Table of Contents

Using the System

- The A/V system is controlled through the Control Panel touchscreen on the podium at the front of the room.
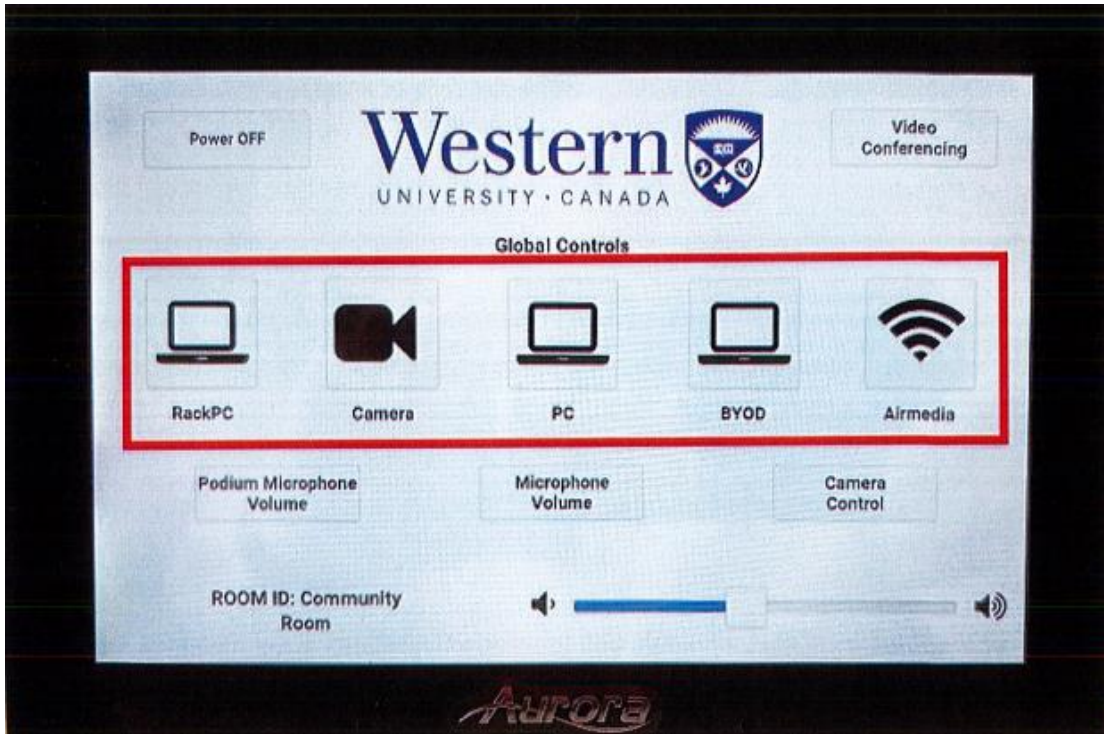
- There are 5 input options:
  - **Rack PC:** for hosting video conferencing or virtual meetings.
  - **Camera:** for displaying the room's cameras.
  - **PC:** for hosting presentations with no video conferencing.
  - **BYOD:** for connecting a device with an HDMI cable.
  - **AirMedia:** for connecting a device wirelessly.
- Once an input is selected the system will start up. It will automatically display to the room's screens.
- Select **Power OFF** to set the screens to Stand-By mode.

Using the Rack PC

- The Rack PC is located in the back room on top of the A/V cabinet.
- It is used for video conferencing and virtual meetings. This is because the room cameras and microphones connect to the system through the Rack PC only.
- Select the Rack PC input on the Control Panel.
- The big screen will act directly as a monitor. It can be controlled using the wireless mouse and keyboard on the podium.
- Log in using a Western user account.
- You can open or create a virtual meeting to begin video conferencing (see 'Video Conferencing', pg. 10).

Using the Podium PC

- The Podium PC is located on the podium at the front of the room.
- It is used for standard presentations with no video conferencing.
- Select the PC input on the Control Panel. The PC will automatically display to the screens.
- Log into the PC using a Western user account.
- You can open a presentation, video, image, etc. through email or by plugging in a USB.
- USBs can be plugged into the USB slot on the HDMI-USB hub on the podium.

