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





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.

*		Sources	8:21 AM
Return			
	Current Source:		Current Source:
	PC	Current Source:	PC
F		PC	Video Sources
	PC	Audio Sources	PC
	Laptop VGA	PC	Laptop VGA
	Laptop HDMI	Laptop VGA	Laptop HDMI
	AirMedia	Laptop HDMI	AirMedia
		AirMedia	
	Select the	video source you wish displayed. The audio will automatica You may change the audio source manually if you wisl	ally get selected. n.
		,,,,,,,,,,,	

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.





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.

*		Sources		8:21 AM
Return				
	PC	\sim	PC	
		Current Source:		
Video So	purces	PC	Video Sources	
	PC	Audio Sources	PC	
	Lanton VGA	PC	Laptop VGA	
	Laptop HDMI	Laptop VGA	Laptop HDMI	
Ŷ	AirMedia	Laptop HDMI	AirMedia	
		AirMedia		
	Select the video source you	wish displayed. The audio will automatically get	selected.	
	You may cha	nge the 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.





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.

← Return		Sources		8:21 AM
	Video Sources PC Laptop VGA Laptop nDMM C LimMedia	Audio sources PC PC Current Source: PC PC Current Source: Audio sources Audio sources	Video Sources PC Laptop VGA Laptop HDMI Laptop HDMI Laptop AirMedia	
	Select the video source You may	you wish displayed. The audio will a change the audio source manually	automatically get selected. 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.





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.

*		Sources	8:21 AM
Return			
	Current Source:		
	۲C	Current Source:	
	Video Sources	PC Video Sources	
	PC	Audio Sources PC	
	Laptop VGA	C PC	
		Laptop VGA	
	AirMedia	Laptop HDMI	
		AirMedia	
	Select 1	he video source you wish displayed. The audio will automatically get selected. You may change the audio source manually if you wish.	

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.

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.40.221/cgi-bin/login_downlo	oad.cgi?lang=en&src=AwLoginDownload.html	▼ C 8 - Google	▶ ☆ 自
Warrington College of 🔞	Technical Services IT		
	CRESTRON.	Air Media	
		Device Administration	
	Download AirMedia Utility Software		
	Client for Windows 😽 Download	Client for Mac Sownload	
	(Requíres Windows 8 / 7 / Vista / XP)	(Requires OS X 10.5 - 10.8)	
	Remot	e View	
	Copyright © 2014.	All Rights Reserved	

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.

*		Sources	8:21 AM
Return			
	Current Source: PC	Current Source:	
	Video Sources	PC Video Sources	
	PC	Audio Sources PC	
	Laptop VGA	🖵 PC	
	Laptop HDMI	Laptop VGA	
	AirMedia	Laptop HDMI	
		AirMedia	
	Select ti	ne video source you wish displayed. The audio will automatically get selected. You may change the audio source manually if you wish.	

- 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.

	Home	8:21 AM
Current Source: PC Blank Projector	Welcome	Current Source: PC Blank Projector
	The PC has been turned on for you.	
	The audio has not been selected.	
	To select Audio or Video press the Sources Icon.	N
	If you need help call the TAC 273-0248	
	Recording	Current Source: PC
Ċ	End Class	

3. Unmute/adjust mic level.

*	Microphone Control	8:22 AM
Return		
	Lavalier	
	The Misseshance are sould by default. Very will need to ensue the unsure to by the to provide the science base	
	The microphones are muted by default. You will need to press the unmute button to enable the microphone.	

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

	Home	8:21 AM
Current Source: PC Blank Projector	Welcome	Current Source: PC Blank Projector
	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	_ _
	Recording	Current Source: PC
Ċ	End Class Sources Lights Mic Windows Screen	

- 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.

	Home	10:46 AM
Current Source:	Recording Controls	Current Source:
Blank Projector	PIP Controls	Blank Projector
	Side-by-side Picture-in-Picture Full Screen	
	Camera Total space: / MegaBytes Remaining Space: / MegaBytes CaptureHD State: USB Back Ready Content Source: PC	Current Source:
Ċ	End Class	

- 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 lavaliere 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.

	Home	Recording 10:47 AM
Current Source:	Recording Controls	Current Source:
Projector	PIP Controls	Projector
	Side-by-Side Picture-in-Picture Full Screen	
	Source Control	
	Camera	k
	Total space: / MegaBytes Remaining Space: / MegaBytes CaptureHD State: Recording Content Source: PC	Current Source:
Ċ	ind Class	

- 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