Rooms 240, 250 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

Project a VGA Laptop on the Screen

Use AirMedia to Project Laptop

Select and Adjust Audio Sources

Use Microphone

Ending Class

Use Power Point Mode

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

2. Press "PowerPoint Mode".
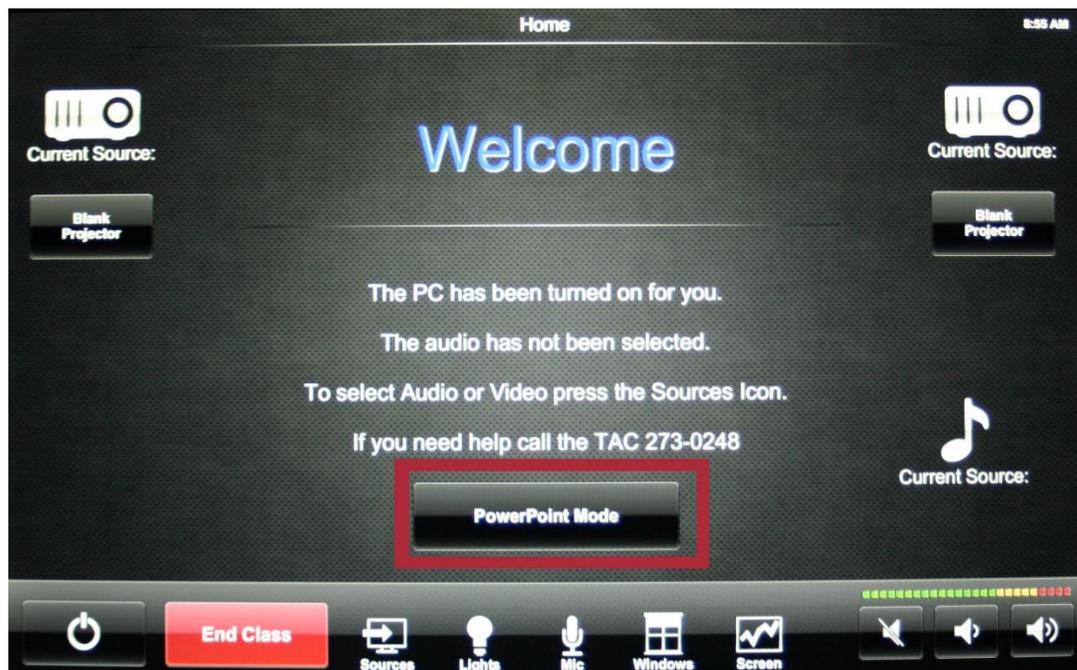
3. PowerPoint Mode will display the right hand monitor on both projectors.

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.
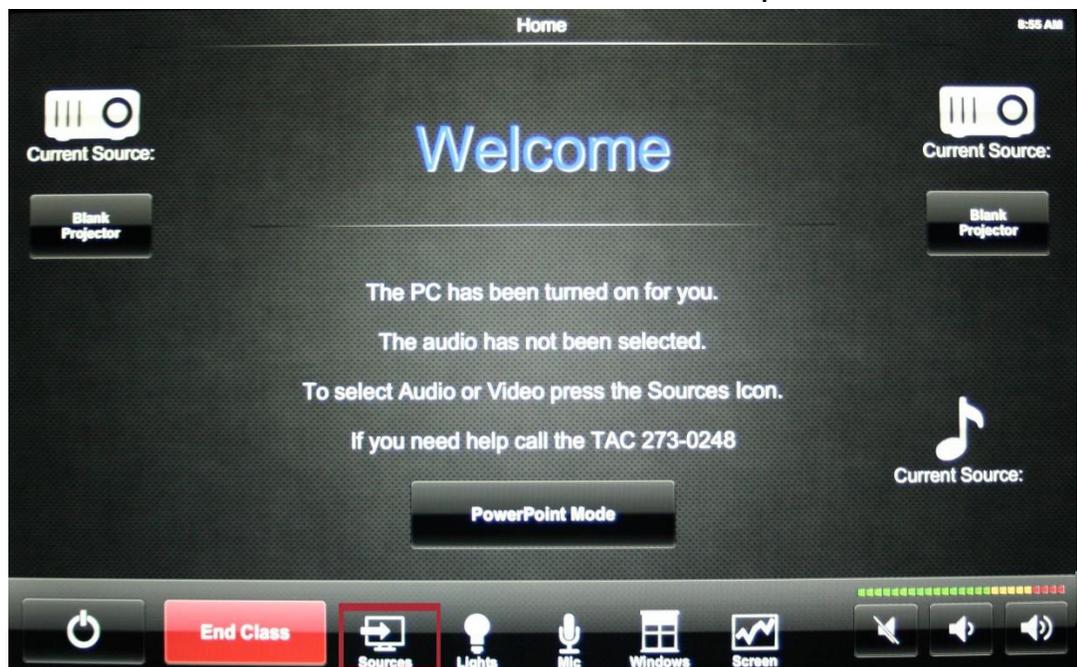
3. Select "PC Monitor 1" or "PC Monitor 2" under desired projector.
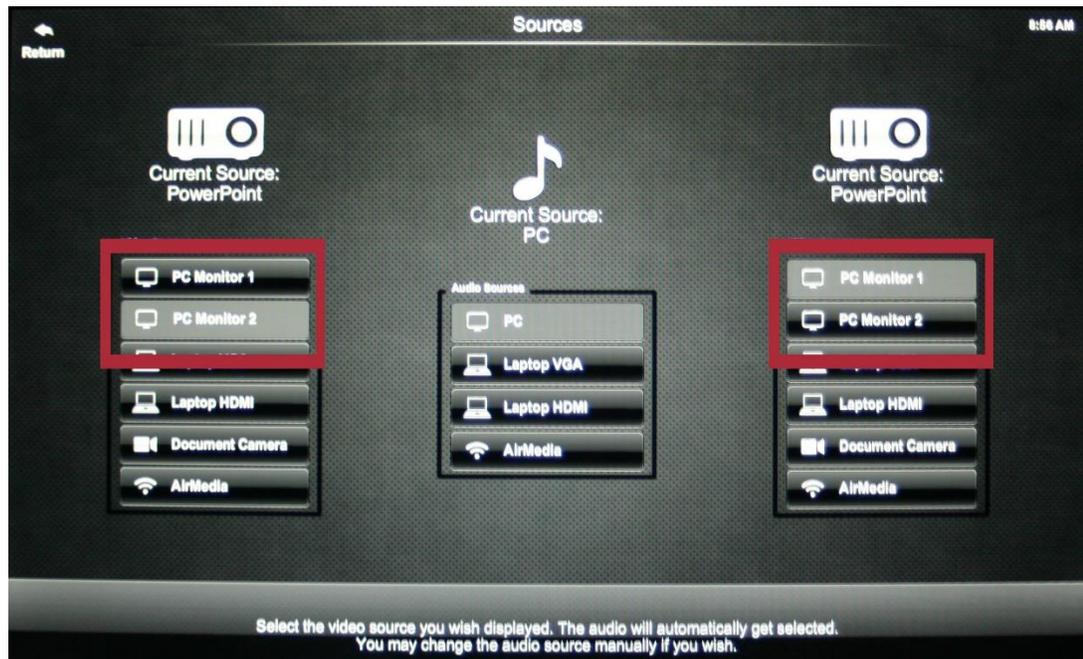
4. Logon to Computer and use the computer as you normally would.

