User Guide - iTLC

Setting Up Your Presentation

1. **If the screen is blank, tap the screen to begin.**
   Select: **Presentation** from the menu at the top of the touch panel (See image below).

2. A list of sources will now be displayed.

   Available Sources:

   - Lectern Laptop
   - Room PC
   - Wall Plate (Located in the center of the two 90" monitors)
   - Air Media (Wireless presentation device. Please see Air Media instructions for additional information.)

3. Once your source has been selected, you can then send your selected source to be displayed.

Selecting/Connecting Your Presentation Source

Lectern PC

- **Confirm that the PC in the podium is powered on.** It is located in the right-side of the podium. The power button is on the front of the PC, top Left. There should be a light on the button if it is turned on.
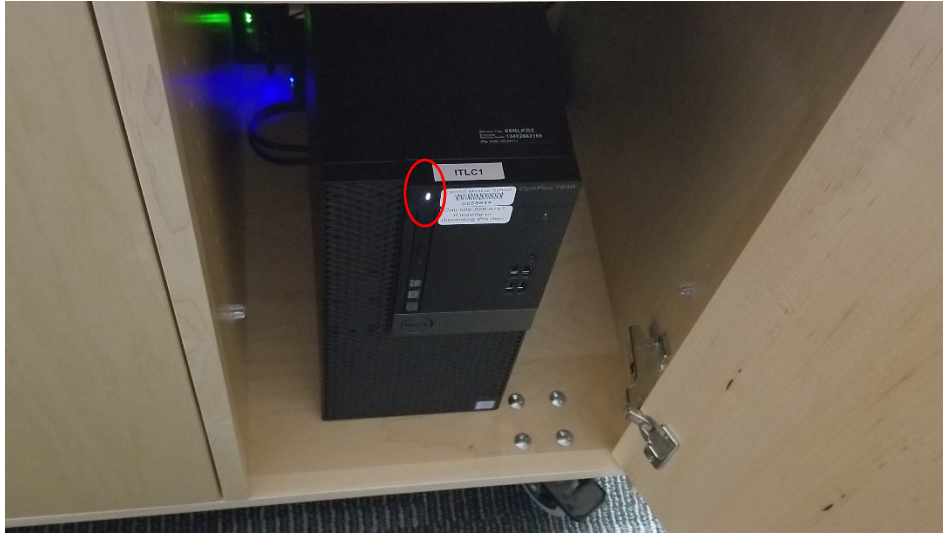

Lectern Laptop

- If using a laptop, connect the appropriate cable:

- Set laptop to use projector as a secondary video output Device:
  - On Windows-based laptops this usually involves Pressing the "Function" (or "Fn") key, followed by one of the numbered "F" buttons along the top of your keyboard. In most cases there will be a graphic of what looks like a television screen on the correct "F" key (e.g. "F7"). If you're not sure, consult the manual that came with your laptop.
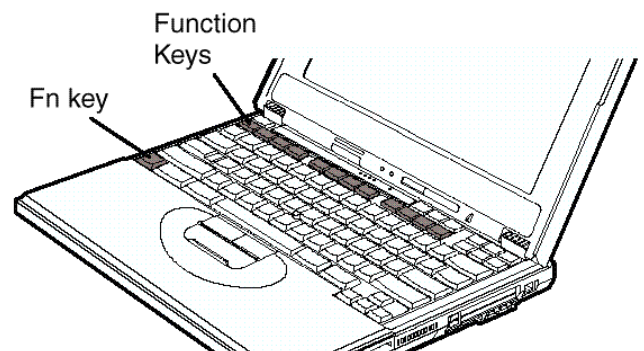
## Wallplate – Located in the center of the two 90" displays for each room

- Please contact Communication Technologies if you need the assistance with obtaining an HDMI cable.
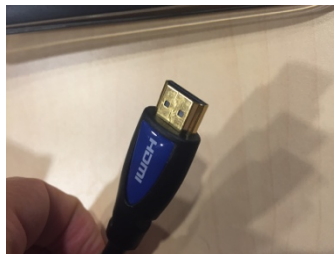
Volume Controls

- **Volume Controls –** There are two different volume controls on the touch panel.

