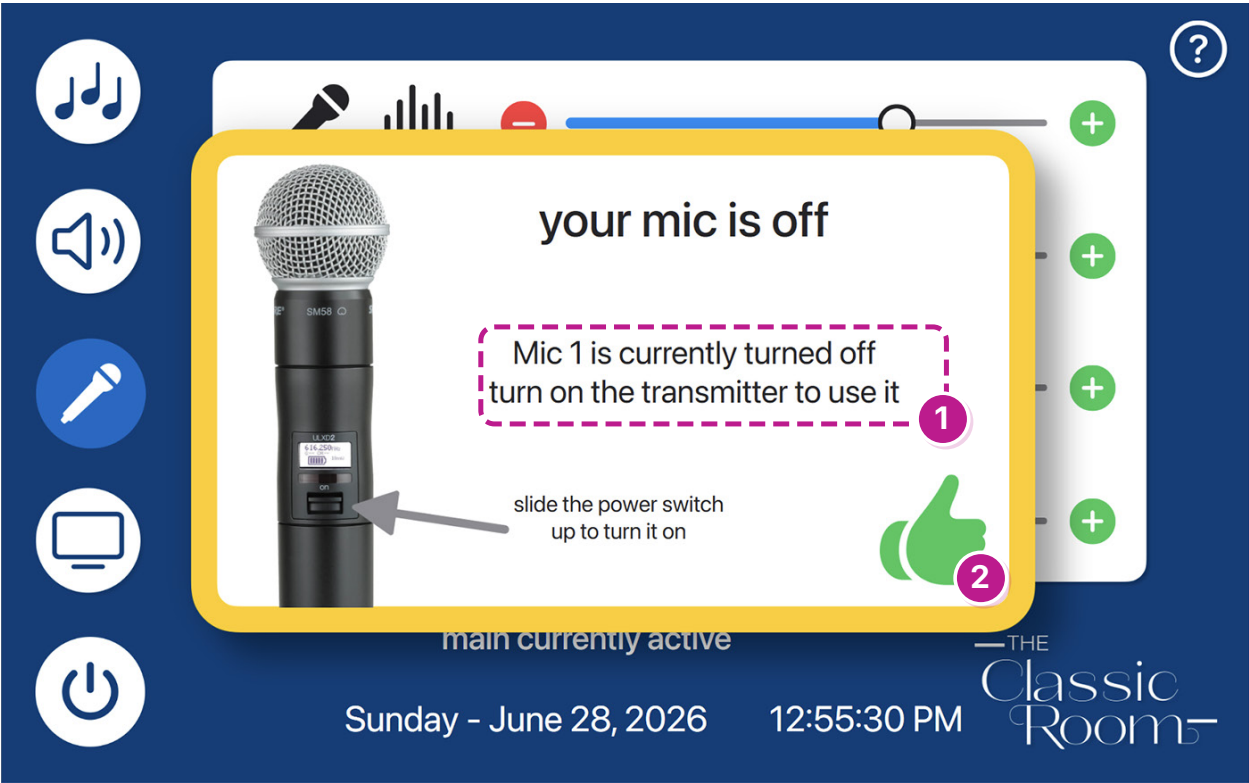
Microphone alert

What this screen controls

This alert appears when you try to activate a microphone transmitter that is not powered on.

What to do

- 1. Turn on the microphone transmitter.
- 2. Check the small power switch shown in the alert.
- 3. The alert will disappear when the transmitter turns on or when the alert timer runs out.



Screenshot: Microphone alert

#	Control	What it does
1	Alert message	Tells you which microphone needs attention.
2	Confirm/Close Alert	Closes the alert if you need to return to controls.

