



Connecting to the Vaddio flexible hybrid audio visual equipment

Instruction Manual for SHA Classrooms

For technical issues please contact the
IT Service Desk at
905.721.3333 or ext. 3333, OPTION #4

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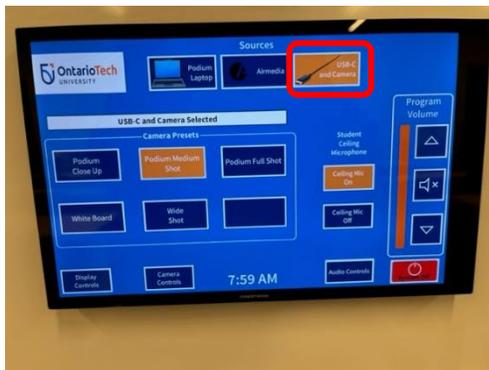
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Connecting to the projector and hybrid equipment

- Locate the touch panel on the wall and select **Start** and wait for the system to start up.



- Select **USB-C & Camera** on the touch panel.



- Connect the USB-C cable located on the podium to your laptop.

Please note: Some rooms may temporarily use a USB 3.0 cable for connecting to camera and microphones.



- Turn on the monitor located on the podium (SHA024 & SHA133 only)
- Your laptop desktop screen should now be displayed on the projector screen.

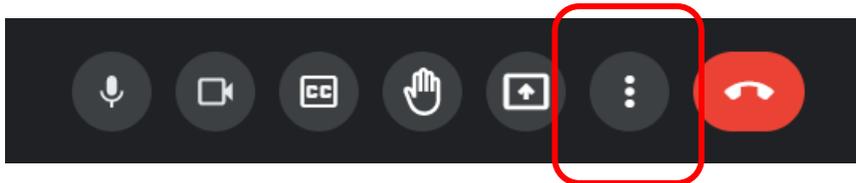
Please note: If your PC does not have an USB-C port, please contact the IT Service Desk to have a loaner issued for one-time use.

Google Meet: Setting hybrid equipment

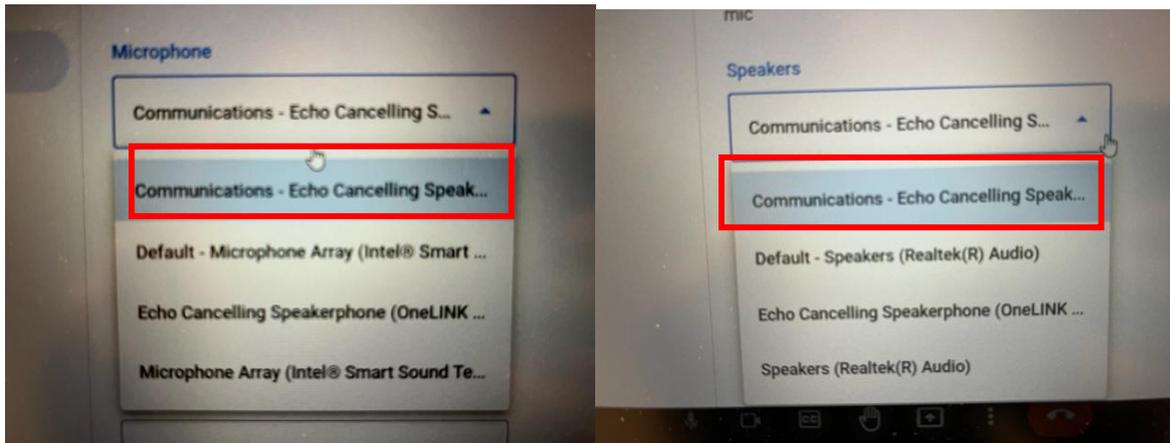
Setting your audio and video preferences

Please note: This set of instructions is required to be completed in the room with Flexible Hybrid Learning equipment and are one-time set up. Once set, your laptop should remember your preferences and connect every time.

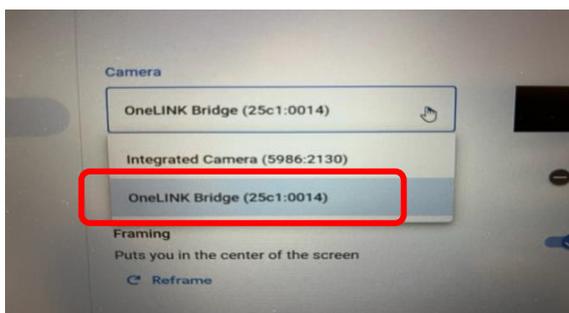
- Open your Google Meet link.
- Select the three dots located on the bottom of the screen.



