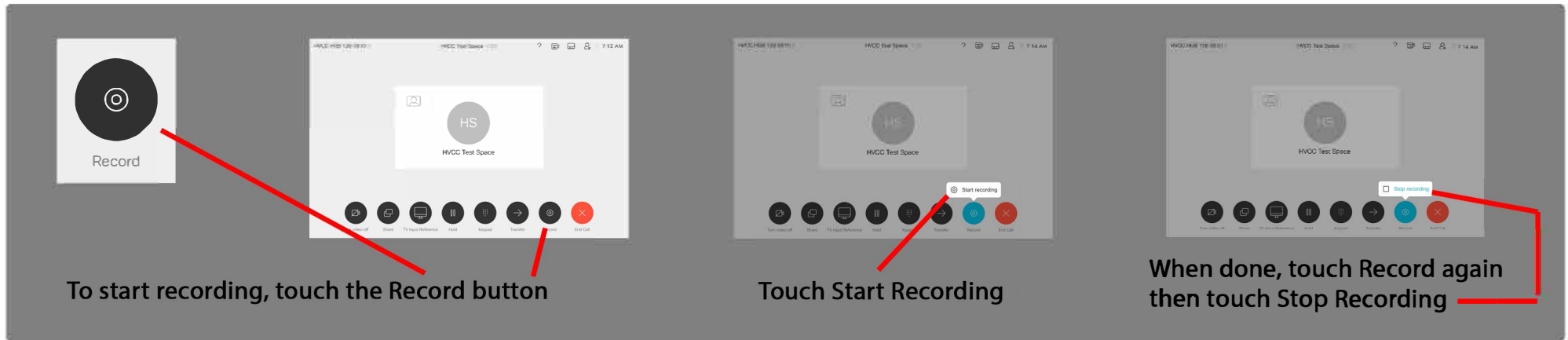


HGB 126 Conference Room Touch Panel



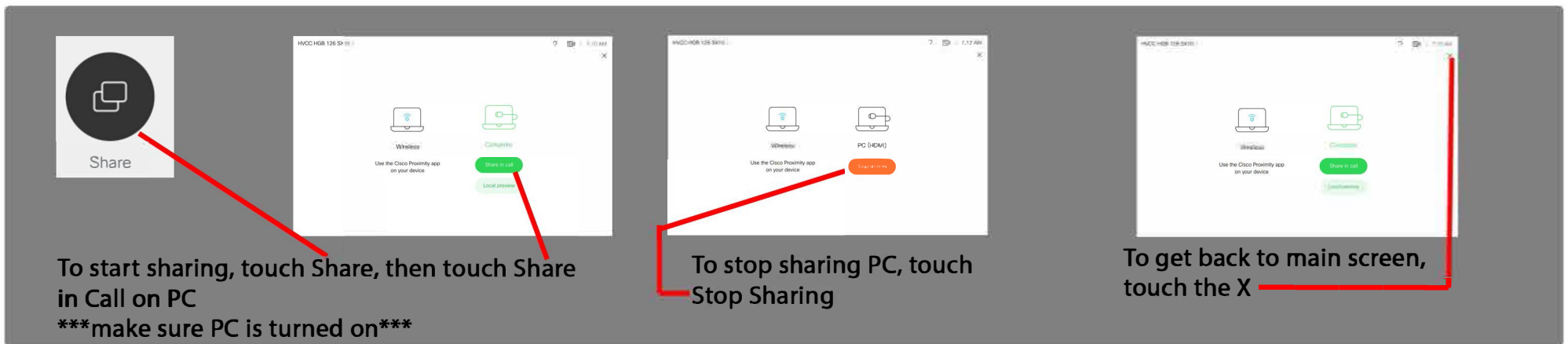
The recording process is shown in four sequential screenshots. The first shows a 'Record' button with a target icon. The second shows the 'Record' button highlighted in the bottom toolbar. The third shows a 'Start recording' notification above the 'Record' button. The fourth shows a 'Stop recording' notification above the 'Record' button, which is now labeled 'Stop Recording'.

