

# **USER MANUAL**

**FOR**

**THE GLEN HOTEL**

**ELAINE & HERITAGE ROOMS**

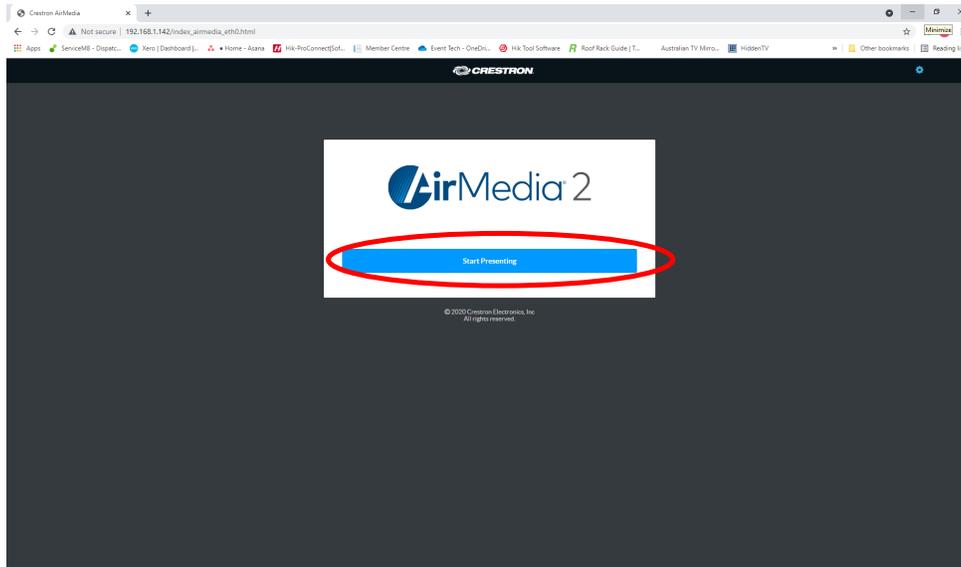
**AIR MEDIA**

**USER MANUAL**

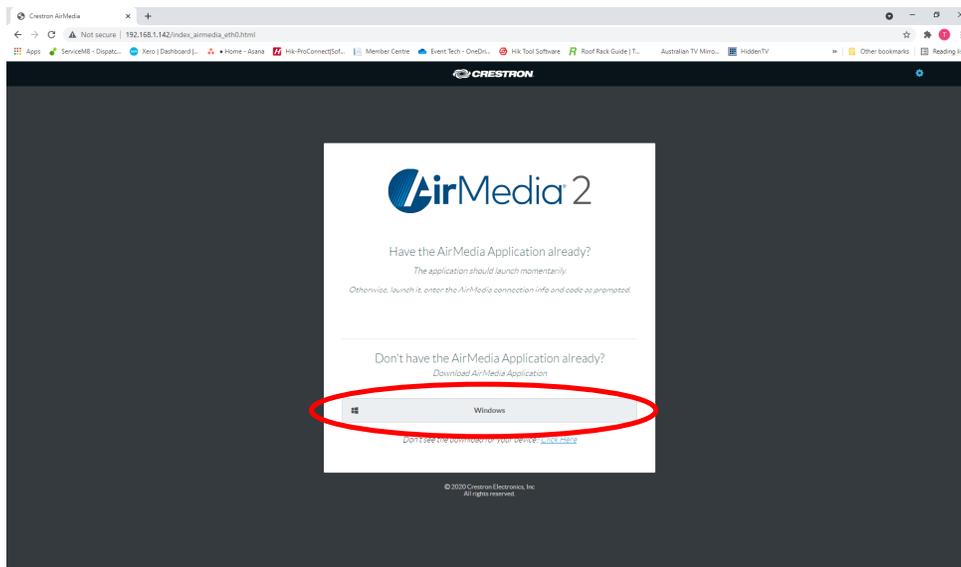
**EVENT▶TECH.**

# The Glen – Elaine & Heritage Rooms Air Media User Manual

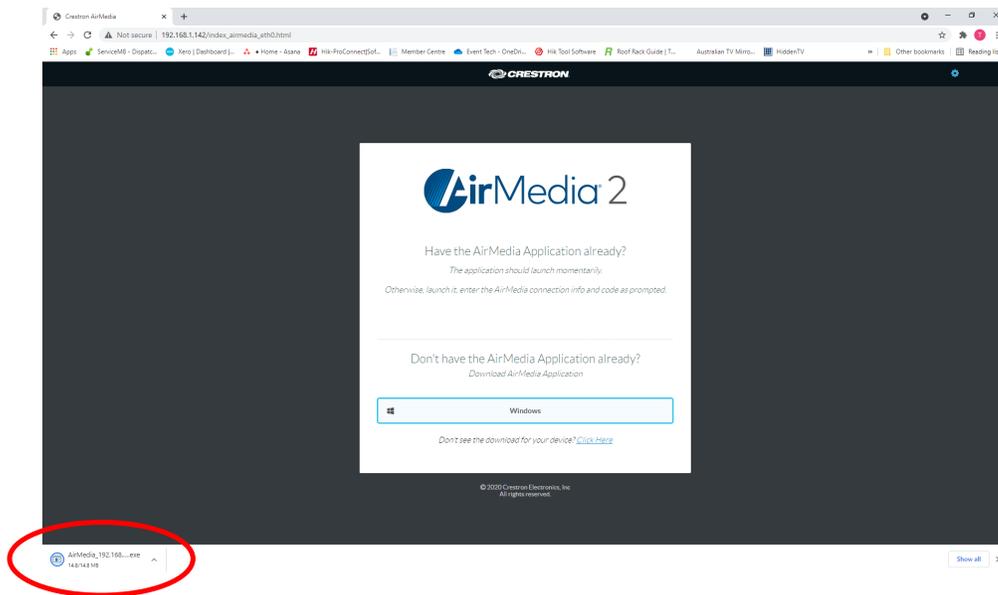
1. Turn on the system the same as you when using VIA.
2. For the Elaine Room, ensure the laptop is connected to Elaine AV Wi-Fi.