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.
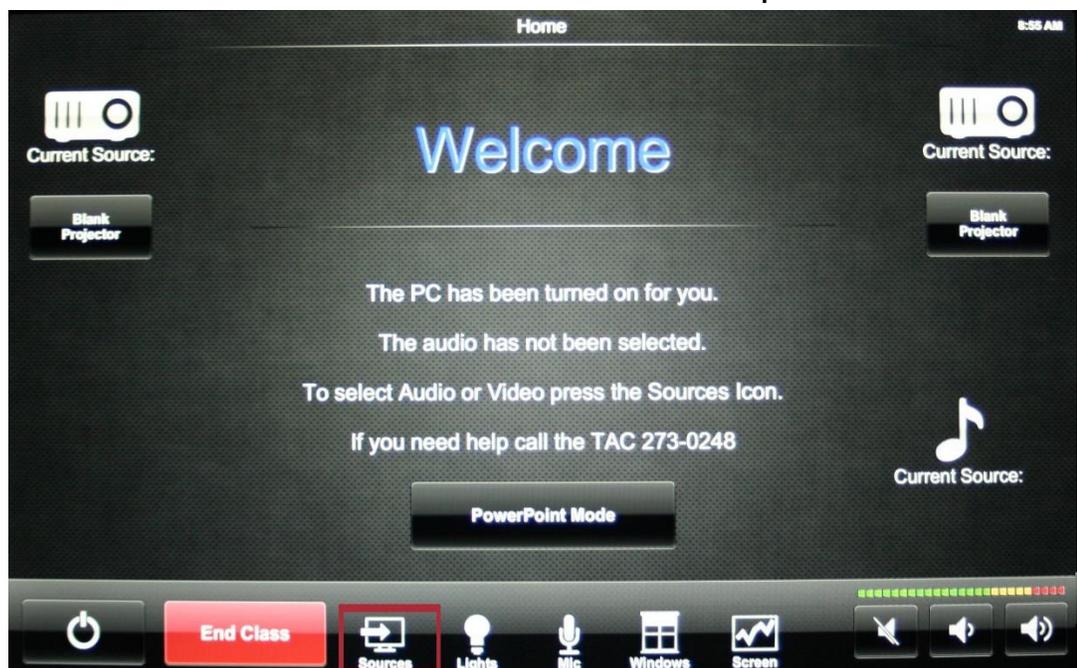
3. Select "Laptop HDMI" under desired projector.
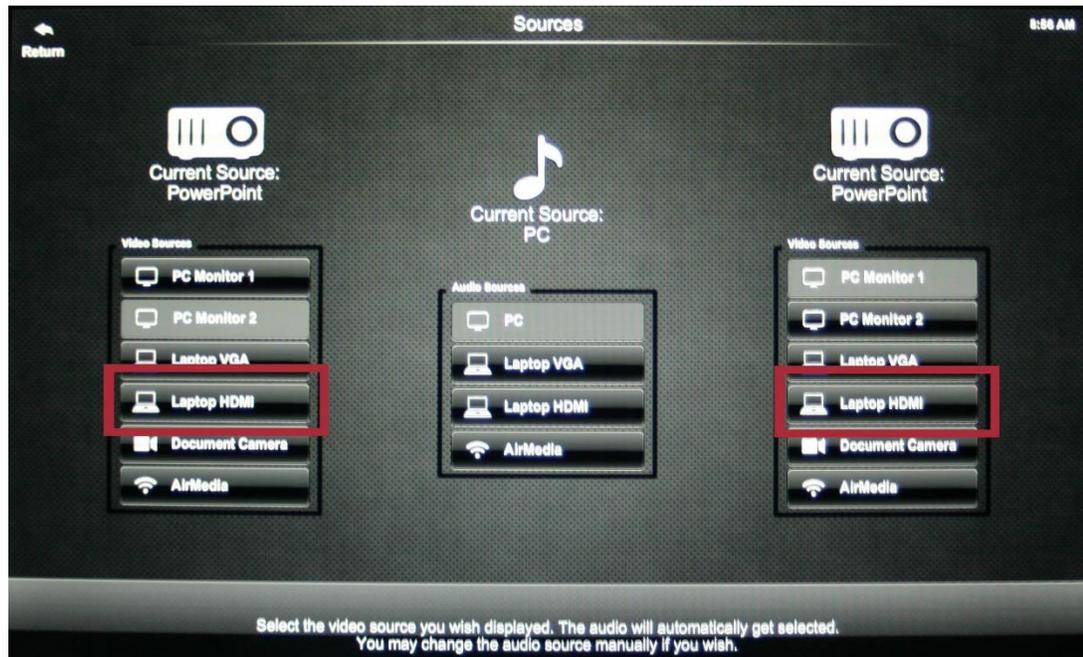
4. Plug HDMI Cable into Laptop. This may require an adaptor (dongle) depending on the configuration of your laptop. The cables are located in a cubby between the monitors.