Record

To start recording, touch the Record button

Touch Start Recording

When done, touch Record again then touch Stop Recording



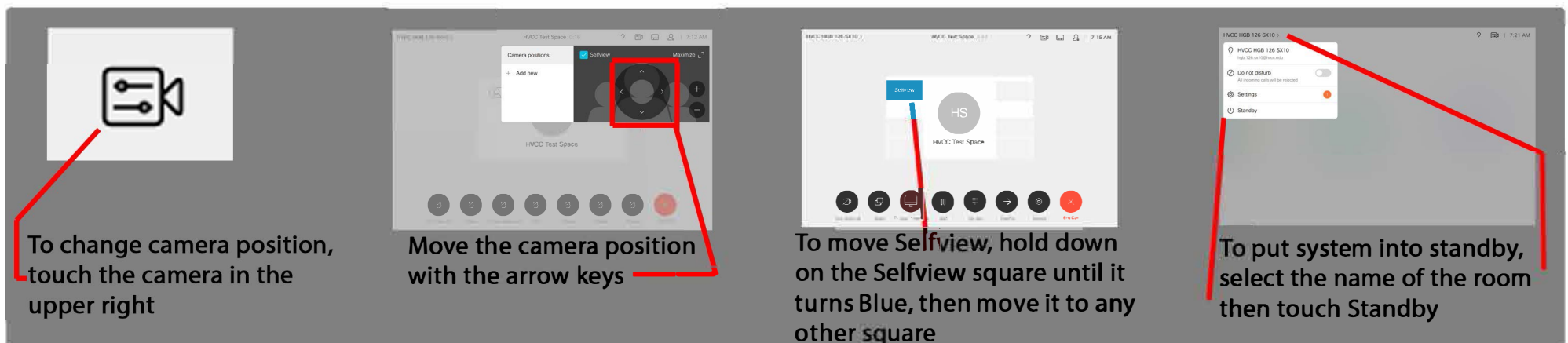
The sharing process is shown in four sequential screenshots. The first shows a 'Share' button with a square icon. The second shows the 'Share in call' button highlighted in the 'Computer' section. The third shows the 'Stop sharing' button highlighted. The fourth shows the 'X' button highlighted in the top right corner.

Share

To start sharing, touch Share, then touch Share in Call on PC
make sure PC is turned on

To stop sharing PC, touch Stop Sharing

To get back to main screen, touch the X



The camera and standby process is shown in four sequential screenshots. The first shows a camera icon. The second shows the 'Selfview' button highlighted in the bottom toolbar. The third shows the 'Selfview' button highlighted in blue. The fourth shows the 'Standby' option selected in a settings menu.

To change camera position, touch the camera in the upper right

Move the camera position with the arrow keys

To move Selfview, hold down on the Selfview square until it turns Blue, then move it to any other square

To put system into standby, select the name of the room then touch Standby

Touch Panel Features

Recording:

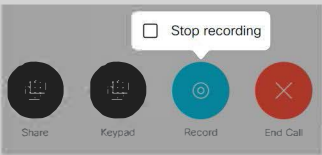
To start recording, touch Record and touch Start recording.

An automated voice will indicate that the conference is recording.



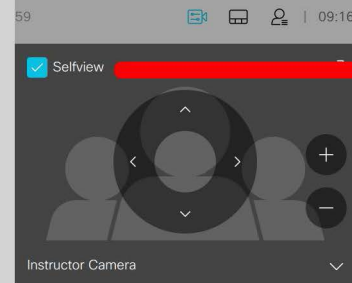
To stop recording, touch Record and touch Stop recording.