HDMI Alert

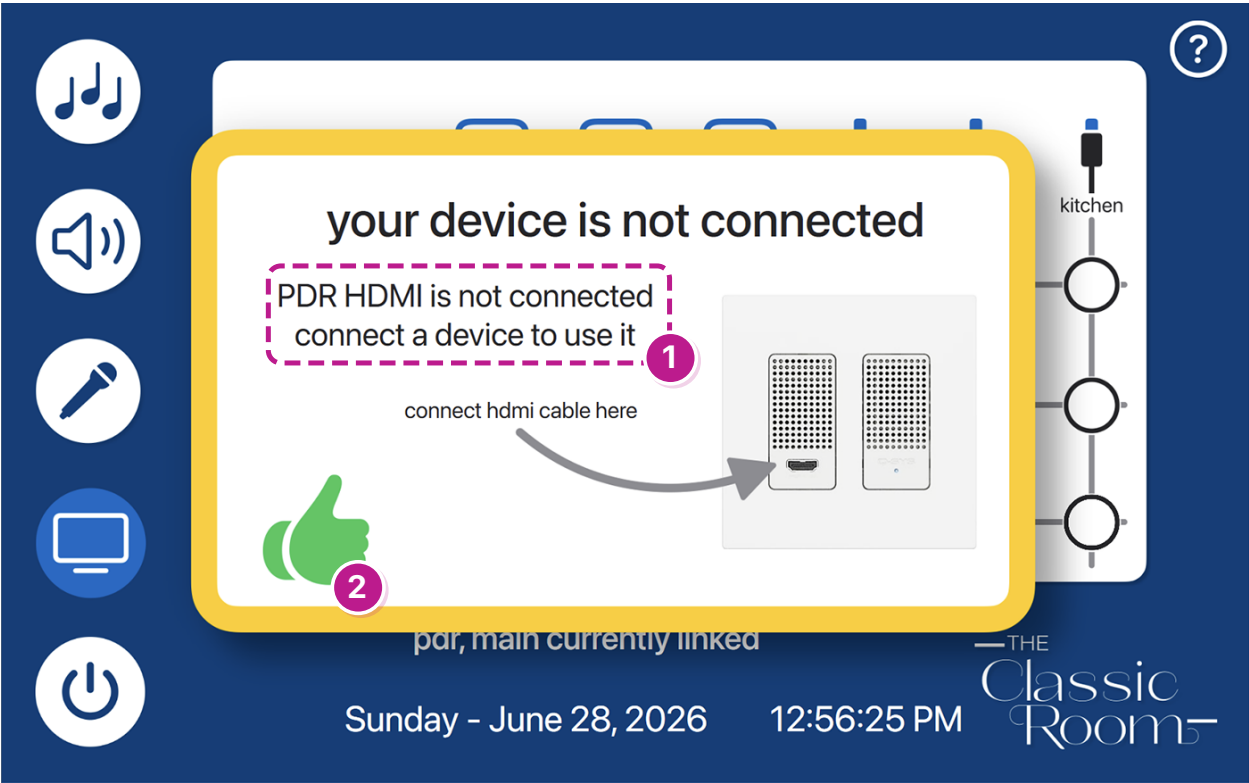
HDMI alert

What this screen controls

This alert appears when a selected HDMI source is not connected or has no signal.

What to do

- 1. Connect the HDMI cable to the video encoder input shown by the arrow.
- 2. Make sure the source device is awake and sending video.
- 3. The alert will disappear when the source connects or when the timer runs out.



Screenshot: HDMI alert

#	Control	What it does
1	Alert message	Tells you which HDMI input needs attention.
2	Confirm/Close Alert	Closes the alert if you need to return to controls.