# Connecting a Device with an HDMI Cable (BYOD)
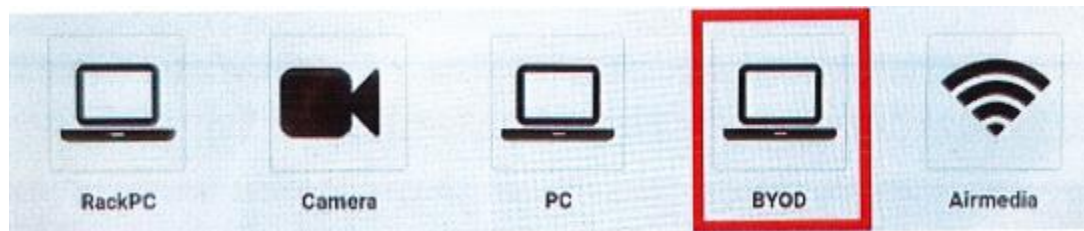
- The Bring Your Own Device (BYOD) input can be used to display a laptop or other device. An HDMI cable must be used (one can be borrowed from the Info Desk).
- Select the BYOD input on the Control Panel.
- Plug the HDMI cable into the device, and the other end into the HDMI port on the HDMI-USB hub on the podium.
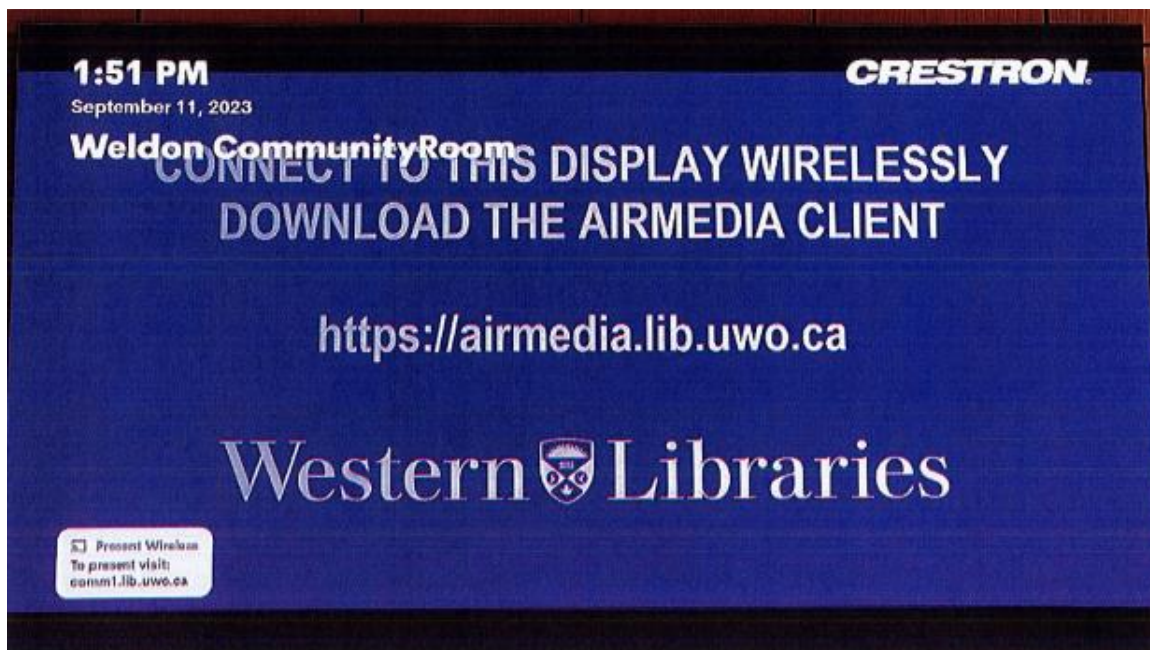

- The device will display to the screens. Any sound from the device will play through the room's audio system.

Connecting a Device Wirelessly (AirMedia)

RackPC   Camera   PC   BYOD   Airmedia
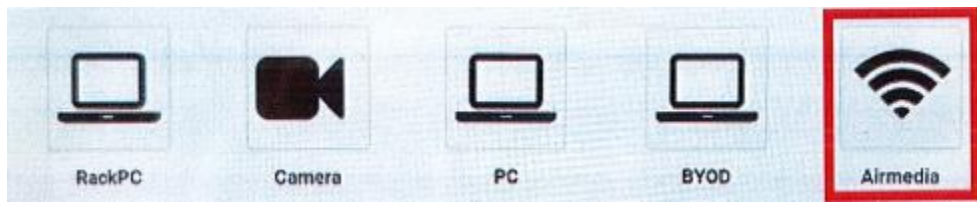
- The AirMedia input can be used to wirelessly display a laptop or other device. This is done through Crestron AirMedia.
- Select the AirMedia input on the Control Panel.
- You must first install the AirMedia client on the device, if not already installed. To do so, follow the instructions on the screen. Open a browser on the device and download the client from http://airmedia.lib.uwo.ca.


