

Heavener Rooms 140 and 150 User A/V Instruction Manual

This manual provides instruction on the following tasks:

Use Power Point Mode

Manually Select PC Monitor for Projection

Project an HDMI Laptop on the Screen (Wall)

Project a VGA Laptop on the Screen (Wall)

Use AirMedia to Project Laptop

Select and Adjust Audio Sources

Use Microphones

Self-Record

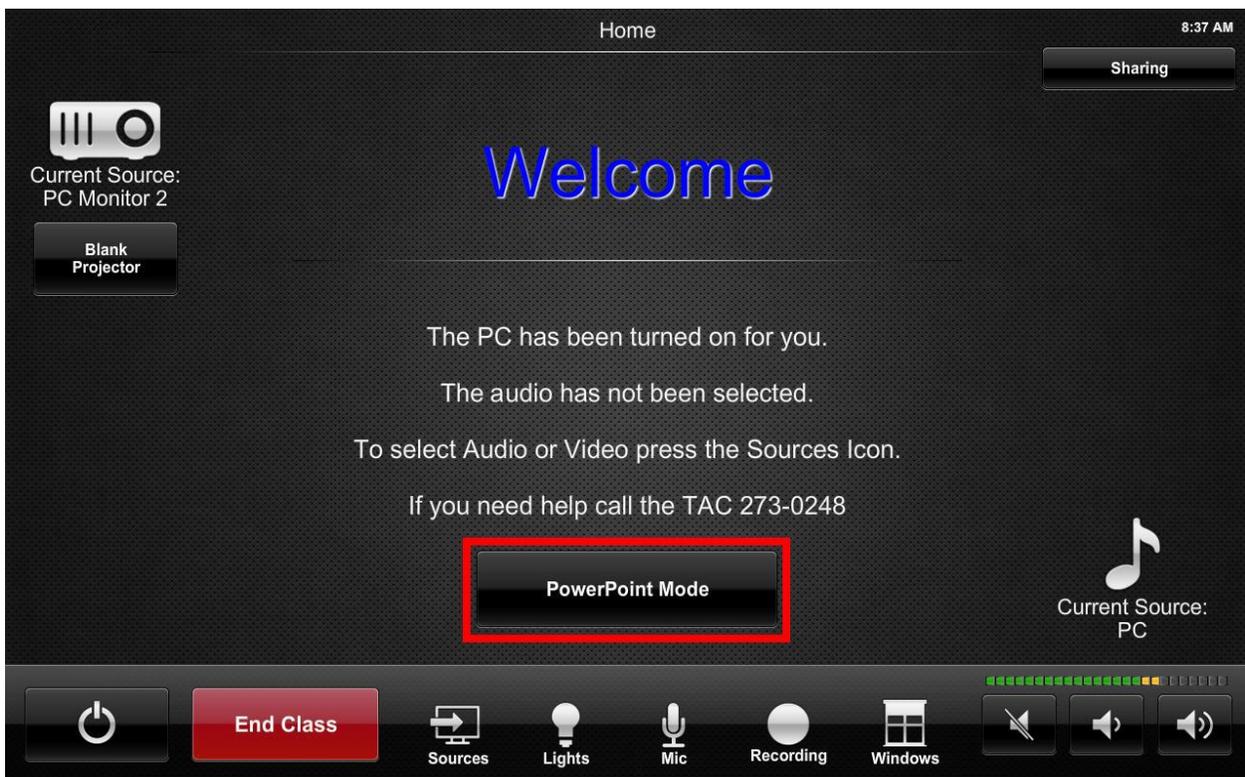
Ending Class

Use Power Point Mode

1. Press Touch Panel to begin class. The computer will turn on automatically.



2. Press "PowerPoint Mode".



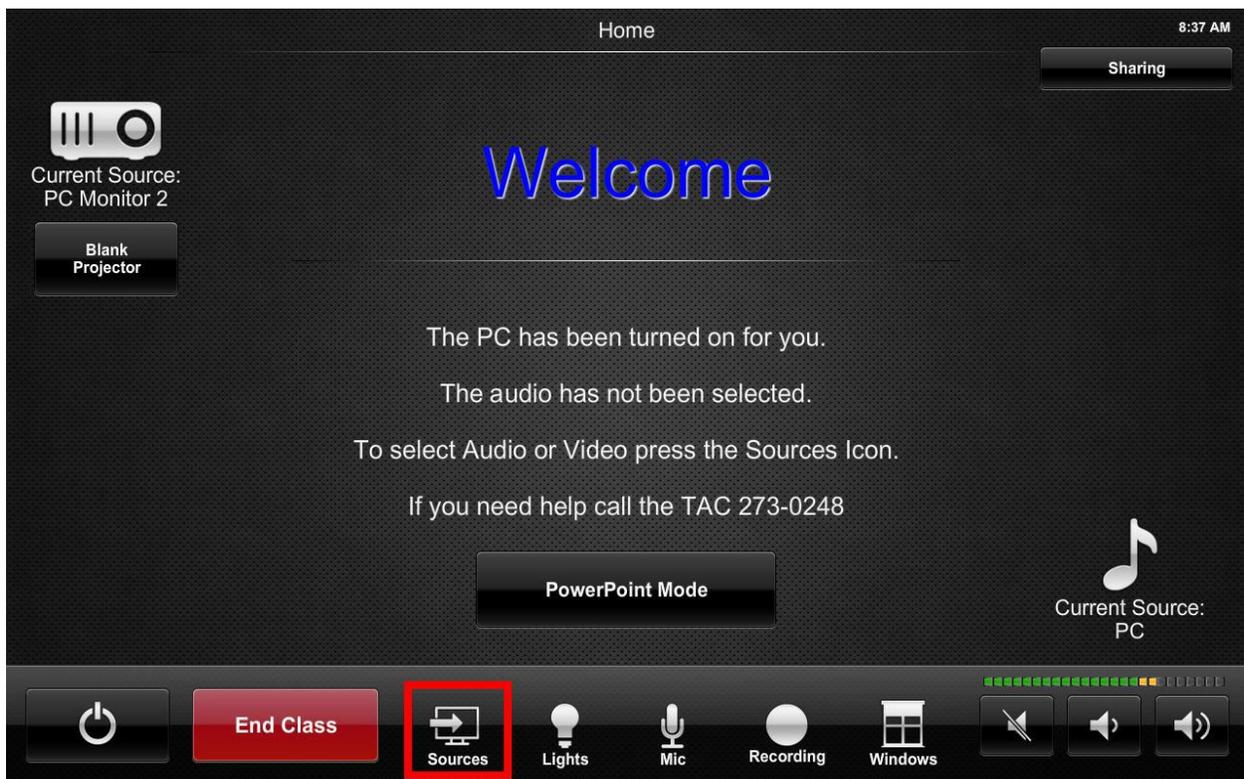
3. The right hand monitor will be projected.

