

## Quick start guides

- Use of the AV Installation in a lecture hall
- Using lecture hall PC (CZ-PC) with Yuja (Canvas)
- Using lecture hall PC (CZ-PC) for Recording
- Using lecture hall PC (CZ-PC) with MS-Teams
- Using the NewLine whiteboard
- Using your laptop with the lecture hall webcam
- Connect your device to the display wirelessly
- Using the Revolabs wireless microphone
- Using your laptop with both screens (extended view)

**Support**

**For technical support please call Servicedesk Horst at +31 (0)53 489 2500**

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](http://www.utwente.nl/en/telt/online-lectures)

## Use of the AV Installation in a lecture hall

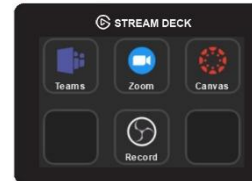
- 1** Press screen to start.  
Use the lecture hall PC (CZ-PC) or connect your laptop with the use of the cables or wireless.  
Selectable sources are **PC**, **Laptop 1** (HDMI), **Laptop 2** and **Laptop2/Extend** (USB-C), **Wireless**, **Whiteboard**.  
USB-C can charge your laptop with max 100W.
- 2** Green dot indicates that signal is present.  
Presenting the desired source can be done by drag the icon to either or both screens on the touchpanel.  
Output volume can be adjusted on the device.
- 3** 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.
- 4** Shut down system by pressing power icon in upper right corner.



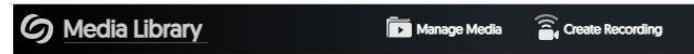
## Use of the AV Installation in a lecture hall

## Using lecture hall PC (CZ-PC) with Yuja (Canvas)

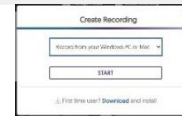
**1** Connect the **blue** USB cable into the connector on the desk  
Turn on the CZ-PC  
Start up the AV system with the panel



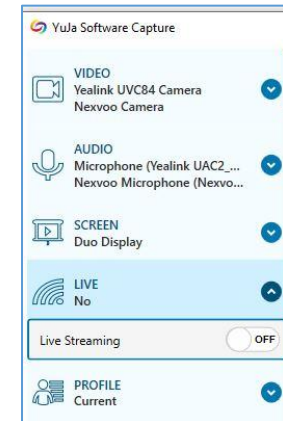
**2** Use the Streamdeck to select Canvas  
Log in with your credentials  
Select *Courses* -> *Yuja* -> *Create Recording*



**3** Select “record from your Windows or Mac”  
Press “Start”  
(First time users have to install Yuja Capture Software)



**4** On the menu (left) select the appropriate screens, cameras and microphones  
Select *LIVE* to switch Live Streaming on  
Press *Start* to start your recording/live stream



**5** To stop the recording / live stream press the square stop button on the mini action bar (bottom right)



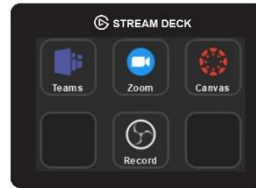
**6** The recording is stored in “My Media” in the Media Library within Yuja  
More info can be found on <https://utwente.nl/Yuja>


## Using lecture hall PC with Yuja (Canvas)

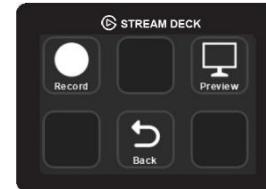
## Using lecture hall PC (CZ-PC) for Recording

**1** Connect the **blue** USB cable into the connector on the desk  
Turn on the CZ-PC  
Start up the AV system with the panel

**2** Use the Streamdeck to select *Record*  
The Streamdeck shows new buttons



**3** Use *Preview* to show a preview on the CZ-PZ  
Close the preview window with  on the CZ-PC



**4** Press *Record* to start recording  
The Streamdeck will show the recording time  
Use *Stop all* to end your recording

**5** The file is stored on the desktop with a date and time stamp  
Copy the file to an appropriate device  
Do not forget to delete the file on the desktop (*Shift Delete*)



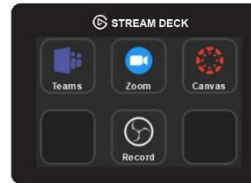
## Using lecture hall PC for Recording

## Using lecture hall PC (CZ-PC) with MS-Teams


**1** Connect the **blue** USB cable into the connector on the desk  
Turn on the CZ-PC  
Start up the AV system with the panel.

