AV SYSTEM GUIDE
FOR SPACES WITH 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’.
• 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.

**WIRELESS PRESENTATION**

FOR WINDOWS OR MAC USERS

1. Connect to "ubssecure" 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

3. Choose Windows or Mac OS X
   Download and run application

4. When the dialog box opens
   Enter the 4 digit code listed in the top right of this screen

FOR IOS OR ANDROID USERS

1. Connect to "ubssecure" wireless
   Using your Campus Wide Login (CWL)

2. Open the App Store or Google Play
   Download and install the Crestron AirMedia app

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
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.