Manually Select PC Monitor for Projection

1. Press Touch Panel to begin class. The computer will turn on automatically.



2. Press "Sources" at the bottom of the touch panel.



3. Select "PC Monitor 1" or "PC Monitor 2" under "Video Sources" menu.



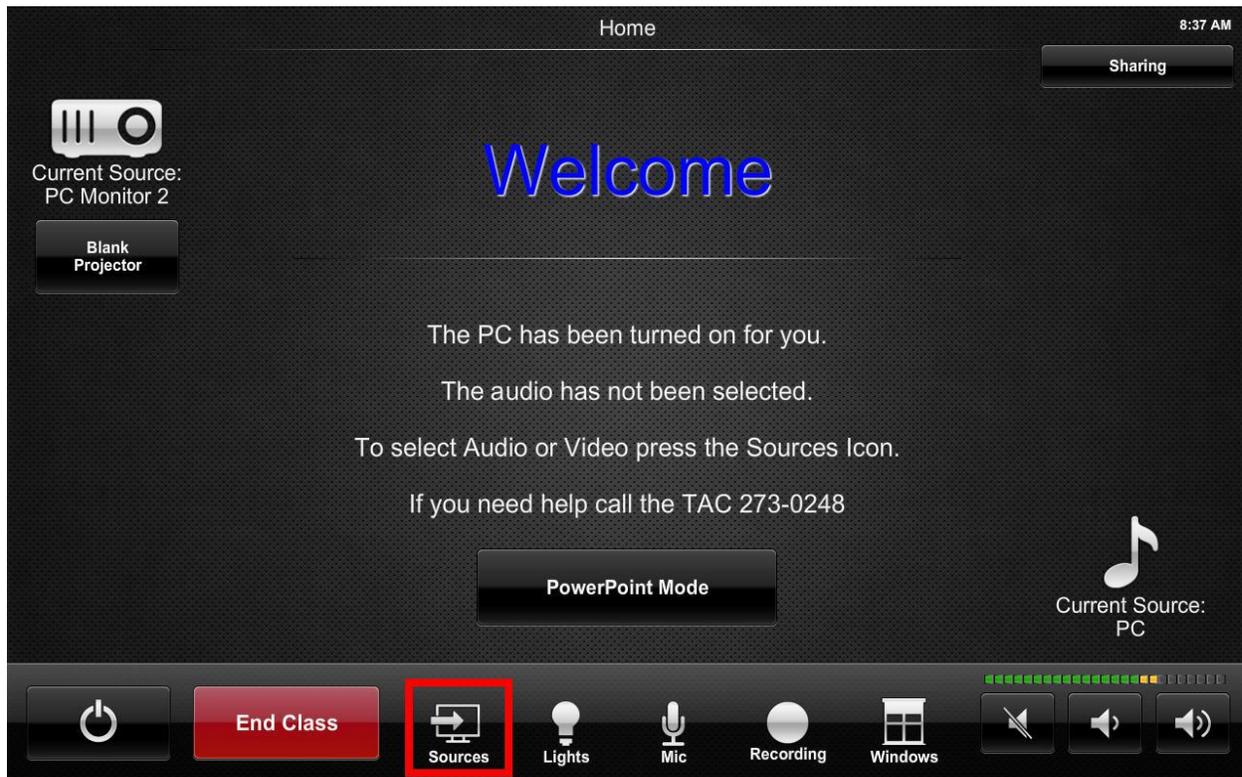
4. Logon to Computer and use the computer as you normally would.

Project an HDMI Laptop on the Screen

1. Press Touch Panel to begin class. The podium computer will turn on automatically. You can turn it off manually later if you wish or just ignore it.



2. Press "Sources" at the bottom of the touch panel.



3. Select "Laptop HDMI" under "Video Sources" menu.



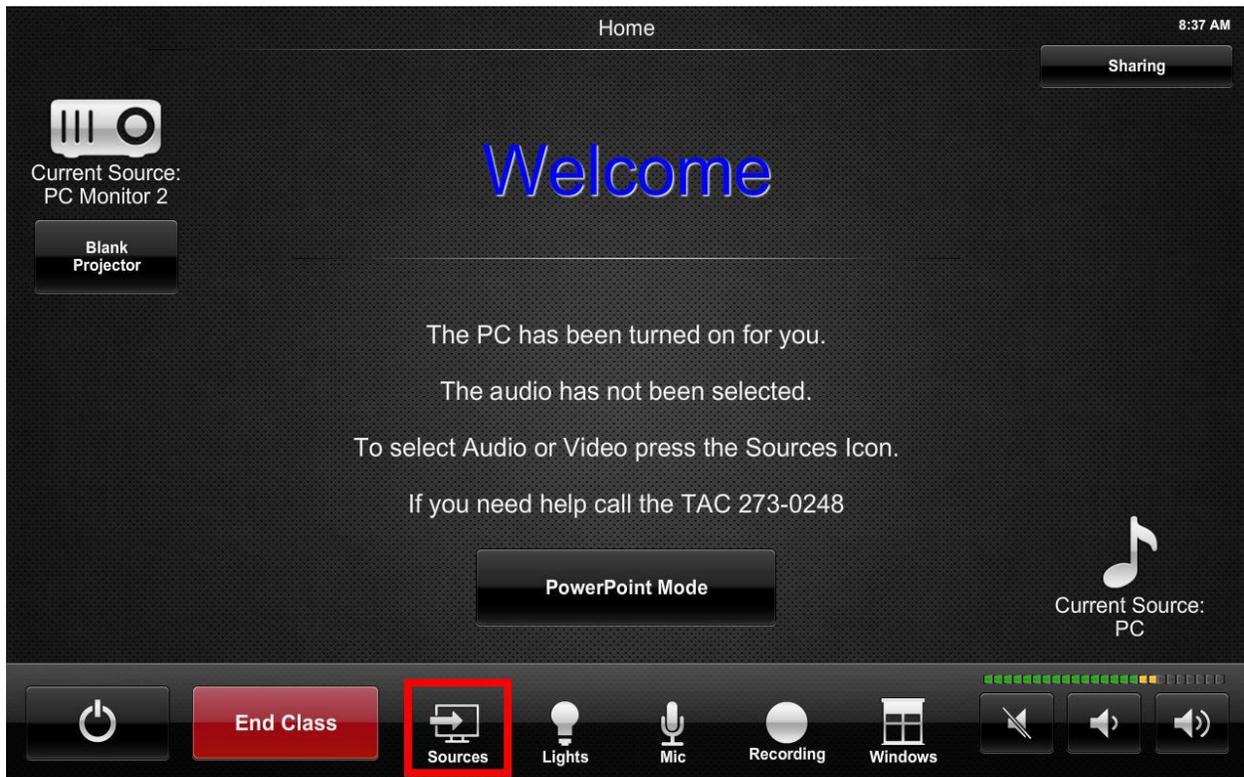
4. Plug HDMI Cable into Laptop. This may require an adaptor (dongle) depending on the configuration of your laptop.
5. Turn on Laptop. The system will recognize the laptop.

Project a VGA Laptop on the Screen

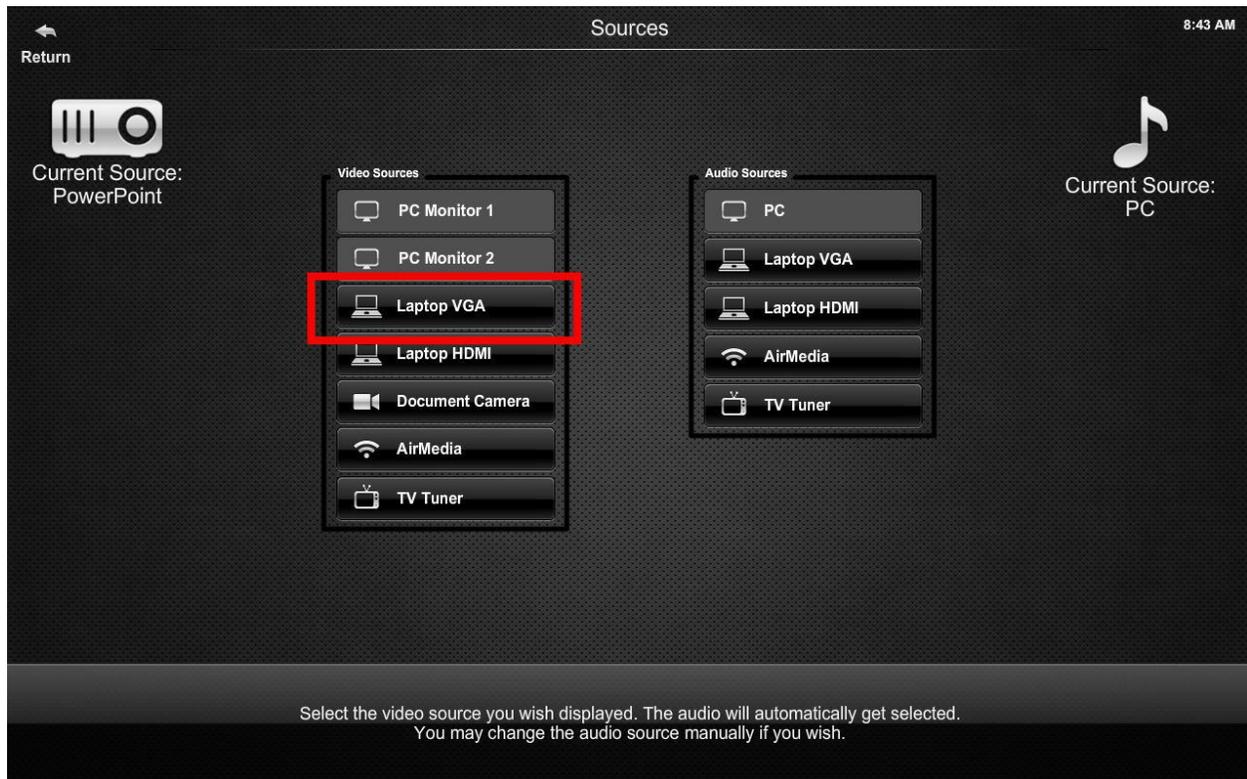
1. Press Touch Panel to begin class. The podium computer will turn on automatically. You can turn it off manually later if you wish or just ignore it.