System Status

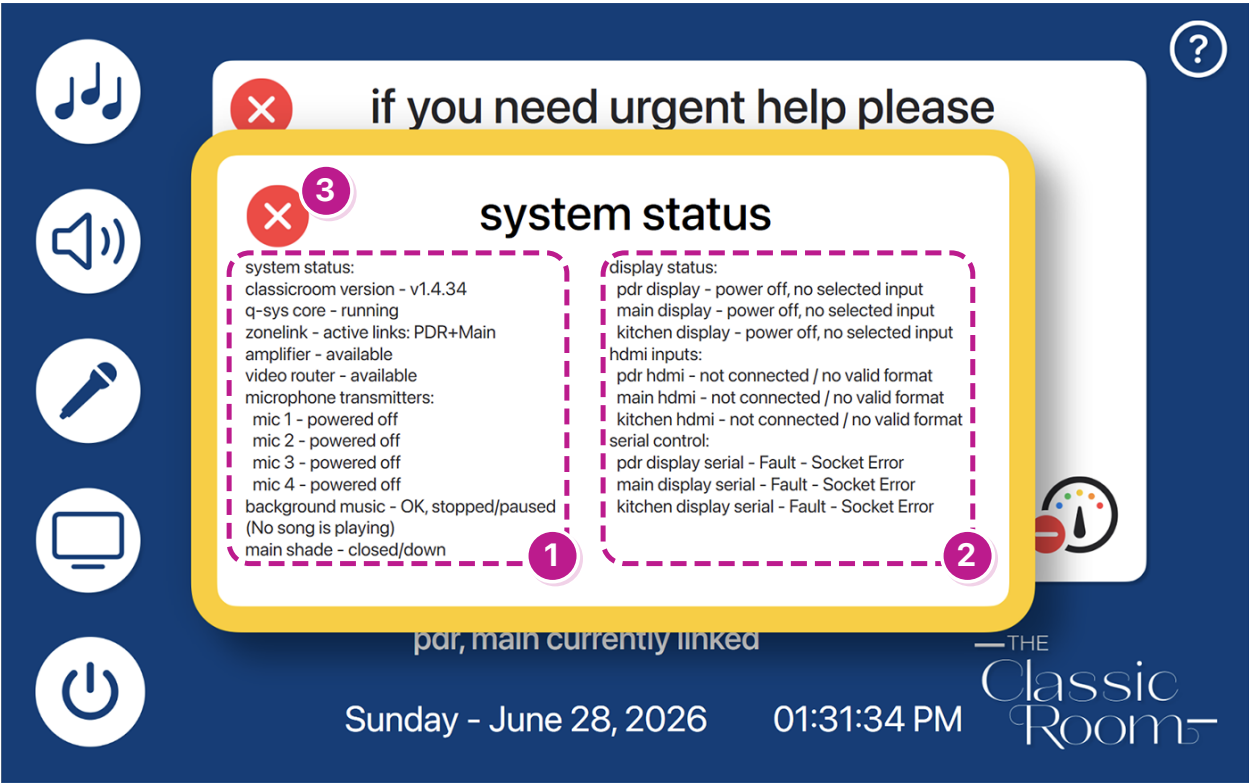
System status

What this screen controls

This screen shows detailed system and display status.

What to do

- 1. Use this screen only when troubleshooting or when support asks for status information.
- 2. Read the status text for the system and displays.
- 3. Close the status window when finished.



Screenshot: System status

#	Control	What it does
1	System status	Lists room, version, and audio status.
2	Display status	Lists display, HDMI, and serial status.
3	Close	Closes System Status.

