

# Rooms 210, 220, 230, 260, 270 User A/V Instruction Manual

**This manual provides instruction on the following tasks:**

**Project the Podium Computer on the Screen**

**Project an HDMI Laptop on the Screen**

**Project a VGA Laptop on the Screen**

**Use AirMedia to Project Laptop**

**Select and Adjust Audio Sources**

**Use Microphone**

**Self-Record**

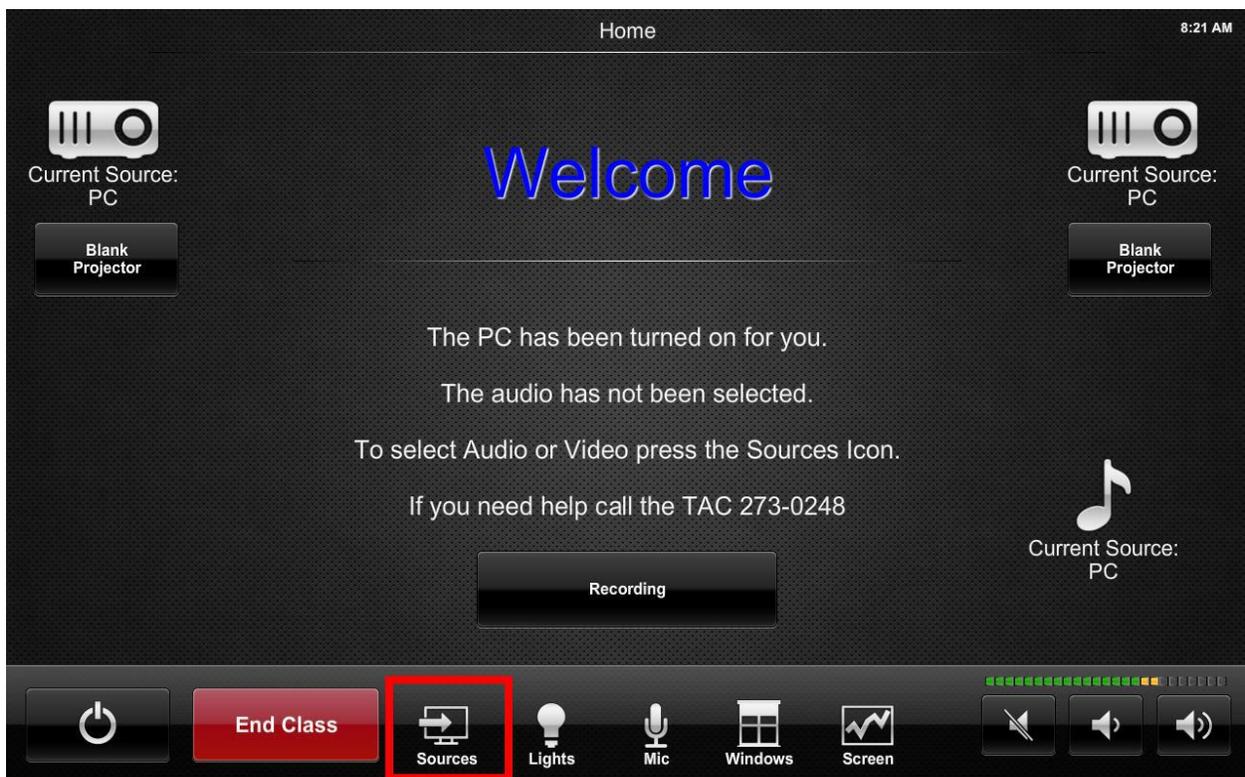
**Ending Class**

## Project the Podium Computer on the Screen

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" under desired projector. In two projector rooms the projector icon on the left is for projecting on the short wall at end of the room and the projector icon on the right is for projecting on the long wall opposite the windows.



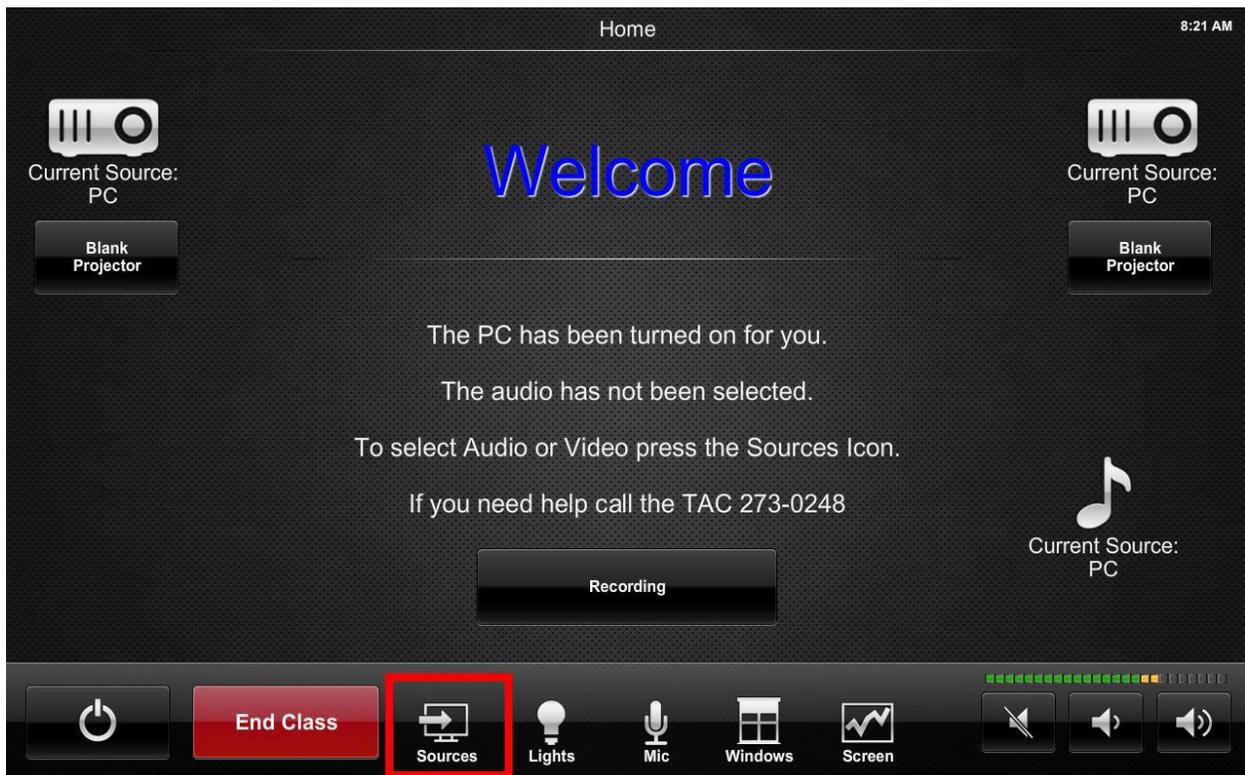
4. Logon to Computer and use the computer as you normally would. These are all-in-one computers. On the left side of the monitor you will find USB ports. On the right side you will find an optical drive (DVD). There is also a built in camera and microphone.

## 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 desired projector. In two projector rooms the projector icon on the left is for projecting on the short wall at end of the room and the projector icon on the right is for projecting on the long wall opposite the windows.



