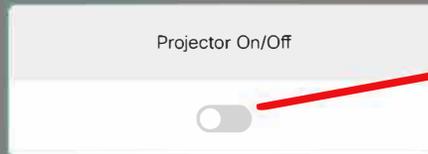


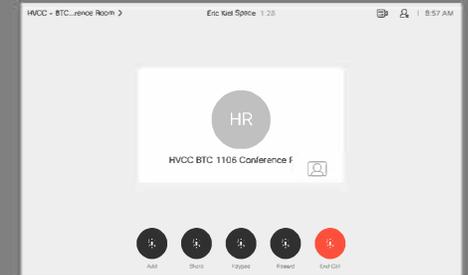
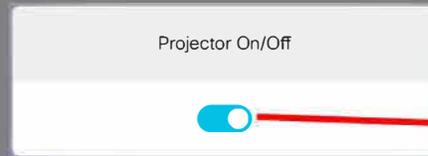
# BTC 1106 Conference Room Touch Panel



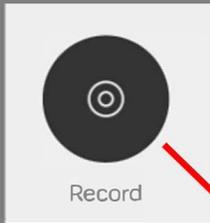
To turn on projector, touch Projector Power



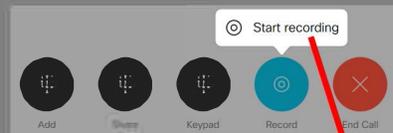
Touch the Toggle to change the switch from Gray to Blue



In a call, the screen will look like this

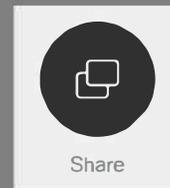
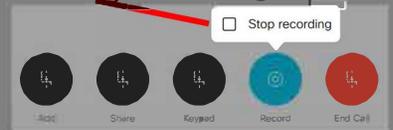


To record meeting, touch Record



Then touch Start Recording

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

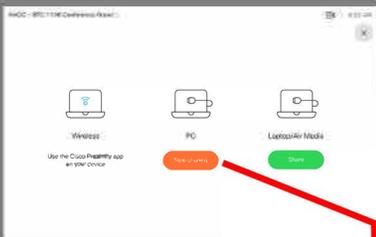


To share PC or Laptop/Airmedia touch Share

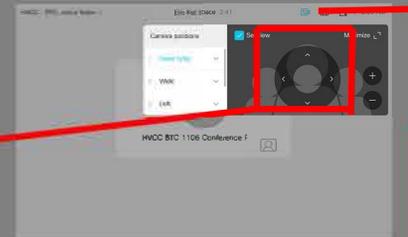
**\*\*HDMI cable with adapter ring for Laptop and Instructions for Airmedia provided on table\*\***



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



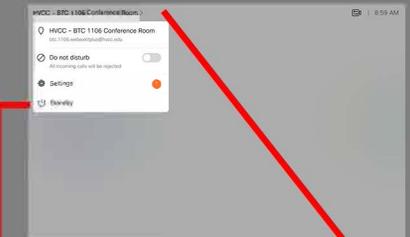
To stop sharing content, touch Stop Sharing on source shared



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

# Touch Panel Features

## Recording:

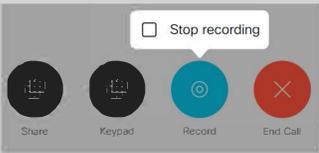
To start recording, touch Record and touch Start recording.

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

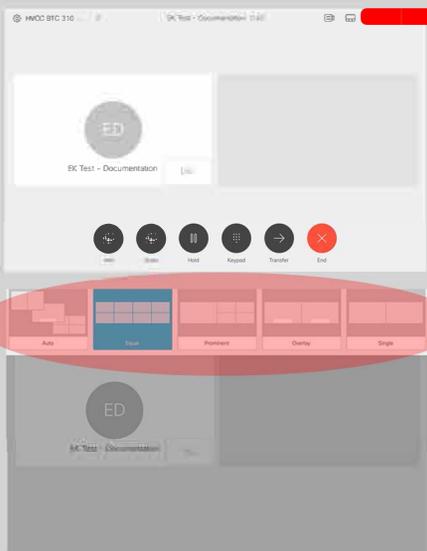


To move PIP, press and hold selfview icon for two seconds until it turns blue, then move PIP to any gray box



