

Quick start guides

- Use of the AV Installation
- Using Lighting control
- 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 XP-Pen whiteboard (desk monitor)
- Using your laptop with the lecture hall webcam
- Using the CatchBox Clip wireless microphone
- Connect Spotlight to your device (Bluetooth)

Support

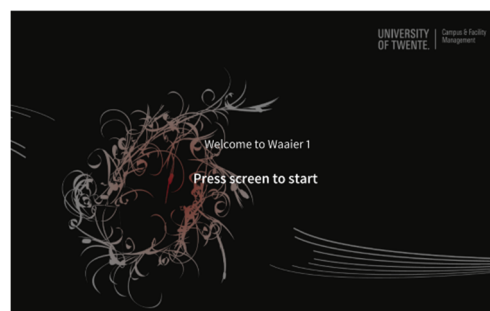
For technical support please call Servicedesk Carré at +31 (0)53 489 2299

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

Use of the AV Installation

- 1** Press screen to start.
Use the lecture hall PC (CZ-PC) or connect your laptop with the use of the HDMI or USN-C cable.
Selectable sources are **PC**, **Laptop 1**, **Laptop 2** or **Regie**.
Green dot indicates that signal is present.
Presenting the desired source can be done by drag and drop icon to the screen on the touchpanel.
Output volume can be adjusted on the device.





- 2** 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.

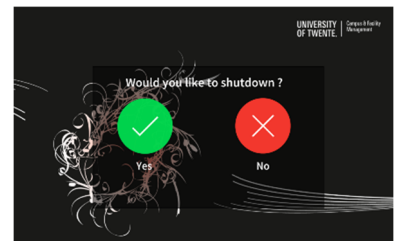
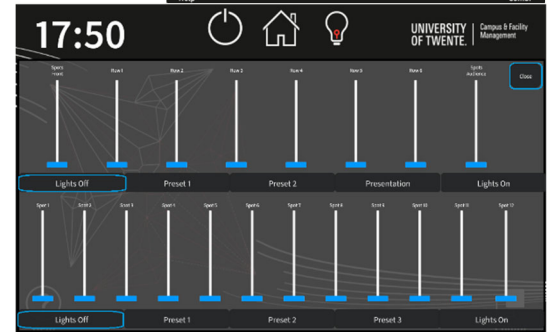
- 3** Shut down system by pressing power icon in the top middle.



Use of the AV Installation

Using Lighting control

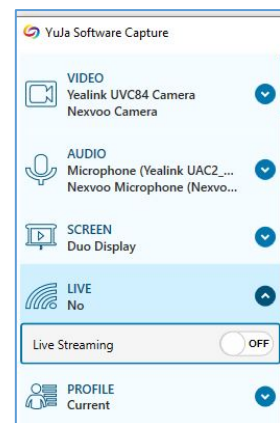
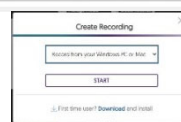
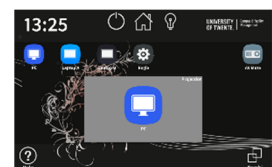
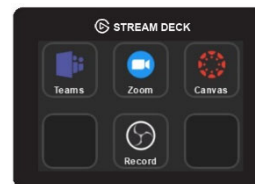
- 1** Press the screen to start.
Tap the light bulb icon on top of the touch panel.
- 2** On the lighting panel, select one of the middle-row buttons: **Preset 1, Preset 2, Presentation, or Lights On.**
- 3** Adjust the sliders above this row as desired.
The sliders and buttons below (spots) are currently not functional.
- 4** To close this screen, press the **Close** button in the upper-right corner or tap the **Home**  icon at the top.
- 5** Before leaving the room, switch off the system by pressing the  icon at the top.
The lights will gradually dim, allowing you to leave the room safely.



Using Lighting control


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

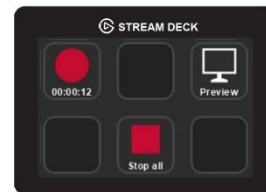
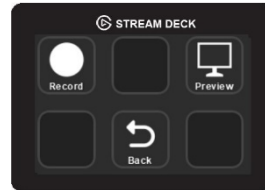
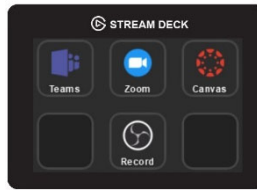
- 1** Connect the **blue** USB cable into the connector on the desk
Turn on the CZ-PC
Start up the AV system with the panel
- 2** Use the Streamdeck to select Canvas
Log in with your credentials
Select *Courses -> Yuja -> Create Recording*
- 3** Select "record from your Windows or Mac"
Press "Start"
(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

