Connecting to the Vaddio flexible hybrid audio visual equipment

Instruction Manual

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

These instructions will be reviewed periodically for accuracy and will be updated as needed.

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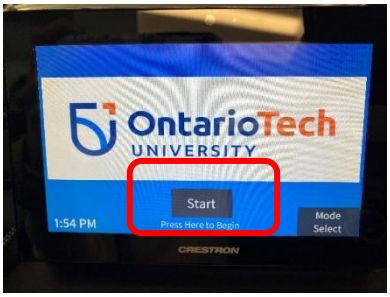
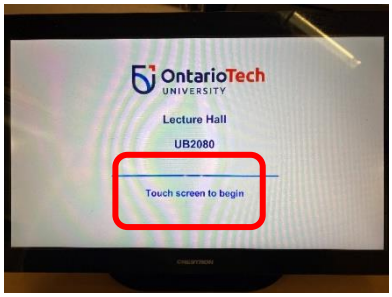
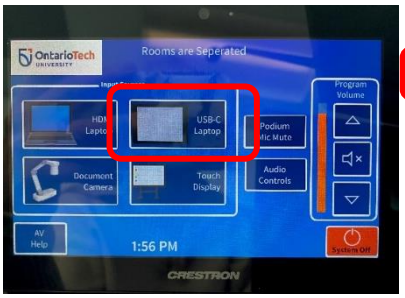
Connecting to the projector and hybrid equipment

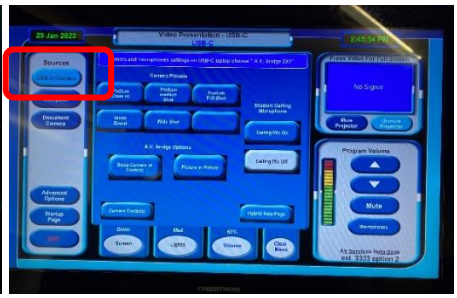
- Locate the touchpad on the podium or wall of the room, select the screen to begin either by tapping on the **Start/Lecture** button or anywhere on the screen as some of the screens differ in format. Wait for the system to start up.

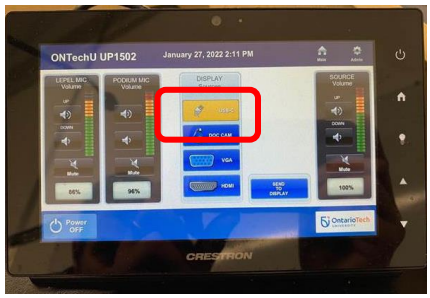




- Locate and select the USB-C button on the touchpad. The names may differ (i.e. **USB-C Laptop**, **USB-C + Camera**, **USB-C**).







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

- Turn on the monitor(s) located on the podium if they don't turn on automatically.
- Your laptop desktop screen should now be displayed on the monitors, TV and projector screens.

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

Learning about microphones

Handheld microphone

- Locate the microphone on the podium for use. There are two different microphones available.

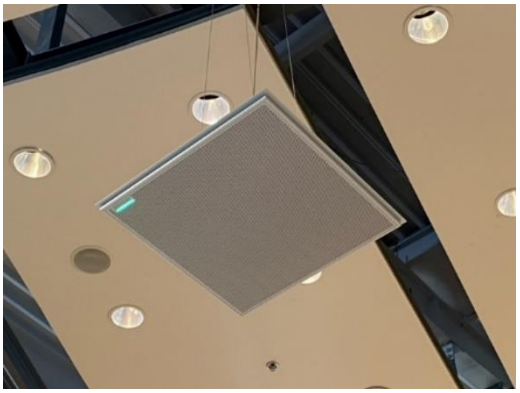
Rechargeable Lapel microphone

Handheld microphone

Please turn off the microphones and place them in the charger at the end of each class.

Ceiling microphone

- Shure ceiling microphones have been added for remote students to hear questions and discussions from IN-CLASS students.
- Use the buttons on the keypad to either turn on the ceiling microphone or to turn it off.

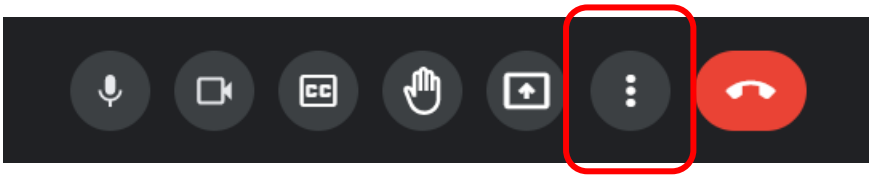


Google Meet: Setting hybrid equipment

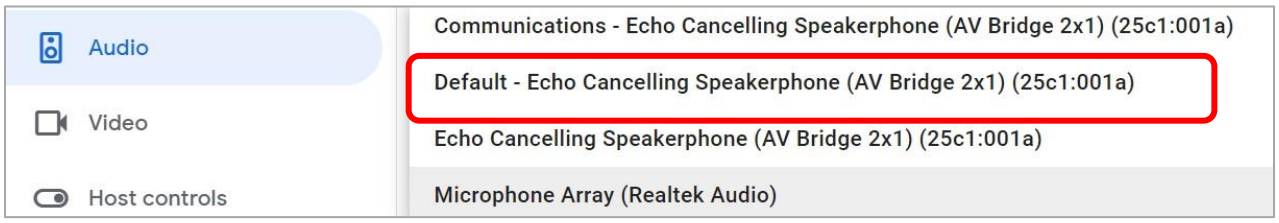
Setting your audio and video preferences

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.