- Once the client is downloaded, you can connect to the screens through the client. The name of the big screen is **comm1.lib.uwo.ca**. The big screen will then display a code that can be entered into the client. Once connected, the device will also display to the two smaller screens.

- Screen sharing can be stopped, paused, or muted using the AirMedia window on the device. Any sound from the device will play through the room's audio system.
- For troubleshooting Mac connection, see https://airmedia.lib.uwo.ca/macos.html
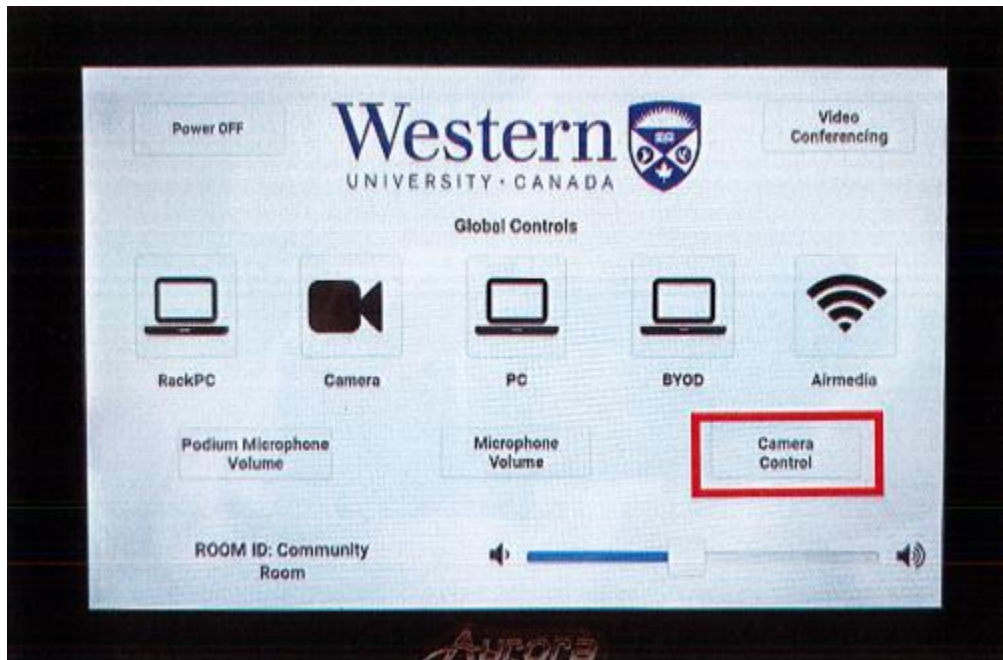
Displaying and Controlling the Cameras
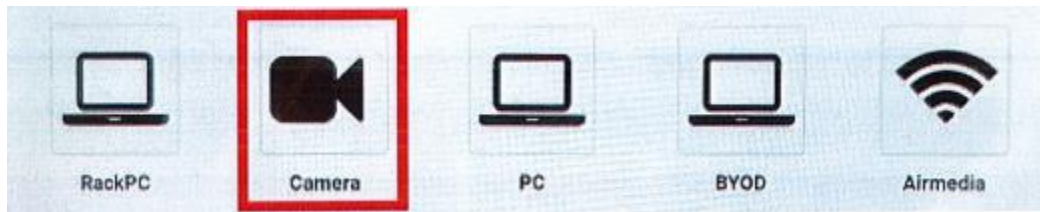
- To display a room camera on the screens, select the Camera input on the Control Panel.
- You can choose whether to display the front or rear camera. You can close the camera selection window by tapping elsewhere on the touchscreen.
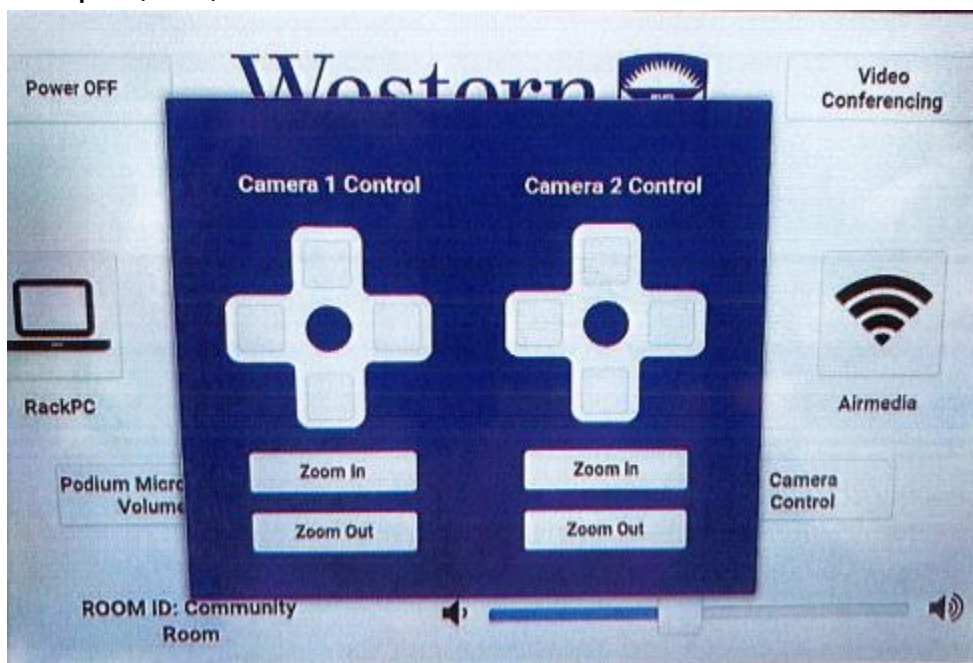
- To position the cameras as needed, select the **Camera Control** button on the Control Panel.

