Quick start guides

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Support

For technical support please call Servicedesk Langezijds at +31 (0)53 487 4444

For more technical information visit Lecture halls | Manuals on the UT service portal
For more information on online teaching visit www.utwente.nl/en/telt/online-lectures.
If you have any complaints, ideas, wishes or other comments after your lecture, please mail: support-learning-spaces@utwente.nl.

Quick start guides

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Use of the AV Installation in a lecture hall

Kramer spider cable

1

Start-up AV system
- To start tap screen of white touch panel on desk.
- Connect your laptop with the use of the Kramer spider cable, HDMI-cable or connect wireless.
- Selectable sources are laptop 1 (Spider), laptop 2 (HDMI) and wireless.
- Green dot below icon indicates that signal is present.

2

Choosing your input
- Presenting the desired source can be done by drag and drop icon to either or both grey fields (A & B) on the touch panel.
- Output volume can be adjusted on your device.
- Drag and drop AV Mute icon to temporarily mute image and sound.
- To unmute drag and drop the desired source icon to the screen area.

3

Shutting down system
- Shut down system by pressing power icon in the upper middle touch panel.
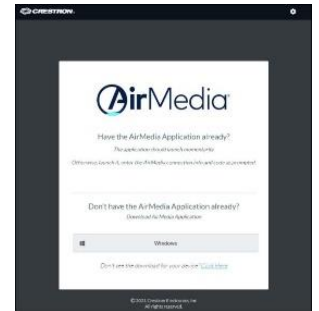- Confirm shutting down by pressing green icon.

Connect to the display wirelessly

1

Start-up AV system
• Start-up the AV system with the white touch panel on the desk.
• Drag and drop the wireless logo to the desired screen.

2

Make wireless connection to AV system
• On the display & touchscreen, you will find the URL or IP address of the AirMedia WiFi receiver. Enter the address or URL in your browser.
• Mobile devices can share their content using Crestron AirMedia app (Google Play or App Store).
• The browser shows the welcome screen. Press "Start Presenting".
• If you do not have the AirMedia App already on your PC or Mac, you will be asked to install the app.

3

Choose your receiver
• Run the client application. The Connect screen appears and lists any discovered AirMedia devices. Select *Connect* under the desired receiver or enter the device's IP address in the search bar & press enter.

4

Start presenting
• Enter the code shown on the touch panel in the lower left corner.
• Start sharing your screen.

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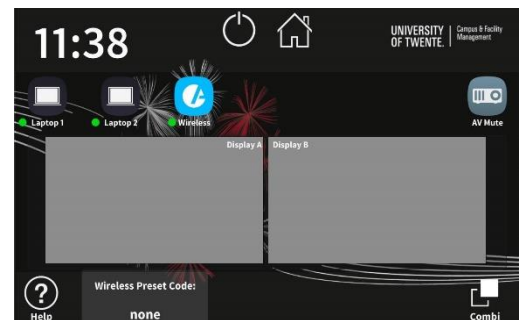# Using your laptop with webcam or NewLine camera

1

Connect your laptop
• Webcam (available at the Servicedesk). Connect the USB cable of the webcam to your laptop.
• NewLine camera (on top of display). Connect the white USB cable on the desk.
• Start-up the AV system with the touch panel on the desk.

2

Setup your laptop
• Start-up the software on the laptop you want to use with the webcam.
• Select the appropriate camera in your software (NewLine Camera HHT Multimedia Unit ULTRA HD or Logitech 930).
• Select the appropriate microphone in your software. Select the Logitech 930 microphone only if no better microphone is available.
• Drag and drop the laptop icon to the desired screen.

3

To end the lecture
• Disconnect the USB cable.
• Shut down the AV system with the touch button on the upper middle of the touch panel.

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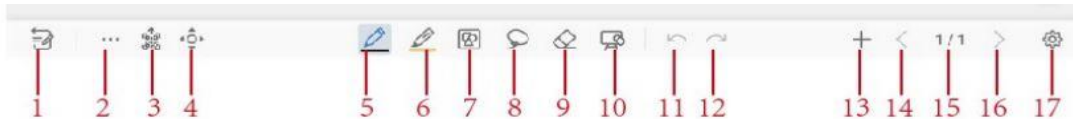# Using the NewLine display as a whiteboard

1 Start-up the whiteboard

- If the display is powered-off, press the on/off ⏻ button on the panel under the display.
- Press the home 🏠 button on the same panel.
- Press the Whiteboard button on the display. If it is not visible on the display, swipe the screen to the left.
- You can raise or lower the display by using the triangular buttons.

2 Use the NewLine pencil to start writing on the display

4	move the canvas	9	erase parts of the screen
5	select size and color of the pencil	10	clear all data on this page
7	insert an auto shape	13	add a new page

3 Saving your work

- Tap 15 to get an overview of the pages in use on the Navigation window.
- To save the whiteboard annotations, insert an FAT32 USB memory stick at the lower left corner of display.
- On the bottom of the Navigation window, press the USB stick button to save the image on the stick.

Connect Spotlight pointer to your device

Spotlight is available at the servicedesk

Windows

1. Select the Windows icon, then select *Settings.*
2. Select *Devices*, then *Bluetooth* in the left pane.
3. Put the Spotlight in pairing mode, by pressing the Cursor [2] and Back [4] simultaneously until the Spotlight vibrates.
4. Press *Add Bluetooth or other devices*, select *Bluetooth* and select the Spotlight device and select *Done.*

Mac OS

1. Select the Systems Preferences and click Bluetooth.
2. Put the Spotlight in pairing mode, by pressing the Cursor [2] and Back [4] simultaneously until the Spotlight vibrates.
3. Select the Logitech device from the Devices and select *Pair.*
4. Follow the on-screen instructions to finish pairing.

Tip To get the most out of Spotlight, download and install *Logitech Spotlight Presentation* software.

Combining two lecture rooms to one room
(LA2101+LA2105, LA2209+LA221, LA2310+LA2312)

The rooms can be physically combined.
The AV systems can also be combined, where both Displays A will present the same image, as well as the both Displays B.
The touch panel with the *Combi* button in the lower right corner will become the master.
The cables on the master desk will still be active.

1

- To combine both systems press the *Combi* button on the master touch panel.
- Use pincode 2023.
- Start using the AV system as usual.

The other touch panel (satellite) is not active anymore. It shows an indication of its state.
The cables on the satellite desk are not in use.

2

- To end the combination tap the Combi button again on the master touch panel. Both AV-systems are disconnected from each other.

Combining two lecture rooms to one room

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