3. On the bottom left of the screen is an Address.
  - a. Elaine Room – 192.168.1.142
4. For the Heritage Room, ensure the laptop is connected to Heritage AV Wi-Fi.
5. On the bottom left of the screen is an Address.
  - a. Heritage Room – 172.16.6.19
6. 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.



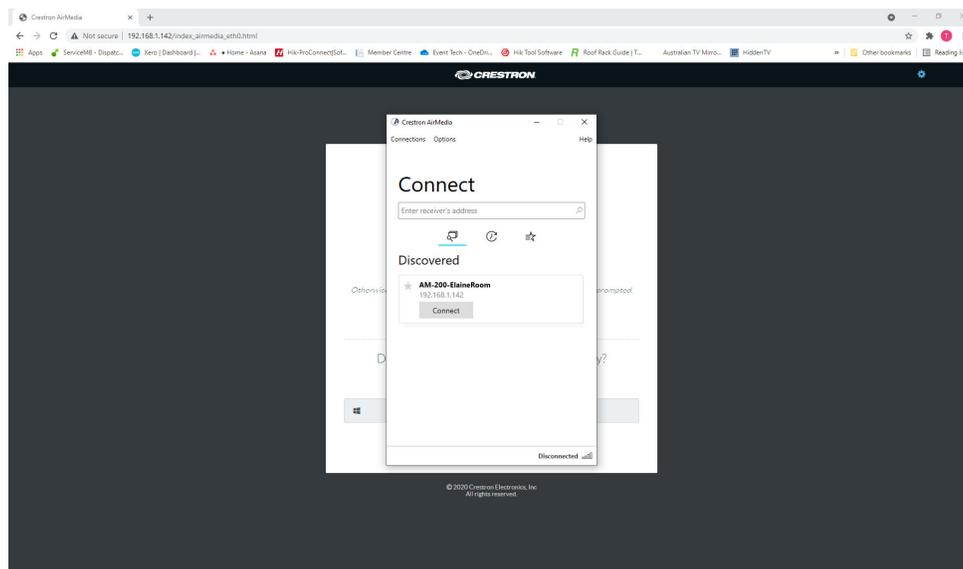
7. The following screen will appear and press “Windows” to start downloading the installer package, as shown below by the red ellipse.



