USER MANUAL

FOR

THE GLEN HOTEL

BOARDROOMS

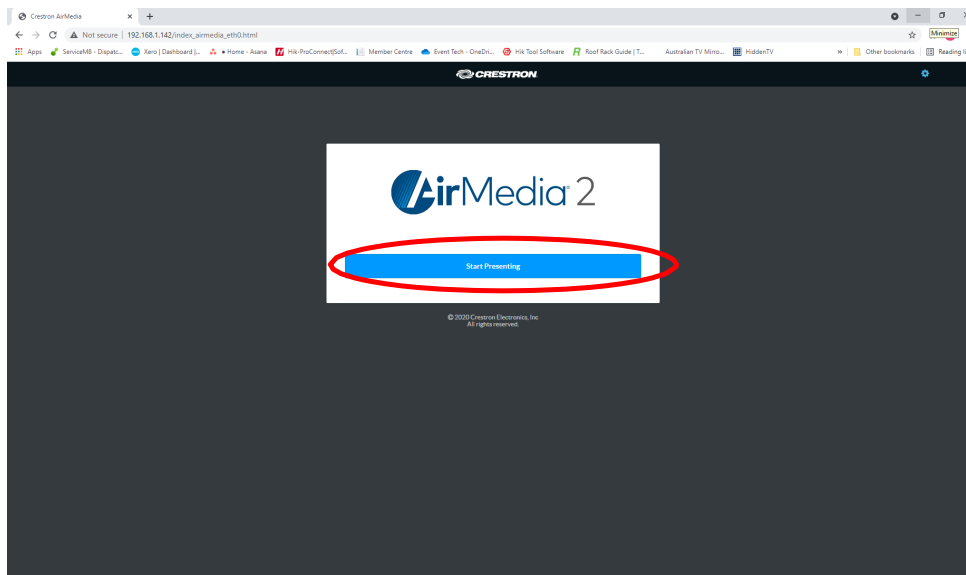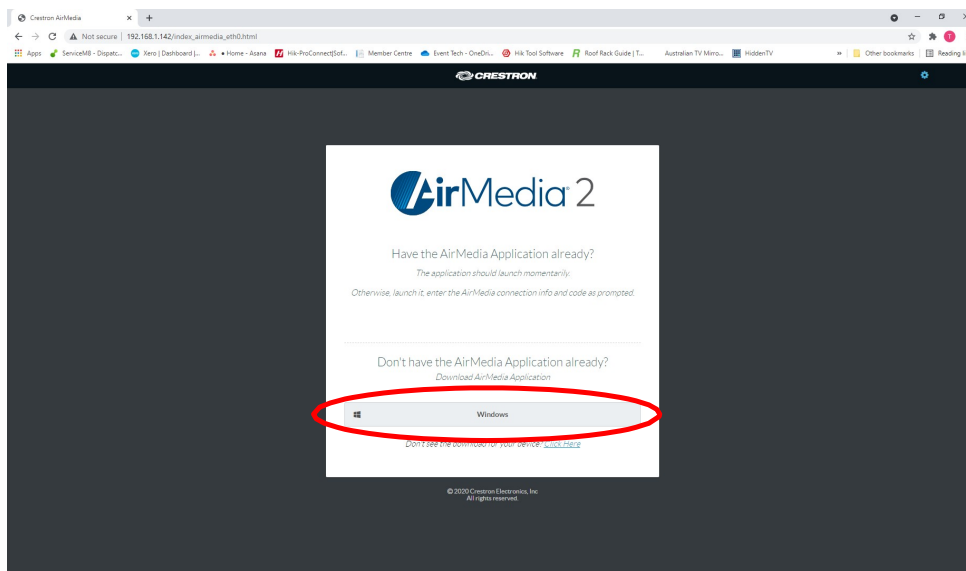# AIR MEDIA

USER MANUAL

EVENTTECH.