- This will bring up the manual controls for both cameras. Here you can pan, tilt, and zoom in and out for each camera as needed.

Video Conferencing (Hybrid Presentations)

- To host or attend a virtual meeting, the Rack PC must be used. This is because the room cameras and microphones only connect through the Rack PC. If using the Podium PC or an external device, others in the meeting will not be able to see or hear you through the room's A/V system.
- To select which camera virtual participants will see, select **Video Conferencing** on the control panel.
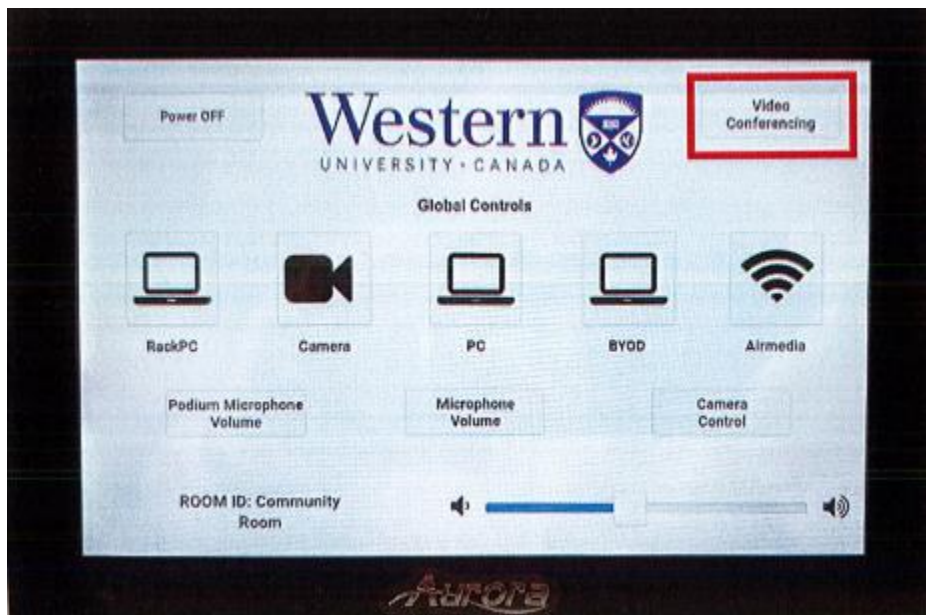
- From the window, select either the front or rear camera. The front camera gives the best view of someone speaking at the podium, while the rear camera gives the best view of the entire room and attendees. Virtual participants will see through the camera selected.
- AirMedia can also be selected as a source. Virtual participants will see anything displayed from the connected device (see 'Connecting a Device Wirelessly', p. 6).