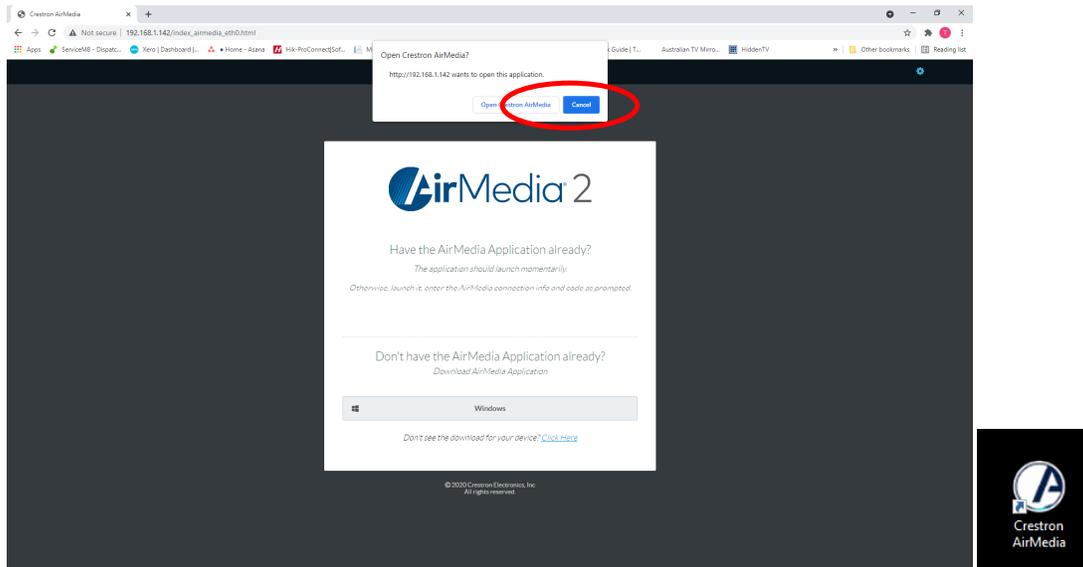
8. Once the file has stopped downloading (Will be 10-30 seconds), click on the file, as shown below by the red ellipse and install it.



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

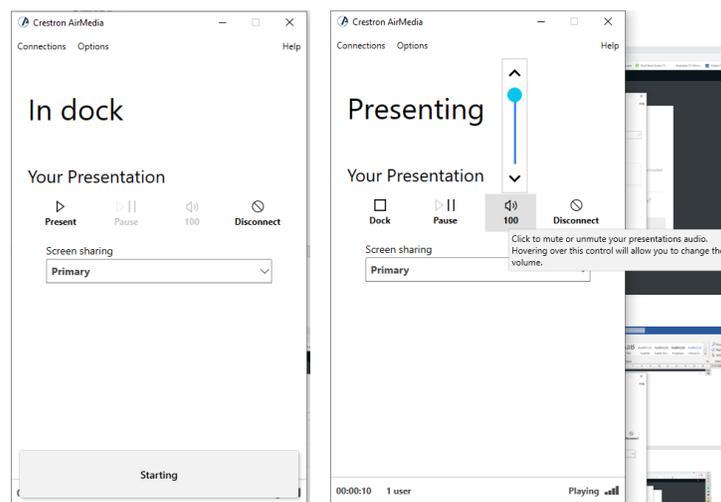


10. The next time the laptop is used you can either type in the address and click on “Start Presenting” and the following pop up will appear, click on “Open Crestron Software”, as shown below by the red ellipse. Or you can open the software from the desktop by double clicking on the Icon as shown below.

