

AV SYSTEM GUIDE

FOR SPACES WITH VIDEO-CONFERENCING AND A TOUCH-PANEL

The screenshots included in this guide are an example. Spaces will differ in their available sources, displays, microphones and lighting controls. Refer to the relevant Learning Spaces page for more specific details.



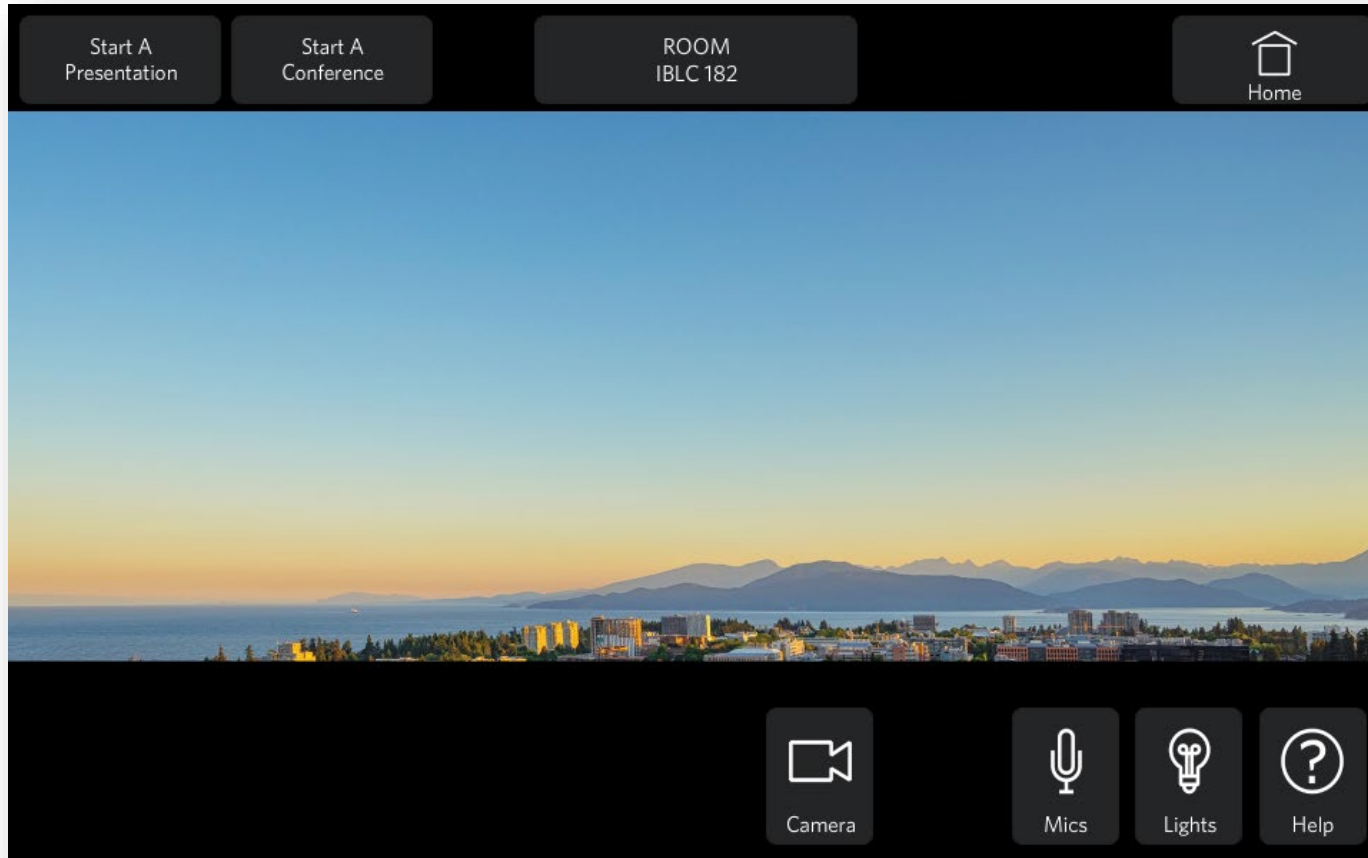
THE UNIVERSITY OF BRITISH COLUMBIA

Audio Visual Services

Information Technology



SELECTING A MODE



For local presentations:

- Press 'Start A Presentation'.