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.
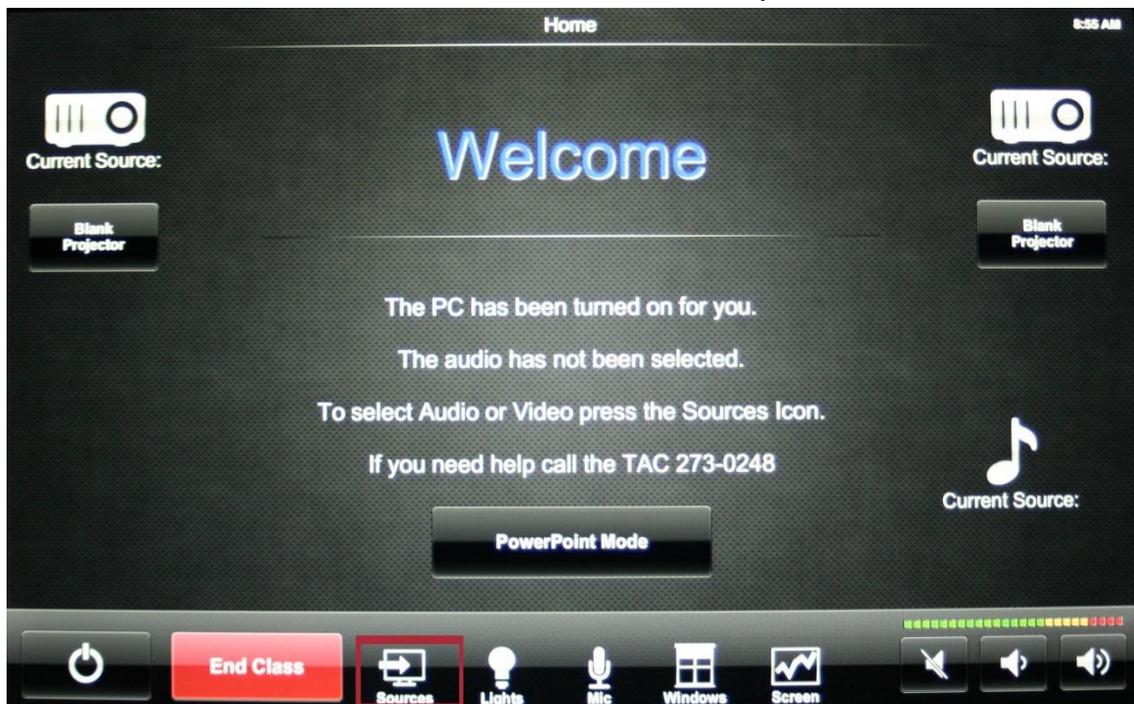
3. Select "Laptop VGA" under desired projector.
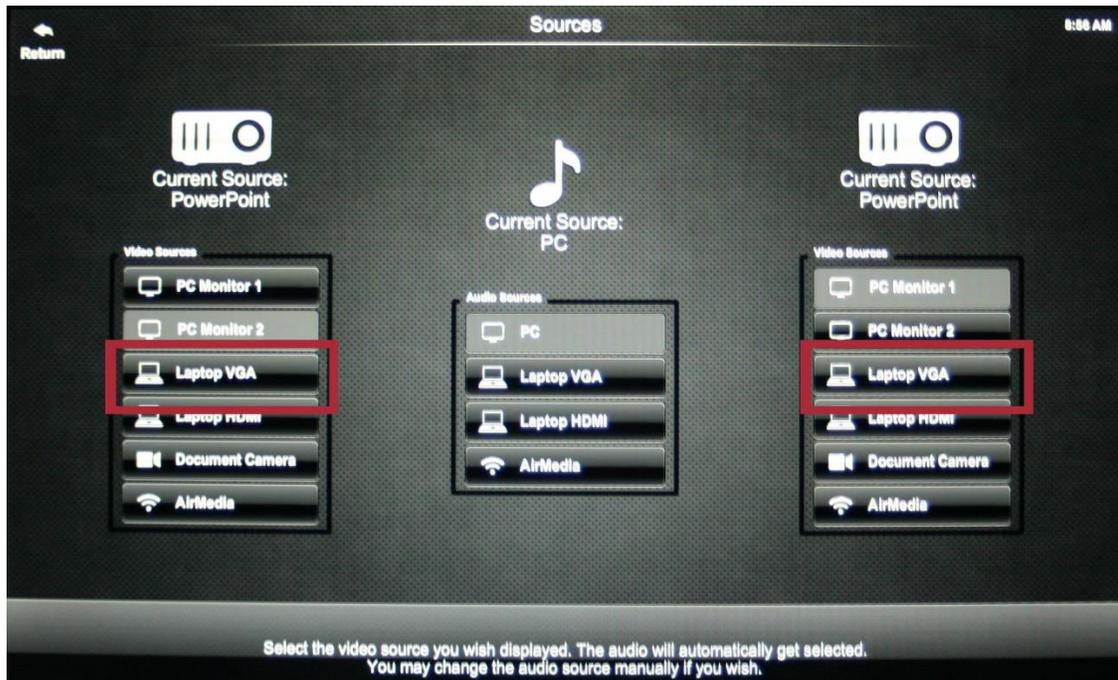
4. Plug VGA Cable into Laptop. The cables are located in a cubby between the monitors.