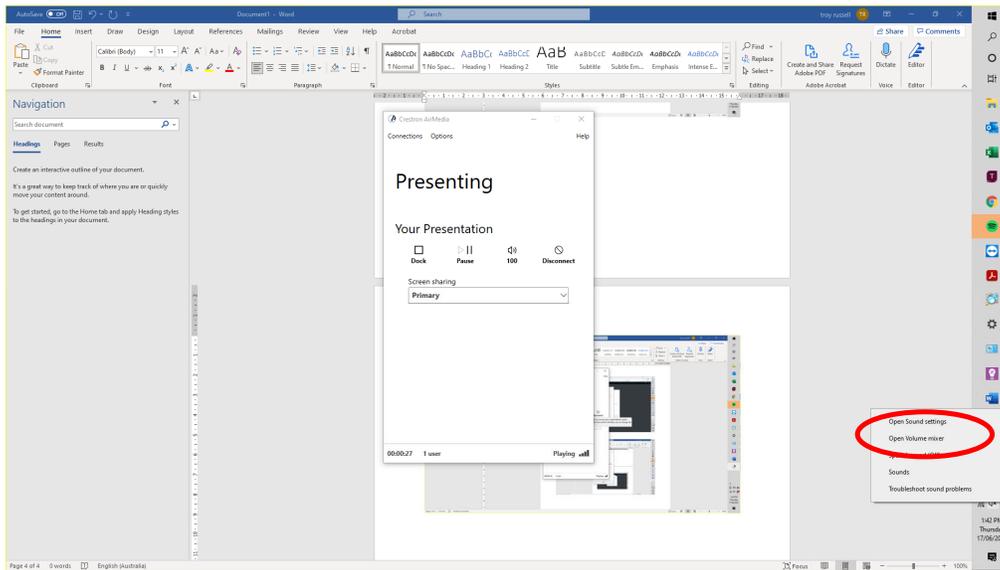


11. From the software you can:

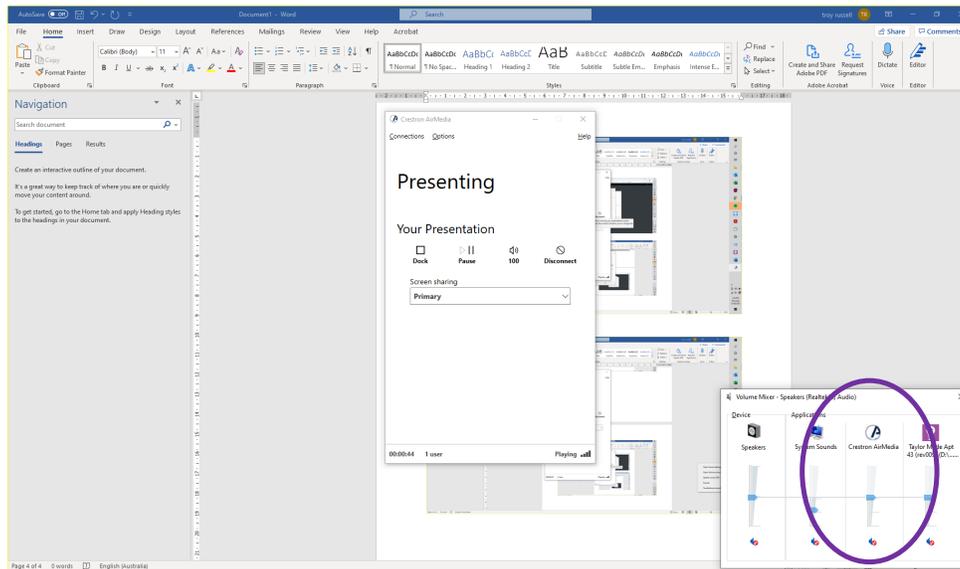
- Start presenting by pressing the play button.
- Pause your presentation by the pause button.
- Adjust the volume and mute the presentation. When the software opens, it can be in mute, make sure to press the button to un-mute it.
- Disconnect your laptop/stop presenting.
- Or if you have 2 displays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



12. 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.