- Select **Settings** from the menu.
- Under the **Audio** tab select as the following:
 - Microphone: **Echo Cancelling Speakerphone**
 - Speakers: **Echo Cancelling Speakerphone**



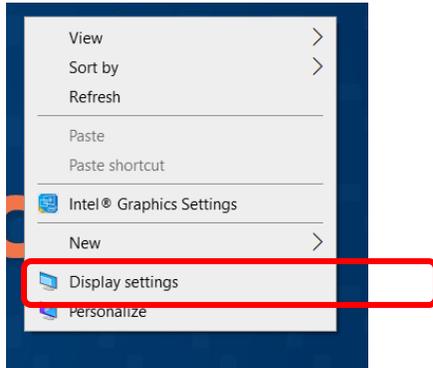
- Under the **Video** tab, select as the following:
 - Camera: **OneLINK Bridge**
 - Send resolution (maximum): **High definition (720p)**
 - Receive resolution (maximum): **High definition (720p)**



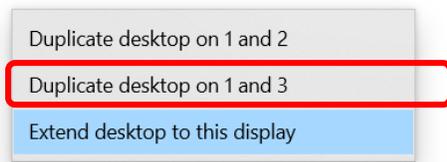
Setting your monitor display (SHA 024 & SHA 133)

Please note: This set of instructions is required to be completed in the room with Flexible Hybrid Learning equipment and are one-time set up. Once set, your laptop should remember your preferences and connect every time.

- Right-click on your desktop and select **Display Settings**.



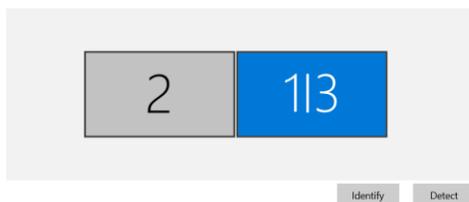
- Scroll down to **Multiple displays** section and select **Duplicate on 1 and 3**.



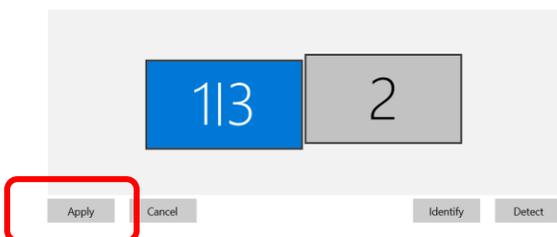
- Select **Keep changes**.



- Scroll up on the same page to see the set-up of the monitors.



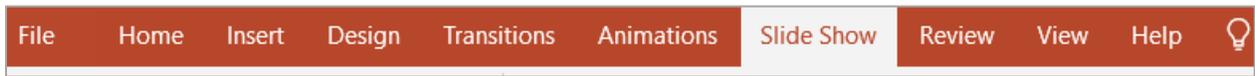
- Drag the blue 1 | 3 box in front of the 2 box and select **Apply**.



- Exit the **Settings** page.
- Now you can drag the Google Meet screen to the external monitor which should be presented on the TV in the front of the room and not the projector screen.

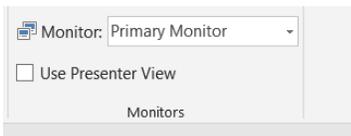
Setting up Power Point view

- Open Power Point and select your file to open.
- Select the **Slide Show** tab.



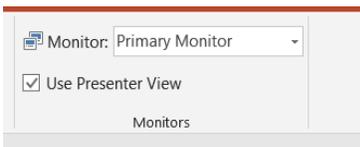
Option 1: Present slides (without notes visible to the students)

- Select the Monitor: menu and select Primary Monitor.
- Make sure the Use **Presenter View** box is left empty.