2. Press "Sources" at the bottom of the touch panel.



3. Select "Laptop VGA" " under "Video Sources" menu.



4. Plug VGA Cable into Laptop.

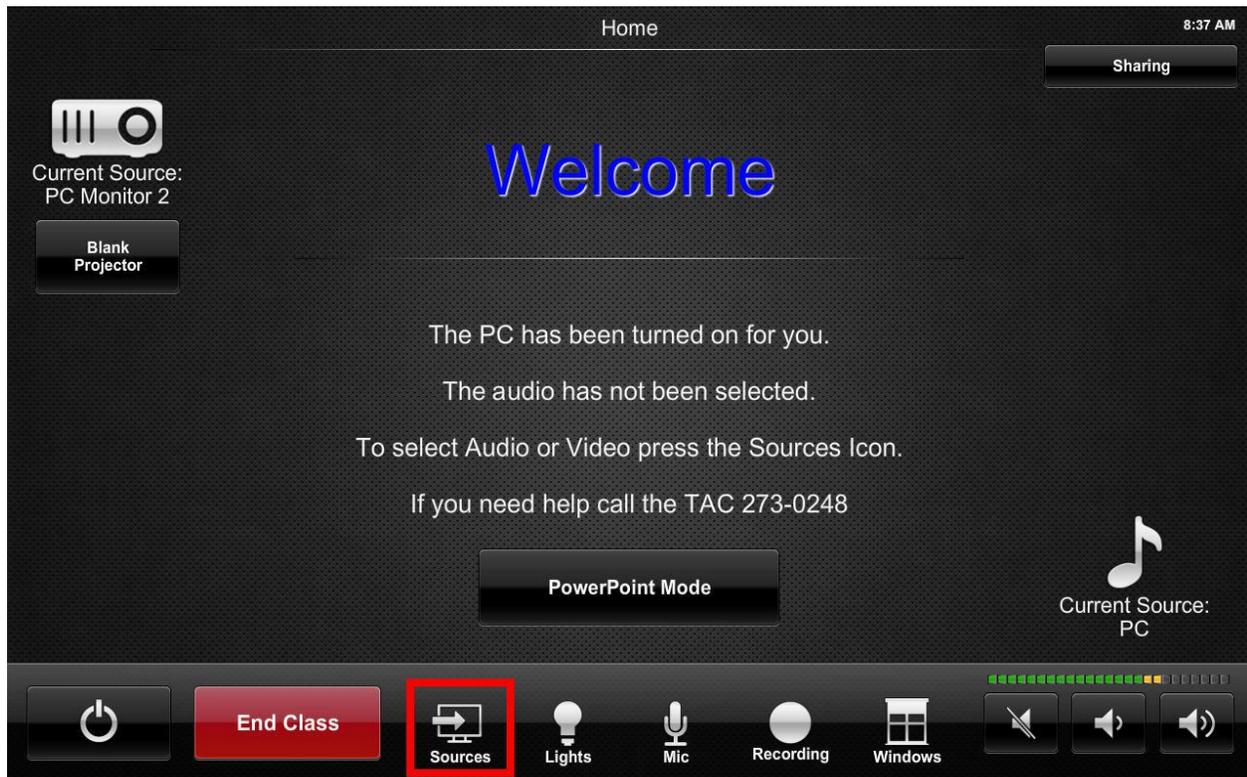
5. Turn on Laptop. If no image appears use function keys or display controls to select display.

Use AirMedia to Project Laptop

1. Press Touch Panel to begin class. The podium computer will turn on automatically. You can turn it off manually later if you wish or just ignore it.



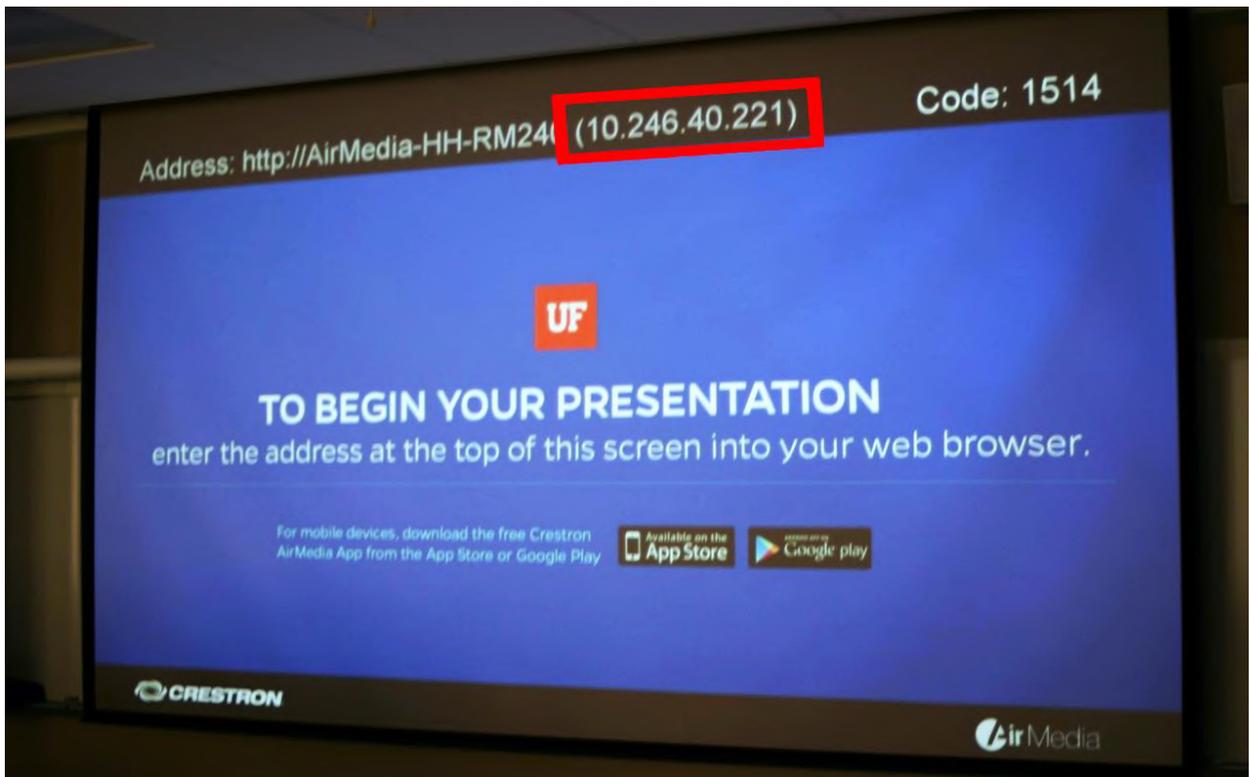
2. Press "Sources" at the bottom of the touch panel.



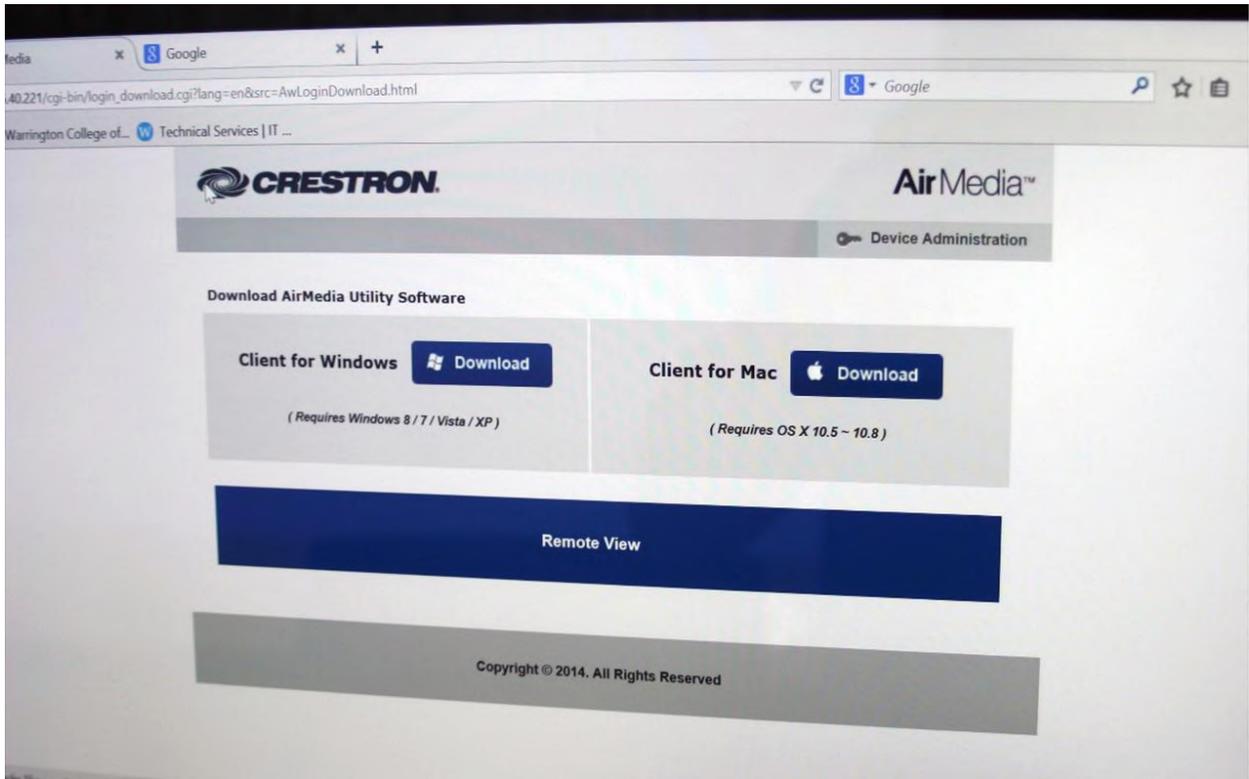
3. Select "AirMedia" " under "Video Sources" menu.