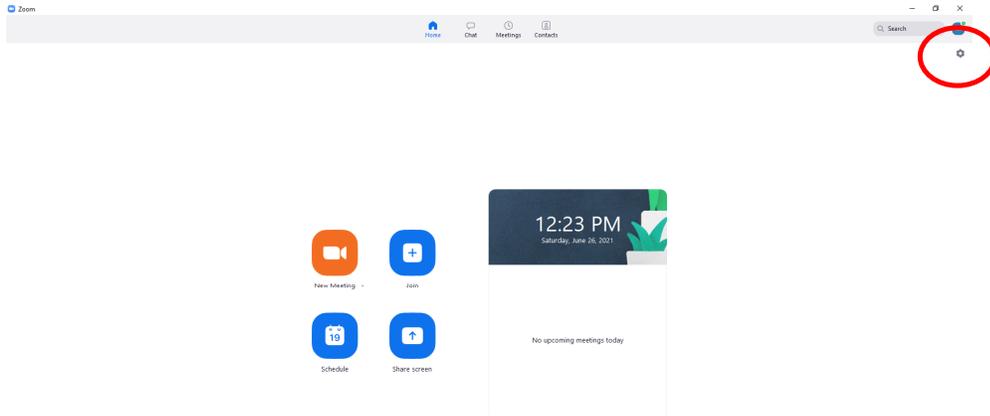


13. Then un-mute Air Media by clicking on the speaker icon as shown below by the purple ellipse.

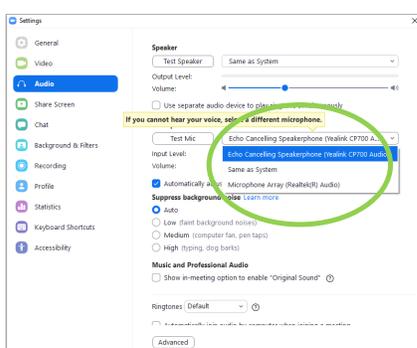
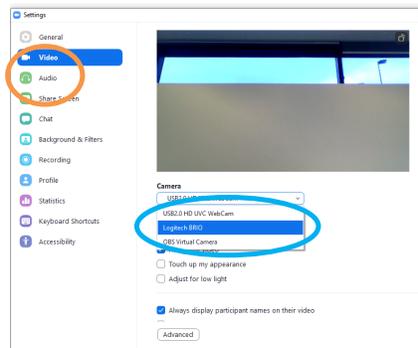
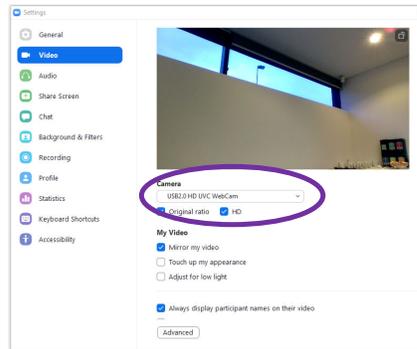
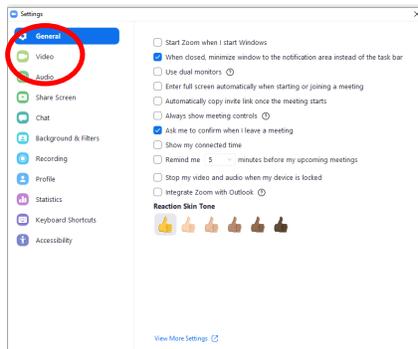


# The Glen – Elaine & Heritage Rooms Zoom User Manual

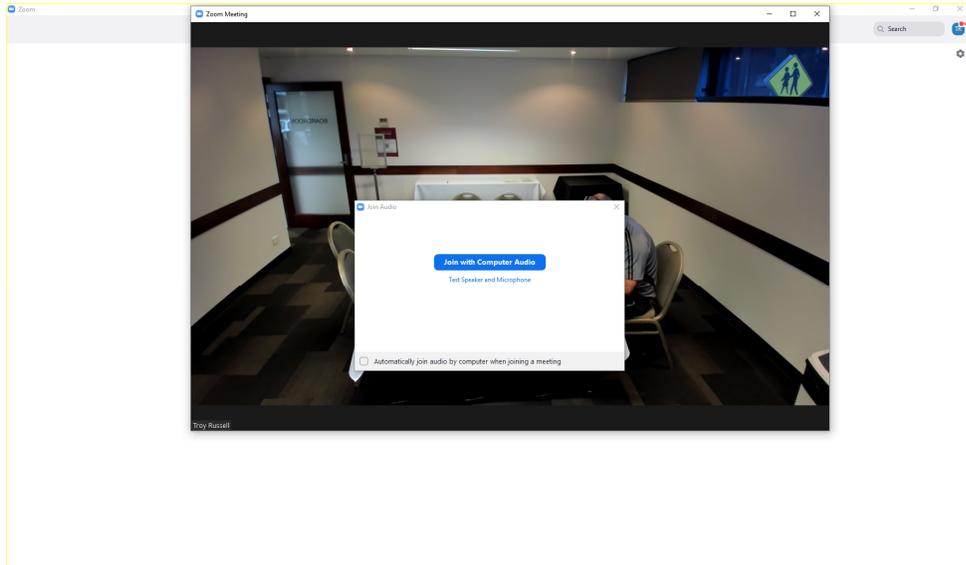
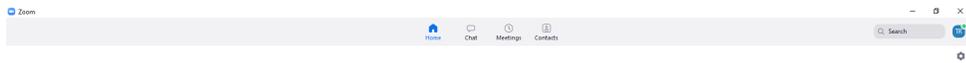
1. Open Zoom, then connect the USB microphone and USB from the Webcam. Then press the setting button as shown below by the red ellipse.



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. Then 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.