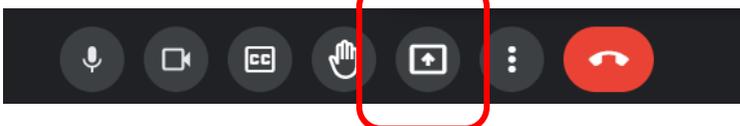
Option 2: Present slides (with notes visible to the students)

- Select the Monitor: menu and select Primary Monitor.
- Make sure the Use **Presenter View** box is checked off.

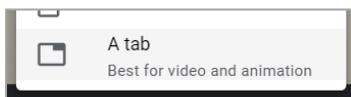


Playing and sharing a video

- Open the video you wish to play in a separate tab on the same browser.
- Go back to your Google Meet link and select the **Present now** button.



- Select the **A tab** option.



- Make sure the **Share audio** box is checked before selecting your link. Select your link and click on **Share**.

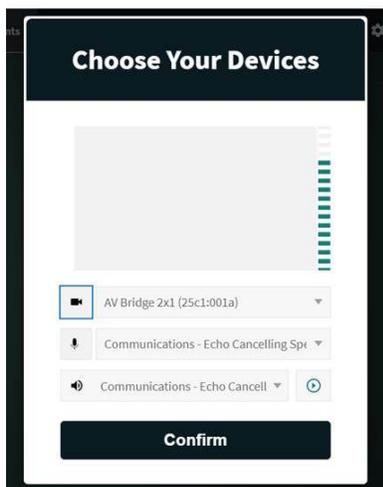


- You are now sharing a video with your remote class. You can pause or stop at any time.

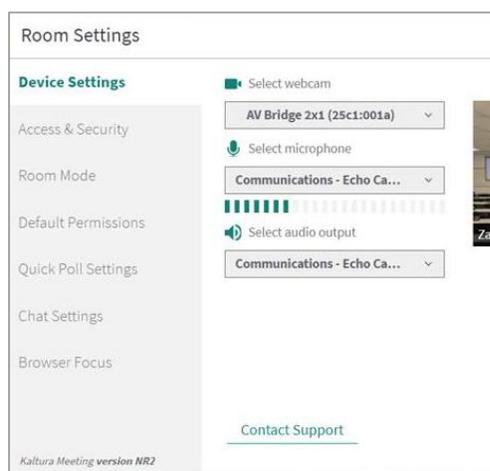
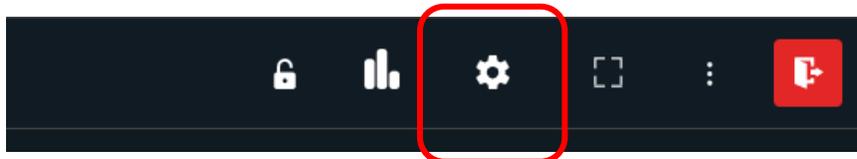
Kaltura: Setting hybrid equipment with Kaltura

Setting your audio and video preferences

- Open your Kaltura link.
- Select the following once the **Choose Your Devices** prompt displays:
 - Under the **camera icon**: OneLINK Bridge
 - Under the **microphone icon**: Communications – Echo Cancelling Speakerphone
 - Under the **audio icon**: Communications – Echo Cancelling Speakerphone



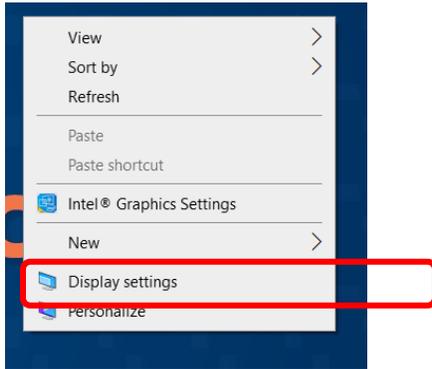
- Another option is to select the gear icon located on the left side top banner and select your audio video as below.



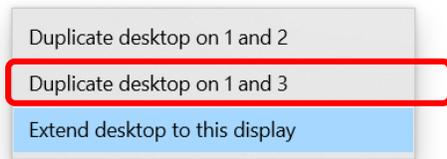
Setting your monitor displays

Please note: This set of instructions is required to be completed in the room with Flexible Hybrid Learning equipment and are one-time set up. Once set, your laptop should remember your preferences and connect every time.

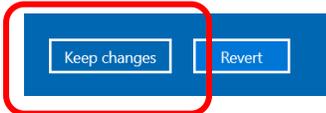
- Right-click on your desktop and select **Display Settings**.