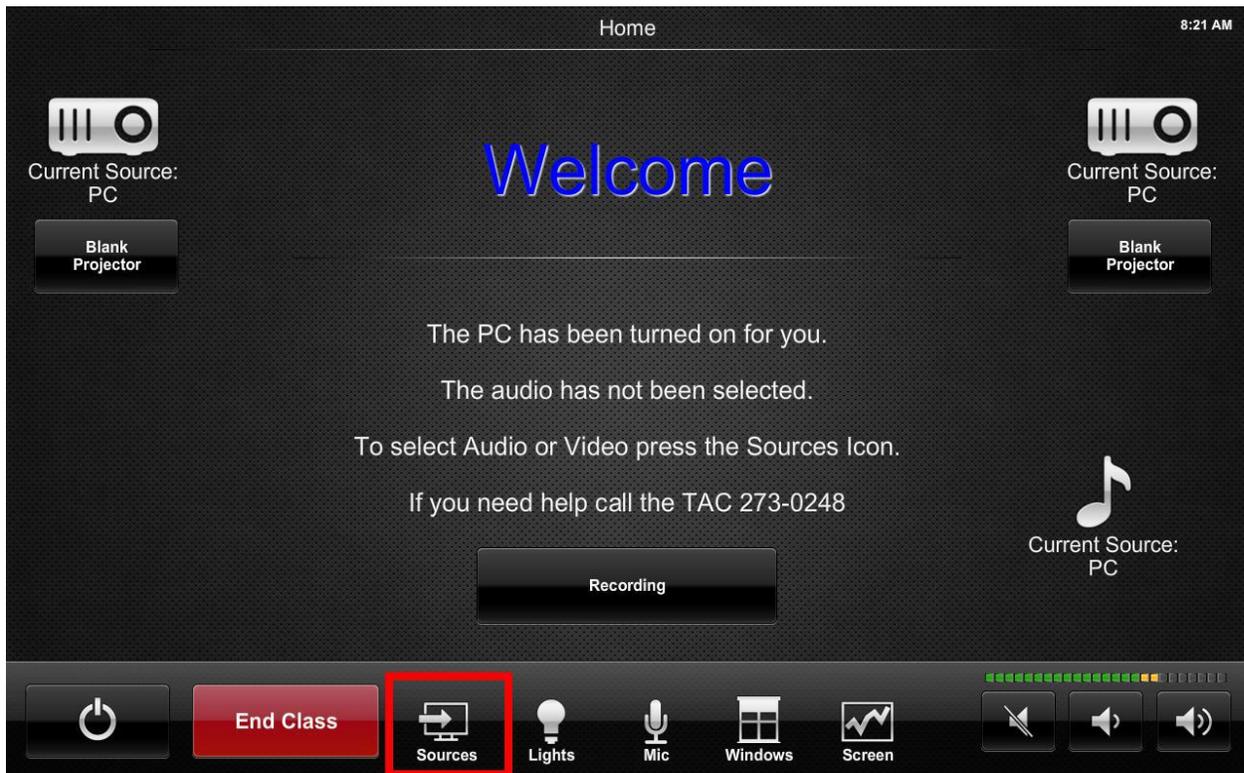
4. Plug HDMI Cable into Laptop. This may require an adaptor (dongle) depending on the configuration of your laptop.
5. Turn on Laptop. The system will recognize the laptop.

## 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 desired projector. In two projector rooms the projector icon on the left is for projecting on the short wall at end of the room and the projector icon on the right is for projecting on the long wall opposite the windows.



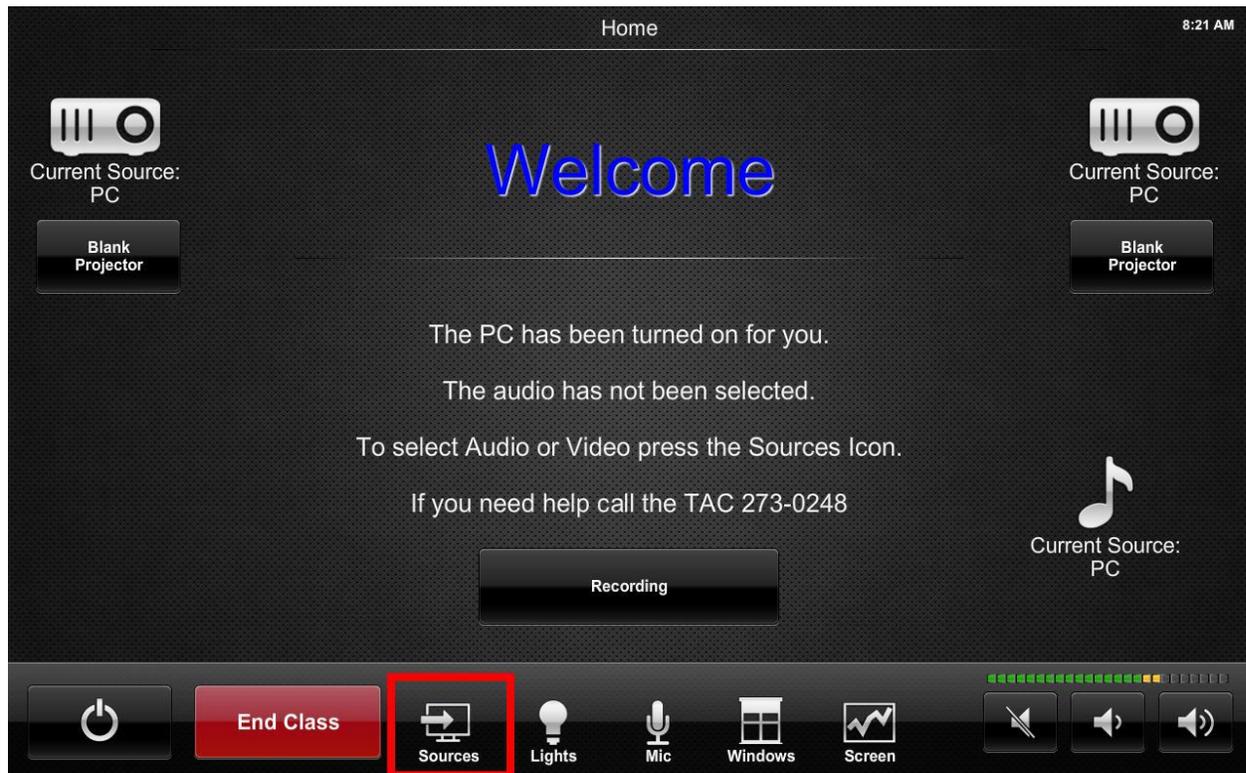
4. Plug VGA Cable into Laptop.
5. Turn on Laptop. If no image appears use function keys or display controls to select display.

