

Quick start guides

- Use of the AV Installation in a lecture hall
- Using lecture hall PC (CZ-PC) with Big Blue Button
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- Using lecture hall PC (CZ-PC) with MS-Teams
- Using lecture hall PC (CZ-PC) for Recording
- Connect to the display wirelessly
- Using the NewLine whiteboard
- Using your laptop with the lecture hall webcam
- Connect Spotlight to your device (Bluetooth)

Support

For technical support please call Servicedesk Technohal at +31 (0)53 489 1800

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 in a lecture hall

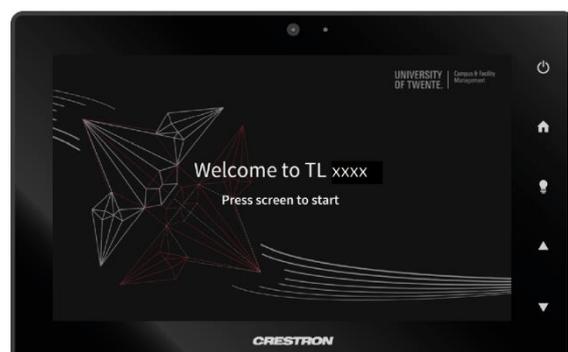
- 1** Press screen to start.
Use the lecture hall PC (CZ-PC) or connect your laptop with the use of the spider.
Selectable sources are PC, laptop (cabled or wireless), Digital Whiteboard (SMARTboard).
Green dot indicates that signal is present.
Presenting the desired source can be done by drag and drop icon to either or both screens 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 upper right corner.



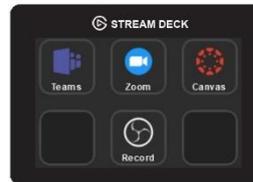
Kramer spider cable



Use of the AV Installation in a lecture hall

Using lecture hall PC (CZ-PC) with Big Blue Button

- 1** Connect the blue USB cable into the connector on the desk
Turn on the CZ-PC
Startup the AV system with the panel.
- 2** Use the Streamdeck to select Canvas
Log in with your credentials
Join the conference for this lecture
- 3** Do the microphone test
Press the telephone button  to select the appropriate microphone
- 4** Press the camera button  to select the webcam (you will see a preview)
Use *Start sharing* to start your stream
Use *Start recording* if you wish to record your lecture
- 5** To end the lecture
Stop the recording, if used
Click on the 3 dots and select *End meeting*

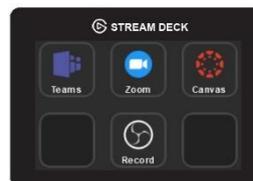


CZ-PC with Big Blue Button

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Using lecture hall PC (CZ-PC) with Zoom

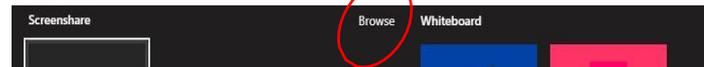
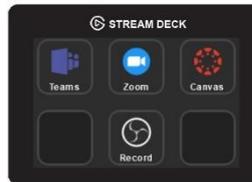
- 1** Connect the blue USB cable into the connector on the desk
Turn on the CZ-PC
Startup the AV system with the panel.
- 2** Use the Streamdeck to select Zoom
Choose *Join from Your Browser*
Log in with your credentials
- 3** Permit to use the camera and click *Start Video* to select the camera
Click on *Join Audio by computer* and give access to the microphone
The “ ^ ” buttons allow you to select microphone and camera
- 4** Use *Share screen* to start sharing your presentation
Use *Record* if you wish to record your lecture
- 5** To end the lecture
Stop the recording, if used
Click on the 3 dots and select the red button *End*



CZ-PC with Zoom

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

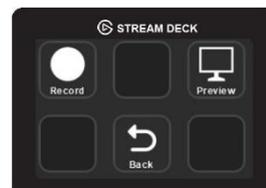
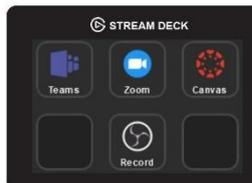
- 1** Connect the blue USB cable into the connector on the desk
Turn on the CZ-PC
Startup the AV system with the panel.
- 2** Use the Streamdeck to select Teams
Log in with your UT-credentials
- 3** Open your meeting and start the lecture
Select another camera or microphone by "..."
- 4** Select  to enter the sharing bar
Use ... / Record if you wish to record your 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



CZ-PC with MS-Teams

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
Startup 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 permanently the file on the desktop (Shift Del)



CZ-PC for Recording

Connect to the display wirelessly

1

Start-up AV system

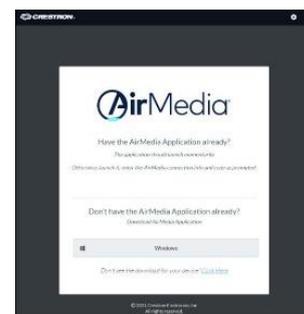
- Start-up the AV system with the white touch panel on the desk.
- Drag and drop the wireless logo to the desired screen.



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.

Connect to the display wirelessly

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Using the NewLine whiteboard

1

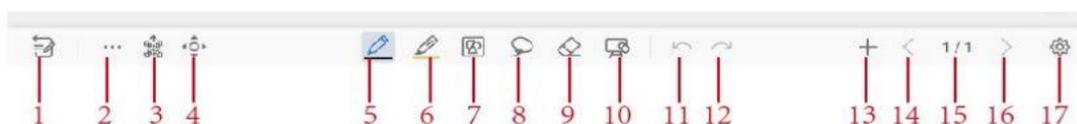
Start-up the whiteboard

- If the display is powered-off, press the on/off ϕ 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 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 |

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

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Using your laptop with the lecture hall webcam

- 1** Connect the blue USB cable to your laptop
Startup the AV system with the panel.
- 2** Startup your laptop
Startup 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 better 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



Your laptop with the lecture hall webcam

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Connect Spotlight to your device (Bluetooth)

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

On Windows 10

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*

On Mac OS X

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

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