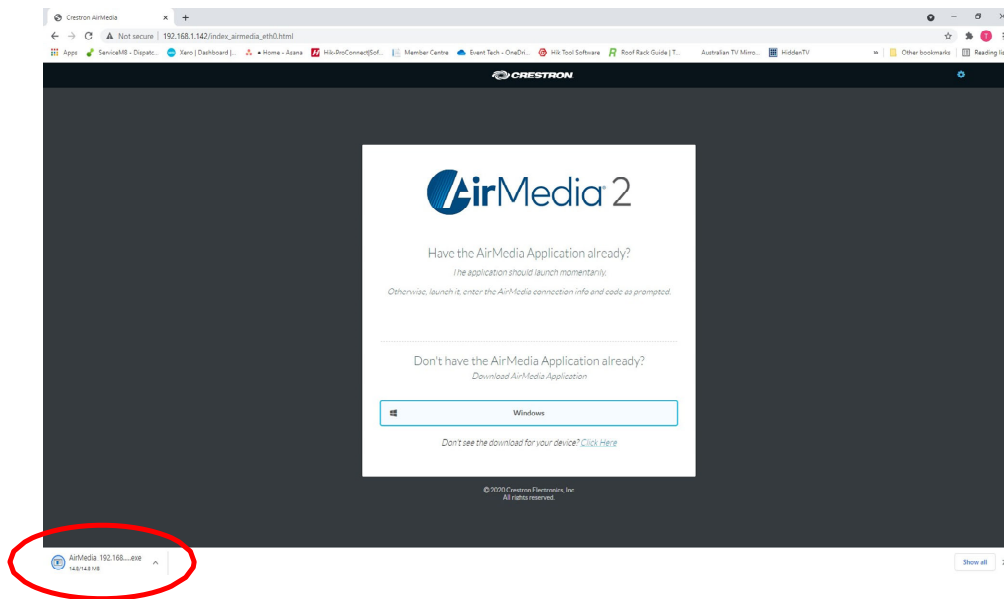# The Glen – Boardrooms Air media for Windows User Manual

1. Turn on the TV and make sure the TV is set to HDMI 1.
2. Ensure you are connected to the correct Wi-Fi
   a. Ground Boardroom –
      - Wi-Fi Name: Gnd-Boardroom AV
      - Password: functions
   b. Level 1 Boardroom –
      - Wi-Fi Name: L1-Boardroom AV
      - Password: functions
3. On the bottom left of the TV is an Address.
   a. Downstairs Boardroom – 192.168.0.100
   b. Upstairs Boardroom – 192.168.0.100
4. Open up their Internet browser and enter the address of the room you are in and press enter, the screen below will appear. Press the "Start Presenting" button on the screen as shown below by the red ellipse.
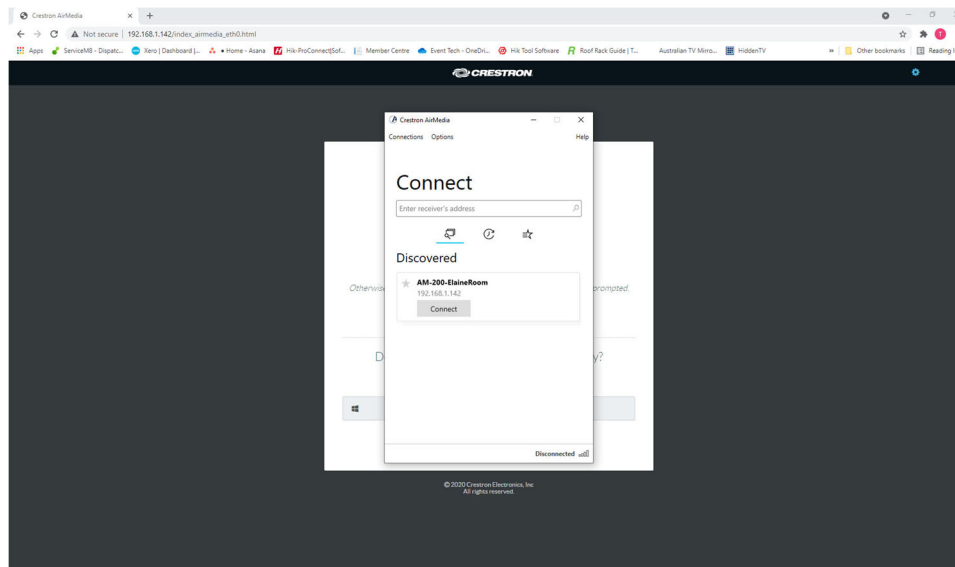