- Next, select the Rack PC input on the Control Panel. On the big screen, log in with a Western user account.
- Launch your virtual meeting software (Zoom, Teams, etc.) to host or log into your session.
- For virtual participants to hear speakers in the room, the podium, handheld, or lapel microphones must be used and not muted. The system does not pick up background noise. Anything virtual participants say will be heard through the room speakers.
- To ensure presentation slides are viewable to both in-person and virtual participants, you should also join the virtual meeting on the Podium PC, open the presentation, and share your screen from there. This means you will be logged into the meeting twice: running the video conferencing through the Rack PC, and running the presentation through the Podium PC.
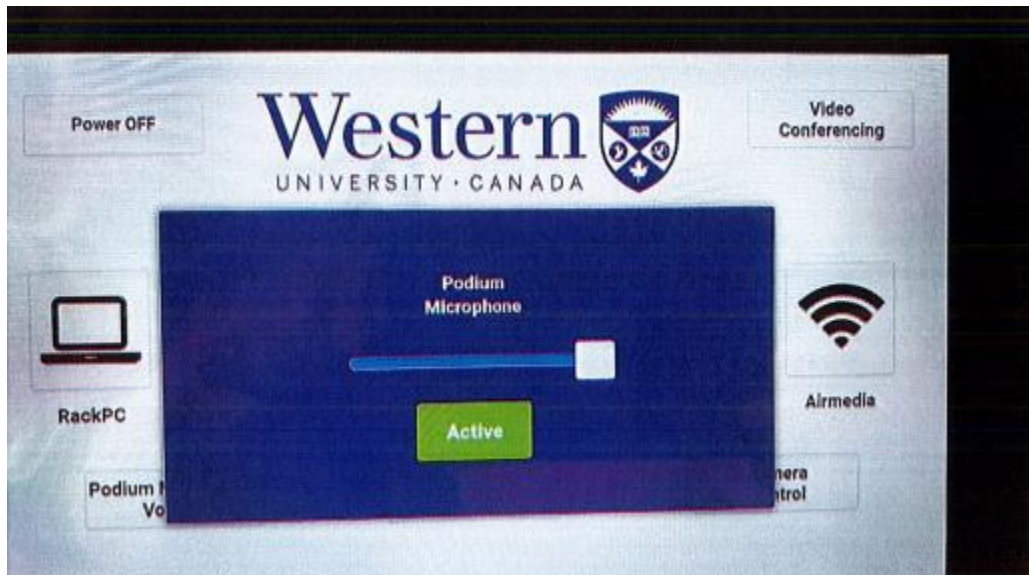
Podium Microphone

- The podium microphone is located on the podium.
- If the microphone is muted, select **Podium Microphone Volume** on the Control Panel.
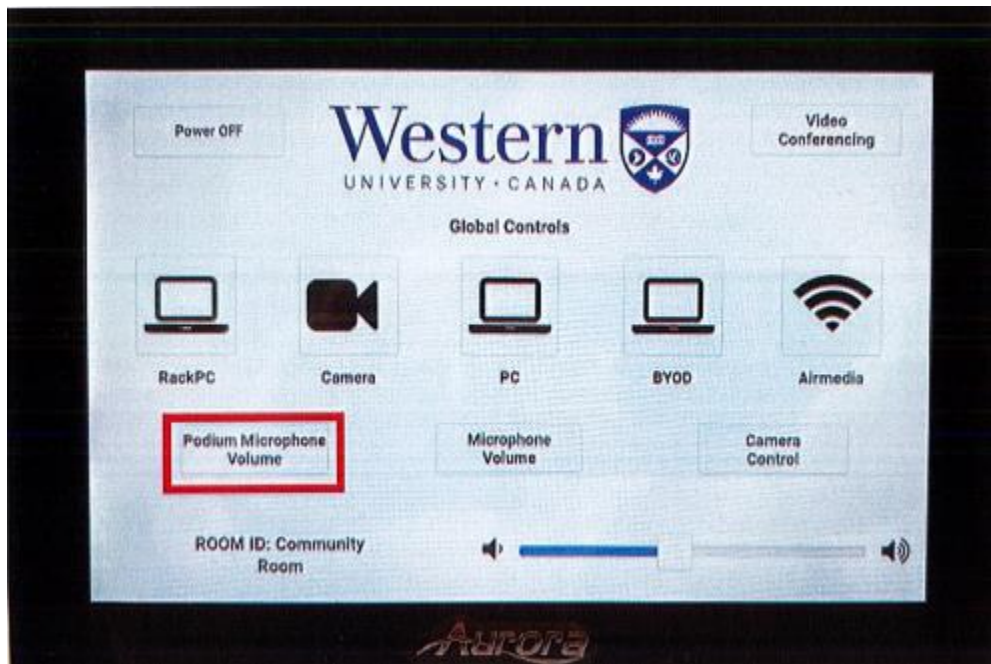
- Select the red Muted button to unmute.