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.
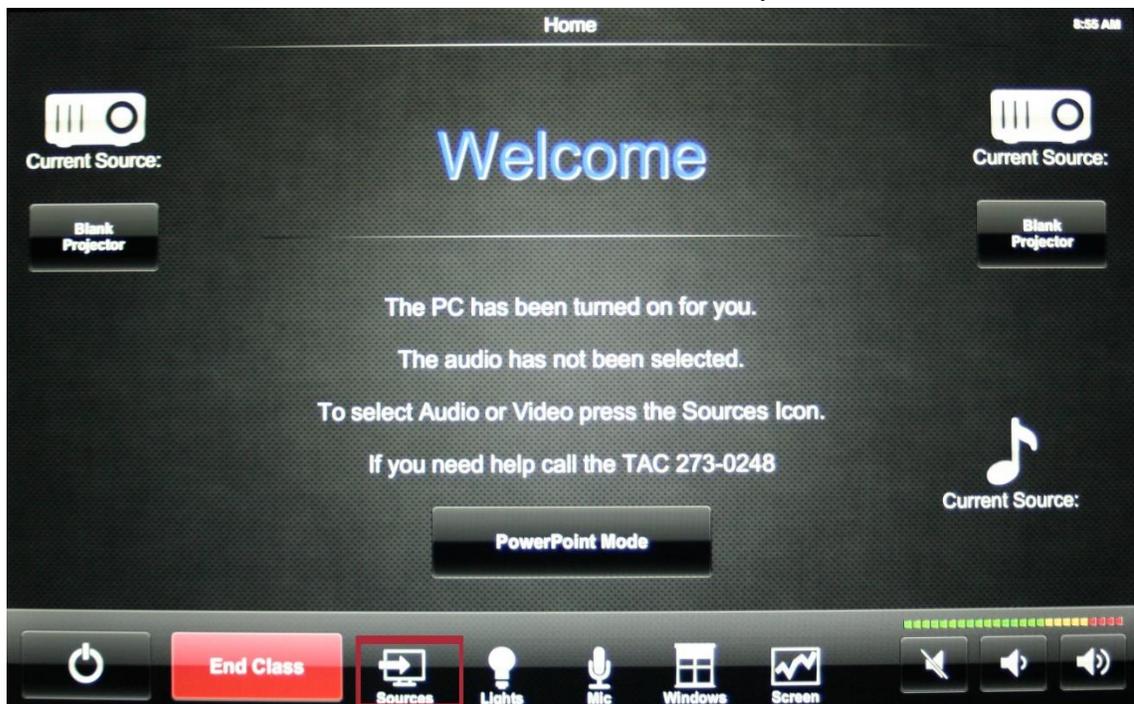
3. Select "AirMedia" under desired projector.
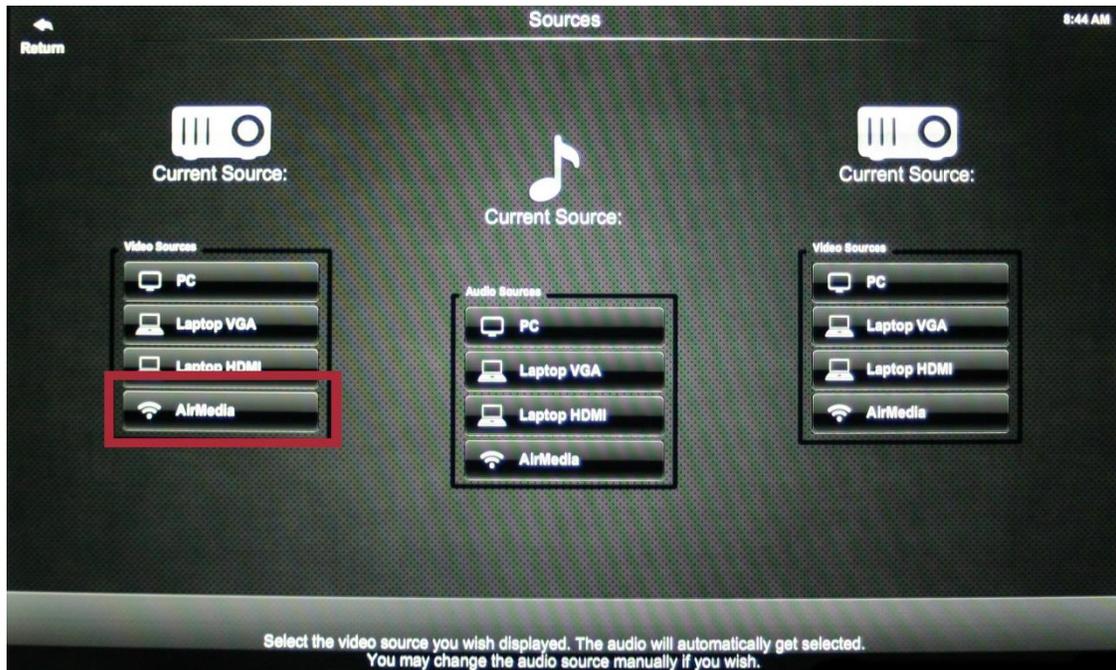
4. Air media will be projected on the screen. Type the IP Address into the address bar of a web browser on your laptop, press enter.