## Use AirMedia to Project Laptop

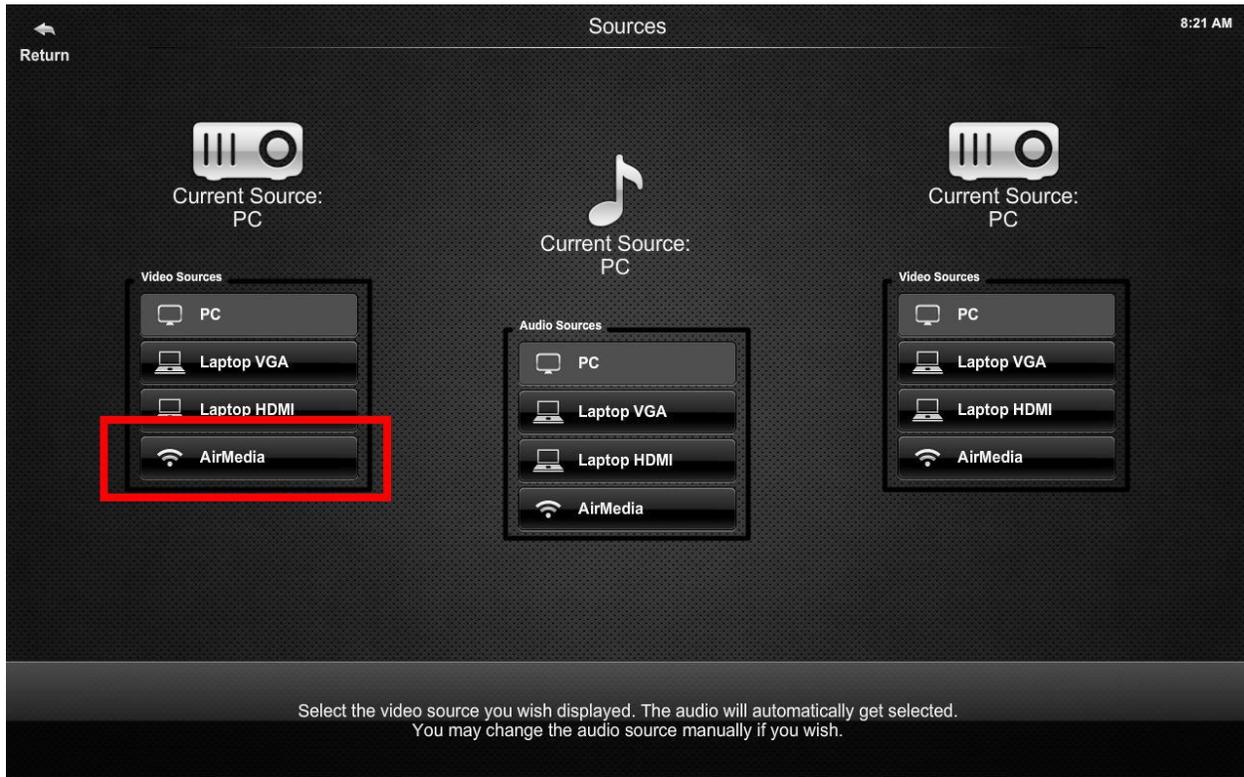
1. Press Touch Panel to begin class. The podium computer will turn on automatically. You can turn it off manually later if you wish or just ignore it.



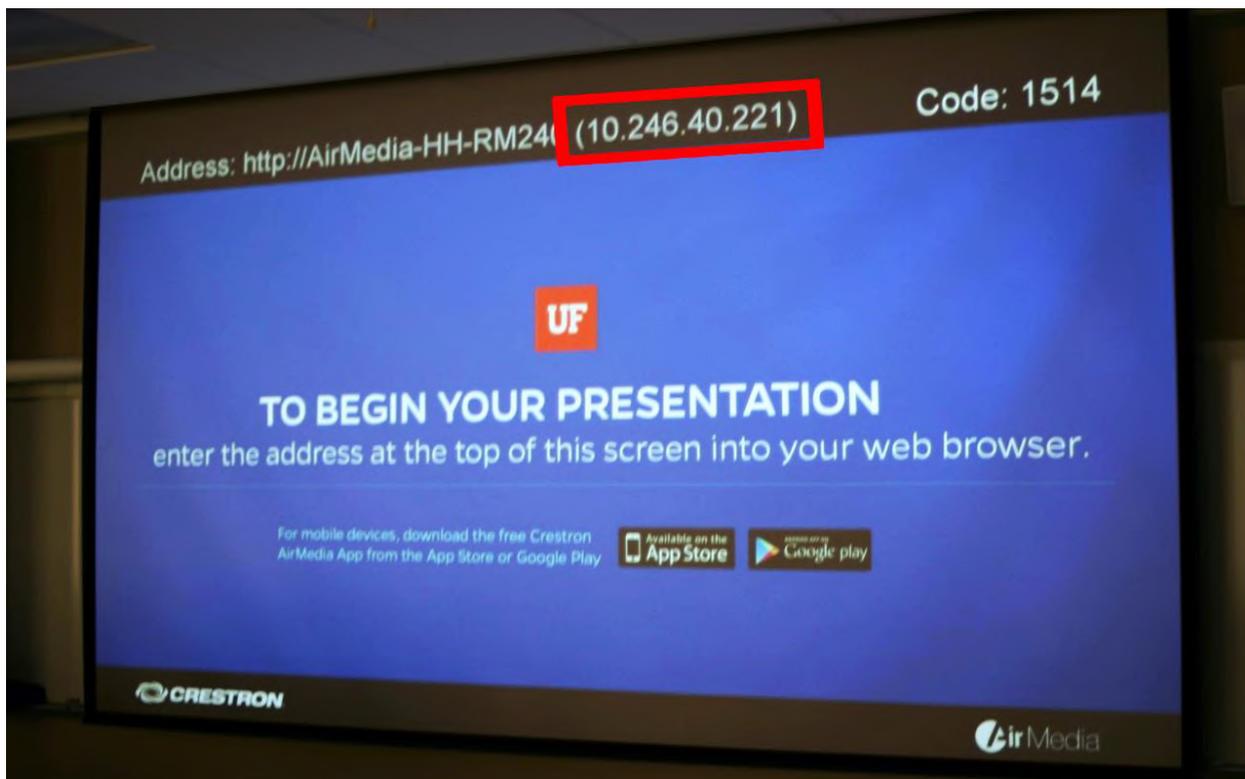
2. Press "Sources" at the bottom of the touch panel.



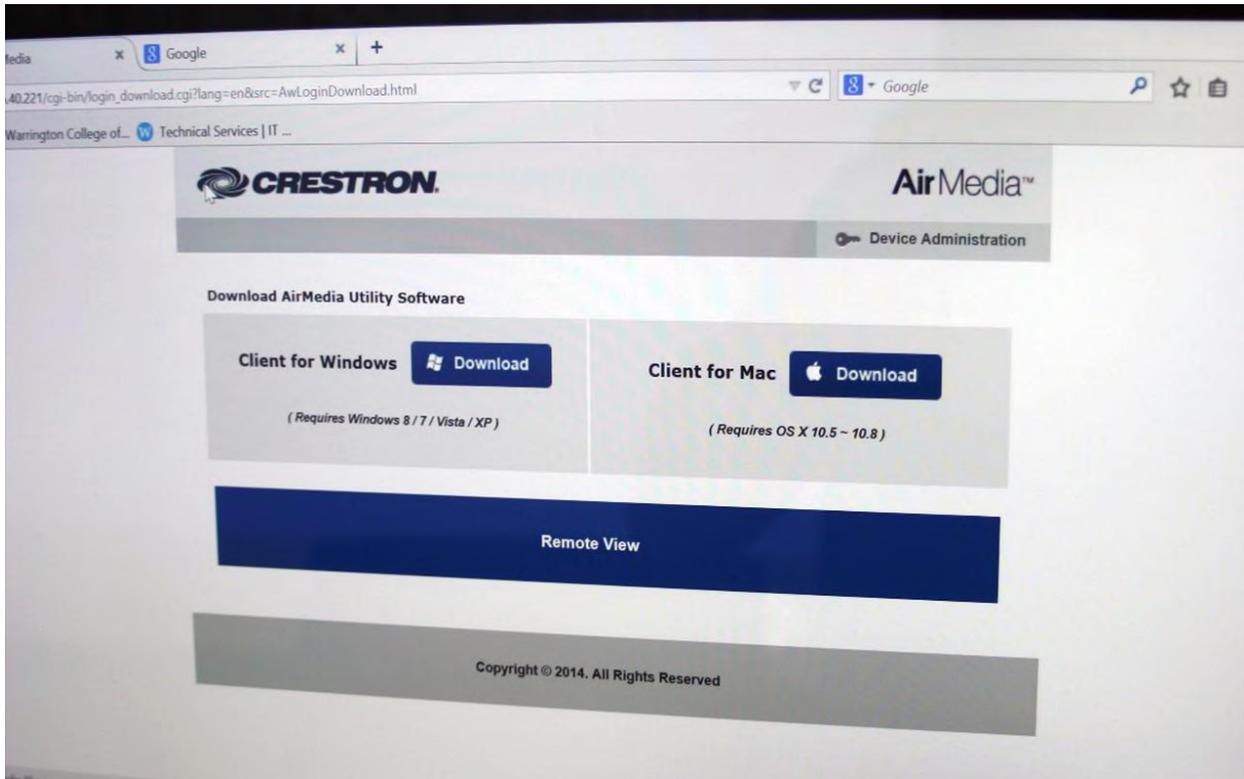
3. Select "AirMedia" under desired projector. In two projector rooms the projector icon on the left is for projecting on the short wall at end of the room and the projector icon on the right is for projecting on the long wall opposite the windows.



