

CC 207 The Troha Boardroom / Clausen Center 207

Classroom Technology Instructions

Getting started

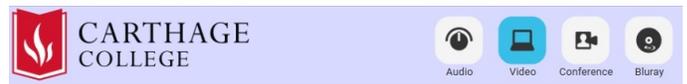
Starting the Audio Visual system.

1. Wake the AV system by touching the touch panel screen.
2. Press **VIDEO** from the buttons in the top right corner of the touch panel.

Select a video source

1. Power the monitor on/off using the "**Video Power**".
** If button is not working, use the remote control.*
2. Select the source you wish to display by selecting one of the "**Video Input**" buttons.

If you selected laptop, connect via the HDMI cable.



*remote control

Video Conferencing

Starting a video conference

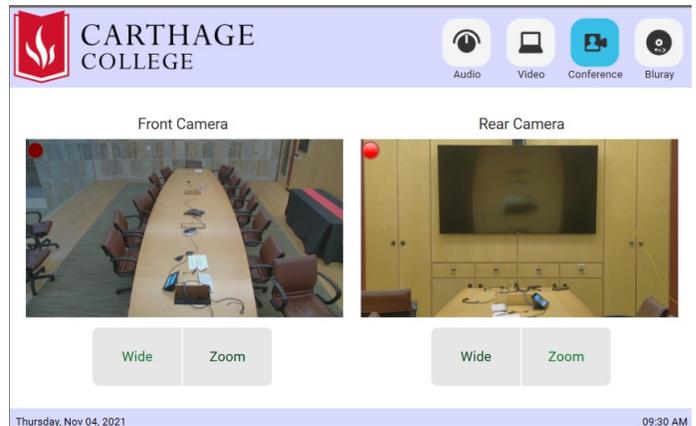
1. Press **VIDEO** from the buttons in the top right corner of the touch panel.
2. Select the "**VIDEO CONFERENCE**" button from the list of "**Video Input**" buttons.
3. You will see the in-room Mac Mini. Use the provided keyboard and mouse to control the computer and run your choice of videoconferencing software (Zoom/Skype/Google Meet).



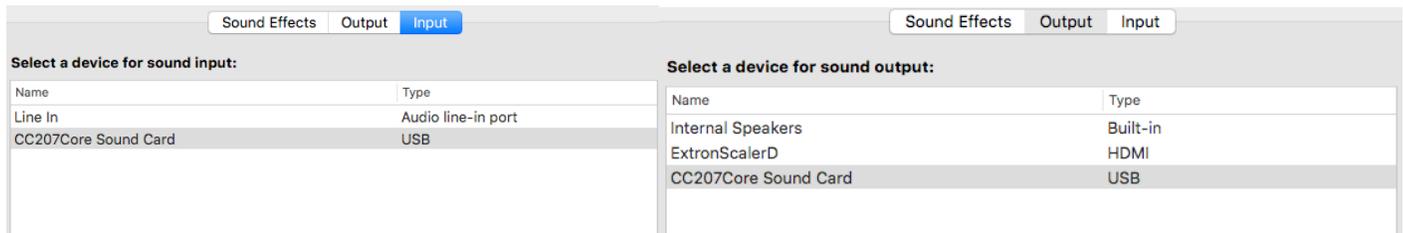
Selecting/Adjusting your camera

1. Press **CONFERENCE** from the buttons in the top right corner of the touch panel.
2. Select the camera view of your choice. You will see a red indicator in the top left corner of the camera you have selected.

Use the **"Wide"** and **"Zoom"** buttons below each camera view to frame your shot to your liking.



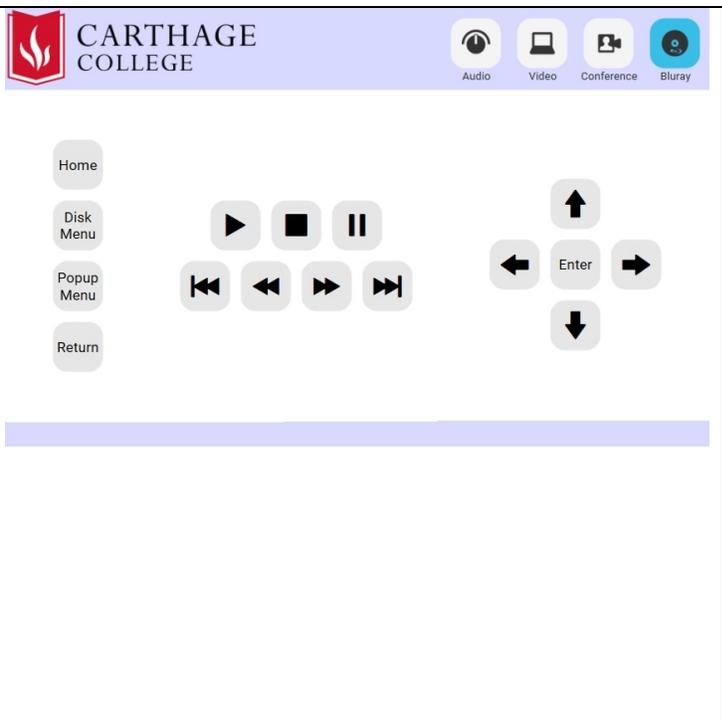
** If you do not hear audio, make certain the sound input and output are set to "CC207Core Sound Card". On the in-room Mac, choose **Apple menu**  **System Preferences, Sound**. Select the correct sound device on both the **input** and **output***



Using the Blu-ray player

1. Press **Bluray** from the buttons in the top right corner of the touch panel.
2. Locate the Blu-ray player in the equipment rack inside the cabinet to the right of the TV.
 - o Press the **Open/Close** button on the physical player to open the disc drive.
 - o Place your Blu-ray disc, DVD, or audio CD on the drive.
 - o Press **open/close** again to close the disc drive.
 - o Use the Blu-ray navigation buttons on the touch panel to start/stop/pause your disc.

