

Starting Up the System

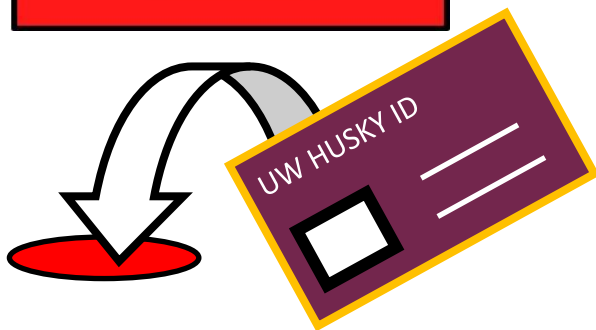
IS TOUCH PANEL OFF?:

Tap touch panel with flat of finger to wake up.



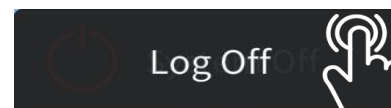
DO YOU NEED TO LOG IN?

Tap UW Husky Card ID onto Red Dot on Podium to LOGIN.

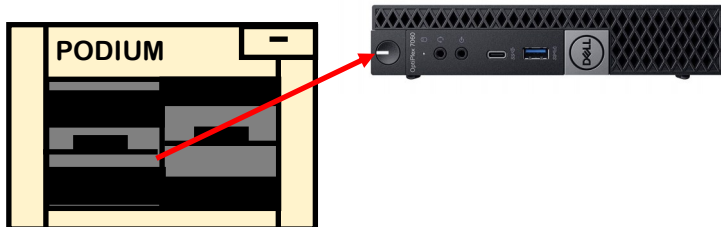


ALL DONE?

Don't forget to Log Off the system by pressing:



Setting up Desktop PC



WHERE IS IT LOCATED?:

- Inside the podium.
- Look for the Dell Logo.

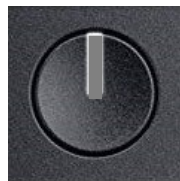
IS IT ON?:

- Circular Power button on left side.
- Clear strip illuminated if ON.
- If OFF press circular button to turn ON.

ON



OFF



SEND TO SCREEN?: On Touch Panel

- Press [Desktop] on Left
- Press [Send to Projector] in Center

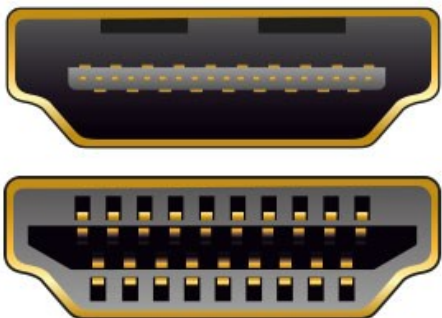
Icons will turn blue when selected.





Example:

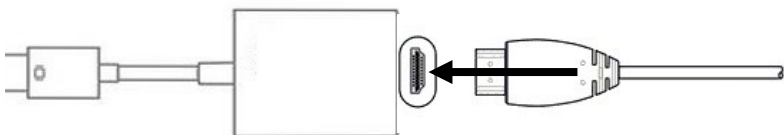


Setting up Laptop HDMI



WHERE TO START?:

- Look for a  type  connection on laptop.
- Locate the HDMI cable in room.
- Connect cable to port on laptop.
- Audio goes through HDMI from Laptop.



HAVE A HDMI ADAPTER?:

- Connect adapter to HDMI cable first.
- Next connect both to laptop.



SEND TO SCREEN?: On Touch Panel

- Press [Laptop HDMI] on Left
 - Press [Send to Projector] in Center
- Icons will turn blue when selected.





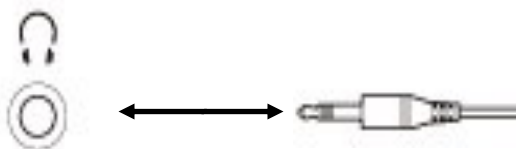
Example:

Laptop - HDMI

Setting up Laptop VGA

WHERE TO START?:

- Look for a  type connection on laptop.
- Locate the VGA cable  in room.
- Connect cable to port on laptop.
- Audio: Connect audio jack to port on Laptop.