    - **Microphone Volume -** Adjusts lavaliers, podium mic, and hand-held mics.
    - **Source Volume –** Adjusts the volume of the last selected presentation source (Lecturn Laptop, Lecturn PC, Wall Plate, etc).
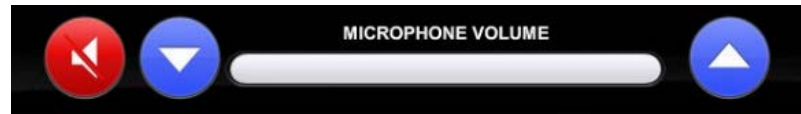

    o You can toggle mute the microphones and source audio by pushing the *speaker symbol* next to the volume down button. The speaker symbol will turn red when muted.

- **Ceiling Mic Mute –** This button is located on the top right-hand corner of the touch panel. The ceiling microphones are used for Echo 360 recordings, Audio Conferencing, and Video Conferencing. These microphones are VERY sensitive. You may want to mute these ceiling mics to avoid background noise on your recordings or conference calls. Enabling the ceiling microphones is very helpful for general room discussion, Q&A, etc.

Audio and Video Conferencing

- Select "**Audio Conference"** From the top menu.

- **Dial the phone number**: **Internal**: 5-digit extension **External**: 9 + 10-digit phone number (ex: 9-1-508-856-8989)

- Touch **"Dial"**

- The microphones in the room will be used for the call.

- **"Privacy"** will toggle mute the microphones in the room from going to the far end participants.

- **"Ceiling Mics"** will toggle mute the ceiling mics only. This will help alleviate background noise while muted.
  When unmuted, the ceiling microphones are sensitive and will pick up general room discussions, Q&A, etc.

- **"Audio Conf Volume"** is used to adjust the far-end caller volume in the room.