Microphone Battery Alert

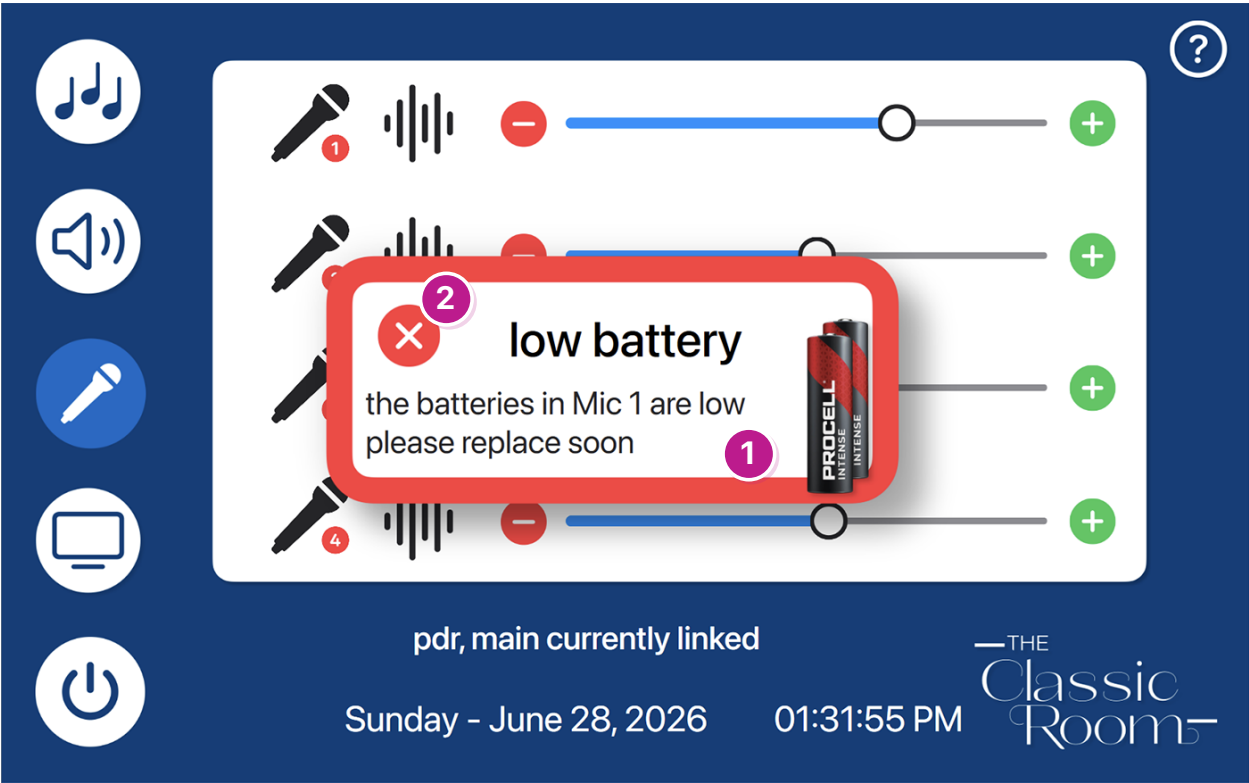
Microphone battery alert

What this screen controls

This alert appears when a wireless microphone battery is low.

What to do

- 1. Replace the batteries in the microphone listed in the alert.
- 2. Use only Procell Intense AA batteries in the microphones.
- 3. Remove the batteries from the microphone after you are done using it.



Screenshot: Microphone battery alert

#	Control	What it does
1	Alert message	Tells you which microphone has a low battery.
2	Close	Closes the alert.

Microphone Shutdown Reminder

Microphone shutdown reminder

What this screen controls

This popup appears during power down when one or more wireless microphone transmitters are still on. Shutdown waits until the listed transmitters are turned off.

What to do

- 1. Find the microphone named in the message.
- 2. Slide that microphone transmitter's power switch down to turn it off.
- 3. If more than one microphone is listed, turn off each listed transmitter.
- 4. Wait for the popup to clear. Shutdown will continue automatically.

This popup clears itself

There is no manual close button for this reminder. It stays visible until the listed transmitter or transmitters report off, then the room finishes powering down.