HAVE A VGA ADAPTER?:

- Connect adapter to VGA cable first.
- Next connect both to laptop.

SEND TO SCREEN?: On Touch Panel

- Press [Laptop VGA] on Left
- Press [Send to Projector] in Center

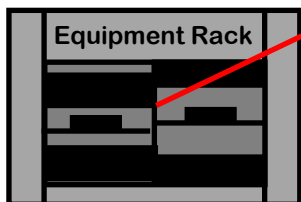
Icons will turn blue when selected.



Example:

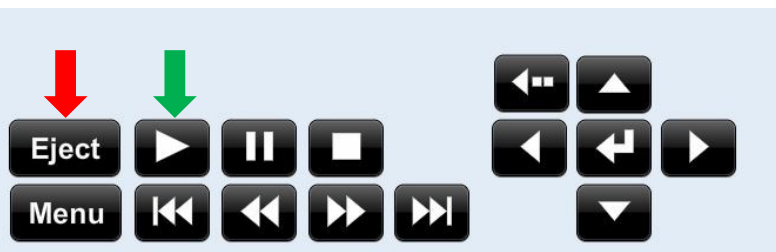


Setting up Blu-Ray



BLU-RAY PLAYER

Blu-Ray Controls on Touch Panel



WHERE TO START?

SEND TO SCREEN?: On Touch Panel


- Press [Blu-Ray] on Left
- Press [Send to Projector] in Center

 Icons will turn blue when selected.

Example:



WHAT IS NEXT?:

- Locate Blu-ray Player inside cabinet/podium.
- On touch panel press **Eject** to open disc tray.
- Place disc on disc tray.
- On touch panel press **Play**  icon to close disc tray.
- Use touch panel icons to navigate disc menus and options.

Setting up Doc. Camera

WHERE TO START?

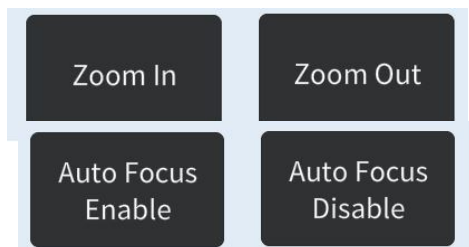
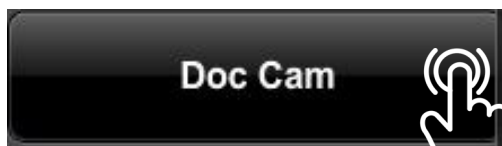
SEND TO SCREEN?: On Touch Panel

- Press [Doc Cam] on Left
- Press [Send to Projector] in Center

Icons will turn blue when selected.



Example:



CEILING DOCUMENT CAMERA

- Zoom and Focus controls on Touch Panel

PORTABLE DOCUMENT CAMERA

- Is it ON? **Green** (On/Ready) | **Red** (Standby)
- If OFF press Silver Power button on right side.
- Takes 45 to 60 seconds to start up.
- Zoom, Lamp, and Focus controls on camera.
- Camera on adjustable arm.



Controlling Room Audio

WHERE TO START?

-  Room Audio may contain any of the three following options at the right side of the touch panel.



Program Volume: For Desktop Computer, Laptop VGA, Laptop HDMI, and Blu-Ray.

Wireless Mic: For Wireless Microphone Lavalier or Handheld in room.

- Wireless microphones also have their own power switch on device.

Podium Mic: For the Podium-top Installed Microphone.

ADJUSTING VOLUME?:

- Tap on the speaker icons to adjust volume levels and mute/unmute audio.