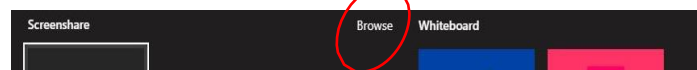
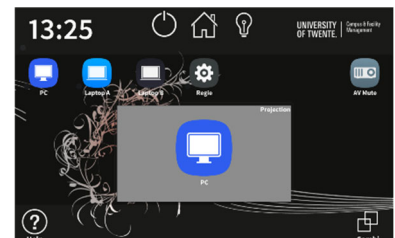
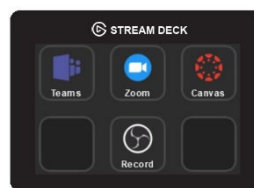
- 1** Connect the **blue** USB cable into the connector on the desk
Turn on the CZ-PC
Start up the AV system with the panel
- 2** Use the Streamdeck to select *Record*
The Streamdeck shows new buttons
- 3** Use *Preview* to show a preview on the CZ-PZ
Close the preview window with  on the CZ-PC
- 4** 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** Log in with your UT-credentials
Use the Streamdeck to select Teams
- 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
- 5** To end the lecture
Stop the recording, if used, by ... / *Stop recording*
Click on the red phone hook button to end the lecture



your

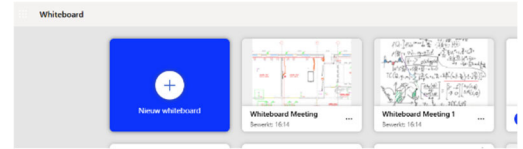
Using lecture hall PC with MS-Teams

Using the XP-Pen whiteboard (desk monitor)

1 Start-up the CZ-PC
If the display is powered-off, press the POWER button in the right down corner of the monitor.
Login with your credentials.

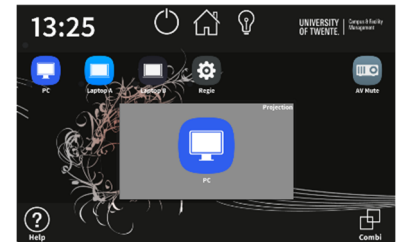
2 Start a whiteboard application
On the PC start an application, for instance Microsoft Whiteboard in the web browser.
Open Whiteboard and follow the instructions on the screen.
Select a new whiteboard or one of your saved whiteboards.

You can use the mouse and the XP-pencil for your convenience.
Press **F11** for full screen.



3 On the **Crestron touchpanel**, drag the **PC** icon onto the screen.
Your whiteboard will now be visible to the audience as well.

4 To end the session, on the **Crestron touchpanel** drag the **AV Mute** icon onto the screen.
On the PC, press **F11** to end full screen.
Log off and switch off the system.



Using the XP-Pen whiteboard (desk monitor)

Using your laptop with the lecture hall webcam

1 Connect the **blue** USB cable to your laptop
Start up the AV system with the panel.

2 Start up your laptop
Start up the software on the laptop you want to use with the webcam

3 Select the appropriate camera in your software (Logitech 930)

4 Select the appropriate microphone in your software
Use the microphone of your laptop or select the UMC202HD for the Revolabs wearable microphone (if available)
Select the Logitech 930 microphone only if no other microphone is available

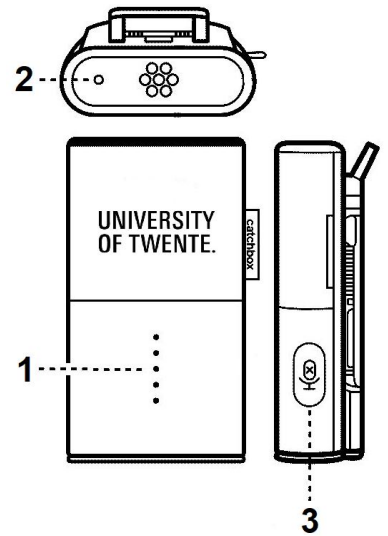
5 To end the lecture
Disconnect the blue USB cable
Put the Revolabs microphone into the charger, it fits one way (if used)
Shut down the AV system



Using your laptop with the lecture hall webcam

Using the CatchBox Clip wireless microphone

- 1** The CatchBox Clip microphone is placed on the charging base. The microphone has 5 LEDs [1] that indicate the battery status. If the LEDs are blinking, it means the battery is charging. When all 5 LEDs are continuously lit, it signifies that the battery is fully charged, providing 8 hours of usage.
- 2** Remove the microphone from the charging base, and note that the LED on top [2] will be illuminated in green. The microphone automatically mutes when detached from the charger base to minimize noise during attachment.
- 3** For usage, simply attach the Clip to your clothing collar or lapel, or use it with the lanyard. For the best audio quality, maintain an optimal distance of 20 cm.
- 4** To mute the microphone, press and release the Mute button [3]. The LED in the button will turn red when the microphone is muted.
- 5** After the lecture, place the CatchBox Clip microphone back on the charger. It can be fitted in two ways, and you'll notice the front LED blinking white during charging.



Using the CatchBox Clip wireless microphone

Connect Spotlight to your device (Bluetooth)

Attention: this procedure only works if the lecture hall PC (CZ-PC) is turned off

Windows 11

1. Select the Windows icon, then select *Settings*
2. Select *Bluetooth & 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*

macOS

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



Connect Spotlight to your device