For Videoconferencing:

- Select 'Start A Conference'.
- *Note: the 'Home' button may offer other system modes, such as 'Audio Only', 'Projector 1 only', or 'Projector 2 only'.*

LOCAL PRESENTATIONS



- Under the 'Display' tab, select the source to be displayed.
- The source under the 'Audio' tab will follow the most recent selection made under a 'Projector' or 'Display' tab, except for sources that do not provide audio, such as a Document Camera.
- The +/- 'Volume' control in the top-left can be used to adjust the audio level from the selected display source.
- Use the mute button to toggle mute and unmute for audio sources.
- *Note: this volume control does not affect microphone levels.*

PRESENTING WIRELESSLY - AirMedia



- *Note: not all rooms are equipped with this feature.*
- Select 'AirMedia' to use the wireless display option with a Mac, PC, iOS or Android device.
- Follow the on-screen display instructions to connect the device.

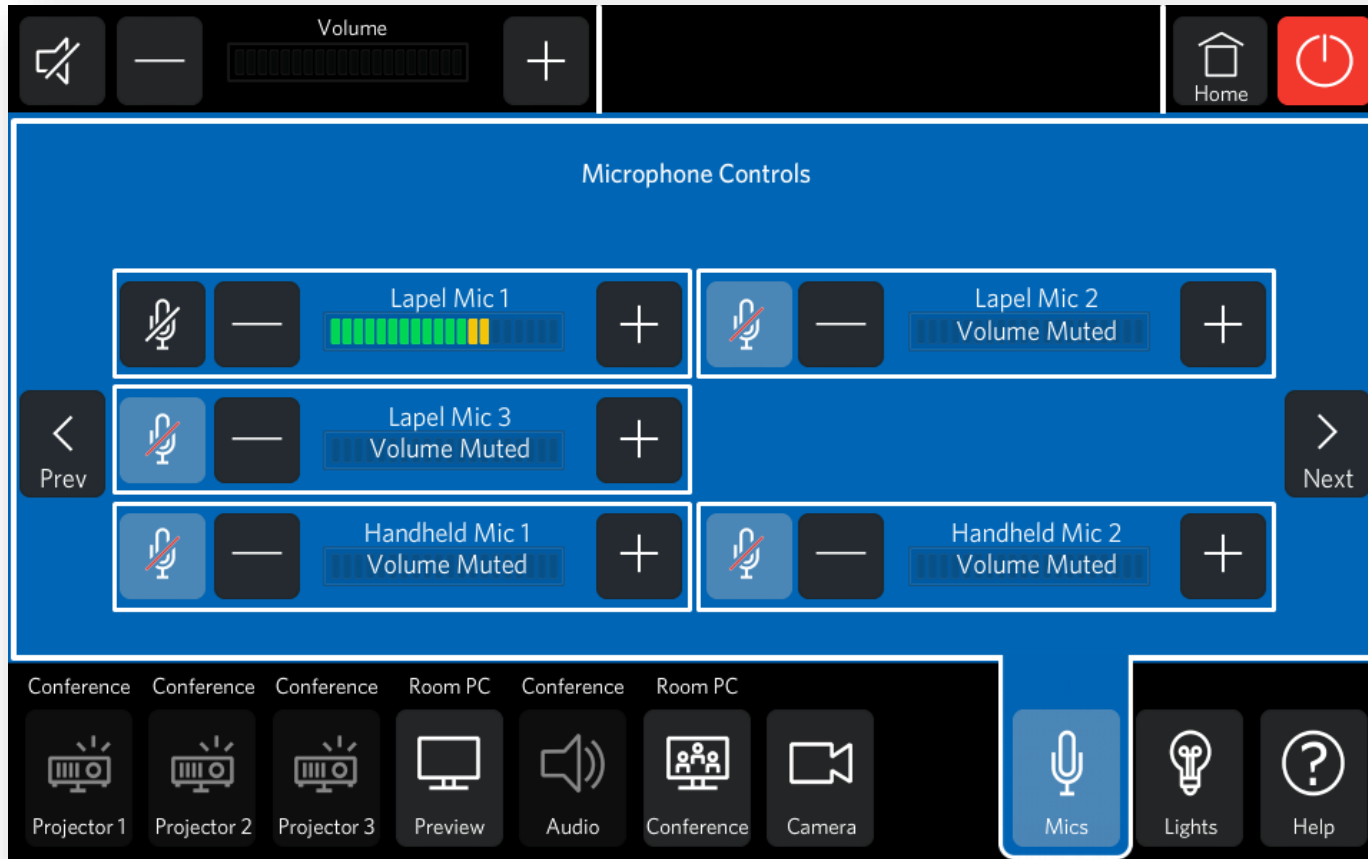
Address: <http://XXX.XXX.XXX.XXX> CODE: XXXX

