



INSTRUCTIONS FOR USING
MERCED COLLEGE
CLASSROOM MEDIA
EQUIPMENT – STANDARD
HYFLEX ROOM

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Podium PC

Log on to the Podium PC:

1. Make sure the Podium PC is turned on.

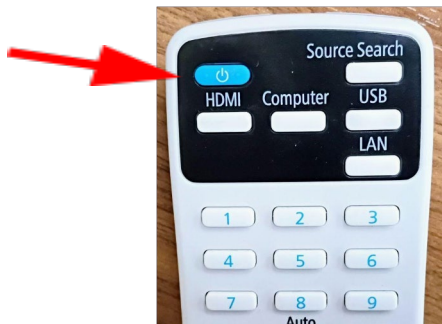


2. Username is the name part of your email address (i.e. "john.doe" for john.doe@mccd.edu)
3. Password is the same as for your email address.
4. If the system is not accepting your credential contact AVHelp@mccd.edu for help.

Projector

Turn on the Projector:

1. Blue button at top left of the white remote control – aim the remote at the front of the projector and tap the blue button once.



2. Make sure the Crestron Transmitter is set to your desired input device (Podium PC should be on Input 1). Input 1 LED and Output 1 LED should be lit green.



3. If Input 1 LED is lit ORANGE, press the Input 1 button once, wait a moment, then press the Output 1 button once (the small round buttons under the button labels). Both LEDs should now be lit green.
4. To turn OFF the projector press the blue button at the top left of the white remote TWICE while aiming the remote at the front of the projector.

Audio

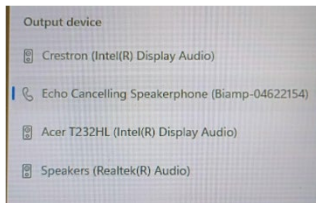
Check audio level and routing:

1. On the Windows desktop, look for the volume icon at the lower right corner.



2. Click once on the volume icon. Check to make sure that the volume is set at a suitable level (around 60% - 80%) and that the audio is not muted.

- Click on the audio routing icon at the right end of the volume slider. Verify that the audio destination is set to “Echo Cancelling Speakerphone (Biamp)” in the list that pops up. The selected audio destination will be indicated by a blue mark at the left side.



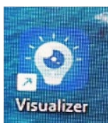
Document Camera

Using the Document Camera:

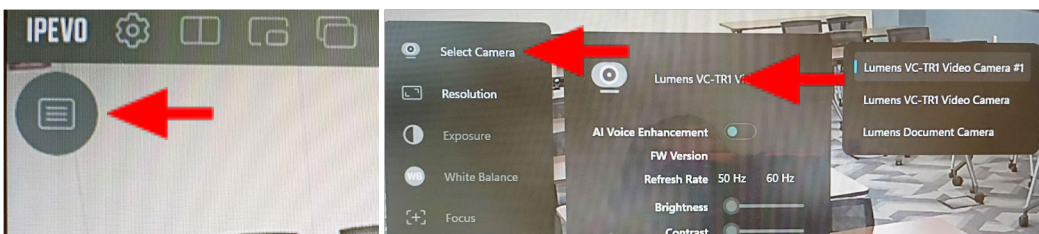
- Turn on the document camera by using the yellow button at the top right of its base. Press and HOLD the button for a second to turn on the document camera.



- Large GREEN LED on the front means the unit is OFF. Very small BLUE LED means the unit is ON.
- Start the “Visualizer” application. The icon should be on the desktop.



- If iPevo Visualizer shows a different image than expected (from one of the Zoom cams for example) then click on the three line icon at the top left, click on “Select Camera” from the pop-up menu, click on the name of the currently chosen camera, then click on “Lumens Document Camera” in the list.



OPTIONAL: The document camera light can be turned on and off and brightness adjusted by pressing the lamp button on the base of the document camera. The button presses toggle through three levels of brightness and then off.

OPTIONAL: The image can be zoomed in and out by either raising and lowering the upper slide of the document camera, or using the Zoom + & - buttons on the base of the document camera.



Zoom

Using Zoom

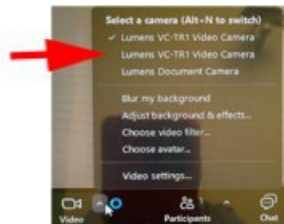
Make sure BOTH Zoom cameras are turned on. A green or amber LED signifies the camera is on, a red LED means the camera is off. Use the Lumens remote control – press the red button once while aiming directly at the front of each camera.



1. If the camera does not respond to the remote or there is no lit LED on the front, turn the camera off and then on by using the rocker switch on the rear right side of the camera. UP is on, DOWN is off.



2. Initiate your Zoom session using whichever method is preferred. Once in the Zoom app, use the Video menu at the bottom left of the Zoom application to select between cameras. Click on the up arrow next to the Video icon and then select the desired camera from the list. If the image is not the desired one, go back again and choose the OTHER Lumens VC-TR1 camera on the list.



