How to Use This System (Chafee 271)

For assistance or to report A/V issues, call CMA at 401-874-4278

Getting Started

- Touch the screen to wake; touch again to start.
- Touch the desired source (HDMI, VGA, Room PC, etc.) and plug any necessary cable into your device.
- On the right side of the screen, press ‘Display on Projector 1 & 2’ for each projector you wish to send the image to.
- Press ‘On’ for Display 1 & 2 to power on the LCD monitors in the back of the auditorium for easier student viewing.
- Wait for the projector to warm up. This may take a few minutes.

Audio Control

- Program audio is controlled using the upper volume slider on the left side of the screen.
- Touch the speaker icon beneath the arrows to mute.
- Microphone volume is controlled with the lower volume slider on the left side of the screen.
- Touch the microphone icon beneath the arrows to mute all microphones.

Microphones

- Two gooseneck microphones are installed in the podium.
- Two rechargeable handheld and lavalier microphones are also available.
- Place microphones in the charging case when not in use. A red light indicates microphones are charging. The light is green when fully charged.
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**Lecture Capture Cameras**

Three cameras installed in the room connect to the Panopto Lecture Capture System.

- Press “On” for the **camera controls** in the **top row** to open the camera control menu.
- Touch the camera # you wish to adjust & **use the directional pad & zoom buttons to pan view**.
- Use the Lecture Capture Device and ‘Live Switcher’ icon (see above) to verify camera view.

**Lecture Capture Device**

The device used to record and adjust the display for webcasts is mounted in the lectern.

- **Tap the ‘Live Switcher’ icon** (shown right) to view all available layouts for your video.
- In the bottom row, **touch the desired layout**.
- Verify your selection using the ‘Preview’ box.
- Press ‘**Apply**’ to confirm and send that layout to the video feed. Your ‘Live’ box will change to match the ‘Preview’.
- Press ‘**Back**’ to exit.