QuickStart

**Answer the questions presented on the touch panel**
1. **Select how you will use the room.** *<presentation or videoconference>*
2. **Select which device you want to display.**
3. **Select the current arrangement of the tables in the room.**
4. **Select whether or not you need the microphones to be active for videoconferencing.**
5. **Select whether or not you want audio from your meeting to play in the hallway.**
6. **Adjust the volume if necessary.**
7. **Select and/or adjust the view of the camera if you are meeting involves a videoconference.**
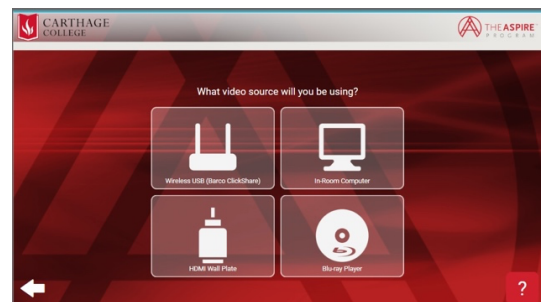
Getting started

Follow the prompts on the touch panel.
1. **Select how you will use the room. Once you make your choice, you will be asked to wait while the equipment powers up and is configured for your selection.**
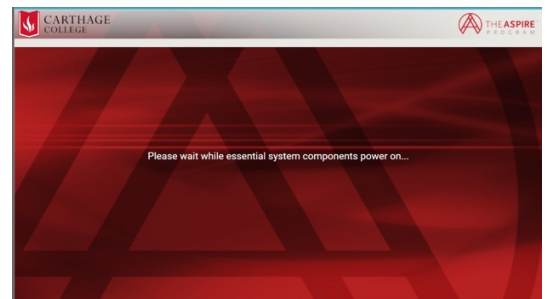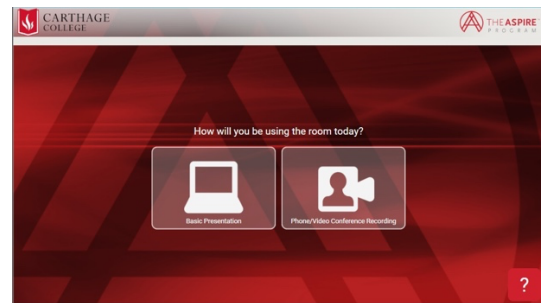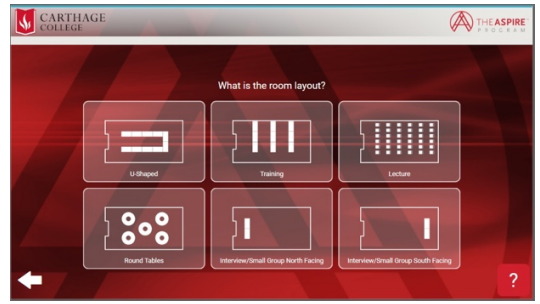

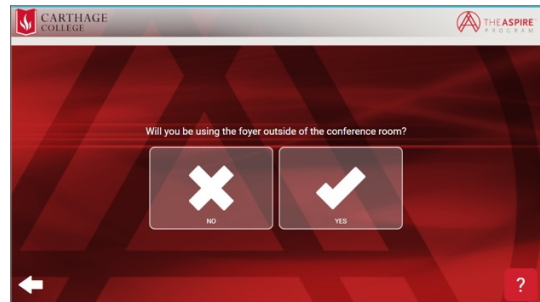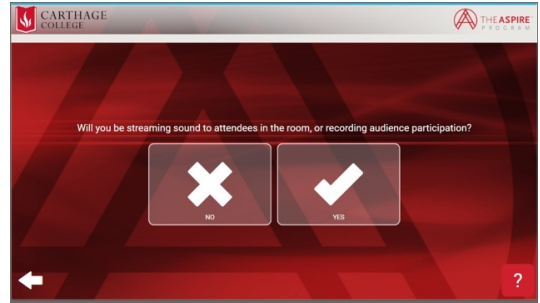2. **Select the source you want to display.**

3. **You will be asked how the tables in the room are configured. Select the button which best reflects the way the room is set up.** *"U-shaped" is the normal arrangement.*

4. **Select microphone activation for videoconferencing or streaming.**


5. **Select foyer sound on or off.**
   Selecting "Yes/On" will make your audio play in the hallway

You will see one of the following control panel screens depending upon your answer to question 4 regarding

Basic Presentation

1. **If you are using the in-room computer, select In-room computer from the video source menu and use the wireless keyboard and mouse provided. If the TV is on and you don't see the computer display, open the cabinet (next to the HDMI plate pictured) and make sure the PC is turned on.**

2. **If you are using wireless presentation, select "Wireless USB" from the video source menu, plug the ClickShare dongle into the USB port of your laptop. More details about ClickShare are available further below in this document.**

3. **If you are using HDMI to display your laptop, select "HDMI wall plate" connect the HDMI cable to your laptop. If you find the cable disconnected from the AV system, the wall plate connection is on the right side of the cabinets. If you don't see a HDMI cable, look in the far-right cabinet.**
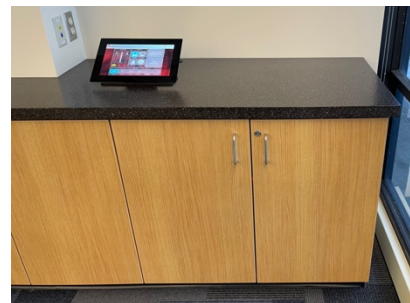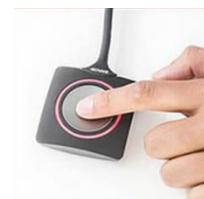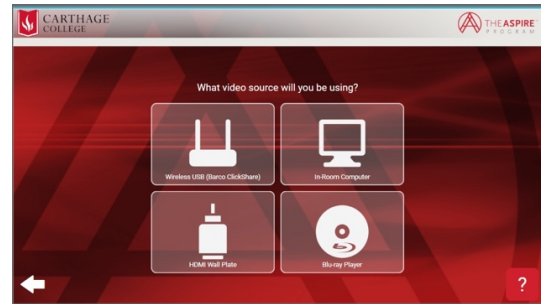