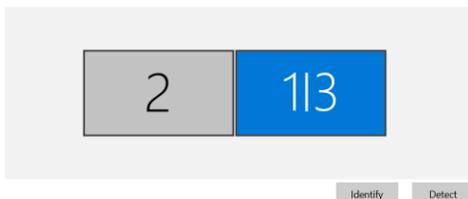
- Scroll down to **Multiple displays** section and select **Duplicate on 1 and 3**.



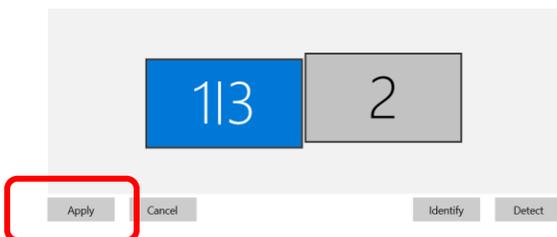
- Select **Keep changes**.



- Scroll up on the same page to see the set-up of the monitors.



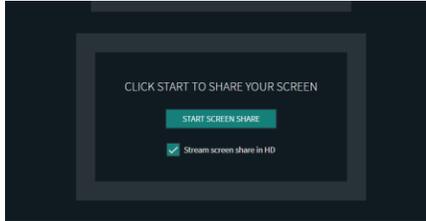
- Drag the blue 1 | 3 box in front of the 2 box and select **Apply**.



- Exit the **Settings** page.
- Now you can drag the Google Meet screen to the external monitor which should be presented on the TV in the front of the room and not the projector screen.

Setting up Power Point view

- Open Power Point and select the slides you would like to share.
- Go back to your Kaltura link and select **Start Screen Share**.



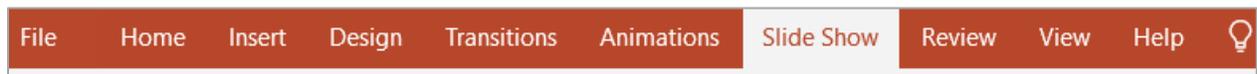
- Select the **Window** tab.



- Select your slides and click **Share**.

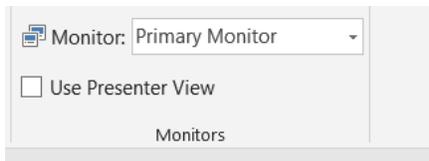


- Select the **Slide Show** tab.



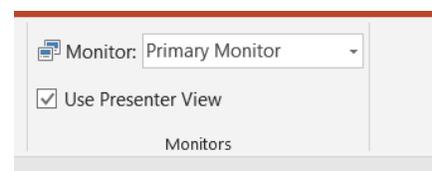
Option 1: Present slides (without notes visible to the students)

- Select the Monitor: menu and select Primary Monitor.
- Make sure the Use **Presenter View** box is left empty.



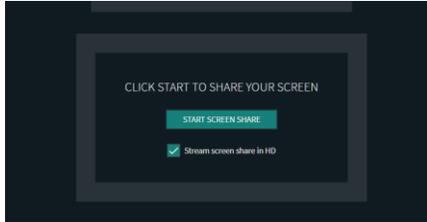
Option 2: Present slides (with notes visible to the students)

- Select the Monitor: menu and select Primary Monitor.
- Make sure the Use **Presenter View** box is checked off.



Playing and sharing a video

- Select **Start Screen share** button.



- Select the **Chrome Tab**.



- Make sure the **Share audio** box is checked before selecting your link. Select your link and click on **Share**.



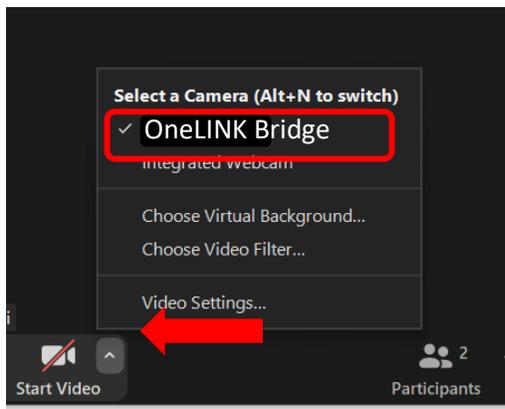
- You are now sharing a video with your remote class. You can pause or stop at any time.