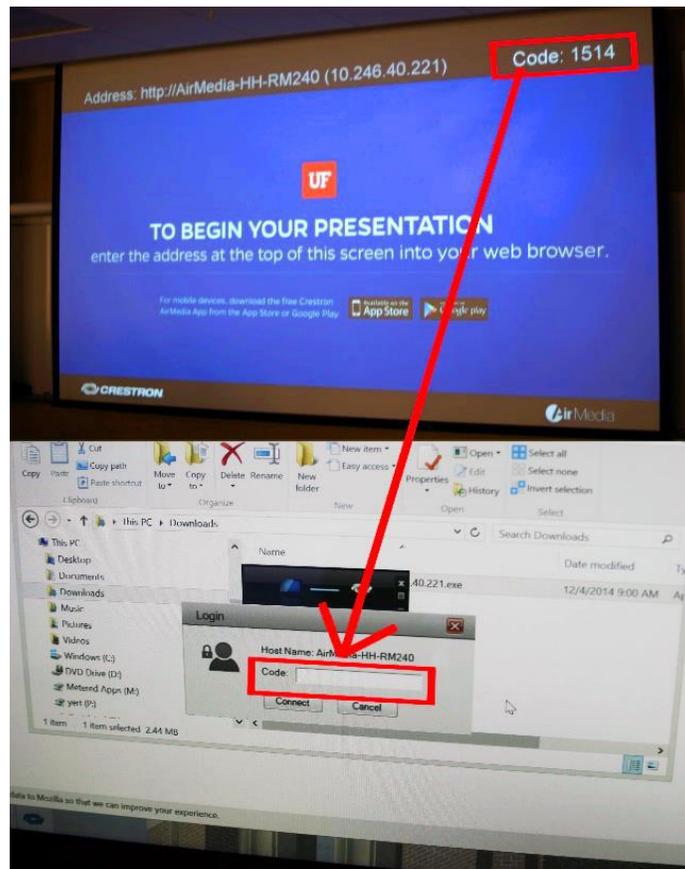
4. Air media will be projected on the screen (wall). Type the IP Address show on your screen into the address bar of a web browser on your laptop, press enter



5. Download and install the appropriate client for your laptop. It installs quickly.



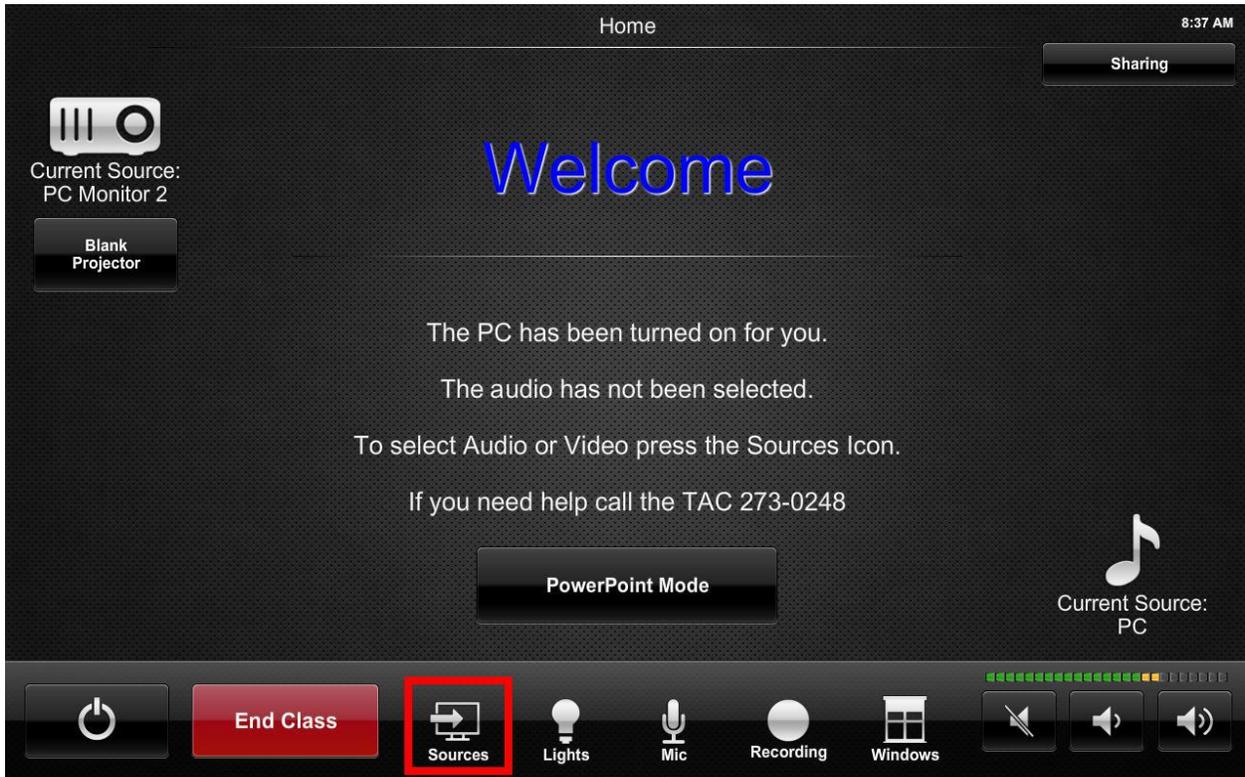
6. When prompted enter the code from your projection screen (wall) into the AirMedia Application and click "Connect". If the connection fails re-enter the code and try again.