←HMDI PLATE

Wireless presentation

1. **When prompted, select Wireless USB (Barco ClickShare).**

2. **Plug the Barco Clickshare device into the USB port of your laptop.** *If the device is not in the room, ask at the front desk in the Aspire Office.*

3. **Make sure your laptop is booted and ready to display content.**

4. **Push the button on the Clickshare.**

Video Conferencing

Starting a video conference

1. Press **Phone/Video Conference Recording** on the touch panel.

2. Select the furniture layout which most closely matches the current layout of the room. This configures the ceiling microphones to best pick up sound from all participants in the room.
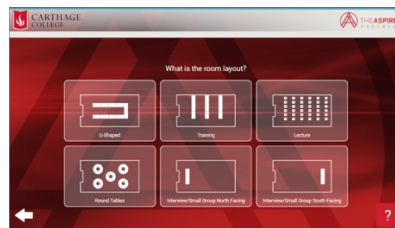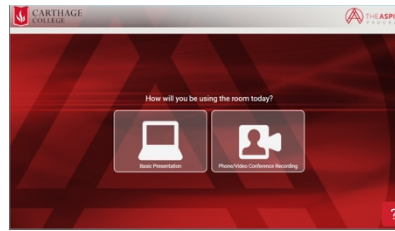
Selecting/Adjusting your camera

1. Select which camera you want to share by selecting one of the two images on the left side of the **Camera Controls** section of the touchscreen. The larger image indicates which of the two available cameras is being used currently.
2. Frame your shot to your liking.
   - Use the Preset buttons to frame frame to preset views of the selected camera.
   - The directional arrows on the sides of the current camera view ← → ↓ ↑
   - The magnifying lens icons zoom the camera in and out. ⊖ ⊕

Starting your videoconference

4. Using the wireless keyboard and mouse, use the in-room computer to launch the conferencing software of your choice (ie Zoom, Google Meet, etc). *If the TV is on and you don't see the computer display, open the cabinet and make sure the PC is turned on.*

Ending your videoconference

1. Press and hold the **End Meeting** button for 2 seconds. The AV system will shut down.

Using the Blu-ray player

1. Press **Bluray** choice of sources screen on the touch panel.
2. Locate the Bluray 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 Bluray disc, DVD, or audio CD on the drive.
   - o Press **open/close** again to close the disc drive.

Use the Bluray navigation buttons on the touch panel to start/stop/pause your disc.

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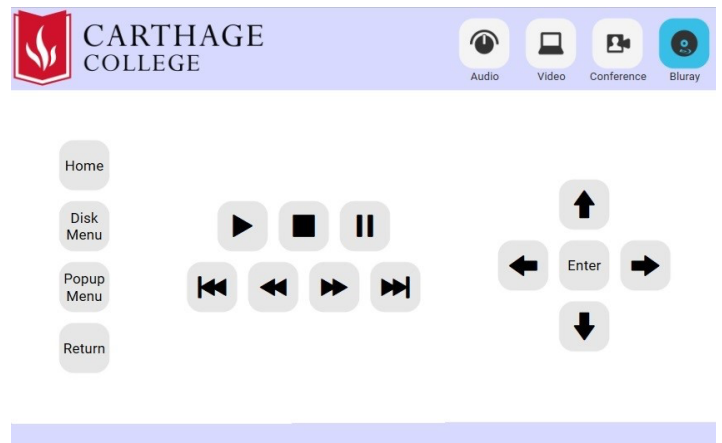
Adjusting the volume

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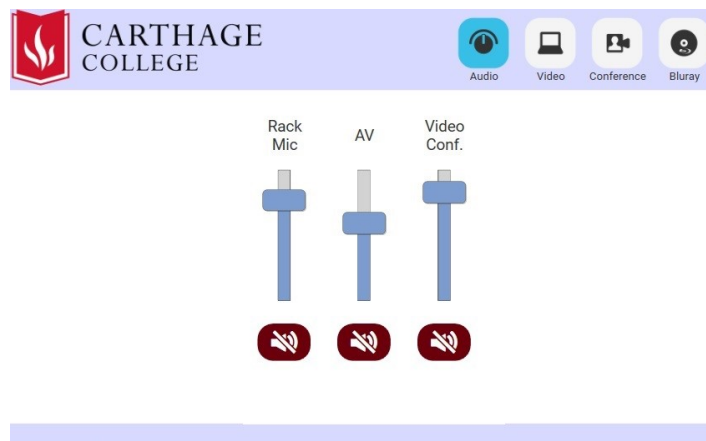
The button below **Videoconference** mutes the output of the in-room Mac Mini (an the far end source in a videoconference).

How to Project using HDMI and VGA

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 VGA, you will need a VGA with audio to HDMI adapter to connect your laptop as there is no VGA input. 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:
   - 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. 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."
6. **Turn off the TV when you're done using it!** Press the **Off** button on the remote control.

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

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