How to Use This System (Edwards)

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, Document Camera, etc.) and plug any corresponding cable into your device to preview your screen.
- Touch ‘Send to Projector’ on the top row to display your screen.

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.

Microphones

- Two gooseneck microphones are installed on top of the lectern.
- Portable microphones are stored in a drawer on the left side of the lectern above the Blu-Ray player.
- On top of the **lapel unit**, slide the switch to the ‘ON’ position to use.
- On the **handheld**, slide the power switch on the face of the microphone to ‘ON’ to use.
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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 the display for webcasts is rack mounted in this room.

- 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.