5. Download and install the appropriate client for your laptop. It installs quickly.
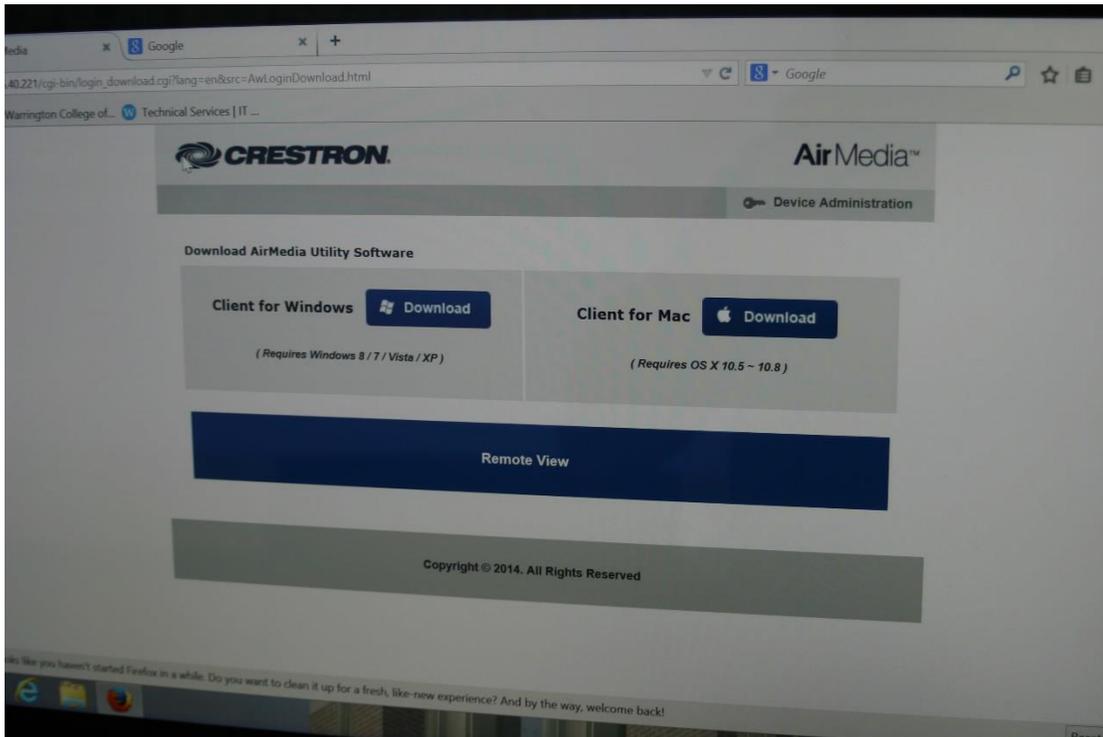
6. When prompted enter the code into the AirMedia Application and click "Connect". If the connection fails re-enter the code and try again.
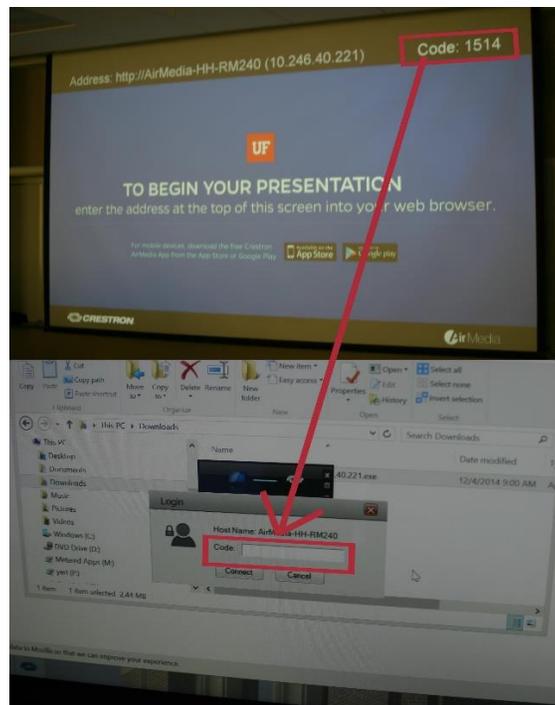
Select and Adjust Audio Sources