- To mute the microphone, touch the green Active button. Remember to mute the microphone when not in use, as it will pick up all nearby sound.
- Slide left or right to adjust the volume.

Handheld Microphones

- The handheld microphones are stored in the white storage cabinet in the back room. The key is available at the Info Desk.
- To turn the microphone on, press and hold the red power button on the bottom for about two seconds. It will automatically connect to the room's audio system.
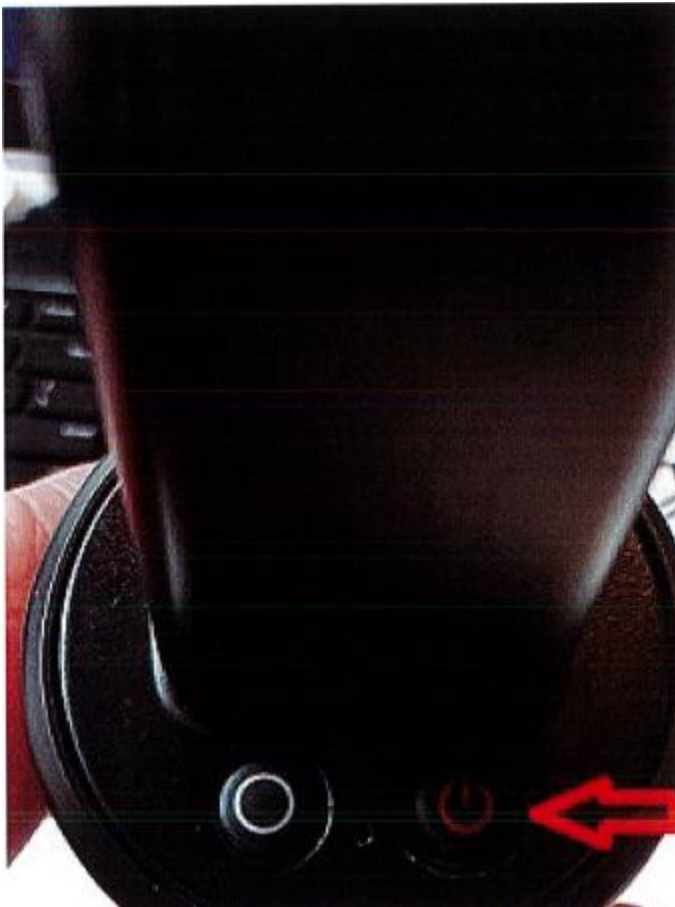
- If the light beside the power button flashes green it has full battery. If the light flashes amber or red the battery should be replaced.
- Extra batteries are located in the battery chargers on top of the A/V cabinet in the back room. Swap the low battery in the microphone for a fully charged battery. To change the battery,

unscrew the bottom half of the microphone cover and slide it down. Replace the battery, then slide the cover up and screw it back into place.

- The microphone is muted if the light on the bottom of the microphone is solid amber. To unmute, slide the switch on the side of the microphone up. To mute, slide the switch down.

- To turn off the microphone, press and hold the power button on the bottom for about two seconds.

Lapel Microphones

- The lapel microphones are stored in the white storage cabinet in the back room. The key is available at the Info Desk.
- To turn the microphone on, open the front flap and press and hold the red power button for about two seconds. It will automatically connect to the room's audio system.


- If the light on top of the microphone flashes green then turns solid, it has full battery. If the light flashes amber or red then turns solid, the battery should be replaced.
- Extra batteries are located in the battery chargers on top of the A/V cabinet in the back room. Swap the low battery in the microphone for a fully charged battery.
- The microphone is muted if the light on top is solid amber. To unmute, slide the mute switch away from the SYNC button. The light on top will turn green. To mute, slide the mute switch towards the SYNC button. The light on top will turn amber.
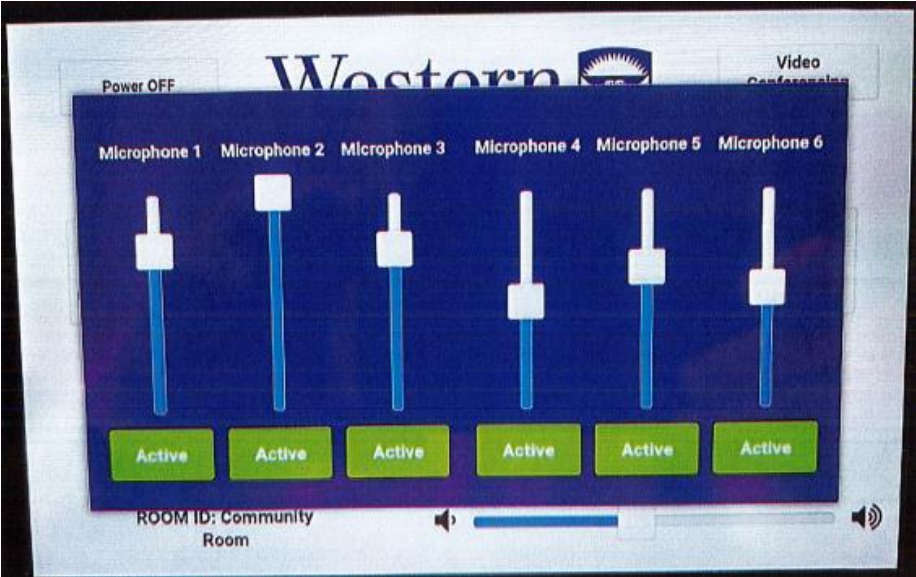
- To pick up your voice, clip the microphone to clothing close to the mouth.
- To turn off the microphone, press and hold the power button for about two seconds.