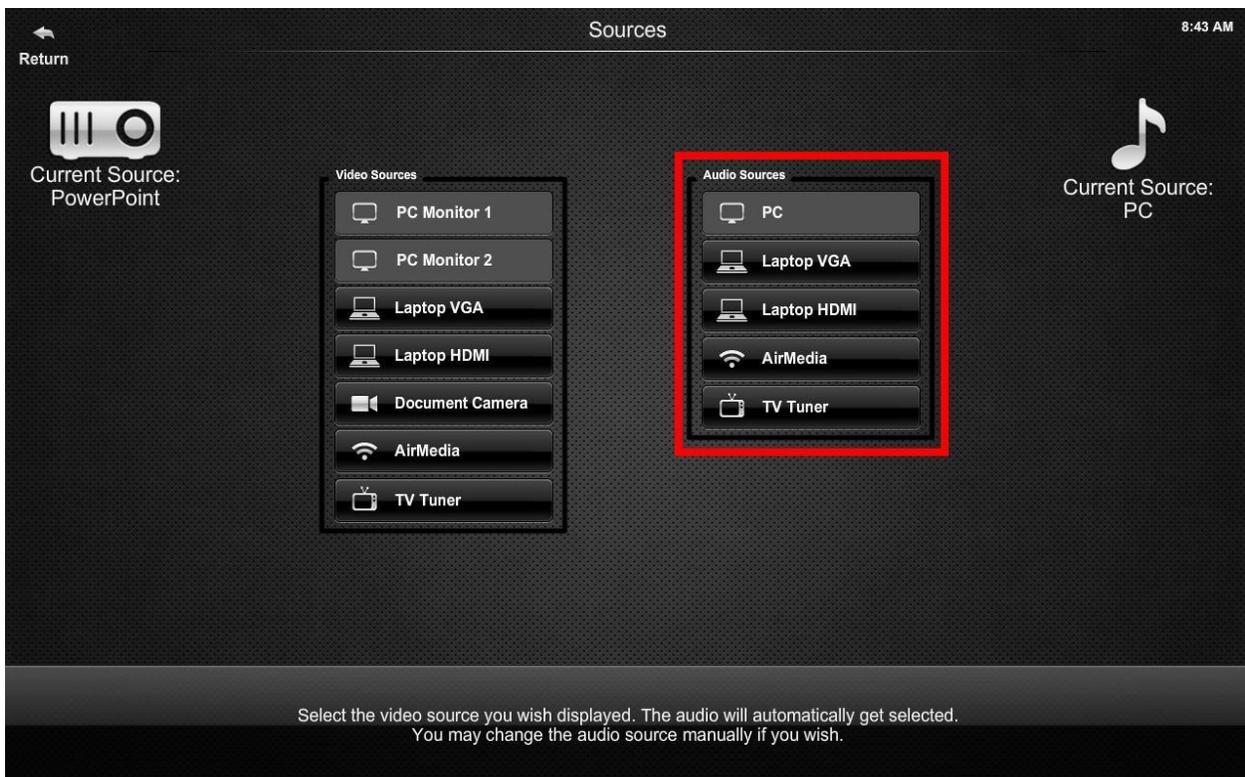
Select and Adjust Audio Sources

Normally audio sources switch automatically to the video source selected. Sometime you may want a different audio source. To do so:

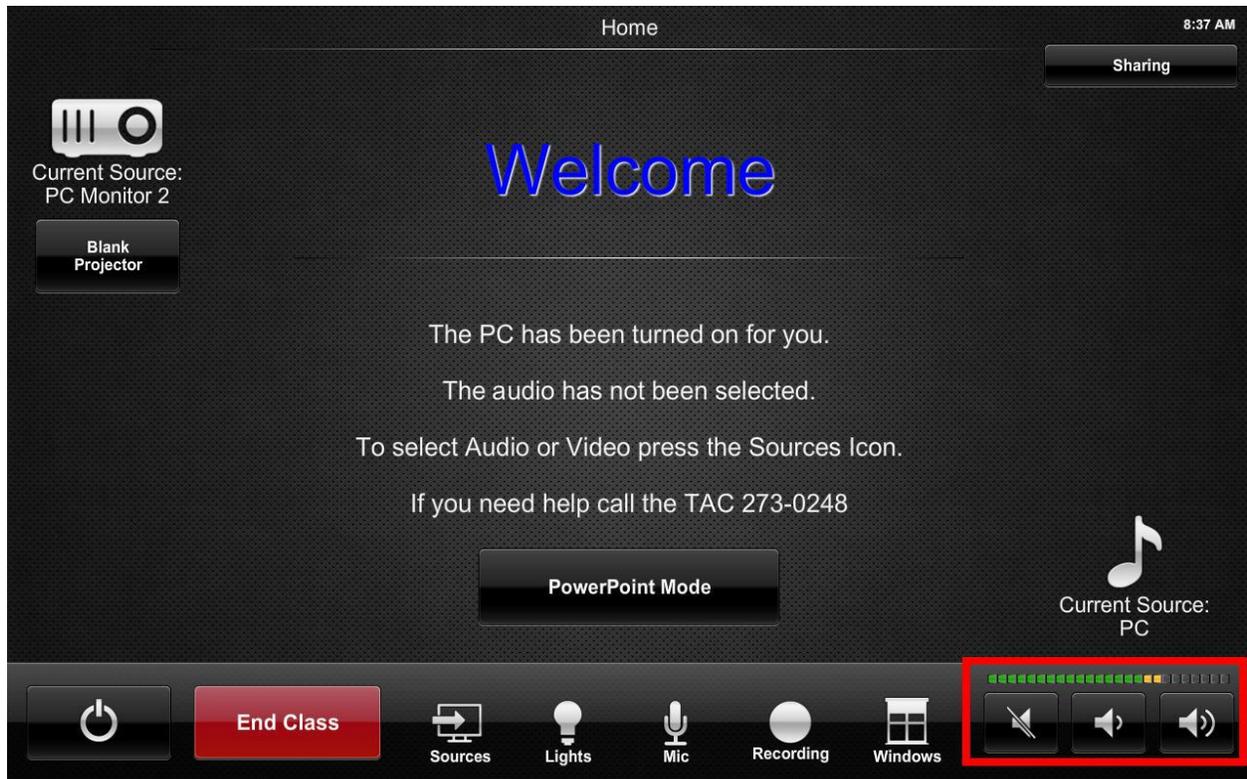
1. Press “Sources” at the bottom of the touch panel.