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.
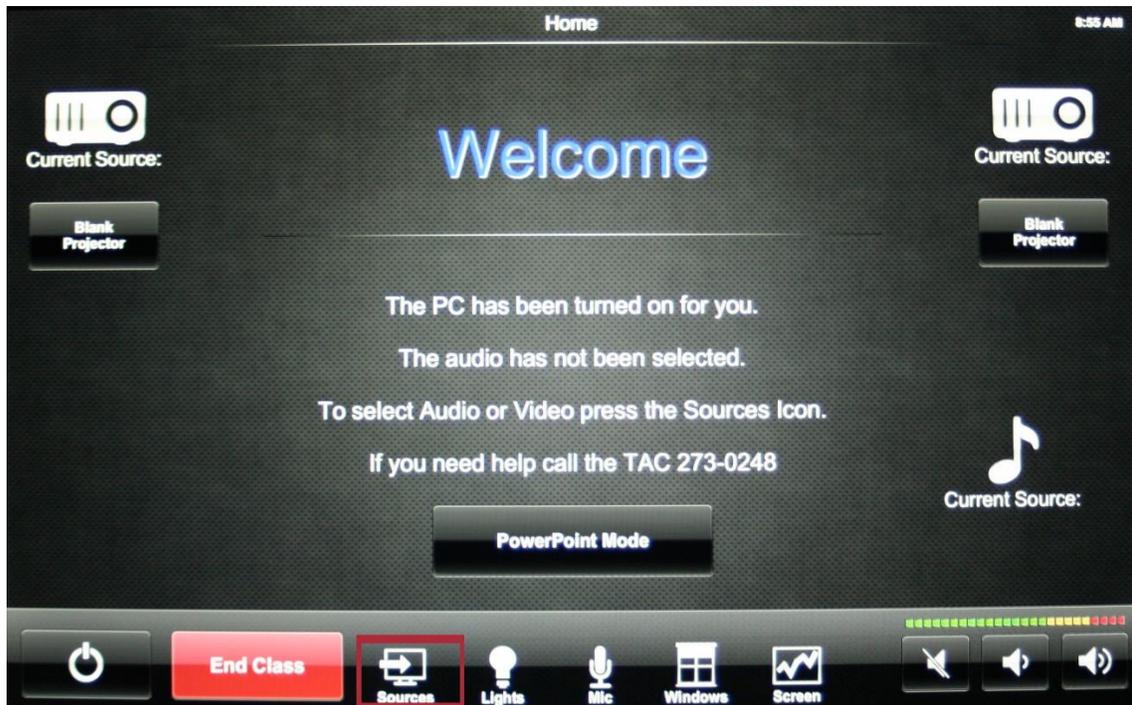
   b. Select desired audio source under "Audio Sources" Menu.
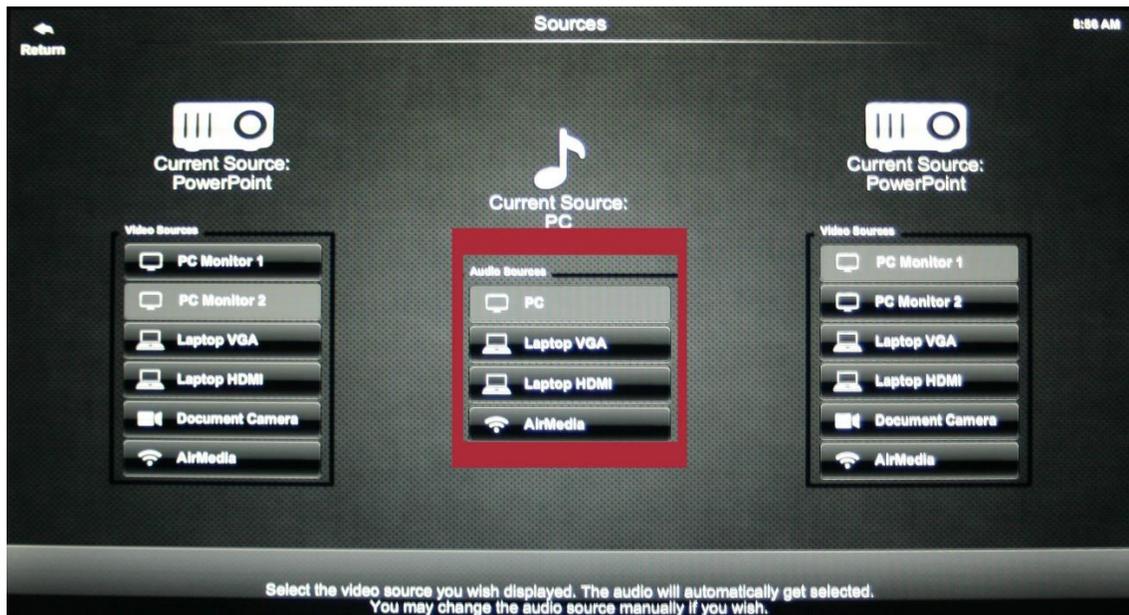
2. If you are having problems hearing sound from the system
   a. Check muting and volume on home page of touch panel.
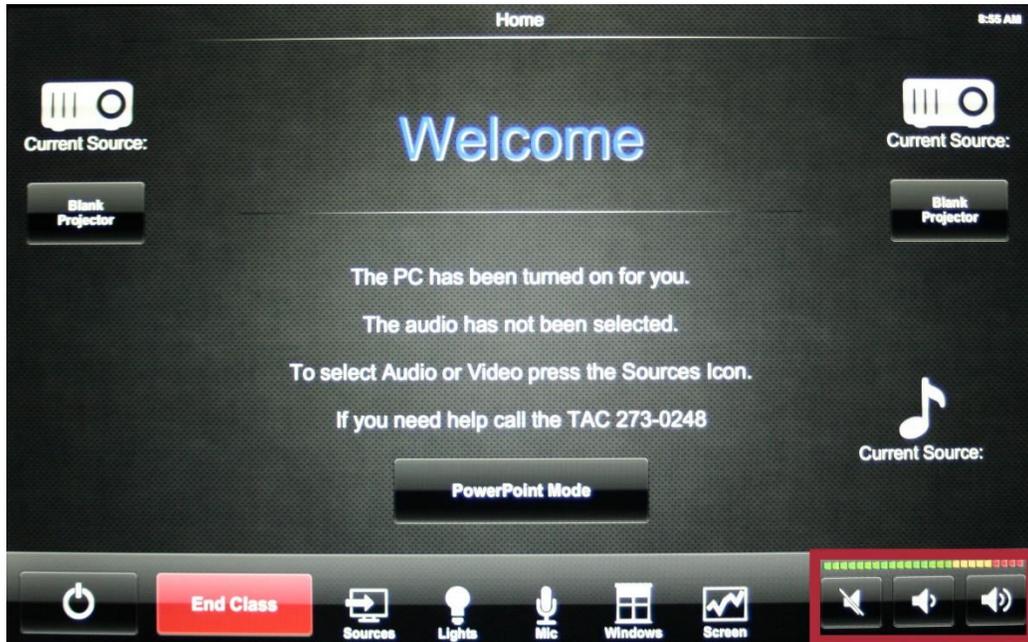
   b. Check muting and volume on the computer/source and application.