5. The following screen will appear and press 'Windows' to start downloading the installer package, as shown below by the red ellipse.
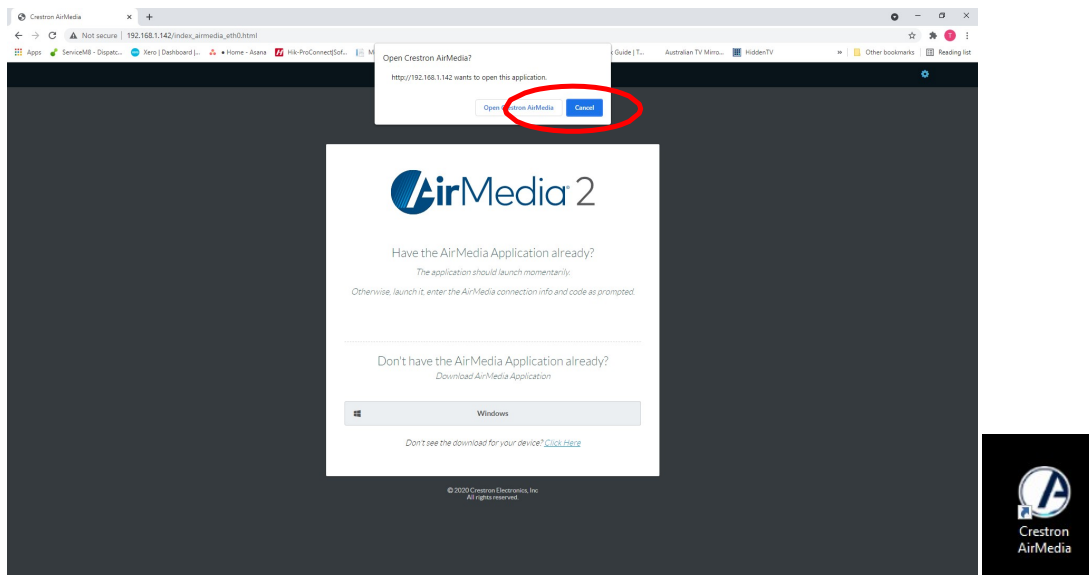
6. Once the file has stopped downloading (Will be 10-30 seconds), click on the file, as shown below by the red ellipse and install it.
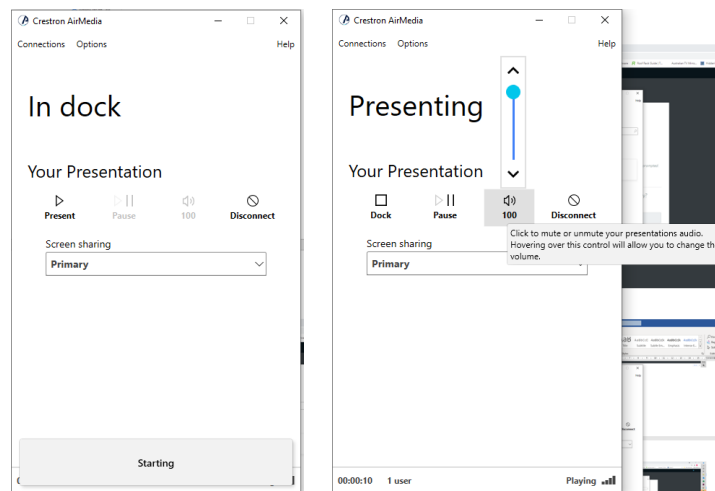