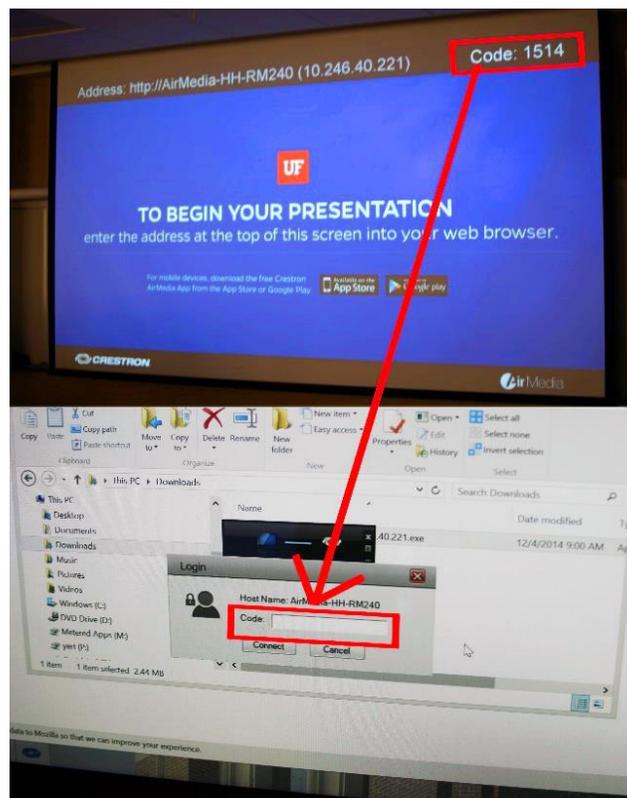
4. Air media will be projected on the screen. Type the IP Address into the address bar of a web browser on your laptop, press enter.



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

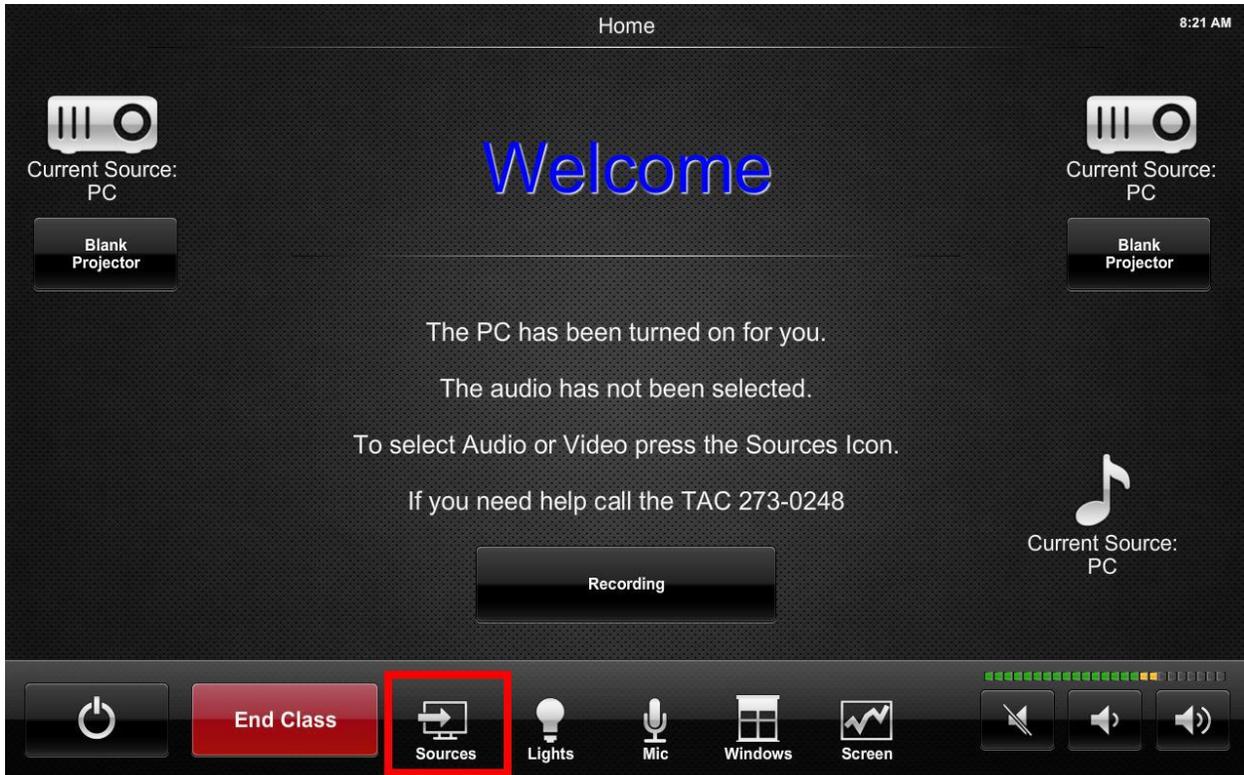


6. When prompted enter the code into the AirMedia Application and click "Connect". If the connection fails re-enter the code and try again.