WIRELESS PRESENTATION



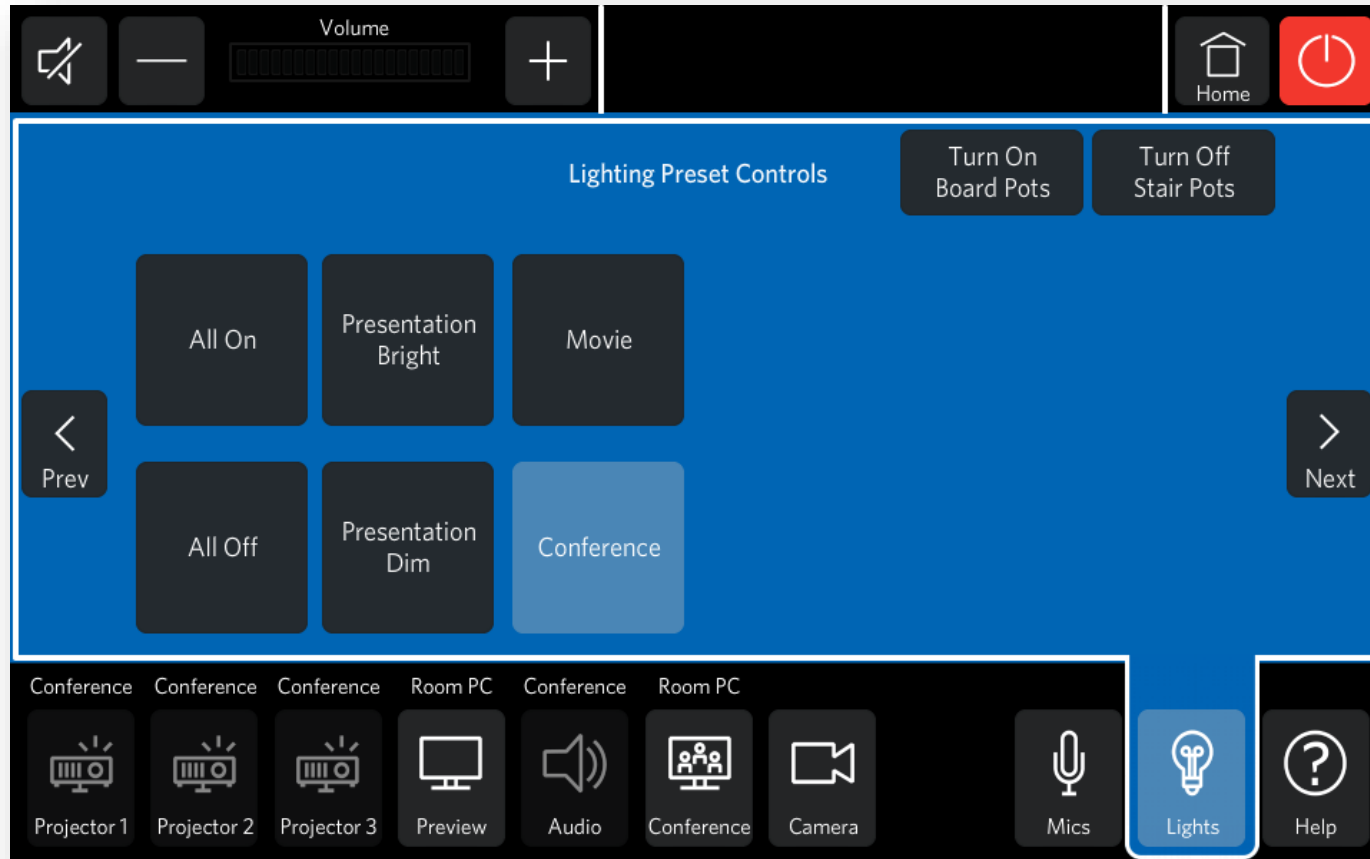
FOR WINDOWS OR MAC USERS	FOR iOS OR ANDROID USERS
1 Connect to "ubcsecure" wireless Using your Campus Wide Login (CWL)	1 Connect to "ubcsecure" wireless Using your Campus Wide Login (CWL)
2 Open your browser (IE, Chrome, Firefox, Safari, etc.) Enter the IP address listed in the top left of this screen	2 Open the App Store or Google Play Download and install the Crestron AirMedia app
3 Choose Windows or Mac OS X Download and run application	3 Open your Crestron AirMedia app Enter the IP address listed in the top left of this screen
4 When the dialog box opens Enter the 4 digit code listed in the top right of this screen	4 When the dialog box opens Enter the 4 digit code listed in the top right of this screen