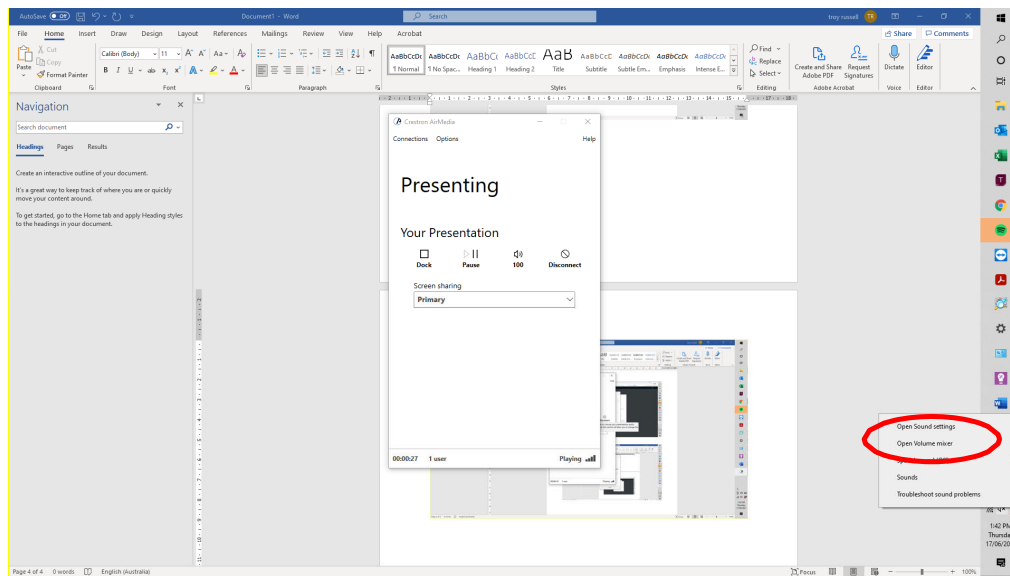7. Once the Air media software is installed, it will open as shown below.

8. The next time the laptop is used you can either type in the address and click on "Start Presenting" and the following pop up will appear, click on "Open Crestron Software", as shown below by the red ellipse. Or you can open the software from the desktop by double clicking on the Icon as shown below.
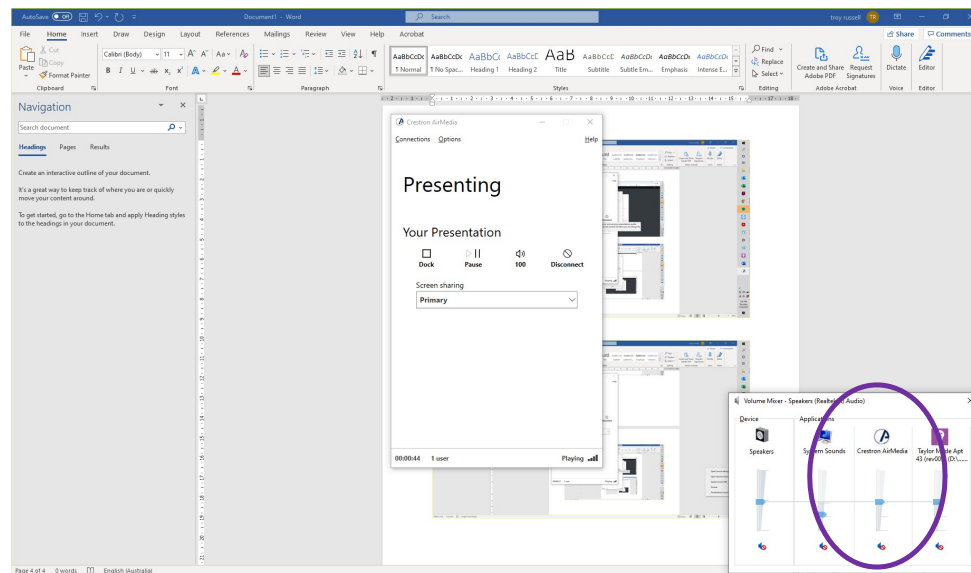

9. From the software you can:
   a. Start presenting by pressing the play button.
   b. Pause your presentation by the pause button.
   c. Adjust the volume and mute the presentation. When the software opens, it can be in mute, make sure to press the button to un-mute it.
   d. Disconnect your laptop/stop presenting.
   e. Or if you have 2 displays (Laptop and 2nd Monitor), you can choose which one to present.