OPTIONAL: To set auto-tracking mode, press the round white button 1 once, then press the F1 button once while pointing the remote directly at the chosen camera. The LED on the front of the camera should turn amber and the camera will begin to auto-track.



OPTIONAL: To set PTZ mode (where the user directly controls the aiming of the camera), press the round white button once then press the F2 button once while aiming the remote directly at the chosen camera. The LED on the front of the camera should turn green and the camera will hold it's position until commanded to change.

Controlling the aiming of the camera: use the directional pad on the remote to move the camera around and the Zoom + & - buttons on the remote to zoom in and out. Remember to aim the remote directly at the camera while doing this.



Troubleshooting Classroom Media Equipment Problems- Standard Hyflex Room

Podium PC Problems:

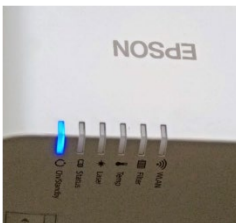
1. Make sure the Podium PC is actually on. Look for a lit LED button (should be lit white if on). If not, press the button to boot the PC. If the PC will not start – contact AVHelp@mccd.edu or call the Help Desk at (209) 384-6180.



2. If the PC will not accept your login credential the only way to get help is to contact AVHelp@mccd.edu or call the Help Desk at (209) 384-6180.

Projection Problems:

1. If the projector won't turn on, look to see if any of the LEDs on the unit are on. If there are NO lit LEDs, there is no power to the projector. Contact AVHelp@mccd.edu.



2. If there ARE lit LEDs on the projector, the batteries in the remote may be dead. You can try borrowing a remote from another room. The remote uses two AA batteries. Contact AVHelp@mccd.edu to request replacement batteries.
3. If the projector shows a blank BLUE screen, it is not set to the correct input. Please press the "Source Search" button at the top right of the white remote. The projector should automatically lock on to the correct input.



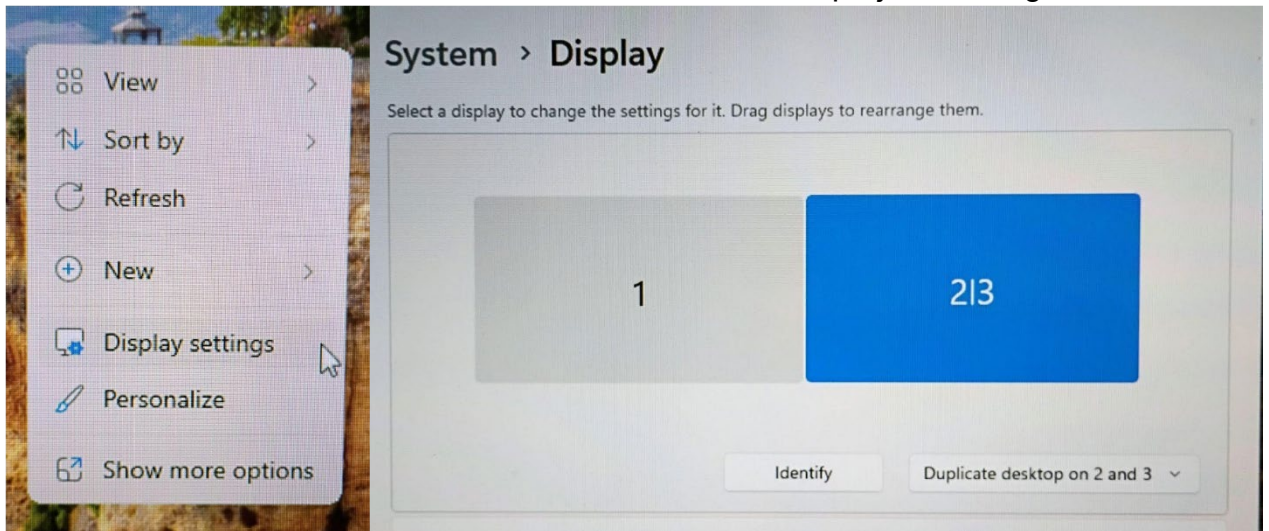
4. If the projector shows a blank BLACK screen, then either the Crestron transmitter is set to the wrong input or the transmitter requires rebooting. Check to make sure the Input 1 LED is green and Output 1 LED is green on the Crestron transmitter. If not, press the Input 1 button once, wait a moment, then press the Output 1 button once. Both LEDs should now be lit green and you should see your image.



5. If the projector STILL shows a blank black screen after the above step, reboot the Crestron transmitter. Locate the power plug at the back left side of the unit. Unplug it for five seconds, then plug it back in. The transmitter will take about 6 – 8 seconds to reboot and the projection should be restored. If not, contact AVHelp@mccd.edu or call the Help Desk at (209) 384-6180.