ADJUSTING THE MICROPHONES



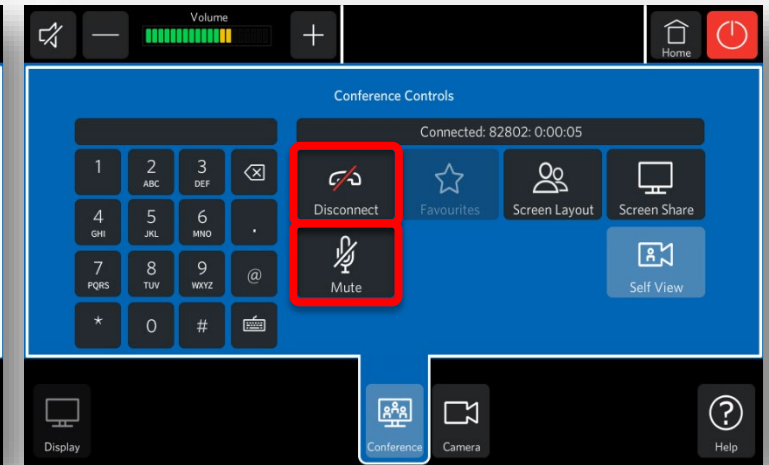
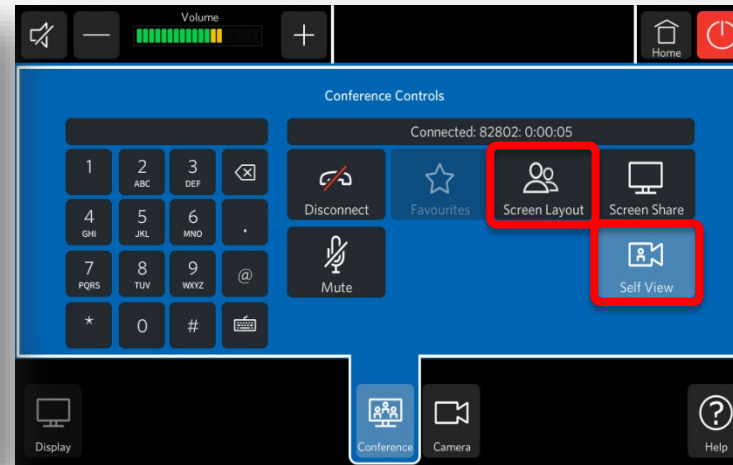
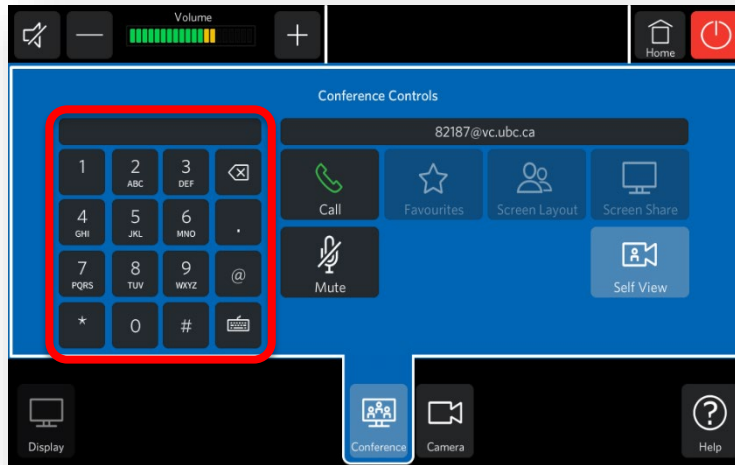
- Use the + and - buttons to adjust microphone volumes.
- The microphone icons can be used to mute and unmute.
- *Note: in Conference mode, the 'Mute' button will mute all microphones on the 'Mics' page.*
- *Note: the 'Volume' control in the top-left does not apply to microphones and is only for controlling the volume of display sources (e.g the Room PC or a laptop).*

ADJUSTING THE LIGHTS



- Choose from the available presets to adjust lighting.
- The physical light controls on the wall(s) in the room may provide a different degree of control.

