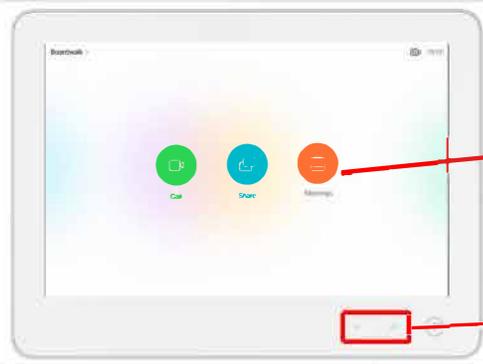# GHC 202 Conference Room Touch Panel

To use laptop
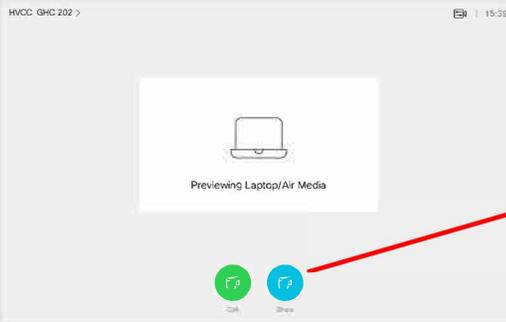Select share

*Must provide
own device,
no PC in room*
Volume controls
located in bottom corner

Connect laptop to HDMI
or Air media and press
Share

*HDMI cable and adpaters
provided on table*

A preview box will
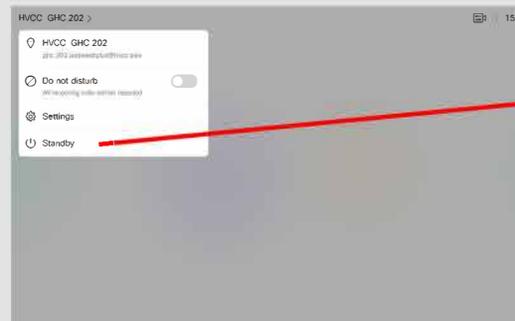appear on the screen.
When done presenting
press Share

To stop presenting,
press Stop Sharing

Press X in upper corner
to get back to main screen

To turn off system,
on home screen,
press the name of the
room

Press Standby to
turn off system
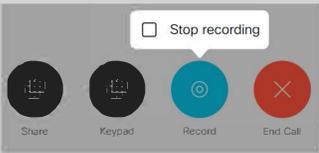
Touch Panel Features

Recording:

To start recording, touch Record and touch Start recording.

An automated voice will indiacte that the conference is recording.

To stop recording, touch Record and touch Stop recording

An automated voice will indicate that the recording has stopped

Selfview/Picture-In-Picture (PIP):

To turn PIP on/off, touch camera icon and touch the checkbox next to Selfview
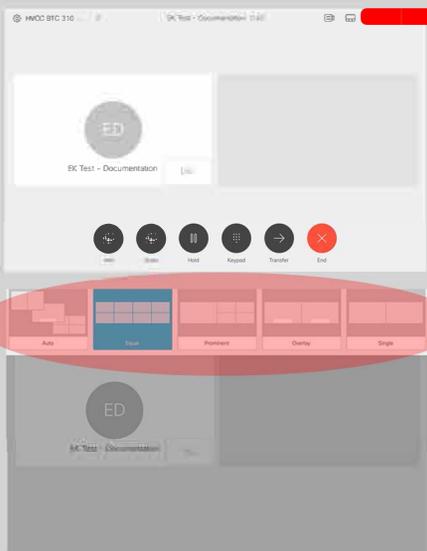

To move PIP, press and hold selfview icon for two seconds until it turns blue, then move PIP to any gray box
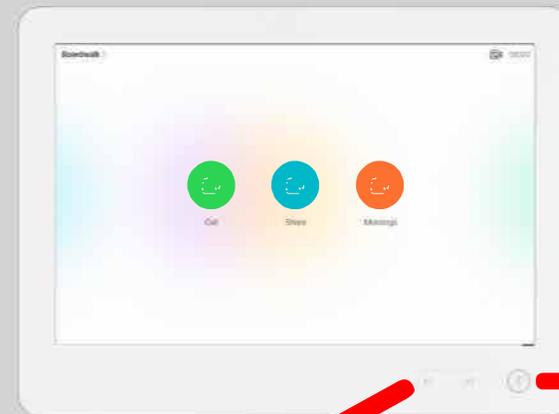
To Change Remote Site Layout:

Touch Layout icon

Choose preferred layout

Physical Buttons:

Mute/unmute microphones
Red=Muted
Green=Live

Volume controls for speakers (remote sites and PC audio)
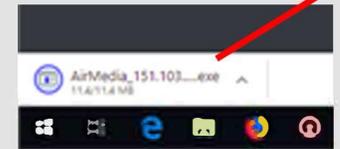
Using AirMedia on Windows

Open a web browser and type in the IP address shown on screen When loaded, hit Start Presenting