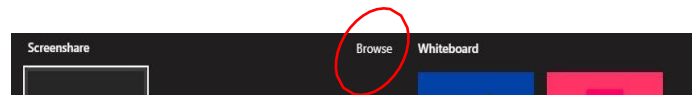


**2** Use the Streamdeck to select Teams  
Log in with your UT-credentials



**3** Open your meeting and start the lecture  
Select another camera or microphone by “...”

**4** Select  to enter the sharing bar  
Use ... / *Record* if you wish to record lecture



your


**5** To end the lecture  
Stop the recording, if used, by ... / *Stop recording*  
Click on the red phone hook button to end the lecture

## Using lecture hall PC with MS-Teams

## Using the NewLine whiteboard

1

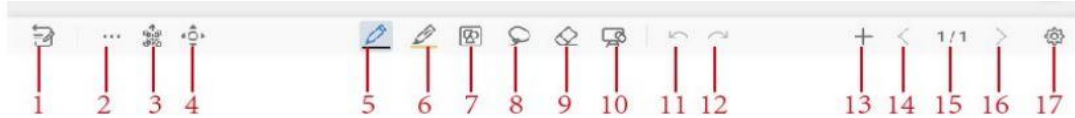
### Start-up the whiteboard

If the display is powered-off, press the on/off  button in the left down corner of the NewLine Display. Press the Whiteboard button on the display. If it is not visible on the display, swipe the screen to the left. You can physical 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
2	menu to insert picture	13	add a new page

On the **Crestron touchpanel**, drag the **Whiteboard** icon onto one of the screens.

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 backside of the display.

On the bottom of the Navigation window, press the USB stick button to save the image on the stick.



## Using the NewLine whiteboard



## Connect your device 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** icon onto 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

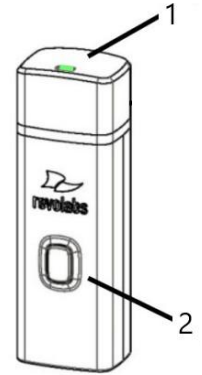
Enter the code shown on the **touch panel** in the lower left corner.  
Start sharing your screen.



## Connect your device to the display wirelessly

## Using the Revolabs wireless microphone


- 1** The Revolabs microphone is standing in the charger base. On the microphone, the LED [1] indicates the state of the battery: solid **RED** (charging) or solid **GREEN** (100% charged).
- 2** Remove the microphone from the charger base. The microphone turns on and mute automatically when removed from charger base, to reduce noise while being attached.
- 3** With the microphone in the wearing position, un-mute the microphone by pressing and releasing the **Mute** button [2]. The LED [1] confirms by flashing **GREEN** (every 1.5 seconds). If the volume is too low, move the microphone closer to the mouth.
- 4** To Mute the microphone press and release the **Mute** button [2]. The LED [1] confirms by flashing **RED** every 1.5 seconds.
- 5** After the lecture put the Revolabs microphone into the charger, it only fits one way. The LED [1] becomes solid **RED** (charging).



## Using the Revolabs wireless microphone

## Using your laptop with both screens (extended view)

**1** Connect the single USB-C cable to your Windows laptop  
Start-up the AV system with the panel  
Start-up your laptop

**2** On your Windows laptop press  -key and select extended view  
Select **Laptop 2** icon on the touchpanel by dragging the icon onto one of the screens and drag the **Laptop 2 Ext** icon onto the other screen

**1** On a macOS laptop you have to connect the USB-C cable and the HDMI cable  
Start-up the AV system with the panel  
Start-up your laptop

**2** On the touchpanel drag the **Laptop 1** icon onto one of the screens and the **Laptop 2** icon onto the other  
On your mac OS laptop select the appropriate screens to display

**3** The single USB-C cable has a power/charge capability (max 60 W)  
Microphone, webcam and touchscreen functionality are delivered through this USB-C cable as well  
**To end the lecture** Disconnect your laptop and shut down the AV system



## Using your laptop with both screens (extended view)