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

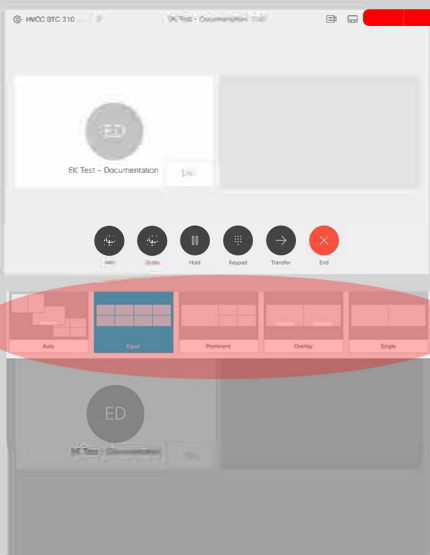


To move PIP, press and hold selfview icon for two seconds until it turns blue, then move PIP to any gray box



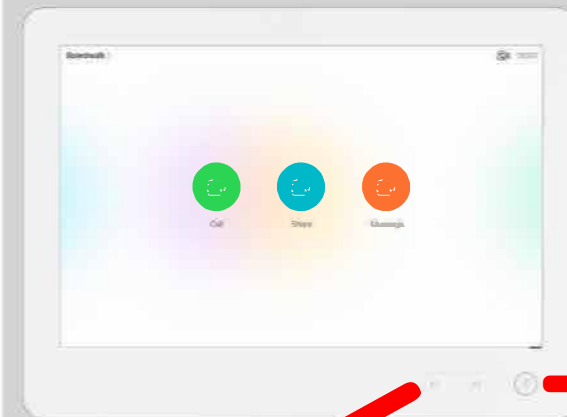
To Change Remote Site Layout:

Touch Layout icon 



Choose preferred layout

Physical Buttons:



Mute/unmute microphones
Red=Muted
Green=Live

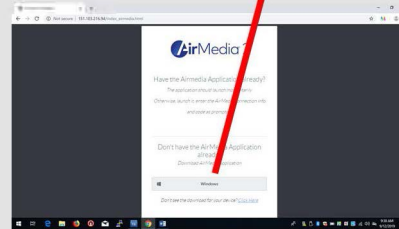
Volume controls for speakers
(remote sites and PC audio)

Using AirMedia on Windows

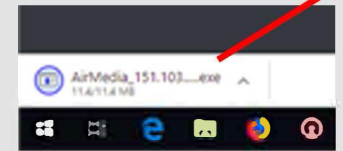
Open a web browser and type in the IP address shown on screen
When loaded, hit Start Presenting



If the App is already installed, wait for it to open. If the App is now downloaded, hit the Windows box to start



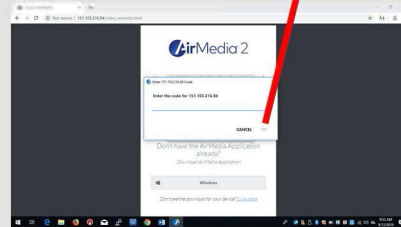
The download will start and show up on the bottom of the screen. When done, Click on it



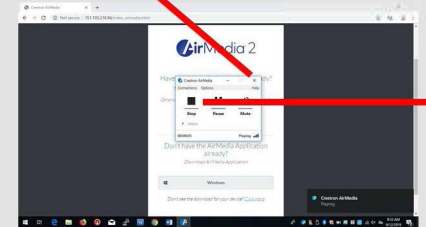
Once the App opens, a box will appear in the middle of the screen



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

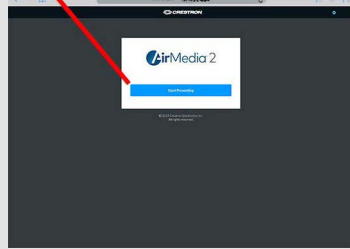


Using AirMedia on an iPad

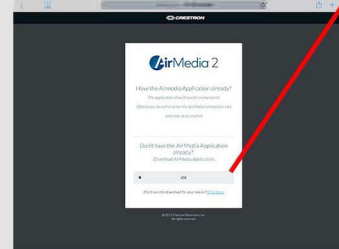
Open a web browser on the iPad



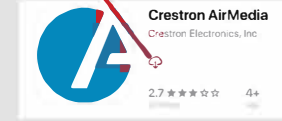
Type the IP address on the screen into the web browser
Hit **Start Presenting**