VIDEOCONFERENCING

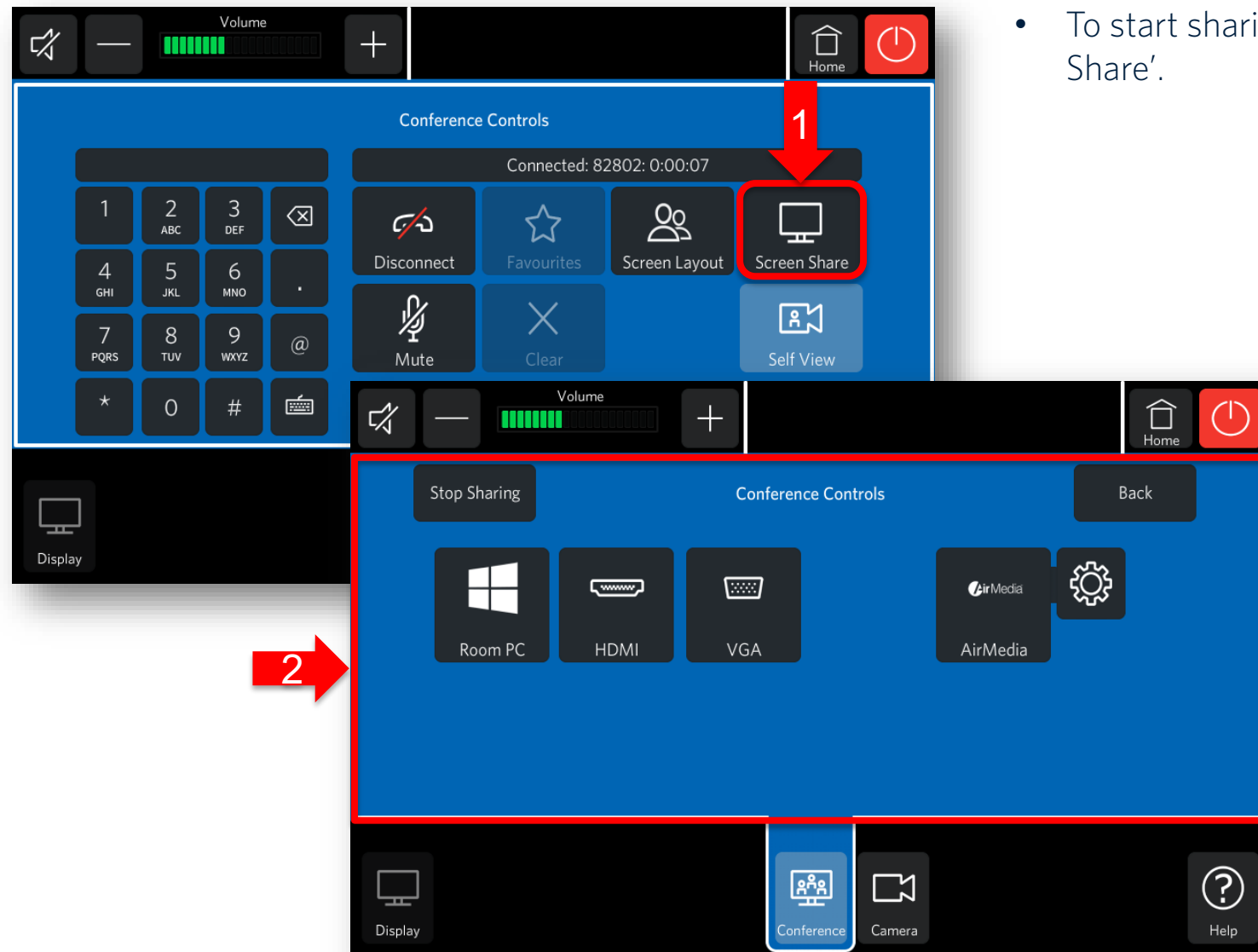


- Use the number-pad to enter the dial-string of the conferencing platform and press 'Call'.
- Enter the meeting ID when prompted.
- **Zoom:** 69.174.57.160
- **Bluejeans:** 199.48.152.152
- **Skype for Business:** 82999

- Press 'Self View' to toggle the local camera view.
- For spaces with a single display: press 'Screen Layout' to cycle layout options when screen sharing.

- Press 'Mute' to mute all outgoing audio.
- Press 'Disconnect' to end the call.