2. Select desired audio source under “Audio Sources” Menu.



3. If you are having problems hearing sound from the system, check muting and volume on home page of touch panel.

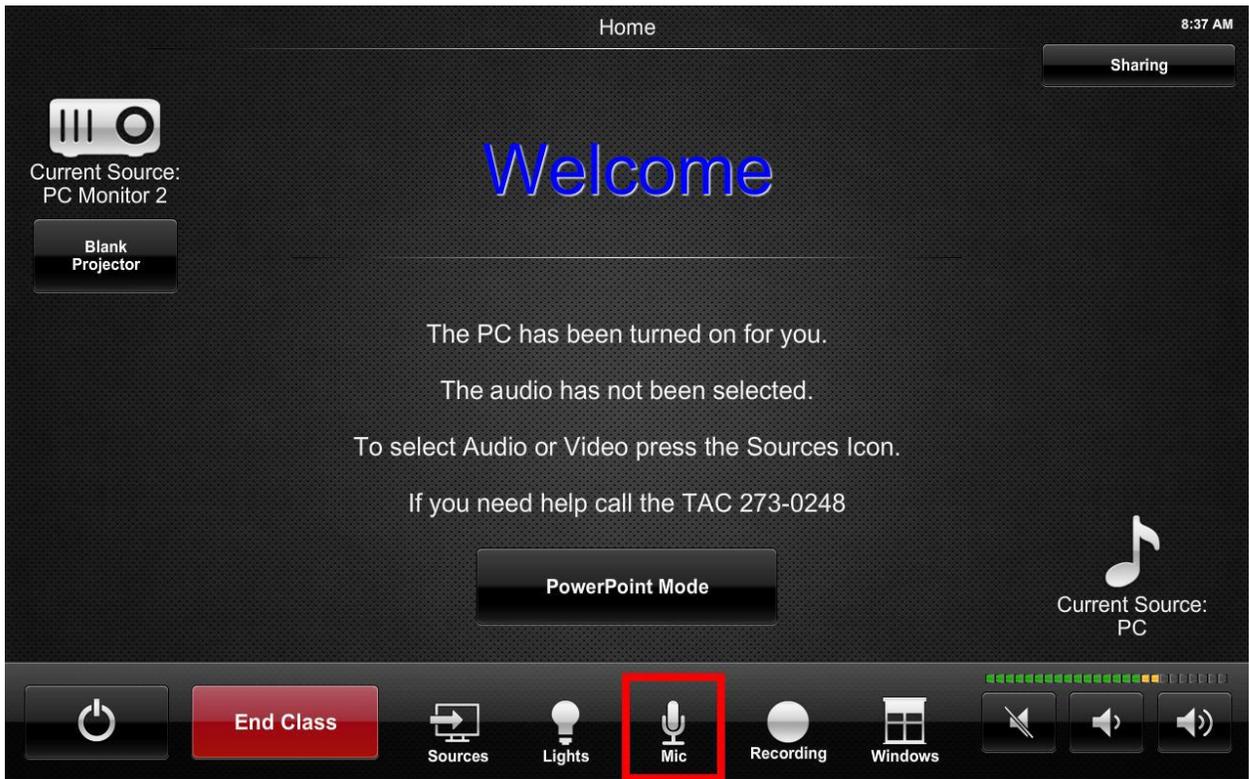


4. Check muting and volume on the computer/source and application.

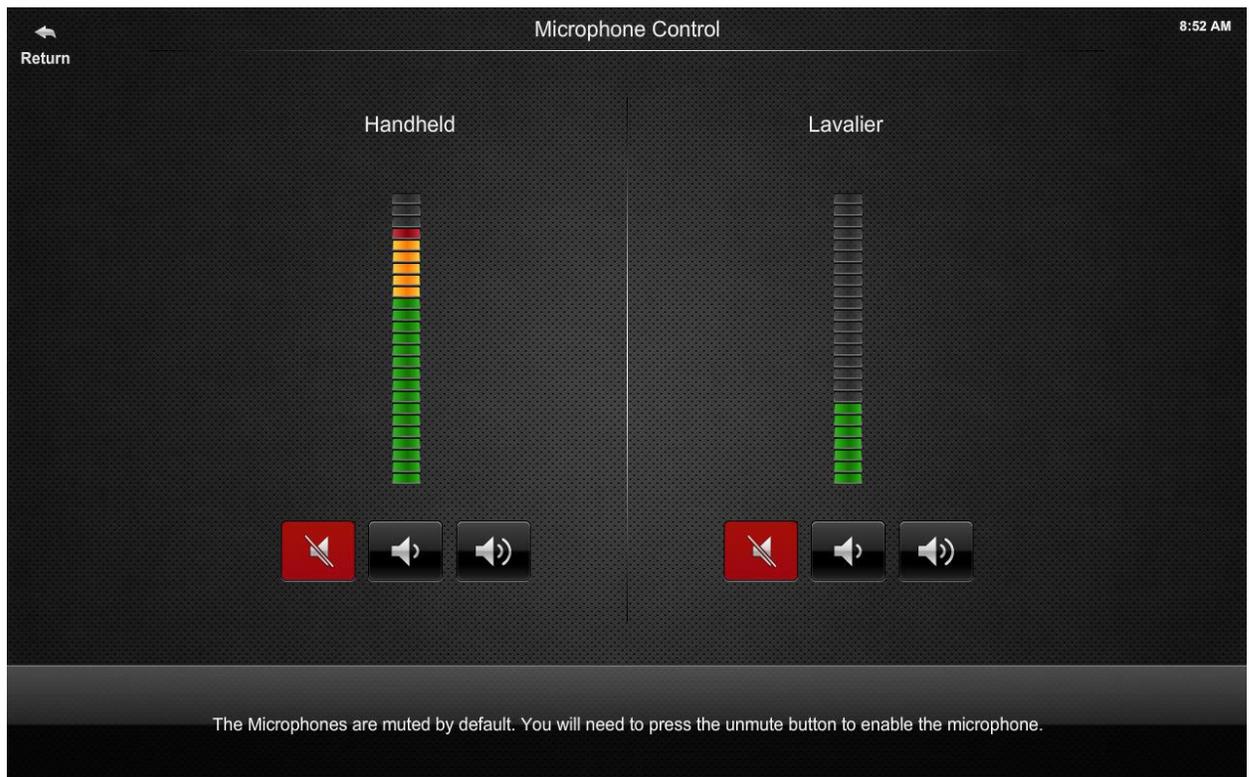
Use Microphones

The room normally has two microphones, a Handheld and a Lavalier. Both work the same.

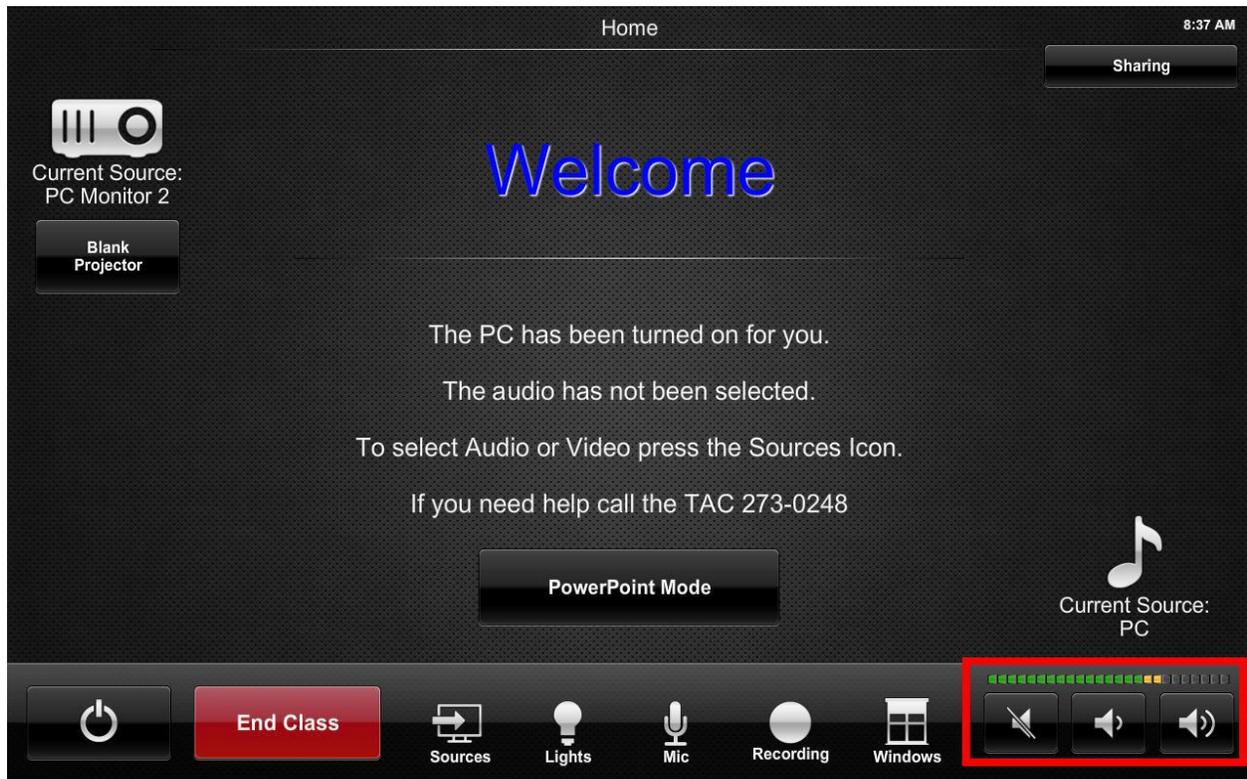
1. Select Mic icon on touch panel.



2. Unmute/adjust mic level for mic you are using.



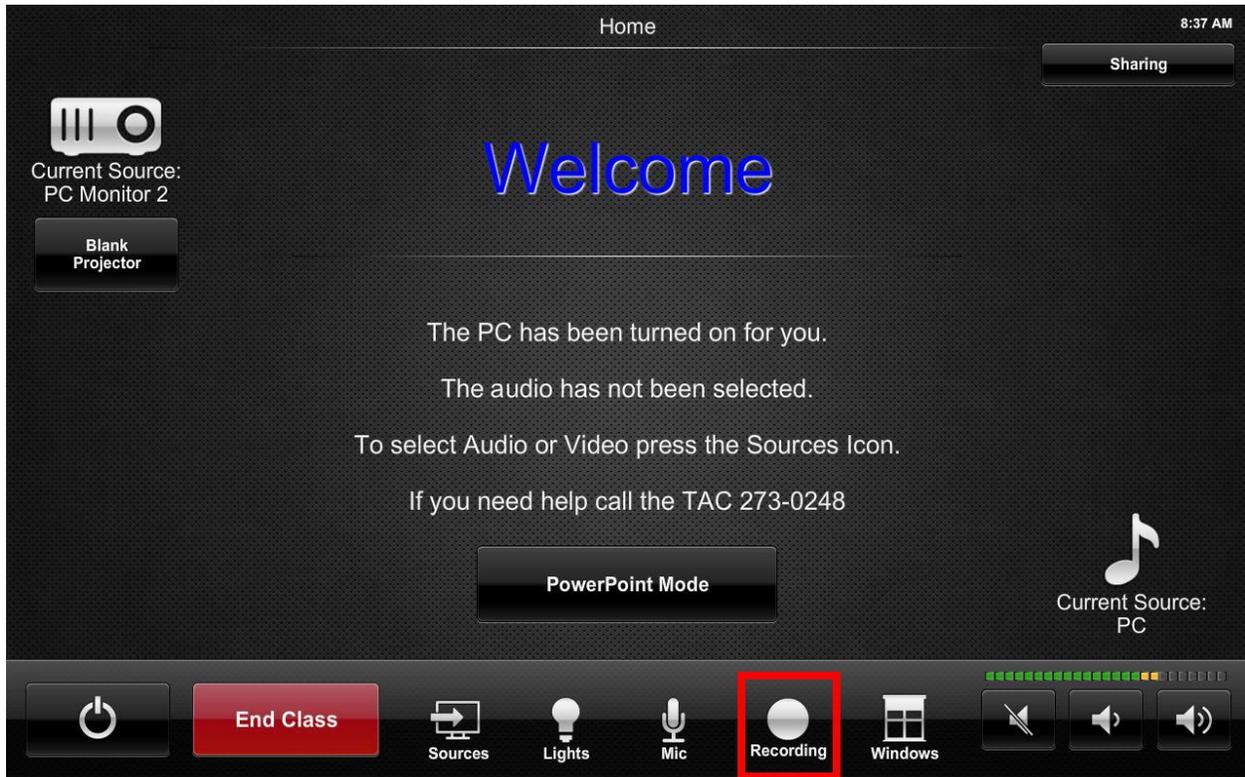
3. If needed unmute or adjust volume on home page of touch panel.