10. There can be a small issue with some laptops, sometimes Windows doesn't un-mute the audio. To fix right click on the speaker icon in the system bar. Then press "Open Volume Mixer" as shown below by the red ellipse.
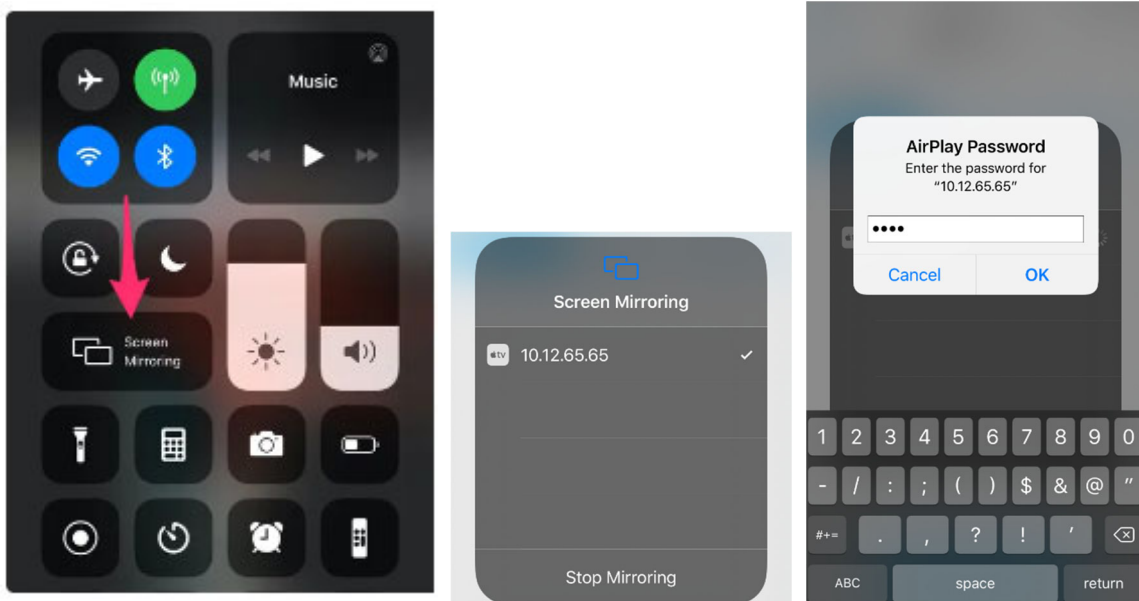

11. Then un-mute Air Media by clicking on the speaker icon as shown below by the purple ellipse.
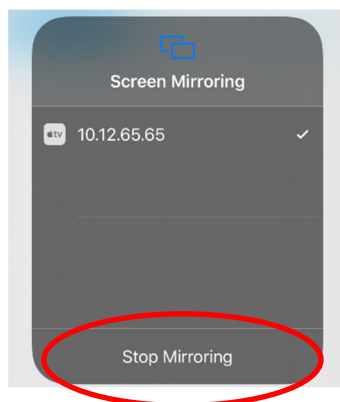
The Glen – Boardrooms Air media for Apple User Manual

iPad & iPhone

1. Turn on the TV and make sure the TV is set to HDMI 1.
2. Ensure you are connected to the correct Wi-Fi;
   a. Ground Boardroom –
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      - Password: functions
   b. Level 1 Boardroom –
      - Wi-Fi Name: L1-Boardroom AV
      - Password: functions
3. Swipe down from the top-right corner on newer iPhone models, or up from the bottom of the display, to access Control Center.
4. Then select "Screen Mirroring" as shown below by the red arrow. Then a popup will appear and select the Crestron device. Then you will be prompted to enter the airplay password. This password is located at the bottom left of the TV screen.

5. To disconnect your device, go to the screen mirroring settings as press "Stop Mirroring" as shown below by the red ellipse.
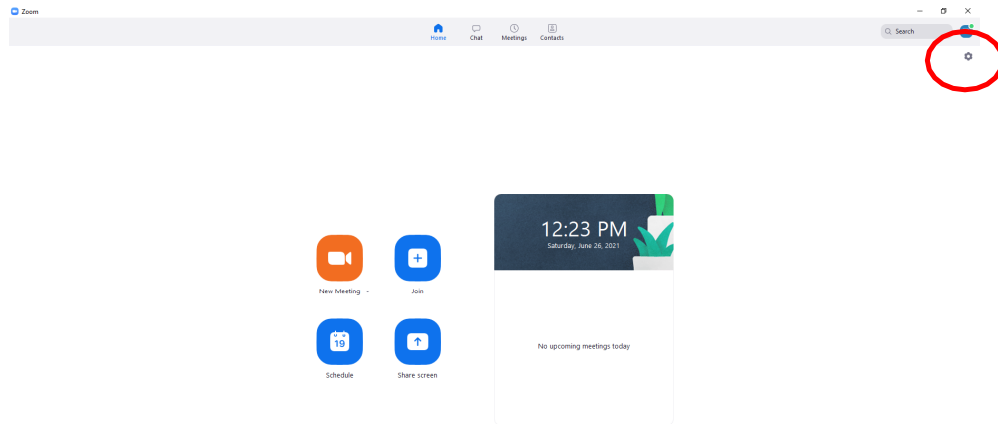
Apple Mac

