CLASSROOM BASIC SYSTEM OPERATION

SYSTEM STARTUP

To start up the classroom technology, press the “Press Here to Continue” button. In six seconds, the system will begin the power up sequence, which includes lowering the screen and selecting the “PC” as the default source.

PODIUM PC SELECTED

The first screen you will see is the “PC Selected” screen. Here you can switch to other sources, control the sound “Volume” in the room, or position the “Web Cam” in the room. If at any point you would like the Podium PC selected, press the “PC Selected” button.

LAPTOP SELECTED

To present using your laptop via the VGA or HDMI courtesy cable, press the “Laptop” button. Be sure to connect either the VGA cable or HDMI cable to your laptop. Also, make sure your laptop is set to display an image to an attached monitor.
For all sources, you have the ability to power “On” or power “Off” the Confidence Monitor, that is mounted on the rear or side wall of the classroom.

For all sources, you also have the ability to “Mute” or blank the Projector image. To blank the projector image, press the “Image Mute” button and the image will disappear from the projector screen. To return the image back, press the “Image Mute” button again, and the image will reappear to the projector screen.

To control the audio level in the room, press the up arrow to raise the volume and the down arrow to lower the volume. The color bar on the right tells you the current level. In addition, you can “Mute” the audio by pressing the “Mute” button. To un-mute the audio, press the “Mute” button again.
ADVANCED SYSTEM OPERATION

WEB CAM OPERATION FOR WEBEX OR PANOPTO

Select the PC as your input, then select the “Webcam” button in the lower right of the touch panel. You will now see camera control options for the webcam.

WEB CAM CONTROLS

Press the On Button to turn the webcam on.

Use the D-Pad on the left of the touch panel to move the camera up, down, left, or right.

You can also use the “Zoom +” and “Zoom −” button to zoom the camera in and out.

For Audio, the built in Microphone on the podium is always on and will pick up audio when the computer is selected as audio input from WebEx or Panopto. There is also a wireless lavalier mic in the side pull out tray of the classroom podium.

USING THE LAVALIER MIC (NOT IN EVERY CLASSROOM)

To turn on the Lavalier Mic, squeeze the two buttons on the sides of the lavalier mic pack and flip down the front cover of the mic. Push and hold the button in the upper left side of the Lavalier Mic labeled “On/Off” until the screen lights up. For best quality audio, attach the mic in the center of your shirt, below the breast bone and clip the mic pack to your pants or pants pocket. Turn off the Lavalier by holding the “On/Off” button when done.
WEBEX IN THE CLASSROOM

Go to [http://sju.webex.com](http://sju.webex.com) and click sign in on right side of the screen

or

Open Cisco Webex Meetings App

Enter your email address and click next

Enter your username and password and click Sign In

Click start a meeting or your Scheduled meeting

Click Settings on bottom right

Make sure speaker option is set to: Crestron (Intel) Display Audio
These are the Speaker, Microphone and Camera settings to use in the classroom

To record your meeting
Click the recorder button from the on-screen menu buttons
Make sure Record in Cloud is selected

To Stop the recording
Click the Recorder button again and click Stop

Click Stop Recording to confirm
To share your screen, on the Menu, Click Share, then Share Content.

When class is over, Click the End Meeting Button (X)

Click End Meeting

Sign out of Webex Meetings App

Click the Settings Icon on the top Right

Click Sign Out
To activate the Document Camera, select the “Document Cam” button. Here you will be presented with a touch interface for the Document Camera.

The Doc cam should turn on automatically, if not press the On Button

**Rotating the Image:** Tap the numbers under “Rotate” to digitally rotate the image.

**Camera Light:** You can turn the camera’s light on or off by selecting “On” or “Off” under Light.

**Focusing the Image:** Use the “Focus +” or “Focus -” button to manually adjust the focus of the image. Selecting “Auto Focus” will attempt to focus on the object in front of the camera.

**Zooming:** Use the “Zoom +” or “Zoom −” buttons to zoom in and out of the image.

**Recording:** Insert a flash drive into the USB slot in the right hand side of the Document Camera, then on the Document Camera push the “RECORDING” button. An orange light above that button indicates that it is recording. Push the “RECORDING” button again to end and save the recording. Recordings are saved on the flash drive under a folder called DCIM.
WIRELESS PRESENTATION (WITH AIR MEDIA)

Tap on the “AirMedia” Button. The Screen should now change to display connection instructions.

***LAPTOPS MUST BE ON SJUMOBILE WIFI***

1. Open a Browser, In the address bar, Type in the IP Address from the bottom left of the display.
2. Click the Start Presenting Button

3. Click the OS button to download (Windows or Mac)

4. Run the downloaded file to start Air Media (Windows EXE or Mac DMG)
5. Enter the 4-digit code you see on the lower left corner of screen (see page 6), Click OK

6. You are now connected to Air Media for wireless presentation and will see the controls

7. If you have no sound, press the unmute button to project audio. To stop presenting press the Stop Button

8. Run the Crestron Air Media
9. Click Open if prompted

10. Follow the steps in the AirPlay Guidance

11. Click the AirPlay Menu in the top system bar. Enter the 4-digit code you see on the lower left corner of screen (see page 6), Click OK.

12. To Disconnect, Turn off AirPlay in the top System Bar
SYSTEM SHUT DOWN

To shut down the system, press the “System Off” button in the lower right corner and then press the “Yes, Power down and exit” button. In six seconds, the system will the begin power down sequence, which includes raising the screen and turning off the projector and confidence monitor.

Always be sure to Sign out of the PC when your class is over.