Zoom: Setting hybrid equipment

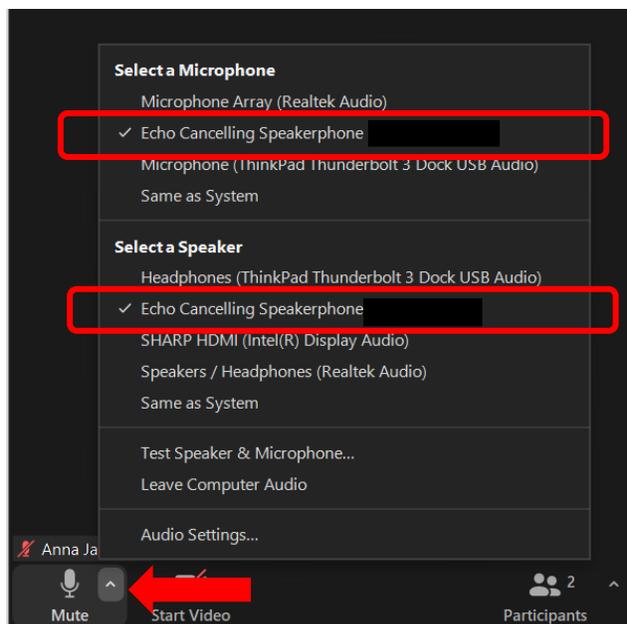
Setting your audio and video preferences

Please note: This set of instructions is required to be completed in the room with Flexible Hybrid Learning equipment and are one-time set up. Once set, your laptop should remember your preferences and connect every time.

- Open your Zoom link.
- Select the **Start Video** arrow up to open up the camera menu and select **OneLINK Bridge**



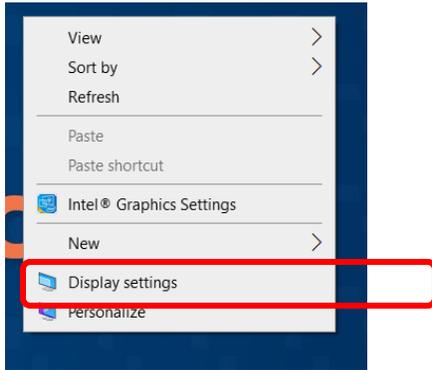
- Select the **Mute** arrow up and select as follows:
 - Under **Select a Microphone** menu, select: **Echo Cancelling Speakerphone**
 - Under **Select a Speaker** menu, select: **Echo Cancelling Speakerphone**



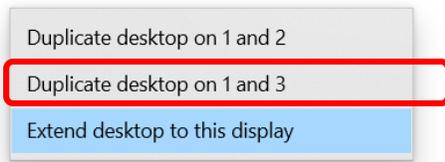
Setting your monitor display

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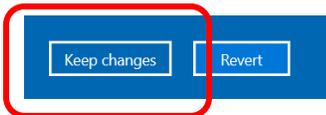
- Right-click on your desktop and select **Display Settings**.



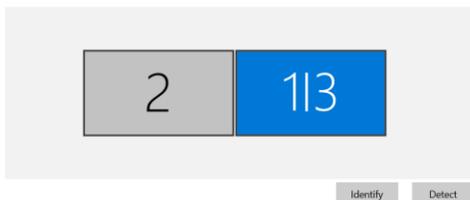
- Scroll down to **Multiple displays** section and select **Duplicate on 1 and 3**.



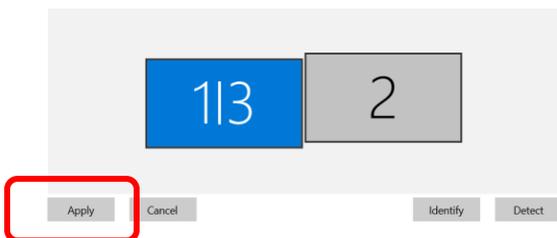
- Select **Keep changes**.



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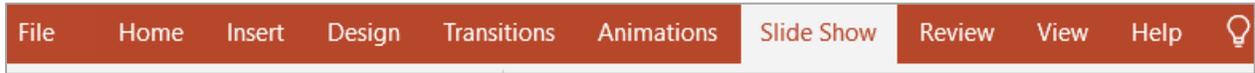
- Drag the blue 1 | 3 box in front of the 2 box and select **Apply**.