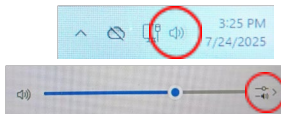


6. If the projector is on and showing an image, but it is NOT the image expected (blank Windows desktop for example) then the Display Settings are not properly set. Open the Display Settings by right-clicking on any open area of the Windows desktop and then choosing the “Display Settings” option from the pop-up menu. Use these controls to arrange or re-arrange the settings as needed. Displays can be identified by clicking on the “Identify” button – a large number will appear on each display attached to the computer. Use the icons at the top of the control panel to arrange the displays relative to each other as desired. Use the Duplicate Desktop control to mirror the desired monitor on the podium to the projector. Example: middle monitor reports as being display 2, side monitor reports as being display 1, and the projector reports as being display 3. Mirror the middle monitor to the projector by choosing the “Duplicate desktop on 2 and 3” option from the menu. The middle monitor should now match the projected image.

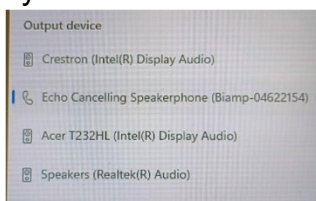


Audio Problems:

1. Make sure the volume is not muted and is set to an appropriate level. Use the volume icon on the Windows Taskbar to change these settings.



2. Make sure the audio is being routed to the correct destination. Click on the audio routing selector icon to the right of the volume control and then select “Echo Cancelling Speakerphone (BiAmp)” from the pop-up list. If Echo Cancelling Speakerphone does not appear on the list then there is a problem with the BiAmp sound system installed in the ceiling.



3. To reboot the BiAmp sound system, locate the power plug at the back left of the Tesira Forte X400 unit. Unscrew the locking nut and pull out the plug. Wait five seconds, then plug it back in and screw the locking nut back in. Wait about 3 – 4 minutes for the reboot sequence to complete. “Echo Cancelling Speakerphone (BiAmp)” should now be available to select for audio routing.



4. If rebooting the BiAmp sound system does not work, switch to the back-up audio system. Return to the audio routing selector and choose the “Crestron (Intel Display Audio)” option. Use the Confidence Monitor remote to turn the volume up on the Confidence Monitor to an appropriate level. Report the issue to AVHelp@mccd.edu for repair.

Document Camera Problems:

1. Make sure the camera is on. GREEN LEDs indicate the camera is off and charging. A BLUE LED means the camera is on. Use the yellow power button on the base to turn the camera on. Be sure to press and HOLD the button for a second to start up the camera.



2. An app must be used to display the image from the document camera. iPevo Visualizer is the recommended tool and should be installed (icon is on the desktop). If the icon is not there, contact AVHelp@mccd.edu.



3. Make sure the document camera is plugged in via a USB cable. If that cable is missing or damaged, report to AVHelp@mccd.edu.

4. Make sure the mode switch on the back of the document camera is set to USB.



Zoom Camera Problems:

1. If the Lumens VC-TR1 cameras are on but the Zoom application can't see one or both, restart the camera(s) by turning it/them off and turning it/them back on again. Use the power rocker switch on the back right of the camera to turn it off, wait five seconds, then turn it back on. Down is off, up is on. Allow the camera about 30 seconds to restart.



2. If the computer still can't see one or both of the cameras, unplug the copper-colored USB cables from the back of the computer (or from the powered USB hub if your podium is so equipped). Then plug the USB cables back in.



3. If the cameras still don't respond, please report to AVHelp@mccd.edu or call the Help Desk at (209) 384-6180.

Using Guest Devices- Standard Hyflex Room

Attaching a laptop/notebook to the Crestron Transmitter:

1. The Crestron transmitter has four HDMI inputs, numbered 1 through 4. Input 1 is occupied by the Podium PC. Inputs 3 through 4 are available for guest devices. You will need a cable that ends in an HDMI plug to connect to the transmitter. If you are not sure what cable you need, please contact AVHelp@mccd.edu or call the Help Desk at (209) 384-6180 for assistance.



2. The Crestron transmitter is mounted on a swing out swivel tray under the desktop. Pull out the tray GENTLY and swing it to whichever side permits easiest access to the back of the Crestron transmitter.



3. Select one of the three available inputs (we'll use Input 2 for example) and connect your guest device to that input. Make sure your guest device is on and operating.



4. On the front of the Crestron transmitter is a row of input LEDs 1 - 4, and two output LEDs 1 - 2. There is a very small black button under each input and output. To switch between inputs, just press the button under the desired input once, wait a moment, then press the button under Output 1. The Crestron transmitters ONLY use Output 1 - Output 2 is almost never attached to anything. The LED for the desired input should turn solid green and the LED for Output 1 should also be solid green. An orange/red LED on an input signifies that the transmitter SEES a signal there, but is not sending it (normally because some other input is selected). In our example, the LED for Input 1 should turn orange/red (since the Podium PC is still on and sending a signal) but the LED for Input 2 will turn green (because it has been selected for transmission).



5. When finished with the guest device, please unplug it and remember to RETURN THE TRANSMITTER TO INPUT 1. If you do not, the next user will just see a blank black screen when they try to use the Podium PC. Please press the Input 1 button, wait a moment, then press the Output 1 button. The system should resume projecting the image from the Podium PC.