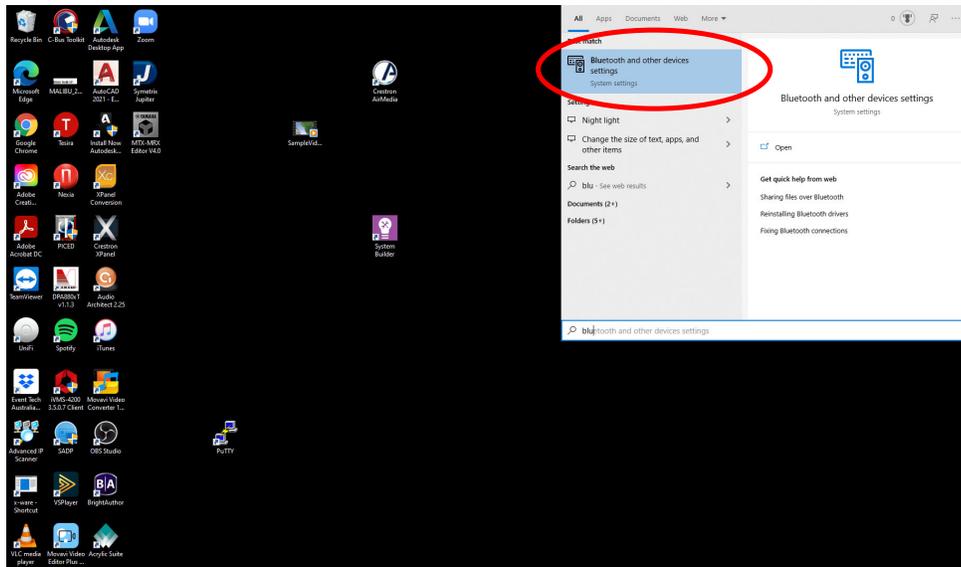


3. You can then do a test by pressing new meeting, then waiting for it process and press “Test Speaker and Microphone”. Once done you can join or start a meeting.

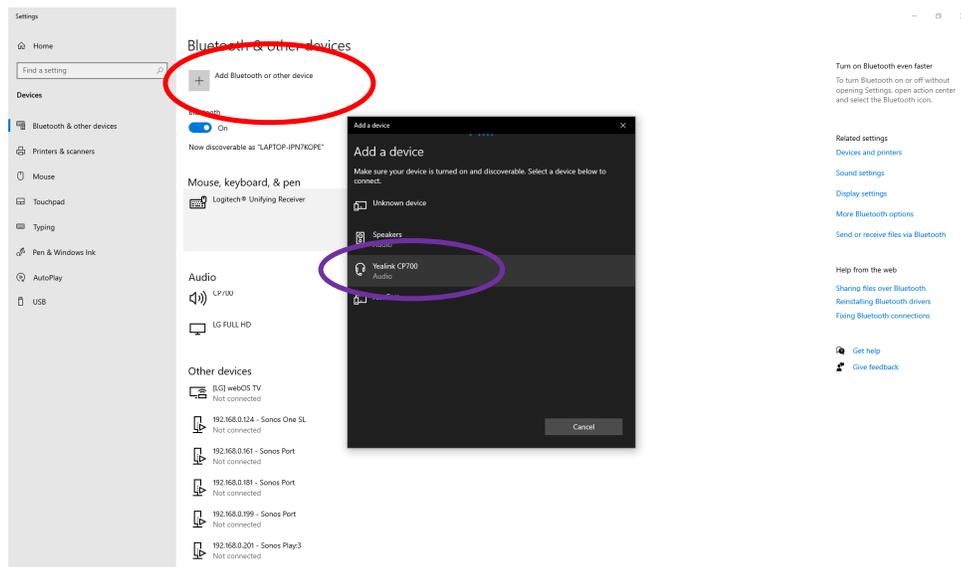


# Microphone - Bluetooth

1. You can connect the microphone via Bluetooth to make it portable. To do this open up the Bluetooth settings of the laptop, press the windows button and type in Bluetooth, the setting icon will appear and click on it as shown below by the red ellipse.



2. Power up the microphone by pressing the power button on it. Once it has powered up, press the Bluetooth button (it is to the left of the power button and white when unpaired). The microphone is now ready to be paired to the laptop. Click on "Add Bluetooth" on the laptop as shown below by the red ellipse, then press "Bluetooth". Then the microphone appears on the search pop up, press "Yealink CP700" as shown below by the purple ellipse, then close the Bluetooth settings window.



3. In zoom, go to the settings in zoom, select Audio and go to the microphone drop down box. Then click on "Headset (Yealink CP700 xxxx)" as shown below by the red ellipse. Then close the settings and start the meeting.