- When complete, touch "**Hang Up**"
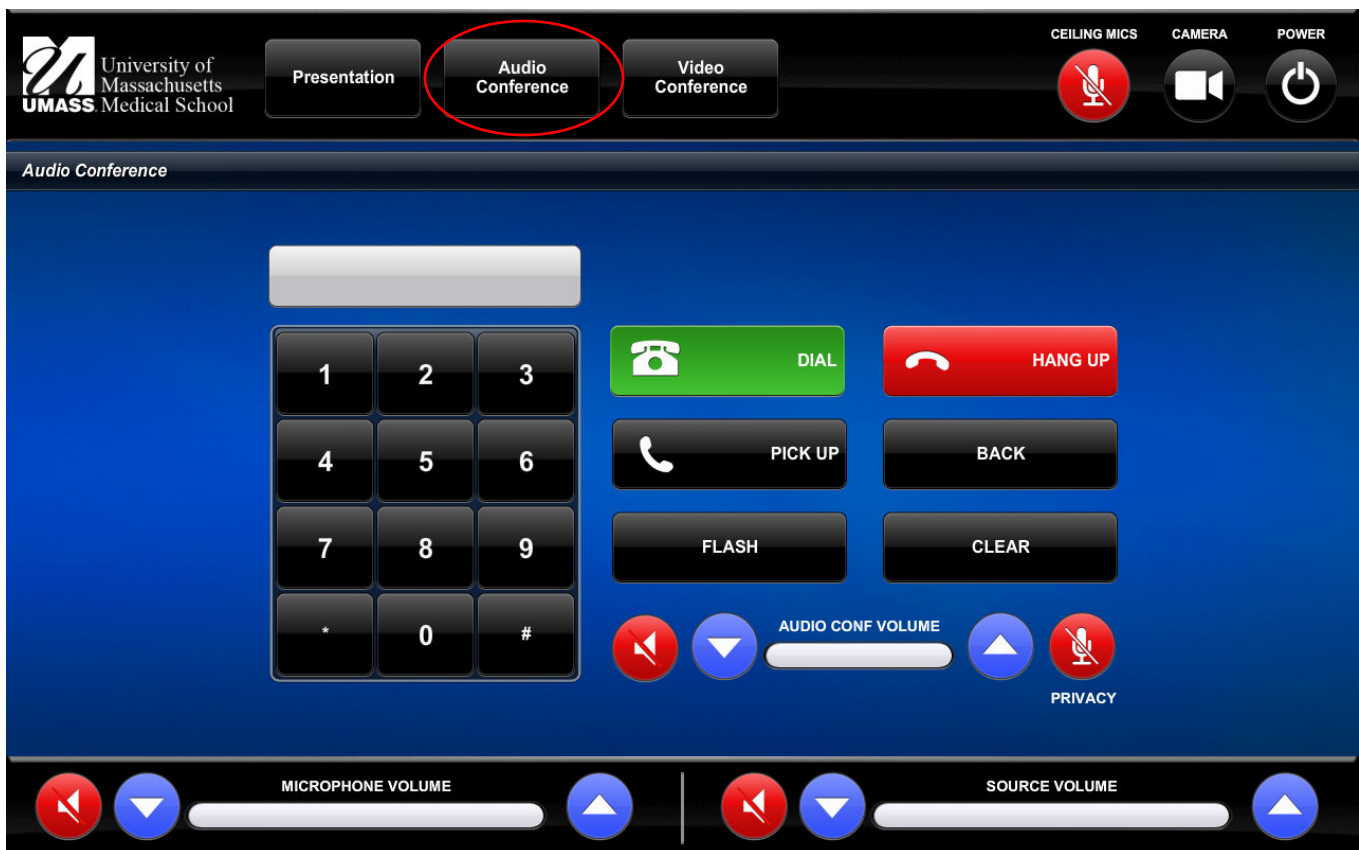
Video Conference

For video conference assistance please reach out to Communication Technologies at 508-856-3938
or communication_technologies@umassmed.edu

Room Configuration

- Room configurations are based upon how the walls in the room are set.
- A podium will be designated for use and lock out the other touch panels within that selected room configuration.
    - If the entire room is open than the podium in room B will be the master.
        - If you would prefer to use podium C when using the entire iTLC space please contact Communication Technologies – 508-856-3938
    - If rooms A/B and C/D are combined than the podium in room B and room C will be the master.
    - If rooms A/B/C are combined than the podium in room B will be the master.
    - If rooms B/C/D are combined than the podium in room C will be the master.
    - If rooms B/C are combined than the podium in room B will be the master.