Microphone Volume

- To control the volume of the handheld and lapel microphones, including muting, select the **Microphone Volume** button on the Control Panel.
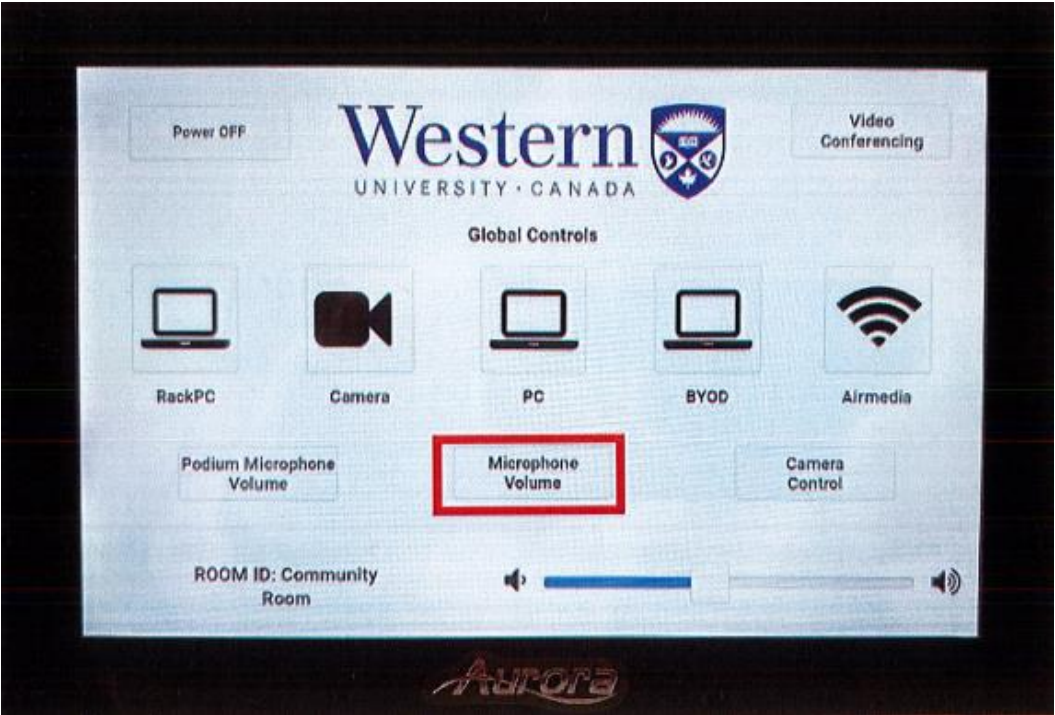
- This will open Microphone Volume control.