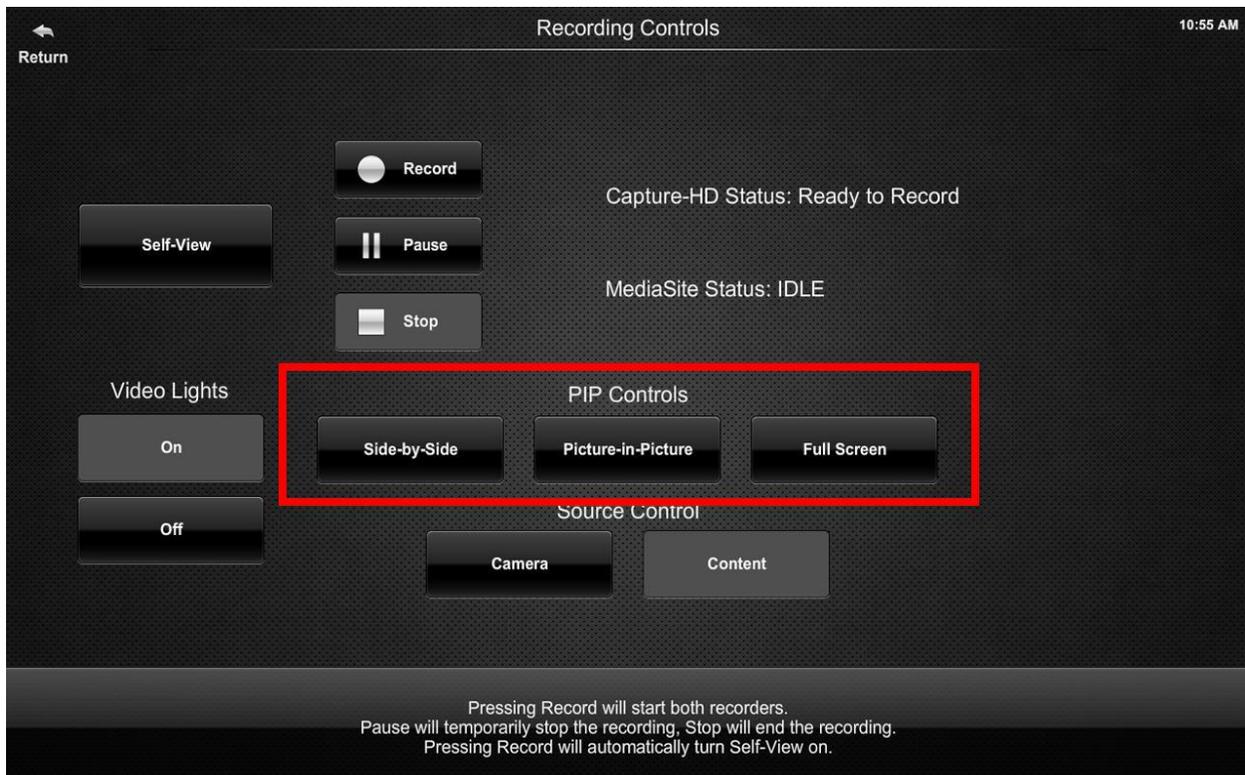
Self-Record

Self-Recording requires some patience and attention to detail.

1. Press "Recording" Button



2. Determine desired PIP (picture in picture) format and select Source.
 - a. Side-by-Side is not very useful for our applications
 - b. Picture-in-Picture shows whatever is selected in "Source Control" full screen and shows the other source in a small window on the lower right.
 - c. Full screen shows what is selected in "Source Control" full screen.

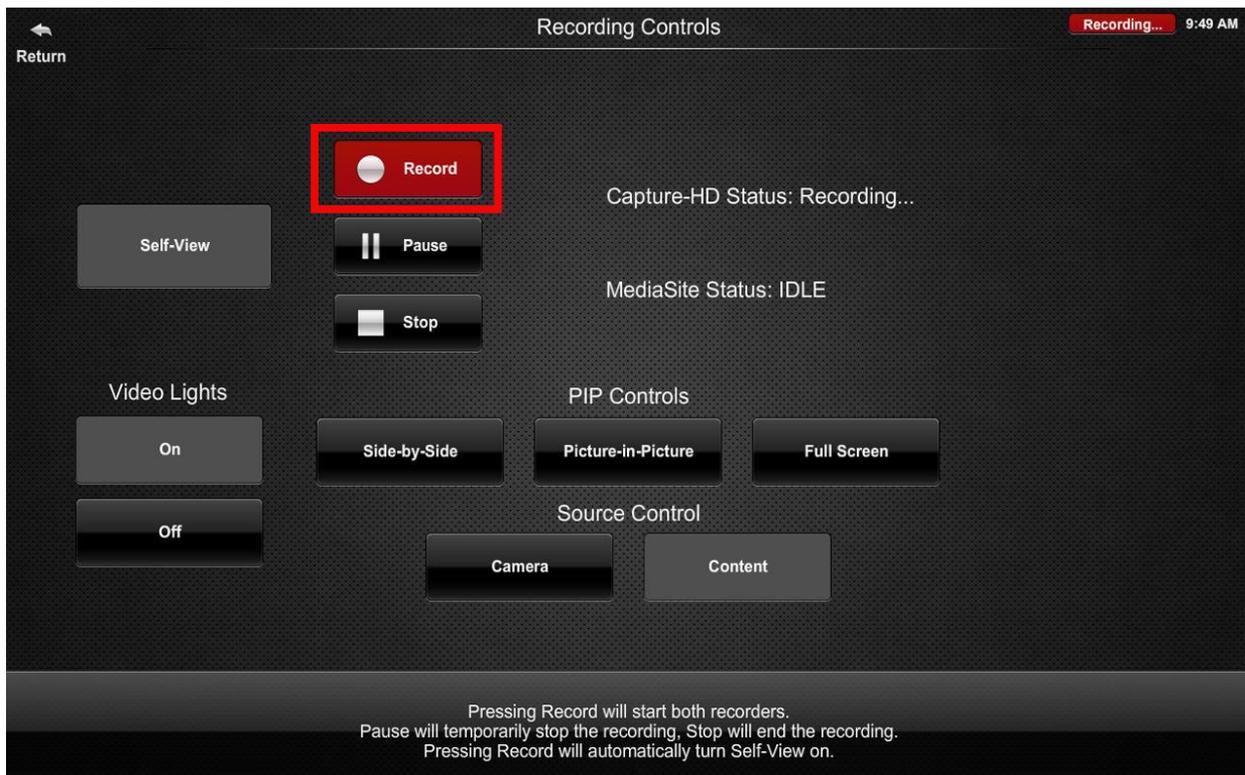


3. To start recording press "Record".

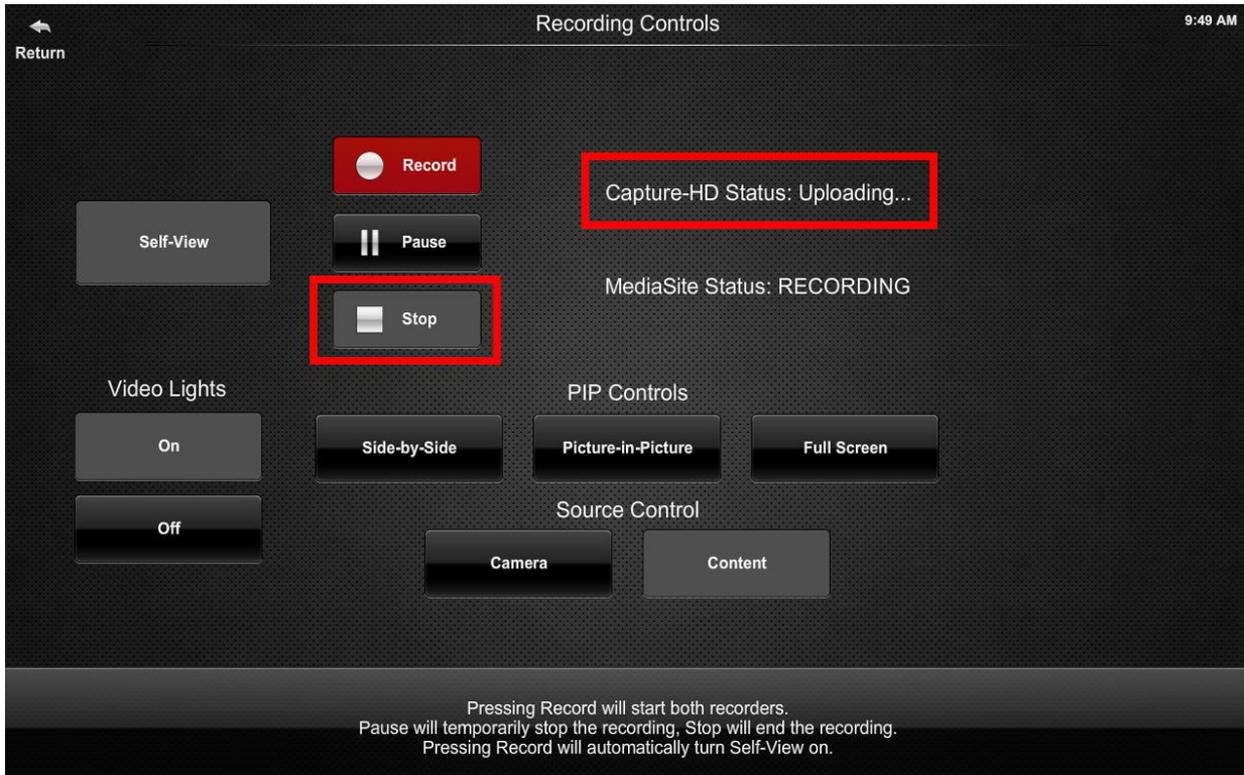
When record is pressed the Video Lights should come on automatically.