Echo360/PC Camera Controls

- The ceiling camera can be viewed/changed by pressing the **"Camera"** button on the top right side of the touch panel.
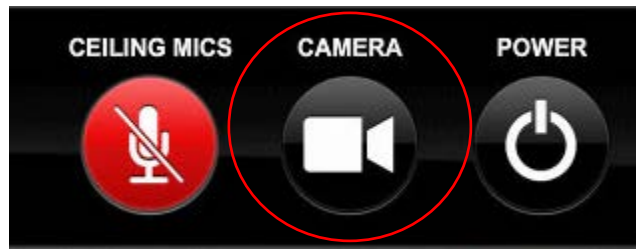
- This only changes the camera view for the PC and/or Echo 360 appliance. This camera page does not apply to the video conferencing system. To adjust the camera for the video conference system, please select the video conference tab.
- Preset 1 will point the camera at the podium for a general wide shot.
- You can adjust the pan, tilt, zoom of the camera by using the zoom out, zoom in, and directional pad.
- Once you are satisfied with your camera shot press **"BACK"** to return to the main page.
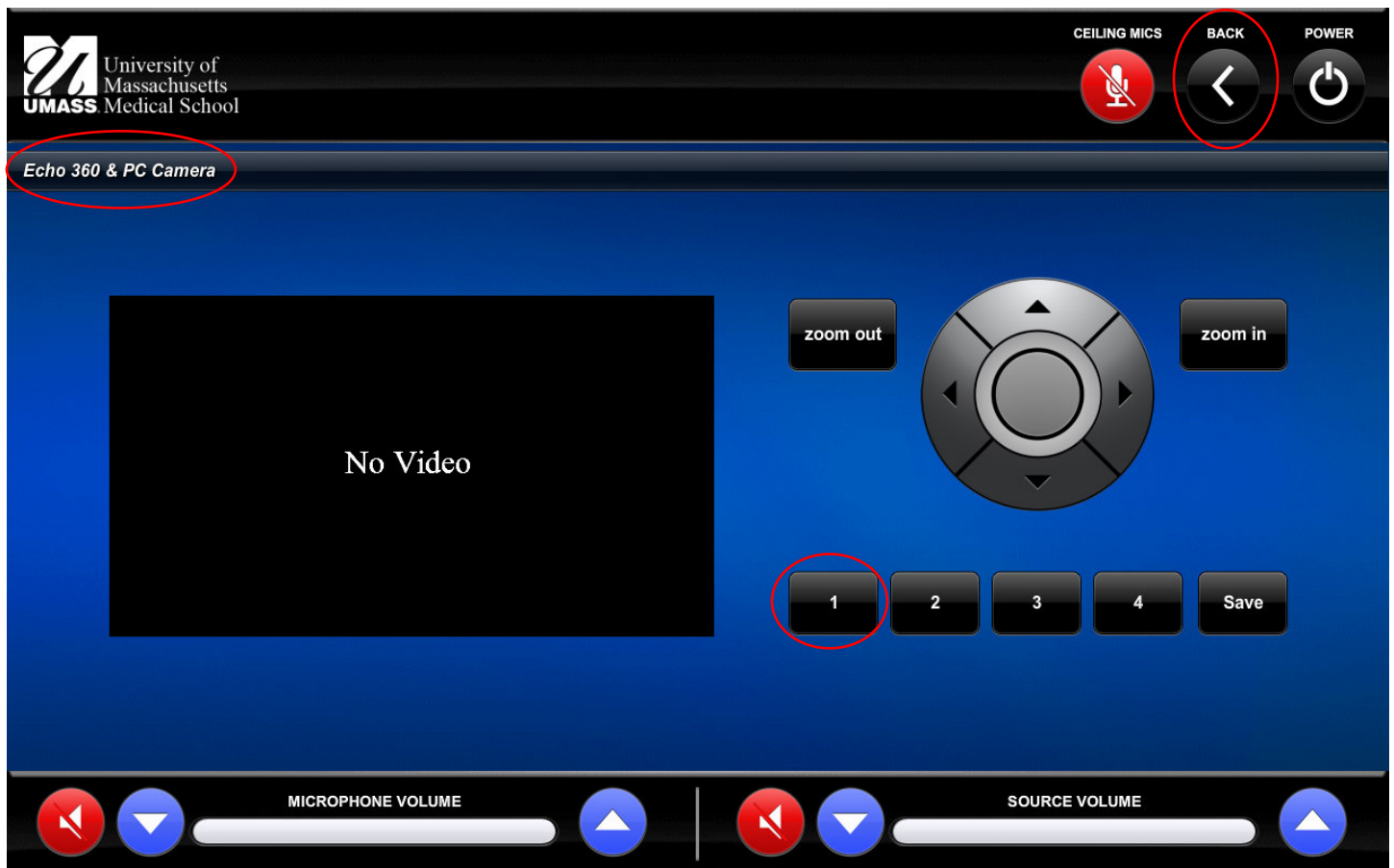
Airmedia – User Guide

AirMedia is a source that allows you to wirelessly present from a laptop, tablet, or smartphone (Android or iOS).