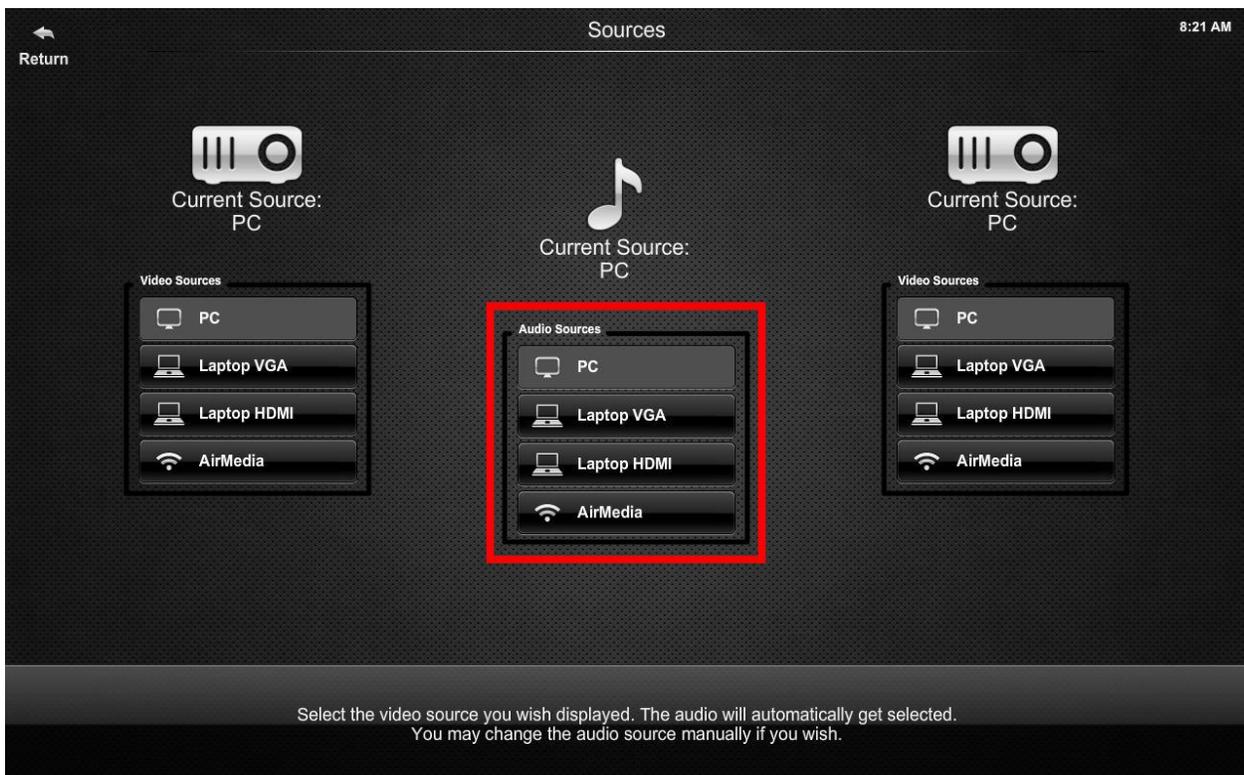


## Select and Adjust Audio Sources

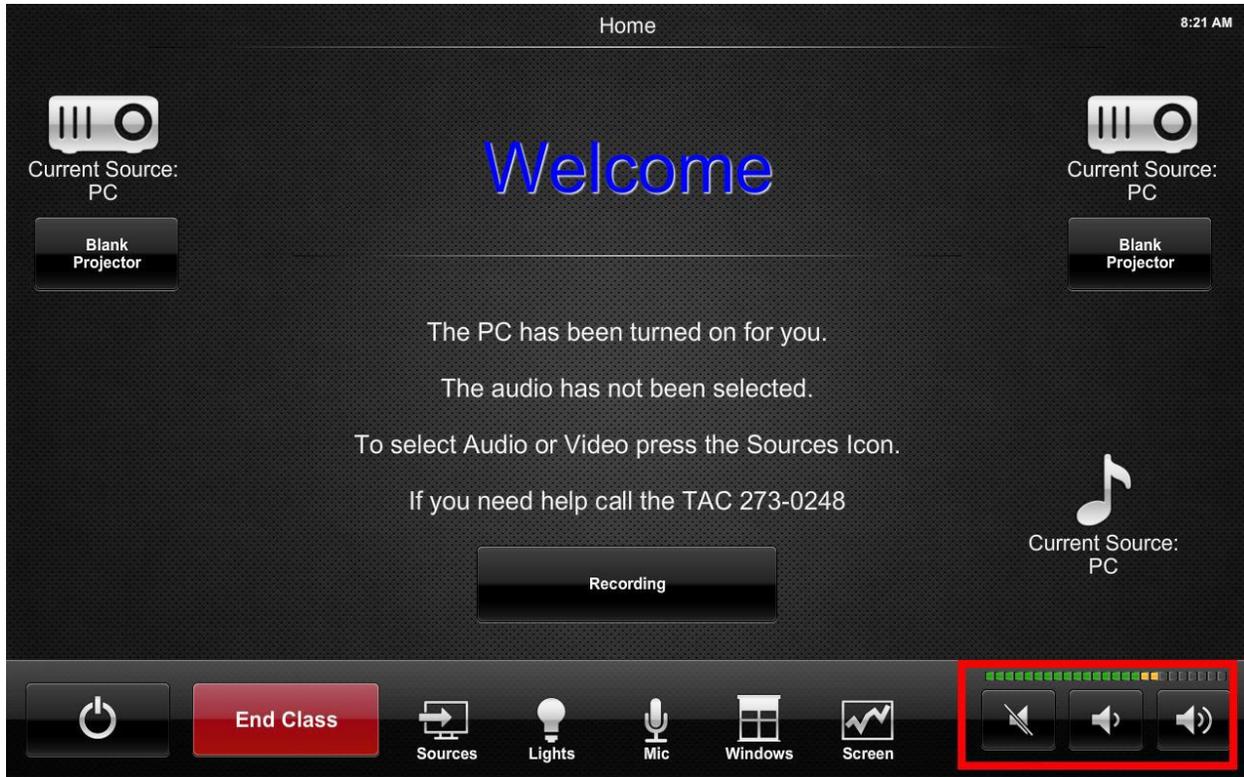
1. Normally audio sources switch automatically to the video source selected. Sometime you may want a different audio source. To do so:
  - a. Press “Sources” at the bottom of the touch panel.



- b. Select desired audio source under “Audio Sources” Menu.



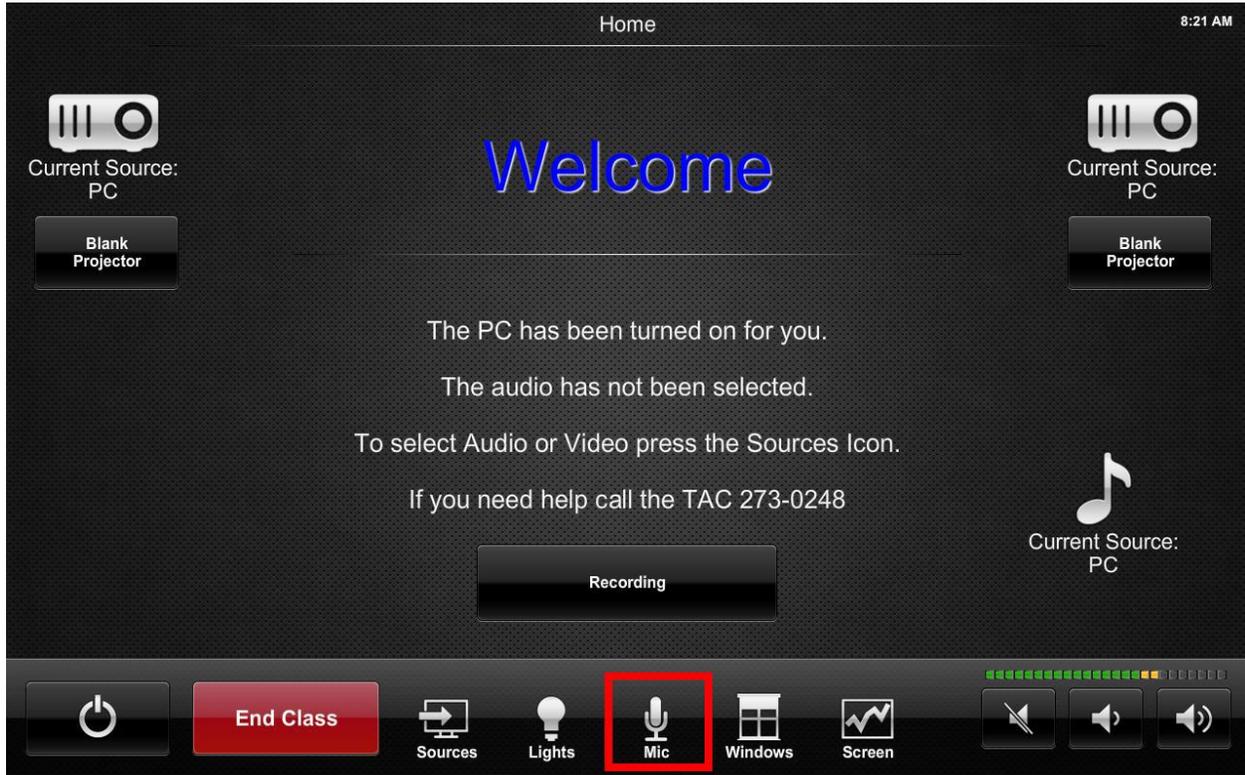
2. If you are having problems hearing sound from the system
  - a. Check muting and volume on home page of touch panel.