Screenshot: Microphone shutdown reminder

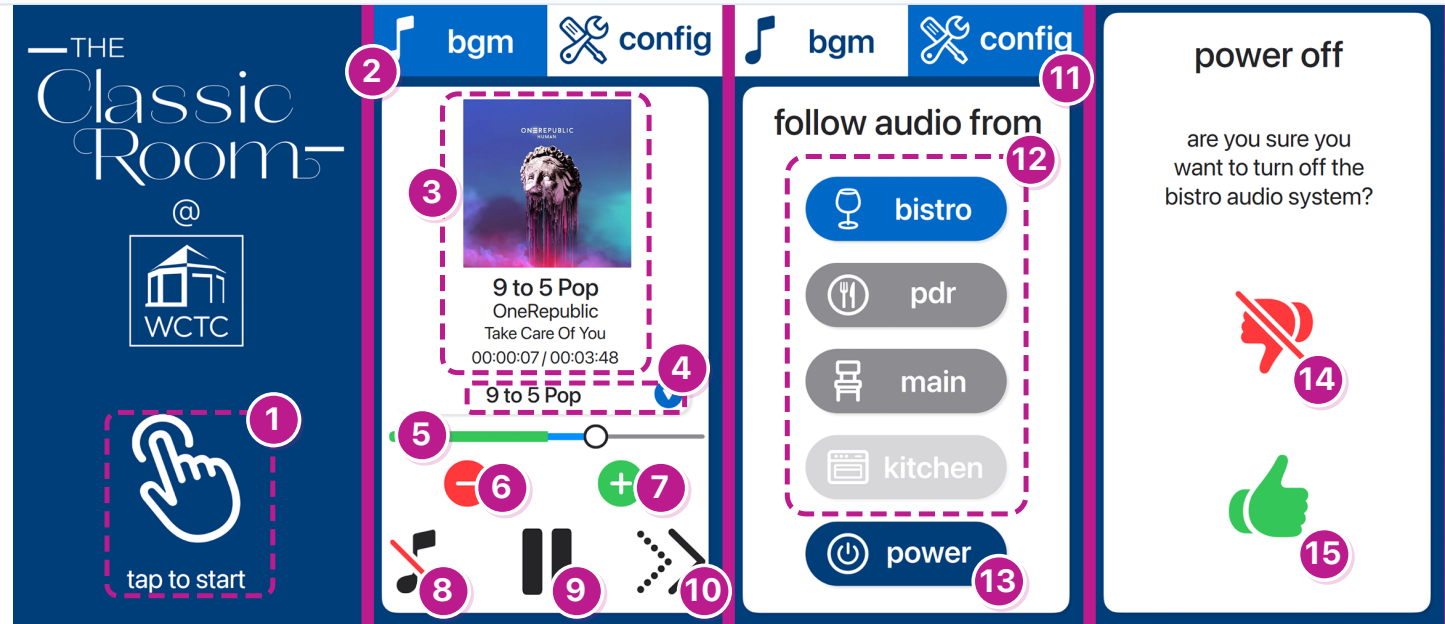
#	Control	What it does
1	Warning message	Names the microphone transmitter that is still on.

Bistro Touch Panel

Bistro compact touch panel

What this touch panel controls

The Bistro panel starts local Bistro background music, controls Bistro music playback and level, lets Bistro follow audio from PDR, Main, or Kitchen, and powers Bistro audio off.



Screenshot: Bistro compact touch panel screens

Controls

#	Control	What it does	#	Control	What it does
1	Tap to start	Starts local Bistro audio.	9	Play/Pause	Starts or pauses playback.
2	BGM tab	Opens music controls.	10	Next	Skips to the next track.
3	Now playing	Shows album art, title, artist, and track time.	11	Config tab	Opens audio-follow choices.
4	Playlist	Opens the playlist selector.	12	Follow choices	Chooses local Bistro audio or follows another room when available.
5	Music level	Drag to adjust music volume.	13	Power	Opens Bistro power-off confirm.
6	Level down	Lowers music level.	14	Cancel	Keeps Bistro audio on.
7	Level up	Raises music level.	15	Confirm	Turns Bistro audio off.
8	Mute	Silences/restores music.			

Appendix A: Control Glossary

Control	What it does
Background Music	Music playback in the room, usually controlled from the Background Music screen.
BGM	Short for Background Music.
Bistro Touch Panel	Smaller Bistro panel for local music, audio-follow selection, and Bistro power off.
Display	A room screen or TV.
Follow audio	Bistro mode that plays audio from PDR, Main, or Kitchen when available.
Source	The device or input shown on a display, such as Apple TV or HDMI.
Linked rooms	Rooms selected to work together from one touch panel.
Mute	Silences the selected audio row without changing its saved level.
Mic meter	Shows whether a microphone is receiving sound.
System Status	A detailed troubleshooting view used when help is needed.

Appendix B: Simple Troubleshooting

If this happens	Try this first
No sound	Check Volume Levels. Make sure the speaker row and source row are not muted.
Background music is not heard	Open Background Music. Check play/pause, mute, and music level.
Microphone is not heard	Open Microphones. Turn on the transmitter and check mute and level.
Display does not show the source	Open Displays. Confirm the correct source is selected for the display.
HDMI alert appears	Connect the HDMI cable and wake the source device.
Low battery alert appears	Replace the microphone battery soon.
Microphone shutdown reminder appears	Turn off the microphone transmitter named in the message. Shutdown continues when the listed transmitter is off.
Bistro has no sound	Open the Bistro BGM screen. Check mute, music level, and whether Bistro is following the intended room.
Need urgent help	Call the Service Desk at 262.691.5555.