Connection must be via "UMMS" or "UMW" Wi-Fi network or the Clinical UMMHC@UMW network.
Clinical customers, will need to contact the IS Support Center at X48800 to get the **password key** for access to the **UMMHC@UMW network.** This application **will not** work via the "UMASSMED-GUEST" Wi-Fi network.

- For PC or Mac you will need to "run" the link for AirMedia via the IP Address provided.
- For mobile devices, you will need to download the free AirMedia App., from either the iTunes App Store or Google Play. **Search:** "Crestron AirMedia"

Connecting Your Laptop:

1) On your laptop, confirm you are connected to the "UMMS" or "UMW" Wi-Fi network.
2) Open your preferred web browser (Internet Explorer, Firefox, Safari, etc.).
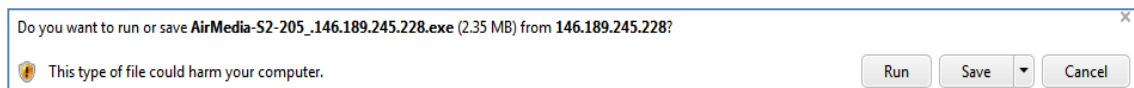3) **Enter the IP address** displayed on the screen in your web browser.
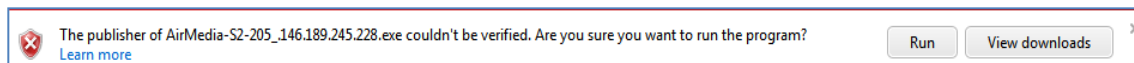
4) Download the appropriate client (Windows or Mac).
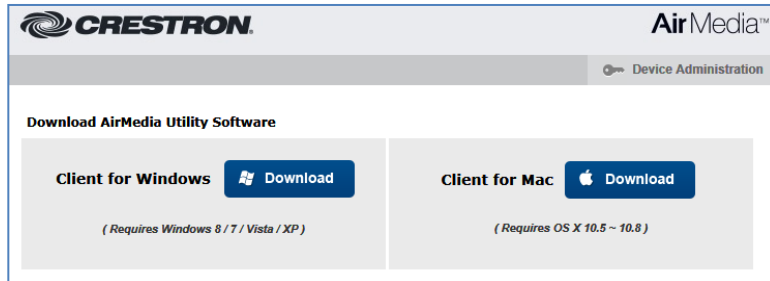
This is not a permanent download. The file is not saved on your device.

5) Select "Run" from the AirMedia.exe file.

6) If you get this next pop up Select "Run"

7) A dialog box will appear, after a moment, asking for a code. Enter the Code shown on the upper right of the screen and click "connect".
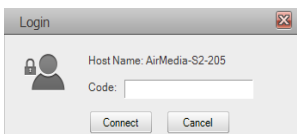
Once connected, you will see the box below which will allow you to stop showing your desktop/presentation. Refer to further instructions below for functions.

8) A mirror image of the device will now be displayed on the screen.

Connecting Your Smartphone:

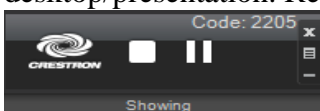> **In order to use AirMedia, you must download, install, and open the appropriate free "Crestron AirMedia" App from the iTunes or Google Play app store.**

1) Click on the AirMedia Icon on your device.

2) (Android only) Click the menu button on the bottom right hand corner of your device.
3) **Enter the IP address** displayed on the projection screen in the pop up on your device (146.189.xxx.xxx).
4) **Enter the Code** shown on the **upper right** of the **Projection Screen** and **click "connect".**
5) Select your content and share!
   a. This <u>will not</u> duplicate your phones display. You can only share selected content (photos, PDF, PowerPoint, etc.).