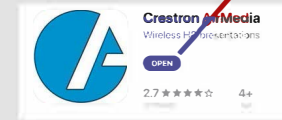
A menu will appear saying to wait or to download the App. To download, hit **IOS**



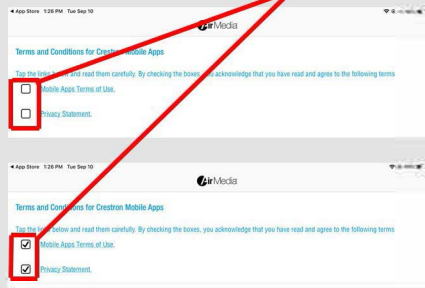
The app store will open
Hit **download**



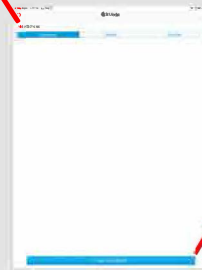
When done, hit **Open**



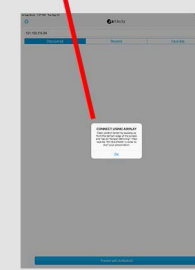
On first open, accept the terms and conditions



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



When prompted hit **OK**



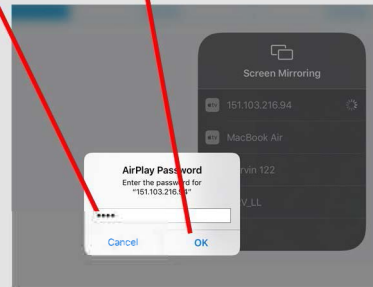
Swipe down from the upper right. Hit **Screen Mirroring**



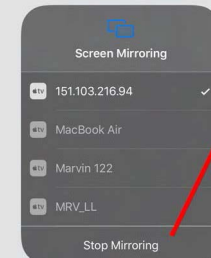
In **Screen Mirroring**, select the IP address



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



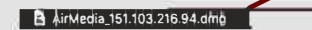
A box will appear and saying the App will open or to download the App



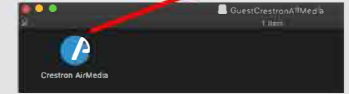
To download the App select Mac



In the downloads AirMedia will appear, select the download

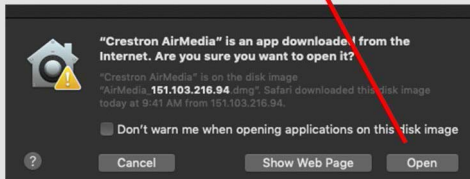


Once the AirMedia is downloaded, click the Air media Icon

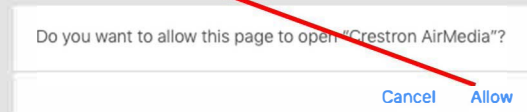


AirMedia only needs to be downloaded once

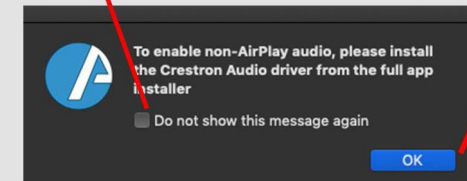
After the first time opening AirMedia, it will immediately ask to open, click OPEN



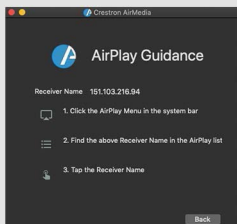
Any time after the first open, AirMedia will ask to allow opening click Allow, then click Open when asked



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