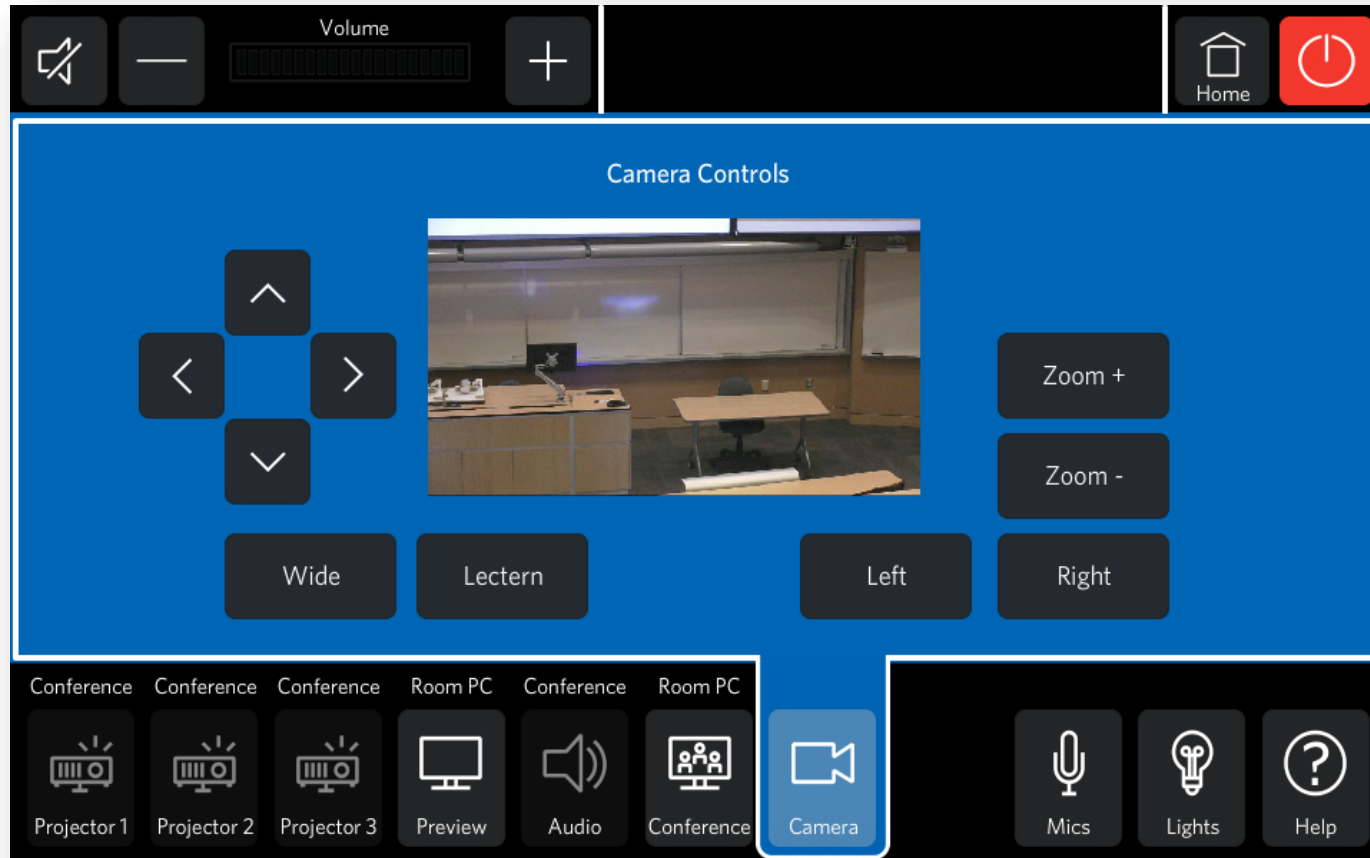
SHARING CONTENT



- To start sharing content press 'Screen Share'.

- Select a source to share. Typically the same sources in local presentation mode will also be available here.
- Use the 'Stop Sharing' button to end screen sharing.
- Press 'Back' to return to the previous page.
- *Note: when sharing content in rooms with two or more displays, one display will be dedicated to showing video of the remote attendees and another for displaying the shared content.*

ADJUSTING THE CAMERA



- To adjust the camera, press the 'Camera' tab.
- Use the arrow keys to adjust pan and tilt and the Zoom +/- keys to zoom in and out.
- Alternatively, select a camera preset for quick adjustments.



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