Play, Pause, Stop
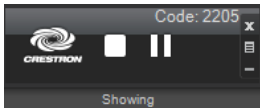
Play:

The Play button selects your device as the presentation source, sending whatever is on your screen to the room display.

Pause:

Pause the presentation, freezing the current image on screen so others can continue to view it while you look through your personal files or find some other related content. Once you've located the new content and brought it up on your device, simply click Play to resume the presentation.

Stop:

When done presenting, just click the

Stop button to stop displaying your device.

USB Document Camera

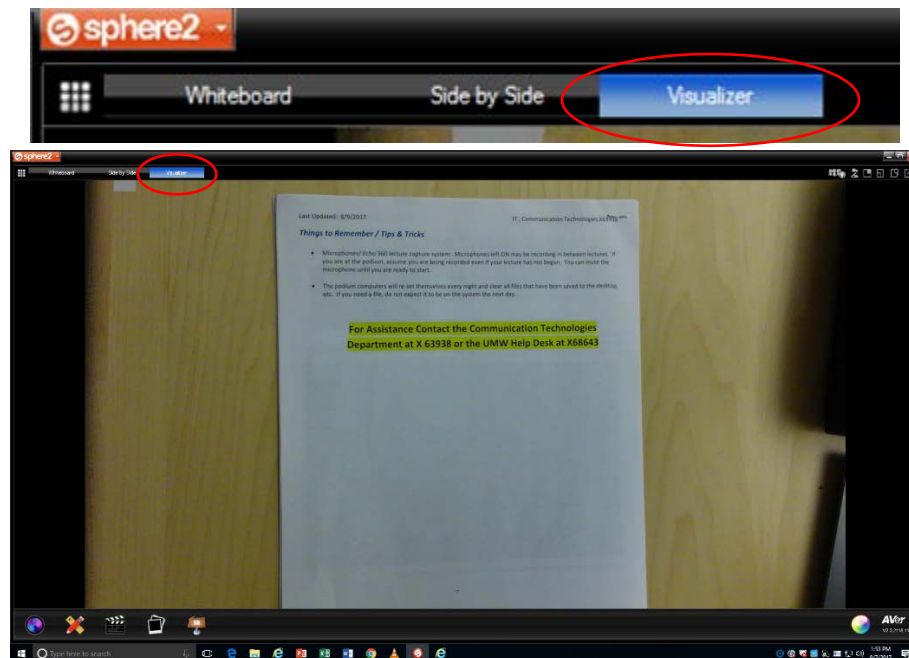1. The Aver USB Document Camera is located on a shelf, above the PC, on the right-hand side of the podium

2. The USB cable is labeled and located in the cable cubby on the top of the podium.

3. Connect the cable to the device.

4. Open the software (Doc Cam/Sphere 2) on the desktop of the Podium PC.
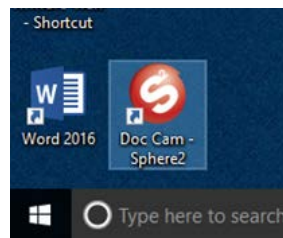
5. Select the "Visualizer" tab from the top of the program, if it is not already selected.

Echo360 Device Monitor

Using the Echo360 Device Monitor

Pausing

Press down on the **top of the light**.

- This will change the color from solid green to flashing red.
    - o   The recording is now paused.
    - o

Resuming

Press down on the **top of the light.**

- This will change the color from flashing red to solid green.
    - o   Recording is resumed

Status Lights Definitions

- **Device Idle** – Lights off
- **Device Waiting** – Flashing Green Light (starts flashing 5 minutes before schedule time)
  Note- if back to back classes, you will not see the light flash
- **Device Recording** – Solid Green Light
- **Device Pause** – Red Flashing Light or not getting audio
- **Device Error** – Yellow Light

Shutting the System Down

This should be done upon completion of every class, meeting, or event.

Touch **"POWER"** located in the top right-hand corner. Select **"Yes"** to power down the system.