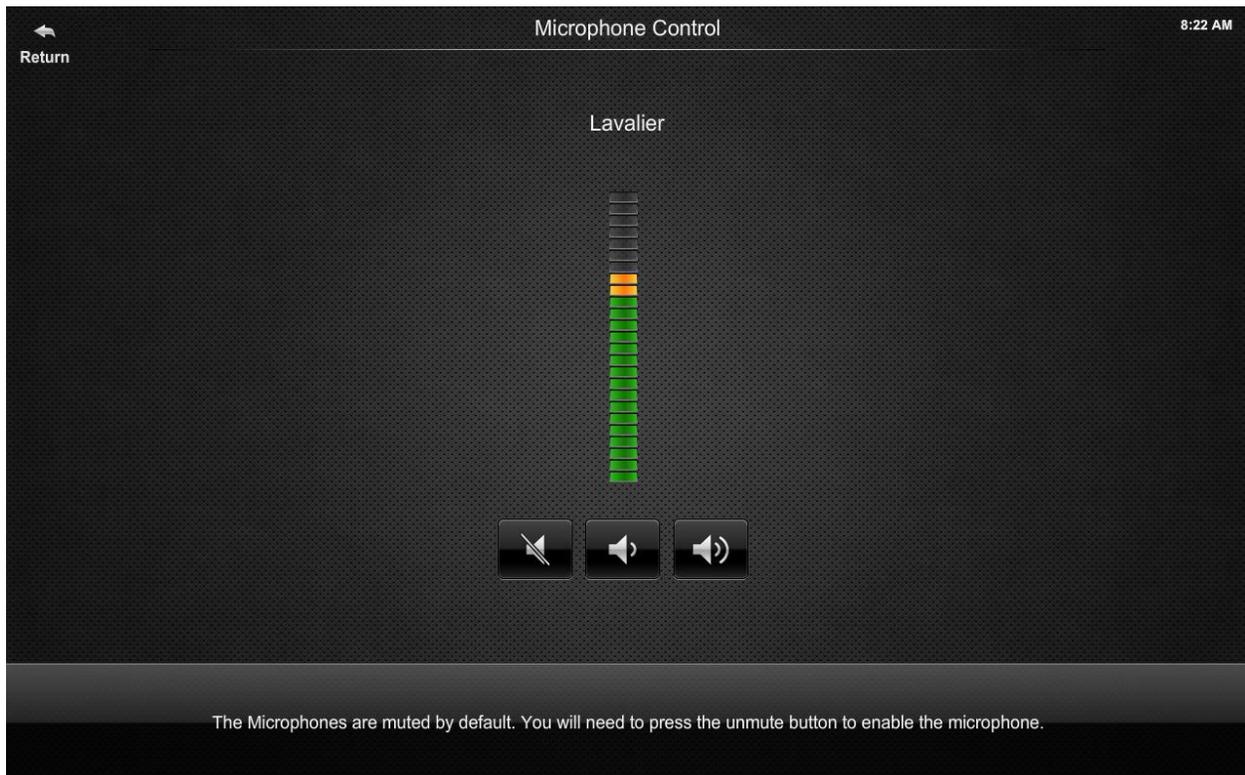
- b. Check muting and volume on the computer/source and application.

## Use Microphone

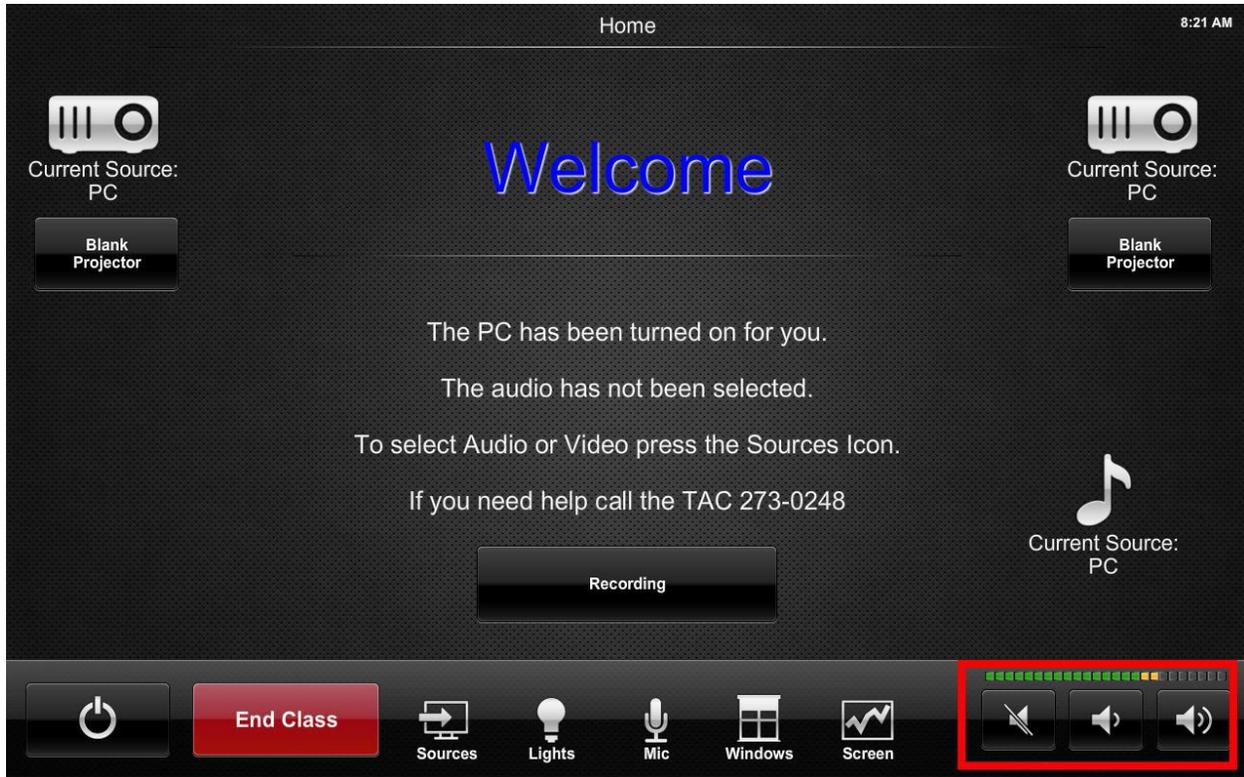
1. Turn on Microphone.
2. Select Mic icon on touch panel.