4. The device will start recording. It may take a few second to start.



5. Press stop when you are done. The “Capture-HD Status” will say “Uploading”.



6. WAIT for red recording indicators to disappear and for the “Capture-HD Status” to read “Deleting after upload”.



Your file is available at R:\CaptureHD\<(room number).

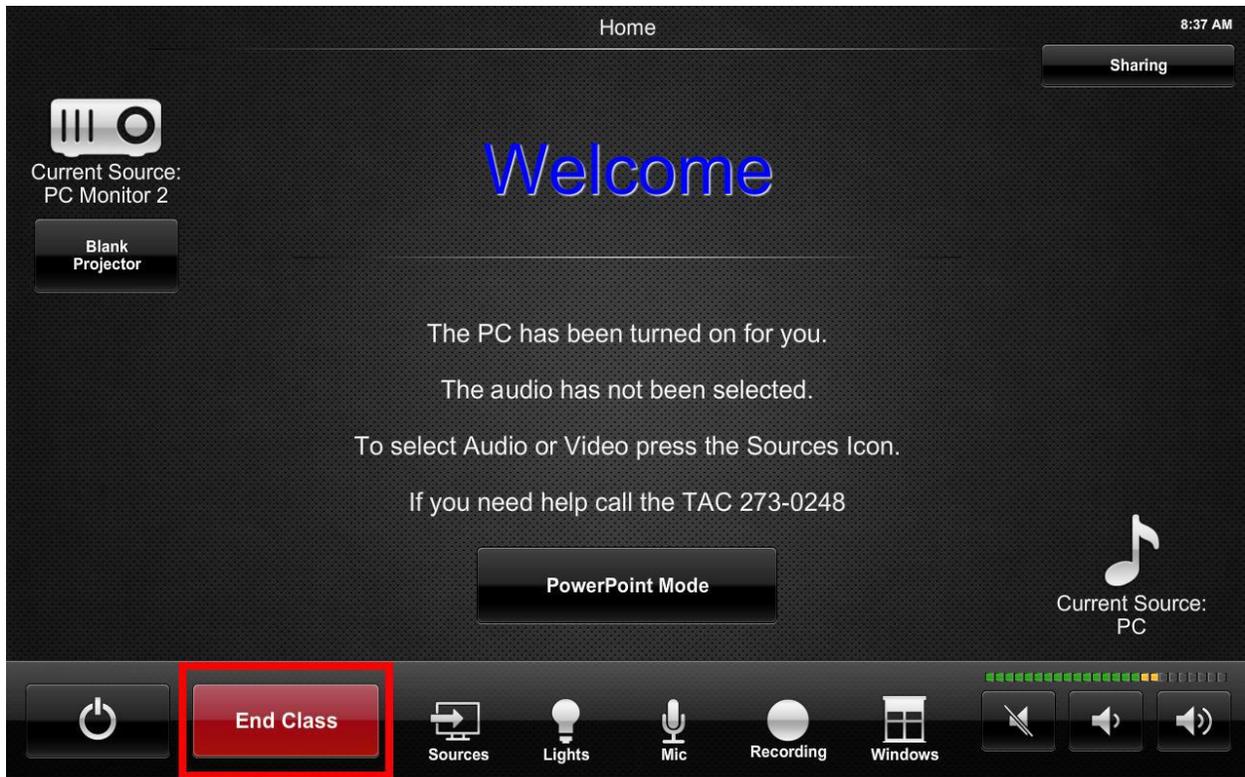
It will remain on the drive for 2 weeks and then be removed.

The Recording will be labelled something cryptic like “UF-HH-RM150-CAP_2014-12-05_13_43_32.mp4”.

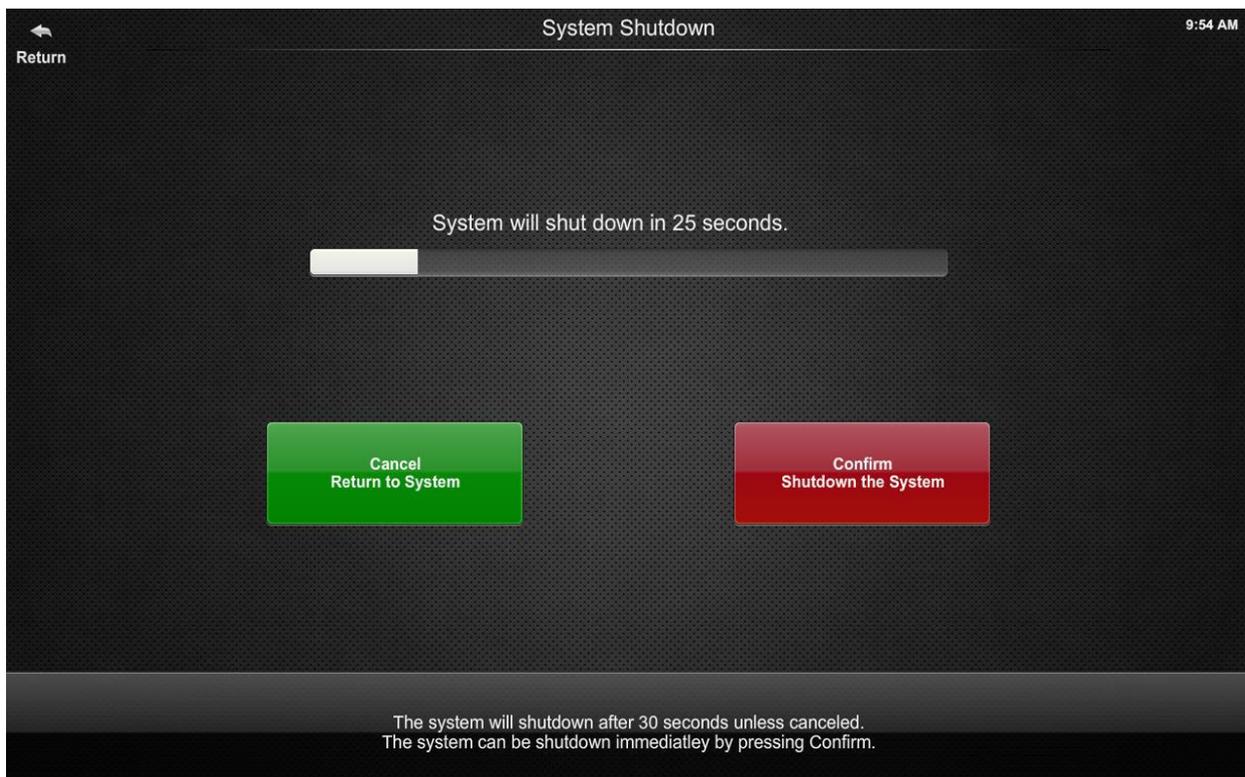
Translated it means “University of Florida-Heavener Hall-Room 150-Capture-12/5/14-1:43:13pm”.

Ending Class

1. Please shut down the system when you are done. This saves the college money. Press “End Class”.



2. Confirm that you really want to end the class.



For Immediate Assistance Call TAC at 273-0248