- Exit the **Settings** page.
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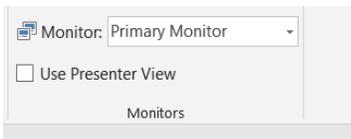
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- Open Power Point and select your file to open.
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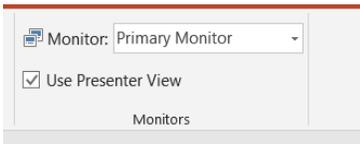
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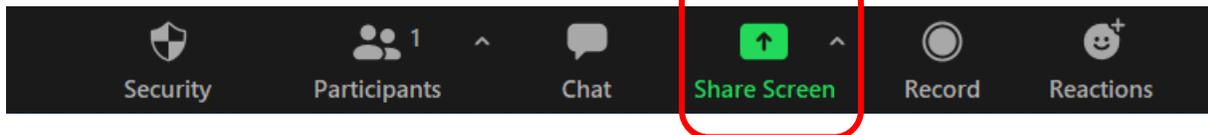
Option 2: Present slides (with notes visible to the students)

- Select the Monitor: menu and select Primary Monitor.
- Make sure the Use **Presenter View** box is checked off.



Playing and sharing a video

- Open the video you wish to play in a separate tab on the same browser.
- Go back to your Zoom link and select the **green Share Screen** button.



- A window with all of your open applications will open. Make sure the below settings are selected:



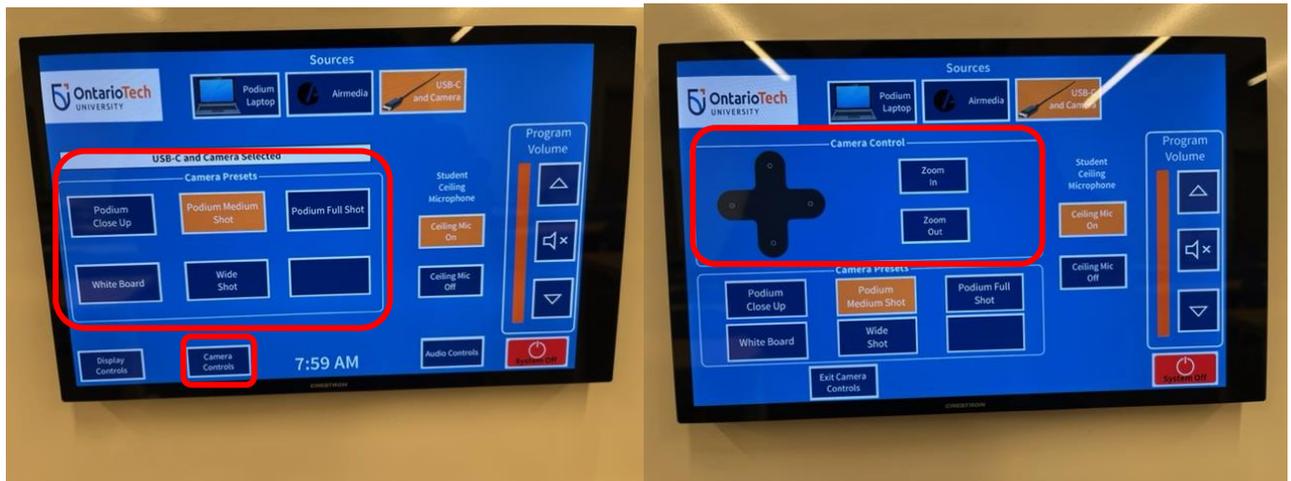
- Select YouTube and select **Share**.
- You are now sharing a video with your remote class. You can pause or stop at any time.

Setting up the class view and microphone for remote students

Class view

- Use the Touch panel to set the classroom view for your remote students. In “Camera Presets” choose one of the following:
 - Whiteboard
 - Podium Close Up
 - Podium Medium Shot
 - Podium Full Shot
 - Wide Shot

Additional camera controls are done by selecting “Camera Controls”



Microphones

- Locate the Lapel microphone on the podium for use.



Remember to place microphone back in charger when finished.

Student Ceiling Microphones

- Use the touchscreen to turn ceiling microphones on and off. The light on the ceiling microphones will change from **Red** when muted to **Green** when active.