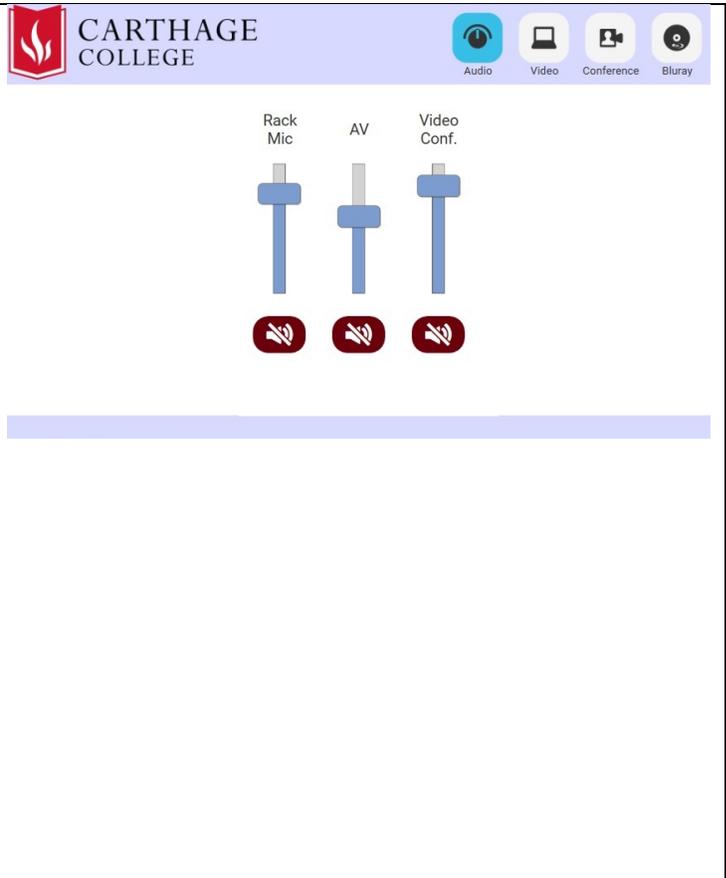
Note: Blu-ray players play Blu-ray disks, DVDs, and CDs.



Adjusting the volume

1. Press **AUDIO** from the buttons in the top right corner of the touch panel.
2. Select the source you wish to adjust button from the list of available sources.
 - **Rack mic** controls the volume of a microphone plugged in to the XLR input inside the equipment cabinet to the right of the TV.
 - **Videoconference** controls the volume of the Mac Mini located in the equipment rack.
3. To **mute** a source, press the mute button below the source you wish to mute
 - The button below **Rack mic** mutes a microphone plugged into the equipment rack XLR input.
 - The button below **AV** mutes the volume of the source being used in the AV system.

The button below **Videoconference** mutes the output of the in-room Mac Mini (an the far end source in a videoconference).



How to Project using HDMI

1. Make sure the TV is turned on (see instructions above).
2. Make sure your computer is **fully booted and awake**, and that you're logged in.
3. Plug the HDMI cable into the HDMI port on your machine.
 - If you need to use an adapter, plug the HDMI cable **first** into your adapter, and **then** plug the adapter into your computer.
4. If your laptop does not automatically duplicate your screen and the image from the TV:
5.
 - On Windows computers, press your **Windows key** and your **P** key at the same time. Select **Duplicate** to send the image to the TV.
 - On a Mac, navigate to **Apple menu (⌘) > System Preferences > Displays > Arrangement tab > check Mirror Displays.**
6. If your computer doesn't switch its audio output to HDMI automatically:
 - On Windows computers, right-click on the speaker icon in your notification bar, and select **Playback devices** in the resulting pop-up menu. Right-click on the HDMI output device, and select **Set as Default** in the resulting pop-up menu.
 - On a Mac, navigate to **Apple menu (⌘) > System Preferences > Sound > Output tab > Select the device named "CC207Core Sound Card."**
7. **Turn off the TV when you're done using it!** Press the **Off** button on the remote control.

How to Project using VGA

1. Make sure the TV is turned on (see instructions above).
2. Make sure your computer is turned **all the way on** and that you're logged in.
3. Plug the VGA cable into the VGA port on your machine.
 - If you need to use an adapter, plug the VGA cable **first** into your adapter, and **then** plug the adapter into your computer.
4. If your laptop does not automatically duplicate your screen and the image from the TV:
 - On Windows computers, press your **Windows key** and your **P** key at the same time. Select **Duplicate** to send the image to the TV.
 - On a Mac, navigate to **Apple menu (⌘) > System Preferences > Displays > Arrangement** tab > check **Mirror Displays**.
5. Volume is controlled **first** by your computer's output volume and **then** by the room's sound system. Turn your computer's volume all the way up before adjusting the room's sound system's volume.
6. **Turn off the TV when you're done using it!** Press the **Off** button remote control.

For help with classroom technology, please email media@help.carthage.edu or call the helpdesk at (262) 551-5950.
