Temporary Shapiro ABCD Audiovisual System Instructions

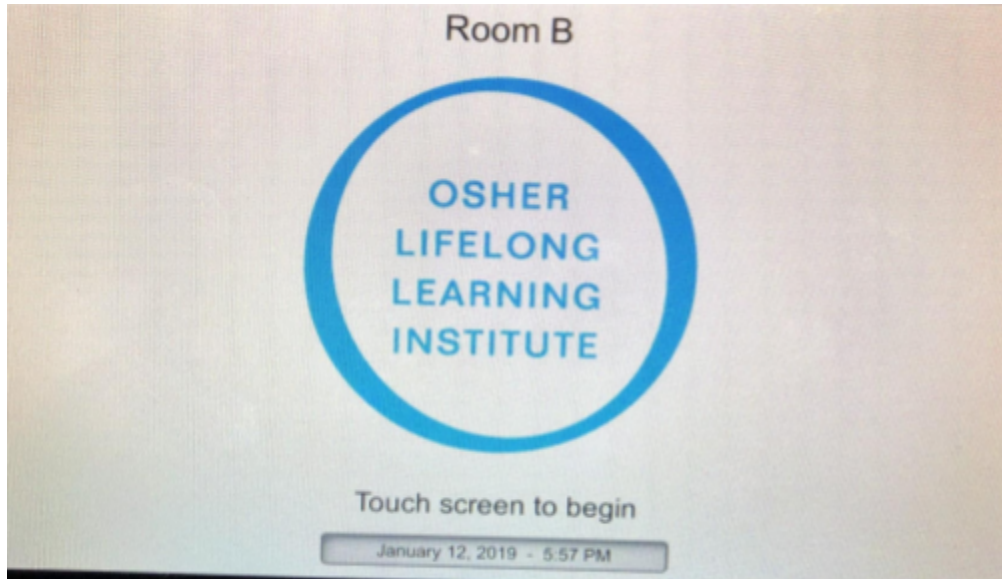This is an update to using the audiovisual (AV) systems in Shapiro ABCD.

Figure 1. First screen displayed.

The display above will appear when you approach the podium. Touch the screen to begin to select which input you will need to connect to the projector.

Once you touch the screen, the first menu page appears on Screen 2: See Figure 2.

Figure 2: **Screen display 2** for selecting inputs to the projector, selecting whether you are using the rooms in Separate or Combined mode. This is also where you shut down the entire system and turn on the lights.

Lights On = Click on this button to turn lights back on (when a projector input is selected the front row of lights are turned off to view the projected images more clearly).

Combine Mode: *Separate* = (default) is to use AB or CD rooms separately. *Combined* = used to combine the displays and audio in both AB and CD and control them from one of the podiums.

Lectern Laptop = allows you to display what is on your laptop screen if you connect your laptop to the HDMI cable OR to the VGA cable with the audio plug (if playing audio, connect the audio cable to the headset output of your laptop). HDMI provides a clearer image.

> If using the ELMO Document Camera, select the Lectern Laptop input from the display panel and use the HDMI cable if only using the ELMO. If you use the ELMO and switch between the ELMO and another input (laptop, tablet, phone), use the two VGA cables. The ELMO is stored in the podium cabinet in Shapiro AB.

Apple TV = allows you to connect to an Apple device (iPad, iPhone, Macbook/Macbook Pro laptop) wirelessly. See instructions on page 3 for using the Apple TV.

DVD = allows you to use the DVD player in the rack in the podium in Shapiro AB and in the console rack in Shapiro CD. Selecting DVD will send you to another screen. See page 5 for using the DVD player.

Tuner = is supposed to allow you to access TV channels but currently, only an external antenna (located in the podium in Shapiro CD) will allow viewing local TV channels. Access to cable TV channels allowed by CSUF is still unresolved.

Volume = allows you to increase (up arrow) or decrease (down arrow) the volume of sound from your connected device (sound from laptop, tablet, iPhone, etc). You can also mute the sound using the "mute" button in the rightmost panel of the 2nd display (Figure 2).

To connect an iPad or iPhone to the projector: *You will need to be connected to the campus Eduroam WiFi on your device.* Swipe Apple mobile device screen from either the upper right corner downwards to view the menu choices below (Figures 3 and 4) or swipe from the bottom of your screen upward (iOS 11 or earlier) to view the Airplay displays (Figures 3, 4). Select Screen Mirroring (Figure 4) and scroll down to find the Shapiro AB or Shapiro CD Apple TV. Select the appropriate Apple TV. You will be asked to provide a number that will be displayed on the projector screen. Enter the number onto your Apple device and the projector should now mirror whatever is on your Apple device. Select Stop Mirroring to exit mirroring of the device screen.

System Off = to shut down the system, select System Off from Screen 2.

Help = click on the help button and it will tell you to call the OLLI office.

Figure 3: iPad or iPhone display to use AirPlay and connect wirelessly to the projector.