3. Unmute/adjust mic level.

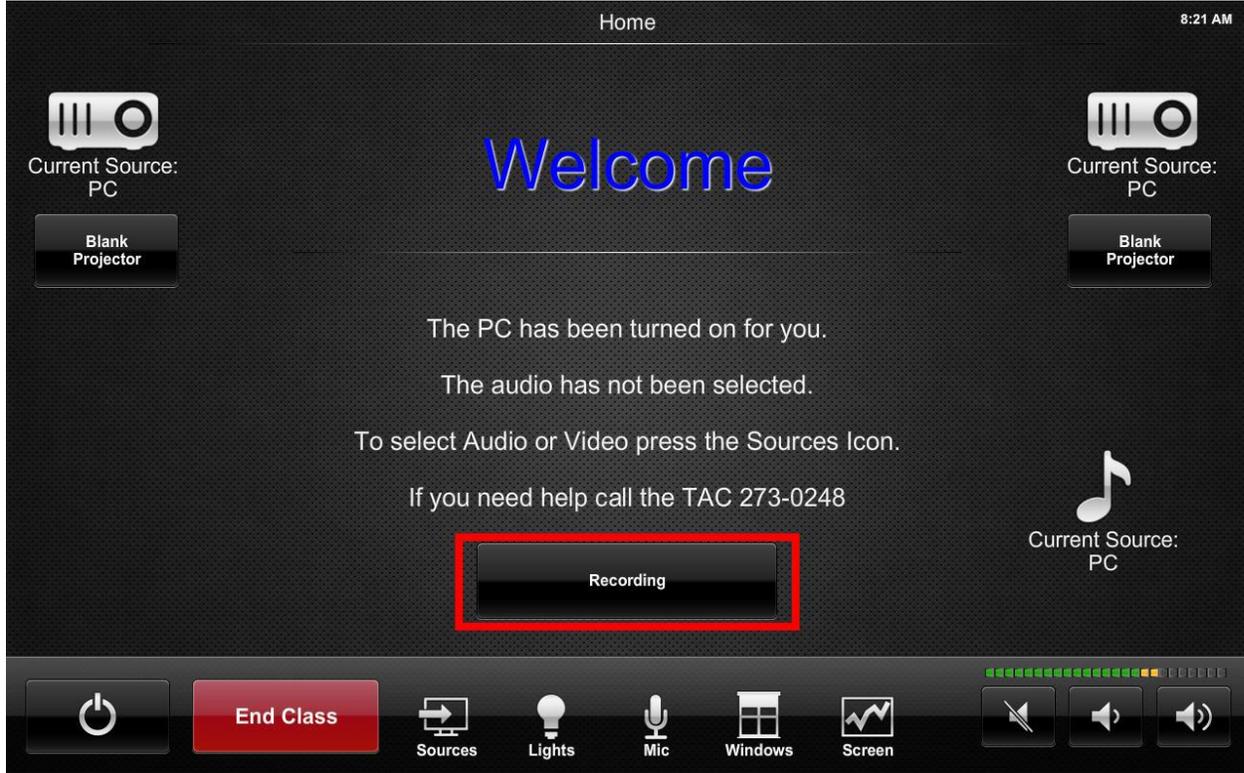


4. If needed unmute or adjust volume on home page of touch panel.



## Self-Record

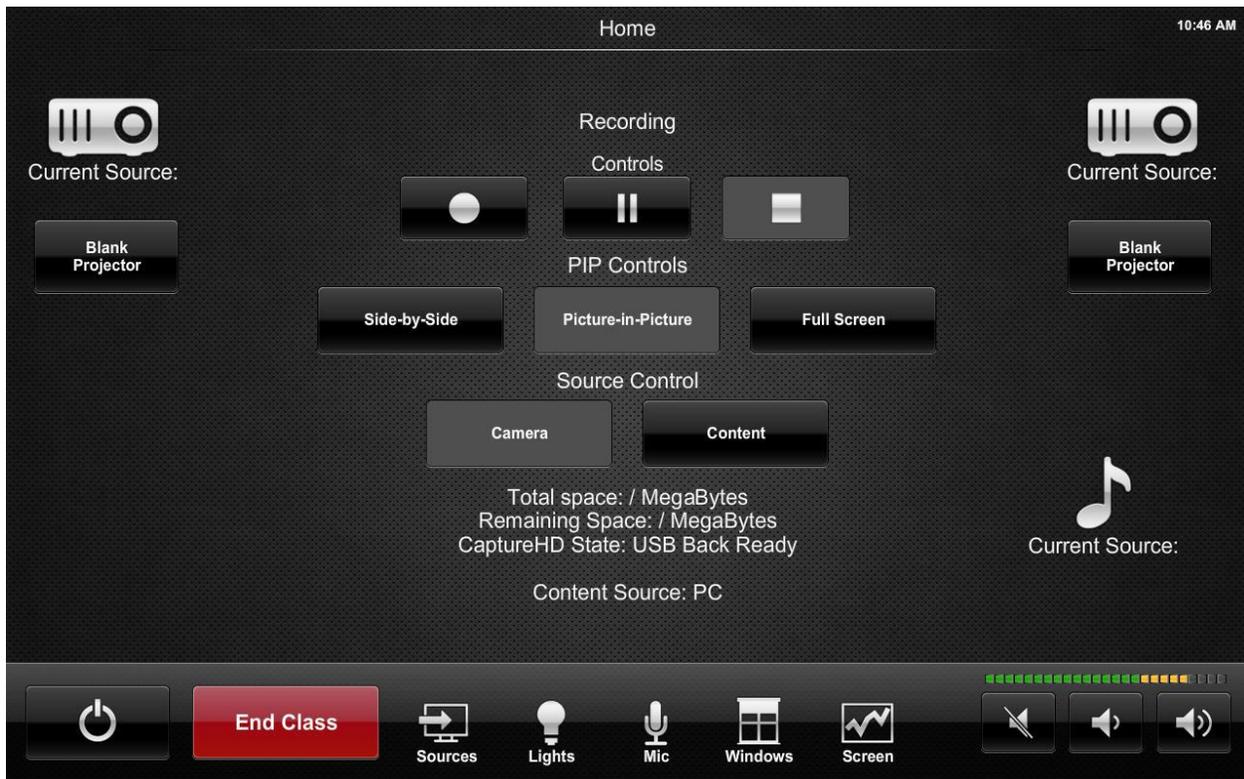
1. Self-Recording requires some patience and attention to detail.
2. Press "Recording" Button



3. You will be prompted to "Please connect a thumb-drive to begin recording."
  - a. The thumb drive must be formatted in FAT 32. If you are unsure if your drive is properly formatted contact TAC.
4. Plug the thumb drive into the cable labeled "Lectern Capture Flash Drive".



5. Wait!! It will take a while for the recording device to sort itself out.
6. This screen will eventually appear. If not, your thumb drive may not be properly formatted.



7. 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.
8. The room has microphones in the ceiling but you may want to use the wireless lavalier microphone for better sound quality.

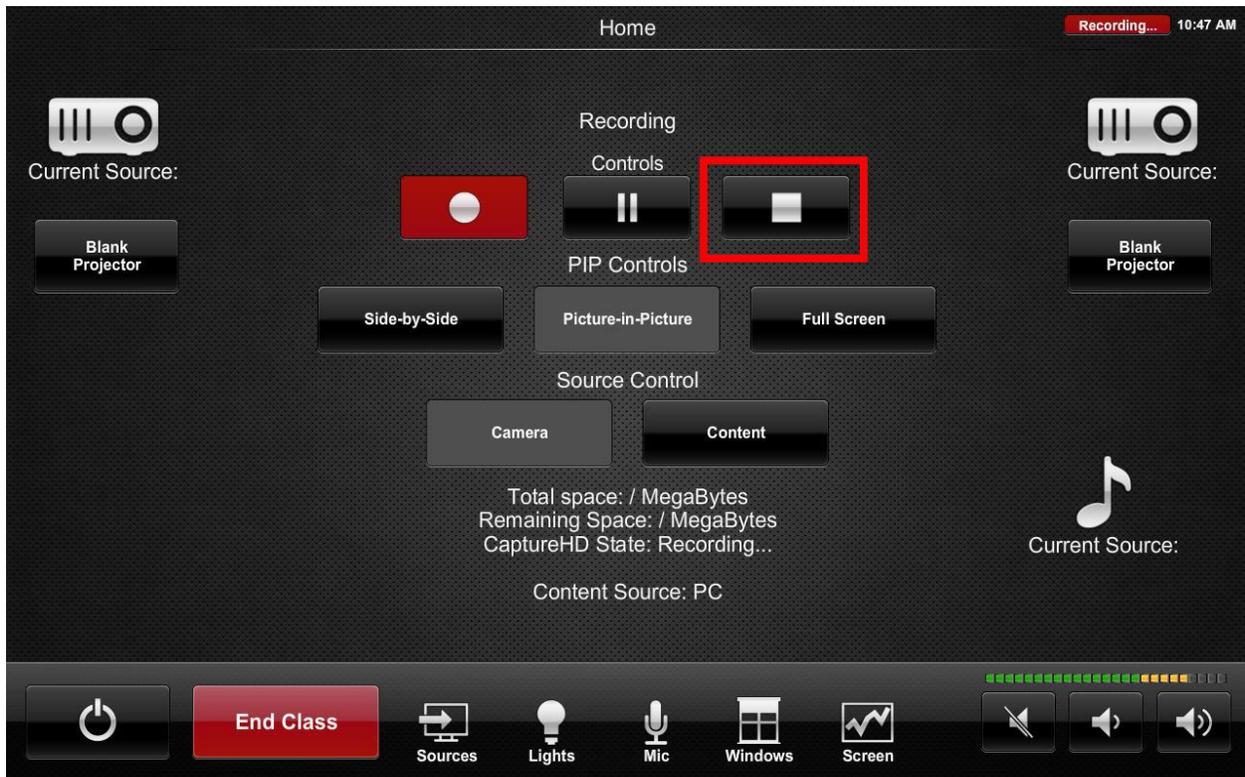
9. Press record.