1. Turn on the TV and make sure the TV is set to HDMI 1.
2. Ensure you are connected to the correct Wi-Fi;
   a. Ground Boardroom –
      • Wi-Fi Name: Gnd-Boardroom AV
      • Password: functions
   b. Level 1 Boardroom –
      • Wi-Fi Name: L1-Boardroom AV
      • Password: functions
3. Click on the Control Centre icon in the menu bar. It is normally next to the time in the top right corner next to the Siri button as shown below by the red ellipse.
4. Then select "Screen Mirroring" as shown below by the red arrow. Then a popup will appear and select the Crestron device. Then you will be prompted to enter the airplay password. This password is located at the bottom left of the TV screen. It will take 2-5 seconds for the image to appear on the TV.
5. To disconnect your device, go to the screen mirroring settings as press "Stop Mirroring"
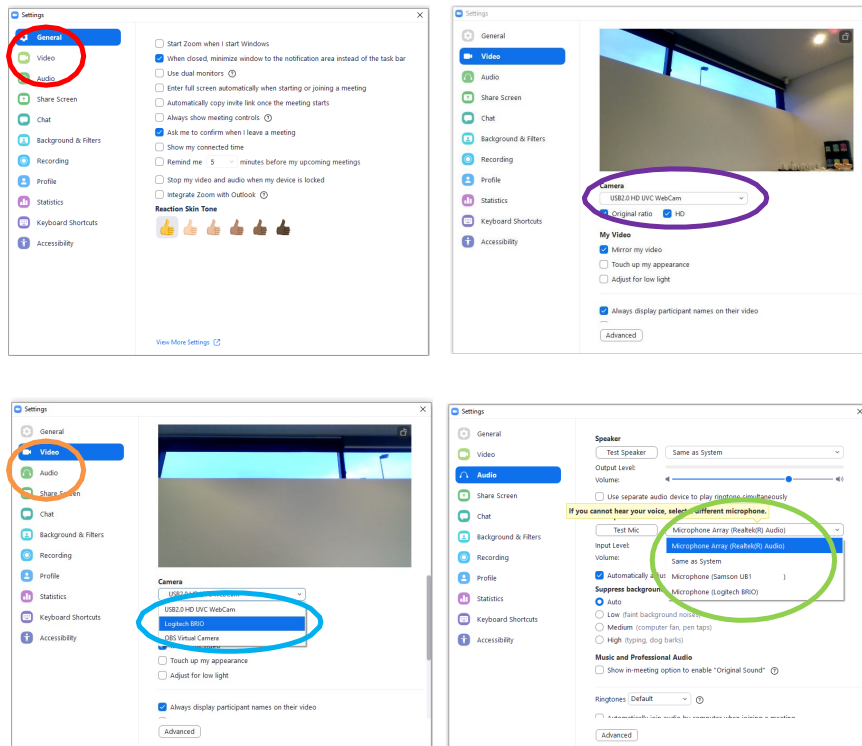
The Glen – Boardrooms Zoom User Manual

1. Open Zoom, then connect the USB microphone and USB from the Webcam. Then press the setting button as shown below by the red ellipse.

2. Click on the video section as shown below by the red ellipse. Then click on the Camera drop down box as shown below by the purple ellipse. The select "Logitech BRIO" as shown below by the blue ellipse. Then click on the audio section as shown below by the orange ellipse and click on the microphone drop down box and select Samson UB1 as shown below by the green ellipse. Then close the settings by pressing the "X" at the top right of the pop up window.

3. You can then do a test by pressing new meeting, then waiting for it process and press "Test Speaker and Microphone". Once done you can join or start a meeting.