Use Microphone

1. Turn on Microphone.
2. Select Mic icon on touch panel.
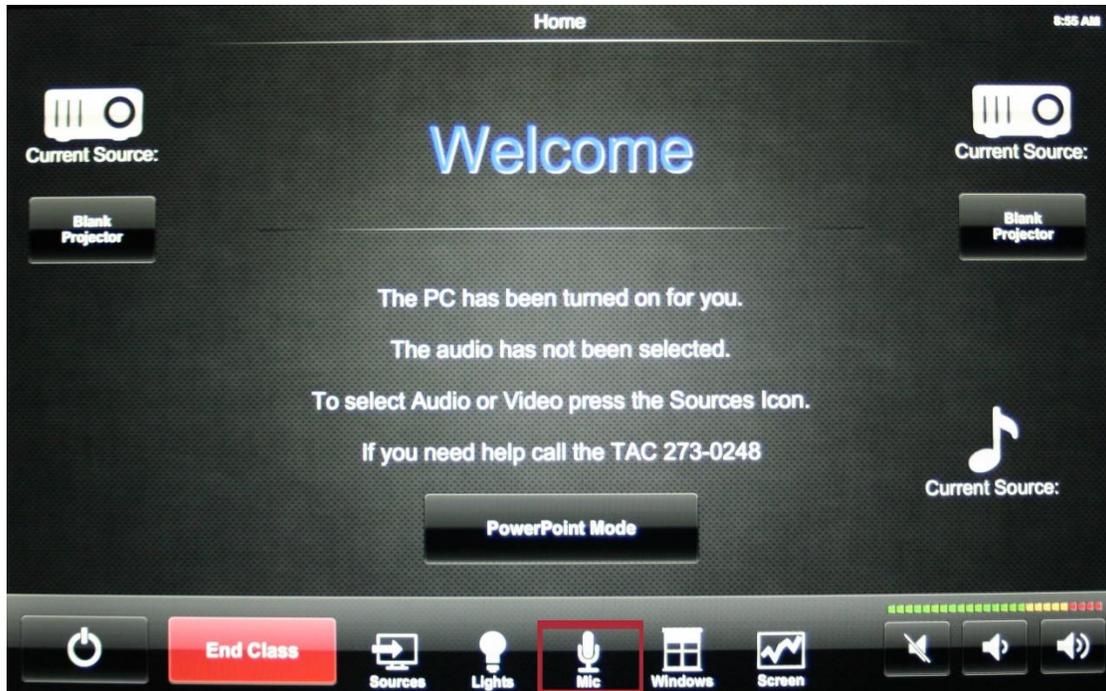
3. Unmute/adjust mic level.
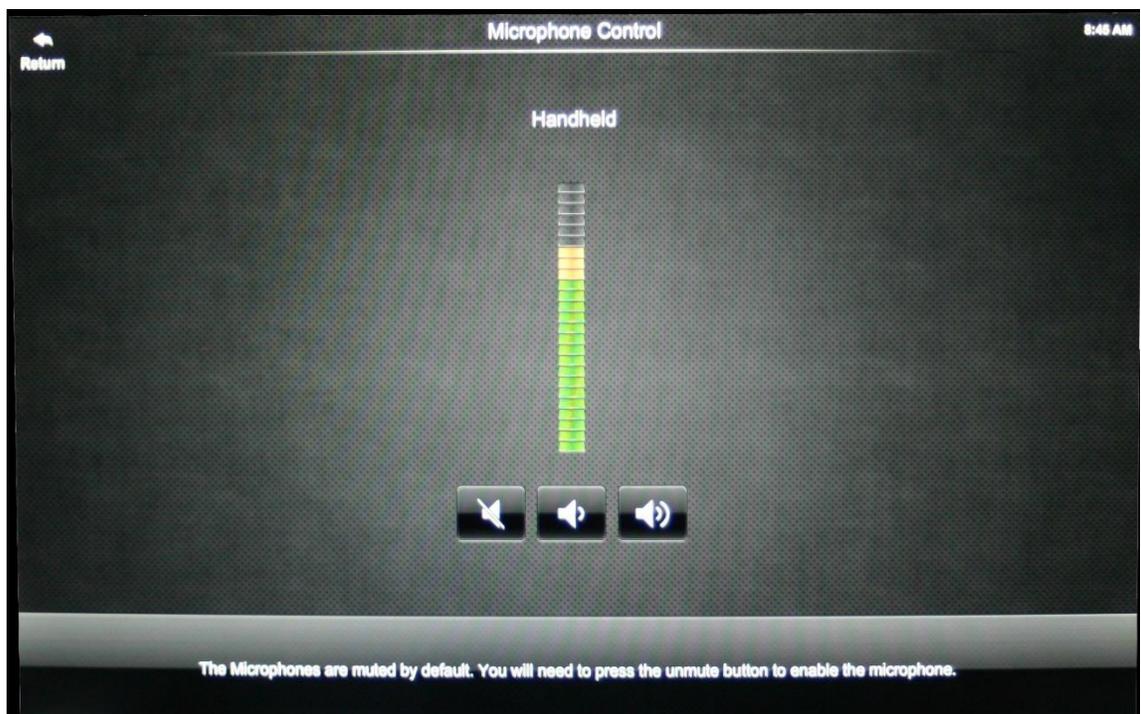