Figure 4: Scroll the Screen Mirroring box to find the appropriate room for the Apple TV. Use this screen to Stop Mirroring from your Apple device.
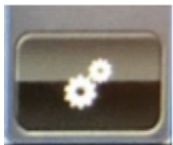
To connect a Mac laptop wirelessly: Your laptop will need to be connected to the campus WiFi Eduroam to use Apple TV. In the top menu bar, select the AirPlay icon ⬚ Select the appropriate Room Apple TV: Shapiro AB or Shapiro CD Apple TV. If you do not have this icon in your menu bar, go to **System Preferences** by clicking on the Apple logo on the upper left of your screen, then select **Display**, look for **AirPlay Display** and select the appropriate Apple TV for Shapiro AB or Shapiro CD in the AirPlay box.

Click on this icon on the lower right corner of the 2nd display screen (Figure 2) to access display screen 3 (Figure 5).
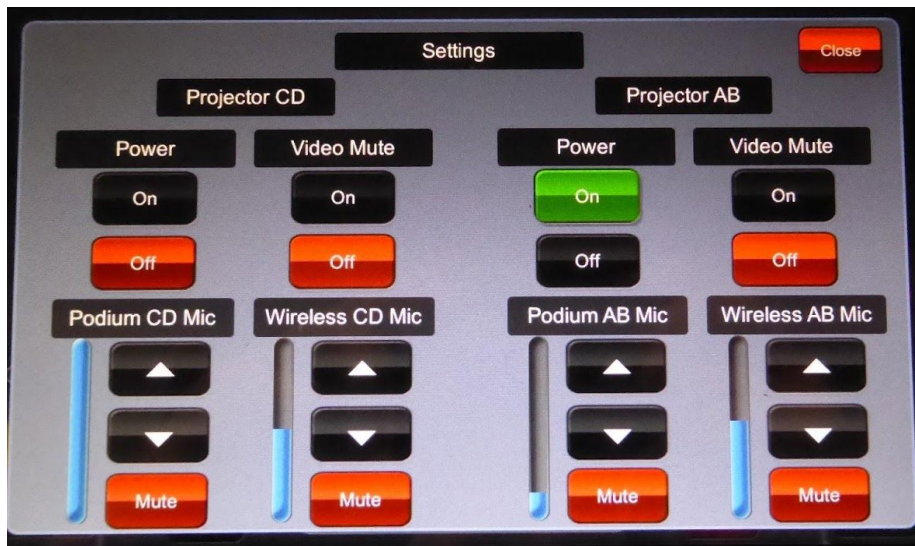
Figure 5. **Screen display 3**.

Projector Settings: If you don't need to use the projector you can **turn off** the projector (screen will retract if the projector is turned off). If you want to temporarily **mute** or block the projector display click on the Video Mute On button. To return to your display, click on the Video Off button.

Podium mic volume for each room can be controlled by this setting, louder volume = Up Arrow, lower volume = Down Arrow.

Wireless Mic volume = Two wireless mics are available and they can be used in Shapiro AB or Shapiro CD or both wireless mics can be used together. If using two wireless mics in one room, the wireless mic setting in the adjacent room needs to be muted to prevent it from playing on the speakers in the adjacent classroom. The lapel mics are stored in the podium cabinets. Handheld mics are stored in the cabinet in the OLLI office.

To return to the main menu on Screen display 2, click the **Close** button on the upper right of the screen.

Using the DVD Player

In Shapiro AB, the DVD player is in the podium cabinet. In Shapiro CD, the DVD player is in the console next to the podium.

1. Touch the Screen 1 display to access Screen 2 (see Figure 2).
2. Insert your DVD into the player.
3. Select DVD from Screen 2.
4. Screen 2A will appear when you select DVD as the input to the Projector (see Figure 6). Controls to access the menus on the DVD is shown on this screen. Click on Enter to make your selection. The forward, stop, and pause controls are on this screen as are controls for fast forward and fast backward and ejecting the DVD.
5. Control the volume of the DVD player by clicking the up (louder) arrow or the down (lower volume) arrow or mute the audio.

Figure 6. Screen 2A: DVD player controls.

Summary Instructions

First select whether you will use the rooms separately (default) or combined.

Video

Input Device	Input to select from screen 2	Cables
Non Apple Laptop	Lectern Laptop	HDMI or VGA + audio
ELMO Document Camera	Lectern Laptop	HDMI if using only ELMO, Use VGA inputs if also using a laptop or table along with the ELMO.
iPod, mobile phone, tablet or laptop headset out plug	Lectern Laptop	Audio cable from the VGA cable. Go to Screen 3 and turn off projector.
Apple Mobile Device (iPhone, iPad)	Apple TV	None, use AirPlay by swiping downward from upper right screen or for iOS 11 and earlier, swiping upwards from bottom of screen.
Apple laptop	Apple TV Or Lectern Laptop	Airplay from menu bar or from System Preferences/Display/AirPlay HDMI with Mac HDMI adapter
DVD player for Shapiro AB or CD	DVD	None

Audio

Source	Control location
Laptops/iPad/iPhone	Screen 2 Volume control on right side
Lectern mic	Screen 3
Wireless mic	Screen 3 If you use two wireless mics in a single room (Separate mode), the Wireless Mic needs to be muted in the adjacent room.
Audio from ipod, smartphone, laptop	Plug in the VGA audio cable jack to the headphone plugs on the device. Select Lectern Laptop and control the volume via the volume control on the right edge of Screen 2. Go to screen 3 and turn off the projector.