How to Use This System (AUDS)

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.
- Press ‘On’ for each projector/screen you want your source displayed on.
- Wait for the projector to warm up. This may take a few minutes.

Microphones

- One gooseneck microphone is installed in the podium, and two rechargeable units are provided. No adjustments are needed on the units.
- Both the lavalier and handheld microphones will turn on automatically when removed from the charging case.
- Place microphones in the charging case when not in use. A red light indicates microphones are charging. The light is green when fully charged.

Audio Control

- Program audio is controlled using the upper set of arrows on the left side of the screen. Press up or down to control the program audio level.
- Tap the speaker icon beneath to mute program audio.
- Microphone volume can be controlled separately using the bottom set of arrows.
- Tap the microphone icon below to mute only the microphones.
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Room PC
A room PC is installed in the lectern. To use this device:

- Select ‘Room PC’ on the touchscreen.
- If the PC does not automatically display, type on the keyboard and move the mouse to wake it from Sleep Mode.
- If the computer does not wake, press the power button (pictured right). A white light will appear to the left of the button when powered on.

Lecture Capture Device
The device used to record and adjust display for webcasts is located on top of the lecturer’s station.

- 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.