4. If needed unmute or adjust volume on home page of touch panel.
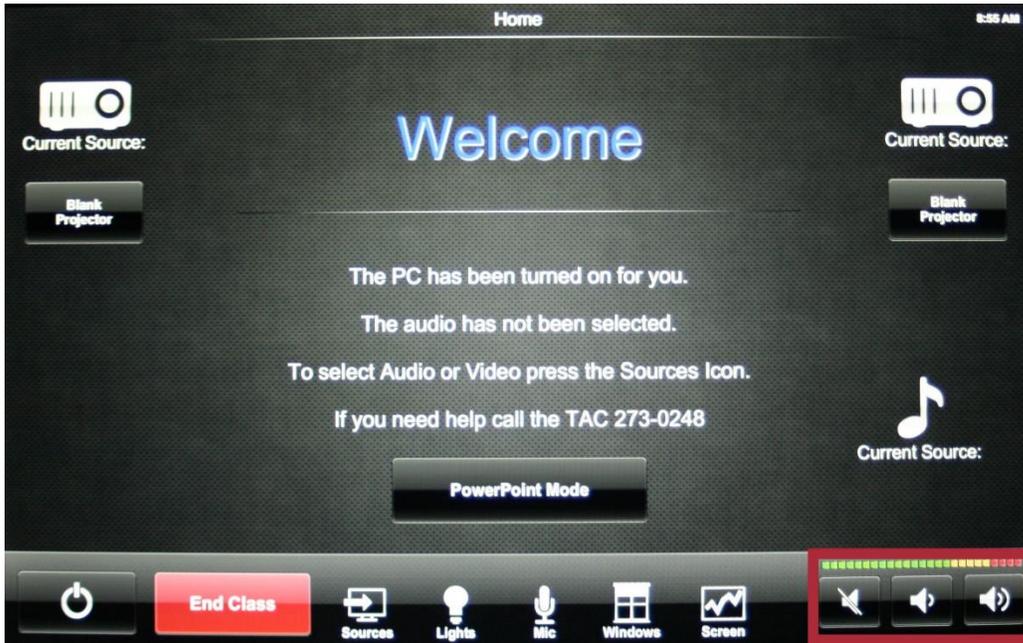
Ending Class

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