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.

*		Sources	8:43 AM
Return			1
Current Source:	Video Sources	Audio Sources	Current Source:
PowerPoint	PC Monitor 1	PC	PC
	PC Monitor 2	Laptop VGA	
	Laptop VGA		
	Laptop HDMI	奈 AirMedia	
	Document Camera	TV Tuner	
	AirMedia		
	TV Tuner		
	alact the video source you wish d	The surface will outernatically get colorted	
>	You may change the	audio source manually if you wish.	

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.

*		Sources	8:43 AM
Return Current Source: PowerPoint	Video Sources	Audio Sources	Current Source: PC
	PC Monitor 2	Laptop VGA	
	Laptop VGA	Laptop HDMI	
	Laptop HDMI	? AirMedia	
	Document Camera	TV Tuner	
	TV Tuner		
S	Select the video source you wish	displayed. The audio will automatically g	let selected.
	You may change th	e audio source manually if you wish.	

- 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.

*		Sources	8:43 AM
Return Current Source: PowerPoint	Video Sources P C Monitor 1 P C Monitor 2 Laptop VGA Laptop HDMI C Document Camera AirMedia Č TV Tuner	Audio Sources PC Laptop VGA Laptop HDMI AirMedia Ŭ TV Tuner	Current Source: PC
	Select the video source you wish o You may change th	displayed. The audio will automatically get selected. ne audio source manually if you wish.	

- 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.

*		Sources	8:43 AM
Return			
III O			
Current Source:	Video Sources	Audio Sources	Current Source:
PowerPoint	PC Monitor 1	PC	PC
	PC Monitor 2	Laptop VGA	
	Laptop VGA	Laptop HDMI	
	Laptop HDMI	r AirMedia	
	Document Camera	TV Tuner	
	TV Tuner		
	Select the video source you wish dis You may change the	splayed. The audio will automatically get selected. audio source manually if you wish.	

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

Address: http://AirMedia-HH-RM24	(10.246.40.221	1) Code.	
	UF		
TO BEGIN YOUR enter the address at the top of t	PRESENTA	TION your web brov	vser.
TO BEGIN YOUR enter the address at the top of t For mobile devices, download the free Cre AirMedia App from the App Store or Goog	PRESENTA this screen into	your web brow	vser.

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

ledia × 8	Google × + ad.cgi?lang=en&src=AwLoginDownload.html	~	C S + Google	P☆自
Warrington College of 🔞	Technical Services IT			
	CRESTRON		Air Media™	
	and the second se		Device Administration	
	Download AirMedia Utility Software		1	
	Client for Windows 🛿 8 Download	Client for Mac	Cownload	
	(Requires Windows 8 / 7 / Vista / XP)	(Requires OS X	10.5 ~ 10.8)	
	Remot	te View		
	Copyright © 2014.	All Rights Reserved		
6 To				

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.

*	S	Sources	8:43 AM
Return	Video Sources PC Monitor 1 PC Monitor 2 Laptop VGA Laptop HDMI C Laptop HDMI AirMedia	Sources	Eras AM
	Select the video source you wish displa You may change the au	ayed. The audio will automatically get selected. dio source manually if you wish.	

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 Lavaliere. Both work the same.

1. Select Mic icon on touch panel.

	Home	8:37 AM
		Sharing
Current Source: PC Monitor 2 Blank Projector	Welcome	
	The PC has been turned on for you.	
	The audio has not been selected.	
	To select Audio or Video press the Sources Icon.	
	If you need help call the TAC 273-0248	<u>_</u>
	PowerPoint Mode	Current Source: PC
Ċ	End Class	

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

← Return	Microphor	ne Control	8:52 AM
	Handheld	Lavalier	
	The Microphones are muted by default. You will need	to press the unmute button to enable the microphone.	

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.

A Return		Recording Controls	10:55 AM
		Record	
6		Capture-HD Status: Ready to Record	
	Self-View	II Pause	
		MediaSite Status: IDLE	
		Stop	
	Video Lights	PIP Controls	
	On	Side-by-Side Picture-in-Picture Full Screen	
	0#	Source Control	
		Camera	
		Dressing Record will start both recorders	
		Pause will temporarily stop the recording. Pressing Record will automatically turn Self-View on	

3. To start recording press "Record".

•			Recording Controls	10:55 AM
Return				
		Record	Capture-HD Status: Ready to Record	
	Self-View	Pause		
		Stop	MediaSite Status: IDLE	
	Video Lights		PIP Controls	
	On	Side-by-Side	Picture-in-Picture Full Screen	
	Off		Source Control	
		Car	nera Content	
		Pressi Pause will temporari Pressing Re	ng Record will start both recorders. ly stop the recording, Stop will end the recording. cord will automatically turn Self-View on.	

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.

A	Recording Controls		Recording	9:49 AM
Return				
		Capture-HD Status: Recording		
	Self-View	II Pause		
		MediaSite Status: IDLE		
		Stop		
	Video Lights	PIP Controls		
	On	Side-by-Side Picture-in-Picture Full Screen		
	0#	Source Control		
-	UI	Camera Content		
		Pressing Record will start both recorders.		
		Pressing Record will automatically turn Self-View on.		

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

•		9:49 AM			
Return					
		Record		aturnul Itala adia a	
			Capture-HD St	atus: Upioading	
	Self-View	Pause			
			MediaSite Stat		
		Stop			
	Video Lights		PIP Controls		
	On	Side-by-Side	Picture-in-Picture	Full Screen	
		Source Control			
	Off				
		Cam	era Cont	ent	
		Drossin	- Deserd will start both ross	rdoro_	
		Pause will temporarily	y stop the recording, Stop wi	ll end the recording.	
		Pressing Rec	cord will automatically turn Se	elf-View on.	

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

•		Recording Controls	10:04 AM
Return			
		Record	
		Capture-HD Status: Deleting after upload	
	Self-View	II Pause	
		MediaSite Status: IDLE	
	Video Lights	PIP Controls	
	On	Side-by-Side Picture-in-Picture Full Screen	
	Off	Source Control	
		Camera Content	
		Pressing Record will start both recorders.	
		Pause will temporarily stop the recording, Stop will end the recording. Pressing Record will automatically turn Self-View on.	

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.

← Return	System Shutdown		
	System will shut do		
	Cancel Return to System	Confirm Shutdown the System	
	The system will shutdown at	ter 30 seconds unless canceled.	
	The system can be shutdown	Immediately by pressing Confirm.	

For Immediate Assistance Call TAC at 273-0248