10. Wait!! It will take a while for the recording to start and will look like this when recording.



11. Press stop when you are done.

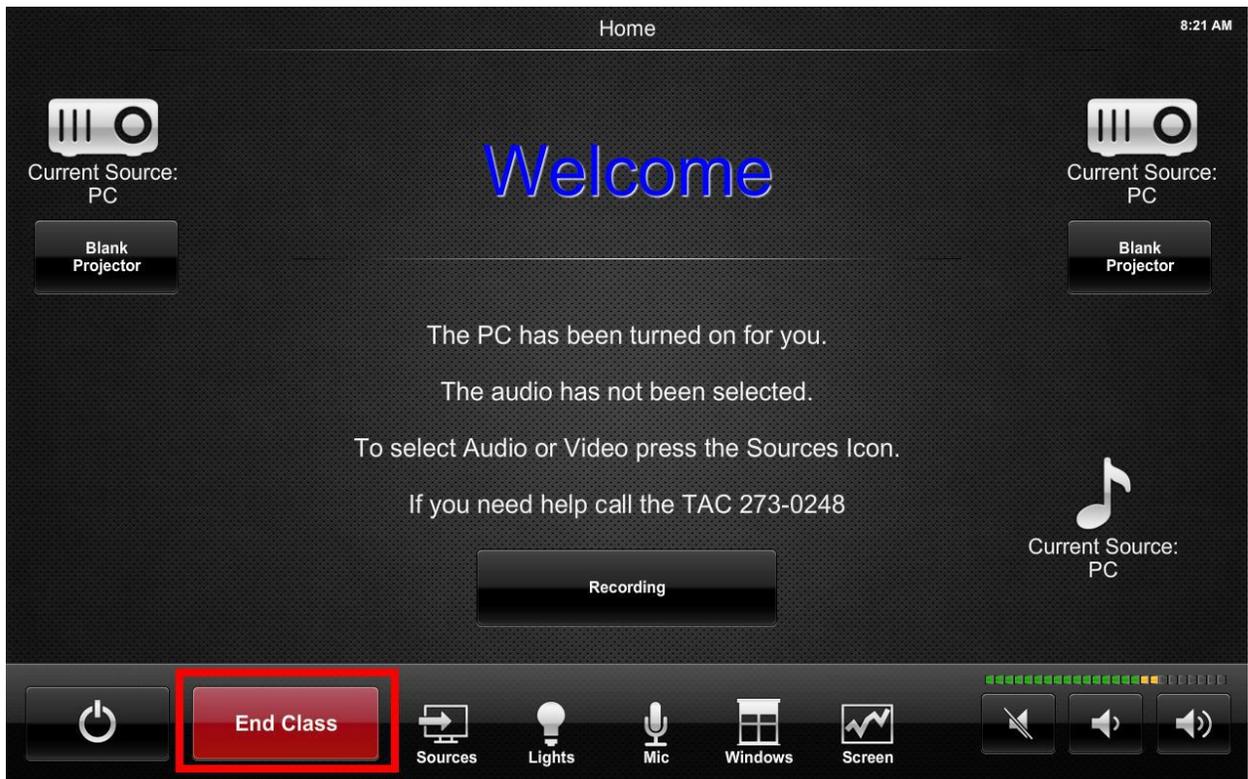


12. **WAIT** for red recording indicators to disappear.

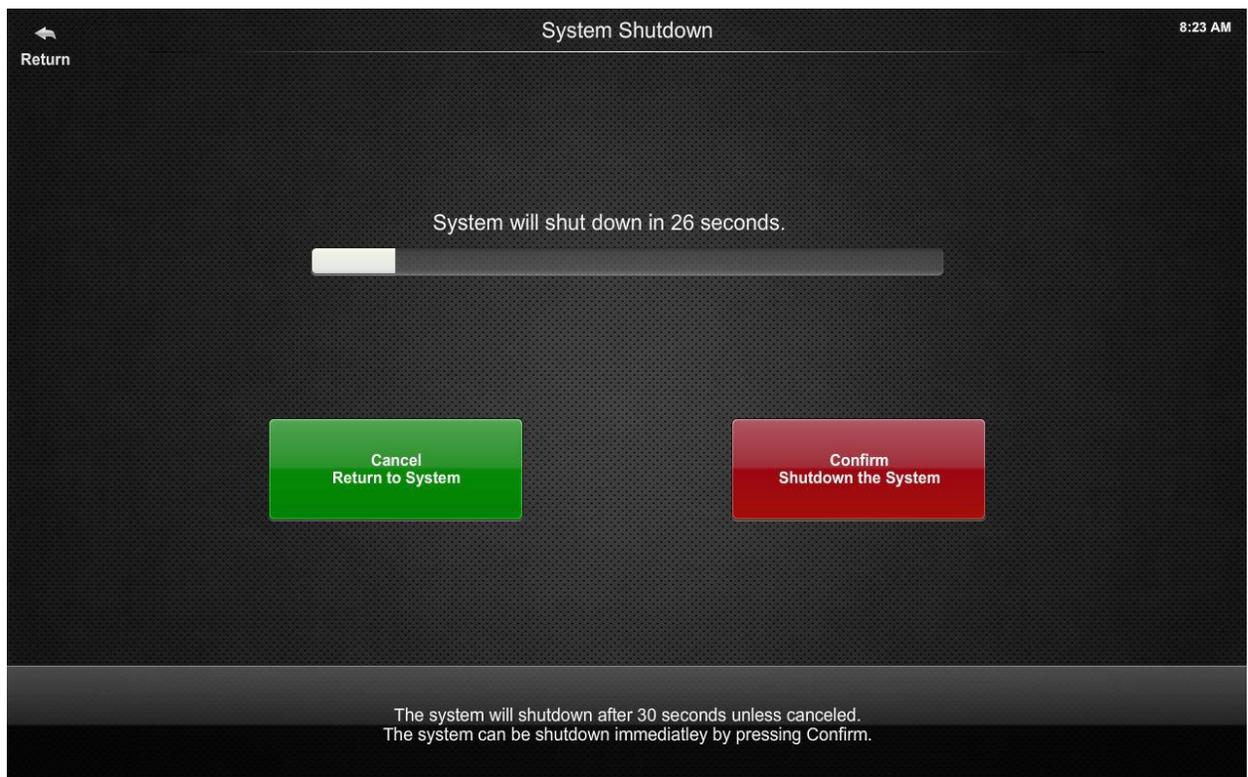
13. Remove the Thumb Drive from the cable and place in computer to check recording. Recording will be labelled something cryptic like "UF-HH-RM220-CAP\_2014-12-03\_12\_18\_08.mp4".

## 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