

BTC 1106 Conference Room



To turn on projector, touch Projector Power

Projector On/Off



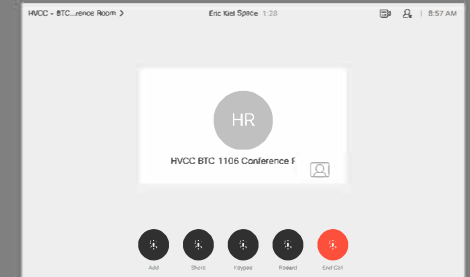
Off

Touch the Toggle to change the switch from Gray to Blue

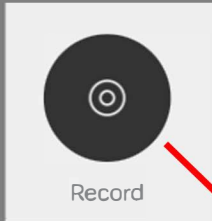
Projector On/Off



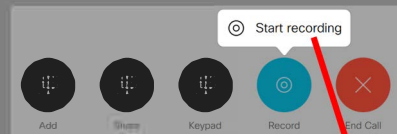
On



In a call, the screen will look like this

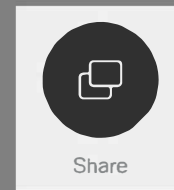
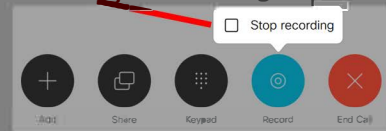


To record meeting, touch Record



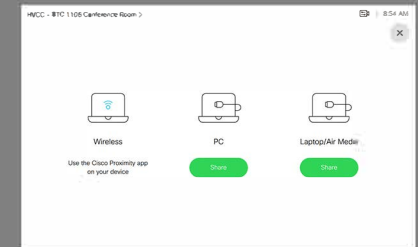
Then touch Start Recording

To stop recording, touch Record then **Stop Recording**

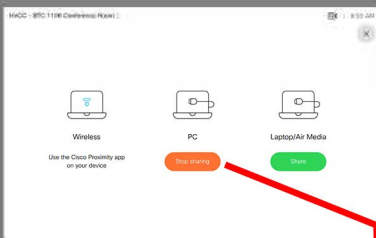


To share PC or Laptop/Airmidia touch Share

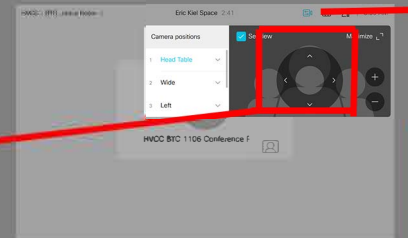
HDMI cable with adapter ring for Laptop and Instructions for Airmidia provided on table



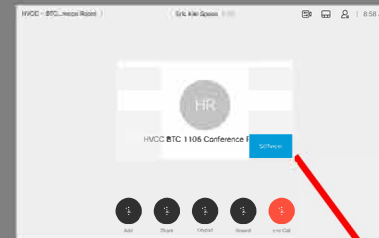
PC is located behind the screen
Airmidia will show up on screen if no laptop is plugged in



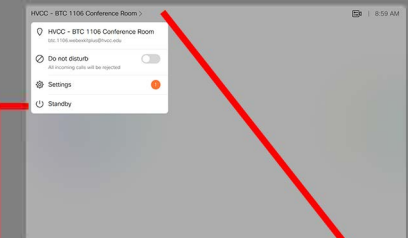
To stop sharing content, touch Stop Sharing on source shared



To adjust camera position, touch the camera in the upper right hand corner and use the arrow keys to move camera



To move Selfview image, touch and hold the picture until it turns blue then move it around the screen



To turn system off, make sure projector is off, then select the name off the room, and touch standby

How to open AirMedia on a Mac

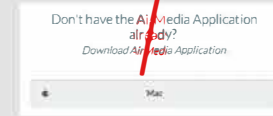
Type the IP address that appears on the screen into a web browser
When loaded press Start Presenting



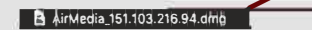
A box will appear and saying the App will open or to download the App



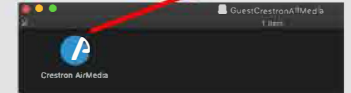
To download the App select Mac



In the downloads AirMedia will appear, select the download

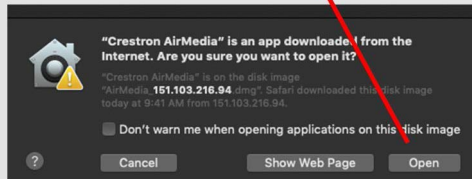


Once the AirMedia is downloaded, click the Air media Icon

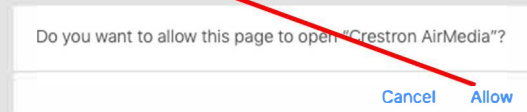


AirMedia only needs to be downloaded once

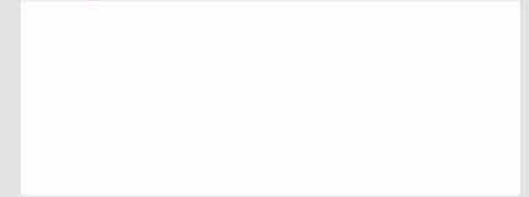
After the first time opening AirMedia, it will immediately ask to open, click OPEN



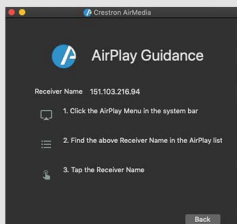
Any time after the first open, AirMedia will ask to allow opening click Allow, then click Open when asked



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