- All of the microphones are labelled. The lapel microphones are Mic 01 and Mic 02. The handheld microphones are Mic 03 through Mic 06.
- The volume for each microphone can be moved up or down. To mute, select the green Active button. To unmute, select the red Muted button.
- Please note that the physical mute switch on each microphone takes precedence over the Control Panel when muting. If the mute switch on a microphone is activated, the Control Panel cannot override it. The physical switch must be moved to the unmute position.
- The podium microphone volume can be controlled through the **Podium Microphone Volume** button (see 'Podium Microphone', p. 12).
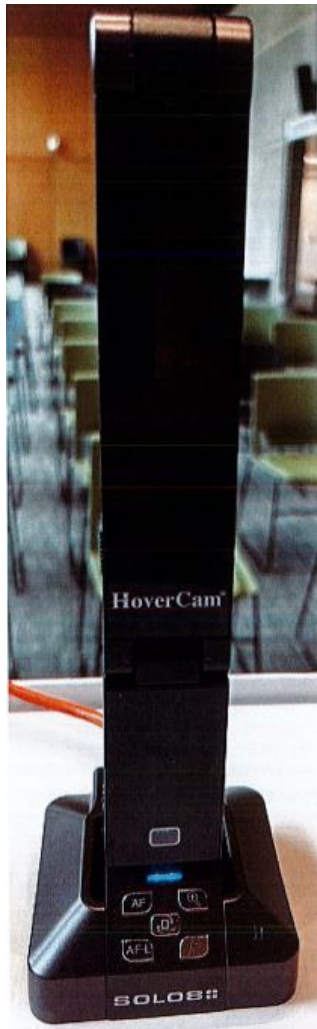
Room Speakers Volume

- To adjust the volume of the room's speakers, slide the volume control at the bottom of the Control Panel to the left or right.

Document Camera (HoverCam)

- The document camera (HoverCam) is located on the podium. It can be used to display a close-up of any books or physical documents to the screens.

- This camera is controlled through the Podium PC. It cannot be used through the Rack PC or an external device.
- Select the PC input on the Control Panel. Log into the Podium PC using a Western user account.

- Once logged in, launch the Camera app by typing 'Camera' into the Windows search box at the bottom of the screen and selecting the app.
- Open the HoverCam by swinging the camera arm up away from the stand. It should display the top of the podium to the Camera app.
- Place the book or document beneath the HoverCam with the top of the item facing the big screen and the bottom of the item facing the audience.
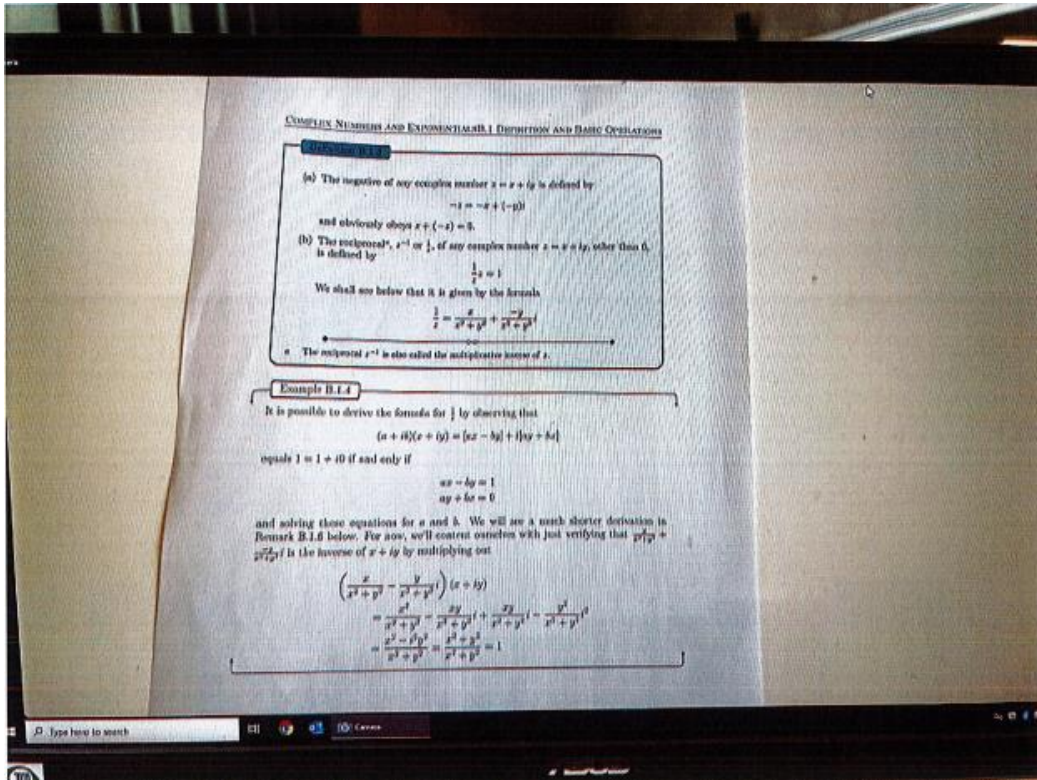
- You may have to swing the HoverCam arm higher to get the entire item into view. There are also buttons to zoom in and out at the base of the HoverCam.
- Putting the Camera app into full screen better displays the item on the screens.