If the App is already installed, wait for it to open. If the App is now downloaded, hit the Windows box to start
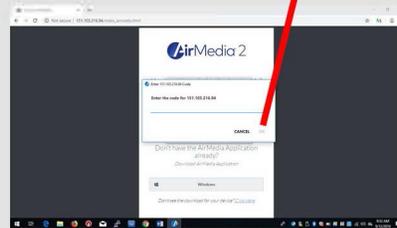
The download will start and show up on the bottom of the screen. When done, Click on it
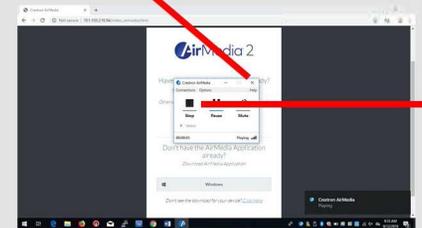
Once the App opens, a box will appear in the middle of the screen

Once the App is fully loaded, type in the code that appears on the screen, hit OK

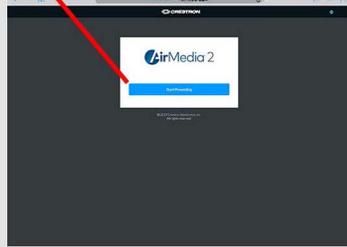Stop and Pause will light up in the box. When done presenting, hit Stop and hit the X in the upper right
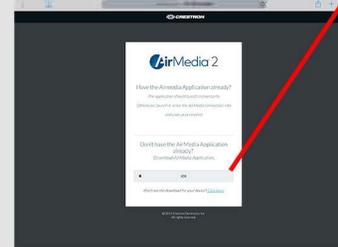
Using AirMedia on an iPad

Open a web browser on the IPad

Type the IP address on the screen into the web browser Hit Start Presenting

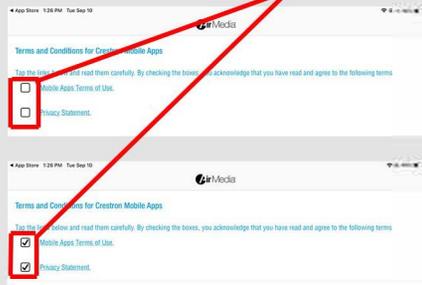A menu will appear saying to wait or to download the App. To download, hit IOS

The app store will open Hit download

When done, hit Open

On first open, accept the terms and conditions

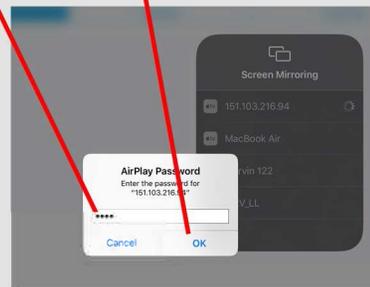Type the IP address into space provided. Hit Present with AirMedia

When prompted hit OK
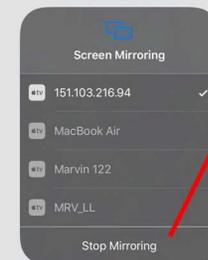
Swipe down from the upper right. Hit screen Mirroring

In Screen Mirroring, select the IP address

Type in the 4 digit code from the screen, hit OK

When done, go back to Screen Mirroring, hit Stop Mirroring

How to open AirMedia on a Mac

Type the IP address that appears on the screen into a web browser When loaded press Start Presenting

A box will appear and saying the App will open or to download the App
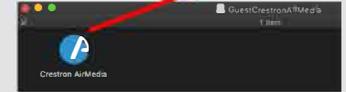
To download the App select Mac

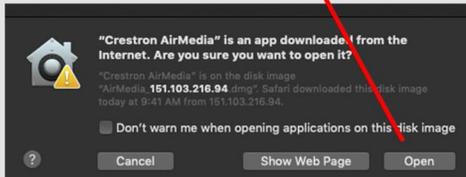In the downloads AirMedia will appear, select the download

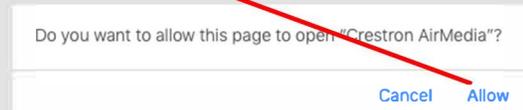Once the AirMedia is downloaded, click the Air media Icon
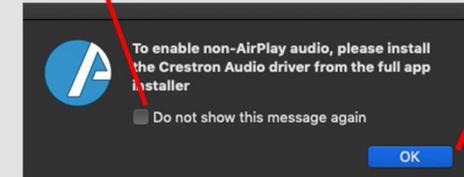
AirMedia only needs to be downloaded once

After the first time opening AirMedia, it will immeditely ask to open,click OPEN

Any time after the first open, AirMedia will ask to allow opening click Allow, then click Open when asked

When ask to install Audio Driver, check Do Not Show Again, then OK

After clicking open, instructions will appear on the screen

In the AirPlay menu, select the IP address

When prompted, type in the 4 digit code that shows on the screen

When done presenting go back to the AirPlay menu and select Turn Off