Appendix C: AI Disclaimer

This user guide was created with artificial intelligence and input from a human. The guide was prepared from the Classic Room user-interface screenshots and project documentation, then organized for everyday room users.

Change Linked Rooms

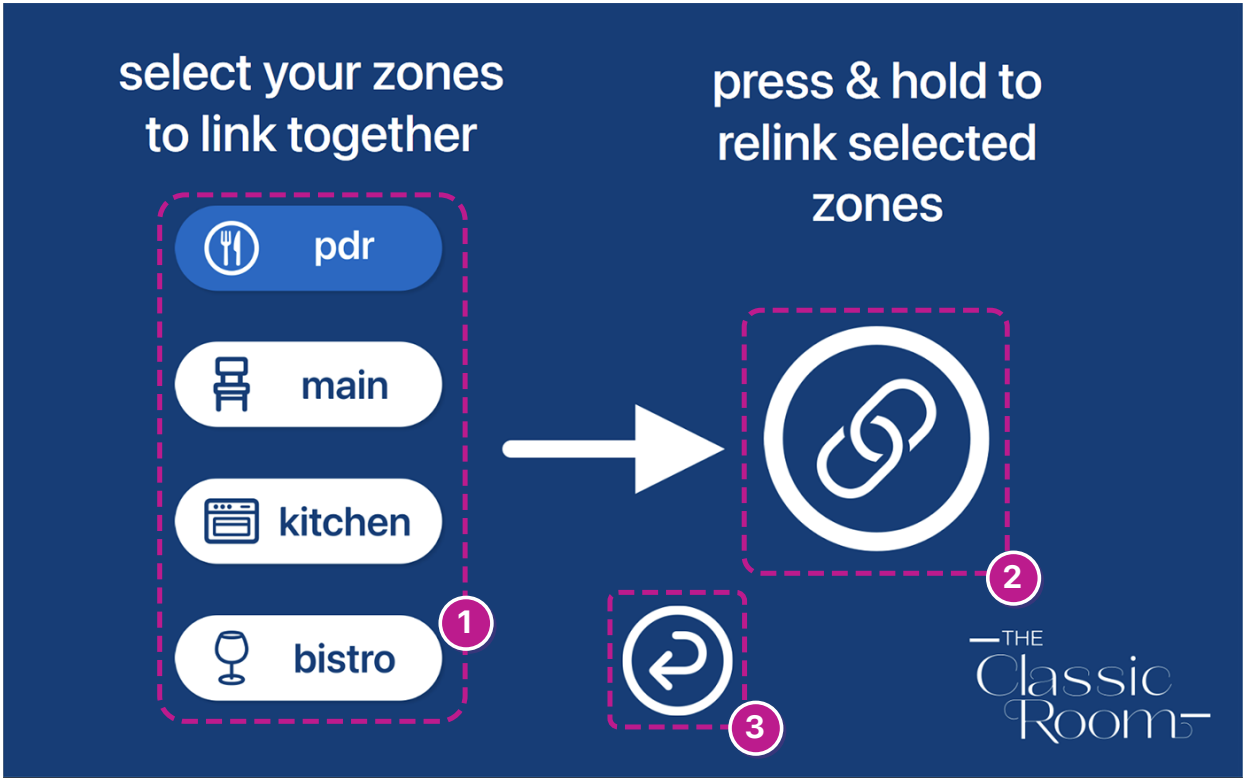
Room relinking

What this screen controls

This screen changes which rooms are controlled together after the system is already on.

What to do

- 1. Tap each room you want to control together.
- 2. Leave a room unselected if it should be controlled separately.
- 3. Press and hold the relink button until the system accepts the new room group.



Screenshot: Room relinking

#	Control	What it does
1	Room buttons	Select PDR, Main, Kitchen, or Bistro.
2	Press-and-hold relink button	Applies the new linked-room selection.
3	Relink cancel button	Cancels the relinking and maintains current zone configuration.