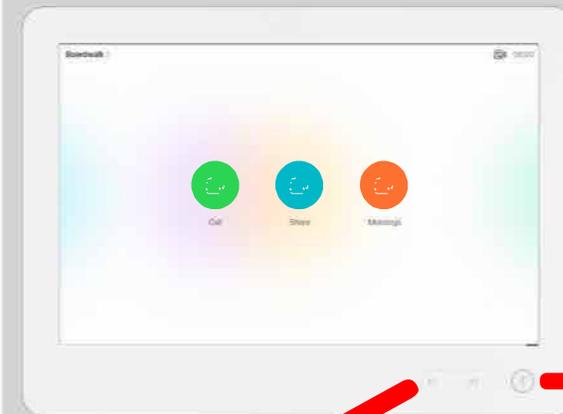
## To Change Remote Site Layout:

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

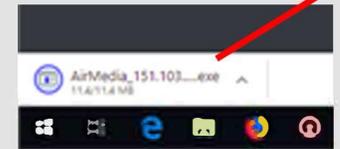
Open a web browser and type in the IP address shown on screen  
When loaded, hit Start Presenting



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



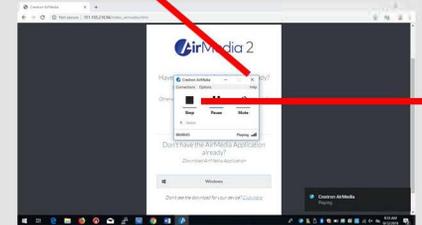
Once the App opens, a box will appear in the middle of the screen



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

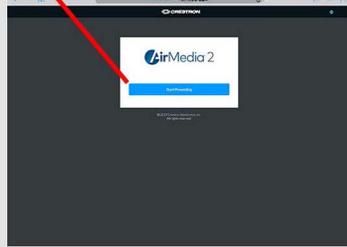


# Using AirMedia on an iPad

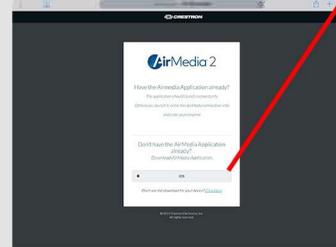
Open a web browser on the iPad



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**



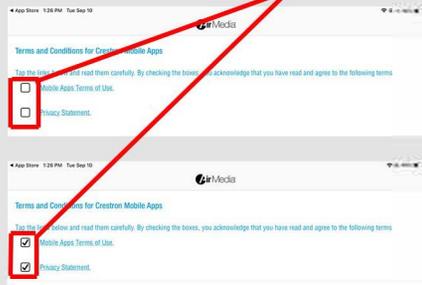
The app store will open  
Hit **download**



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**



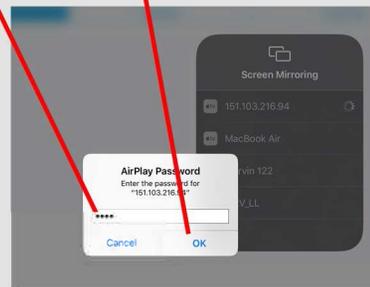
Swipe down from the upper right. Hit **Screen Mirroring**



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



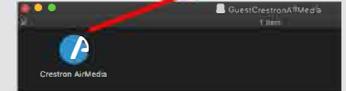
To download the App select Mac



In the downloads AirMedia will appear, select the download

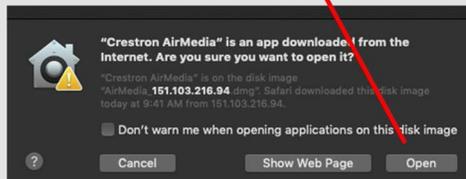


Once the AirMedia is downloaded, click the Air media Icon

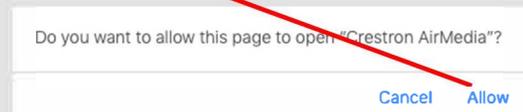


\*AirMedia only needs to be downloaded once\*

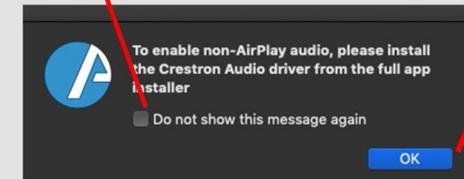
After the first time opening AirMedia, it will immediately ask to open, click OPEN



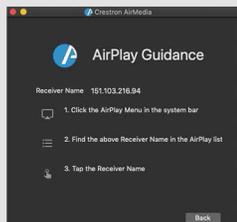
Any time after the first open, AirMedia will ask to allow opening click Allow, then click Open when asked



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