<VOLUME UP



<VOLUME DOWN



<UNMUTED



<MUTED

Classroom Amenities

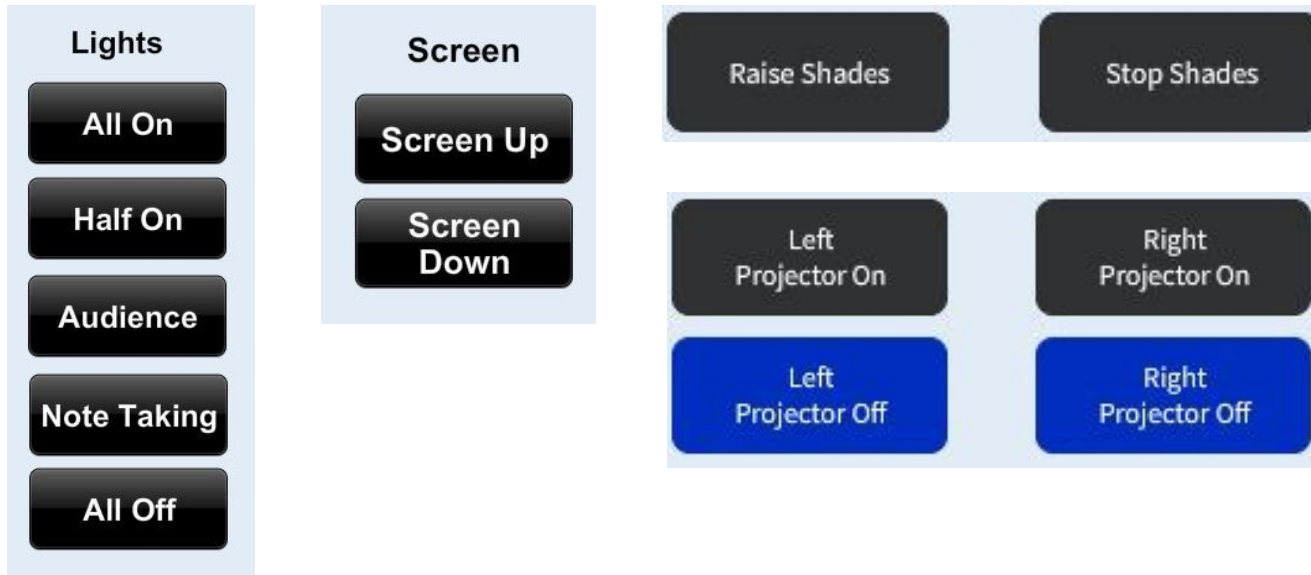
WHERE TO START?

Room Controls on Touch Panel

 If available there will  be a icon on touch panel.

Selecting it will bring up a page with amenities that can be digitally controlled.

Examples:



No Room Controls on Touch Panel?

 Room Amenities (eg. Lights, Screen Controls) are located on the wall.

USB Self-Service Camera & Audio Feed

SETTING UP ASYNCHRONOUS OR SYNCHRONOUS TEACHING:

Do you have the necessary software?

Check out: <https://itconnect.uw.edu/learn/workshops/> for more information.

TIPS. WHERE TO START?

- Locate the USB cable provided and plug into Laptop.
- Should be labelled “A/V Bridge” or “Record Out”
- Launch your software of choice.
- On your software’s device settings look for the option for “A/V Bridge” and “UAC Camera”.
 - **Not there?** If neither of the options appear on screen restart device.
- Wireless Microphone or Podium Microphone **MUST** be used in order for the USB audio feed to properly send microphone audio to the device.
- Test video signal and audio levels with software prior to starting session.



Wireless Microphone Setup



This room is equipped with a wireless microphone for voice amplification.

- One of two types of wireless lavalier microphone that may be present in your room.
- Shure **SLX1** or Shure **ULXD1**

To turn on? Power is located at the top of the pack.

Using SLX1:

- Hold down power button 2 sec. to turn **ON**.
- Tap power button to **MUTE/UNMUTE**.
- Hold down power button 3 sec. to turn **OFF**.

Status light at the top:  **Green/On**  **Amber/Muted**

Using ULXD1:

- Move switch from Off position to On position
to turn **ON**.
- Move switch from On position to Off position
to turn **OFF**.

Batteries:

Microphones have replaceable AA batteries located in the drawer for use.

SLX1



ULXD1