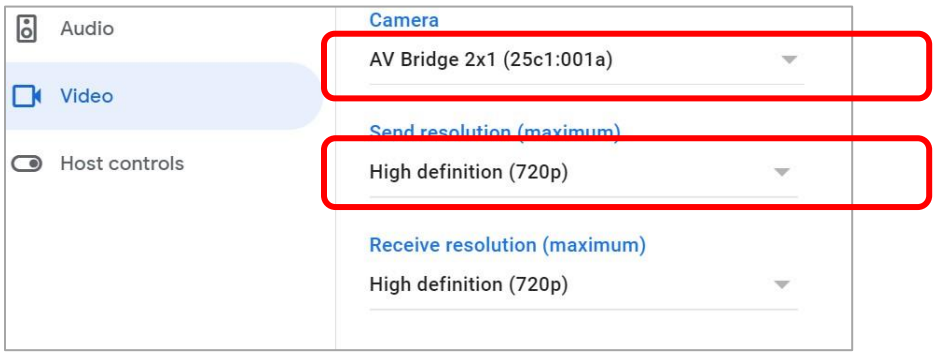
- Open your Google Meet link.
- Select the three dots located on the bottom of the screen.



- Select **Settings** from the menu.
- Under the **Audio** tab select as the following:
  - Microphone: Echo Cancelling Speakerphone (AV Bridge 2x1)
  - Speakers: Echo Cancelling Speakerphone (AV Bridge 2x1)



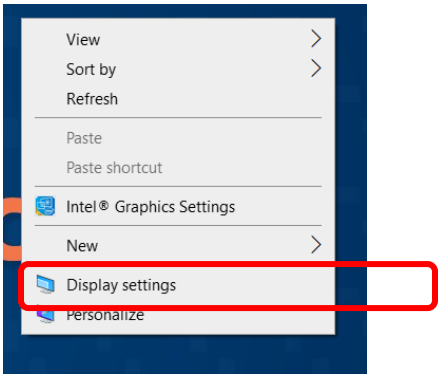
- Under the **Video** tab, select as the following:
  - Camera: AV Bridge 2x1
  - Send resolution (maximum): High definition (720p)
  - Receive resolution (maximum): High definition (720p)
  - See picture on next page >



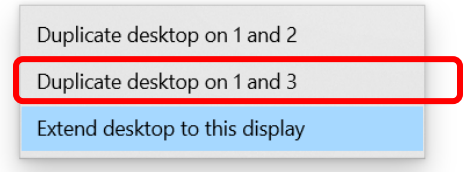
Setting your monitor display

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.

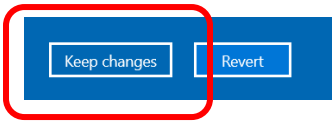
- Right-click on your desktop and select **Display Settings**.



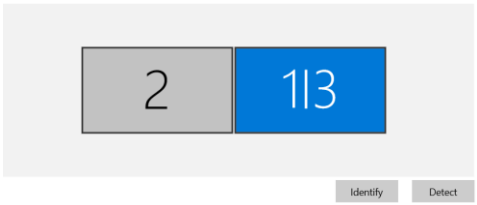
- Scroll down to **Multiple displays** section and select **Duplicate on 1 and 3**.



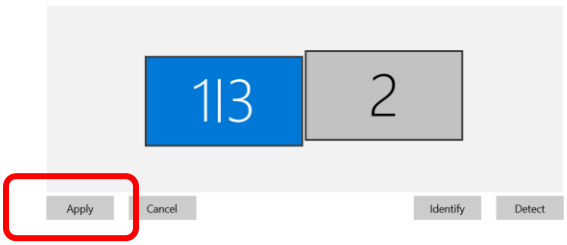
- Select **Keep changes**.



- 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**.



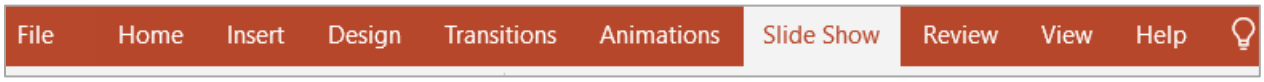
Please note: to learn how to connect and use the Flip in the room.

Review the Flip tab.

- 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.

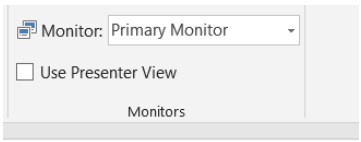
Setting up Power Point view

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



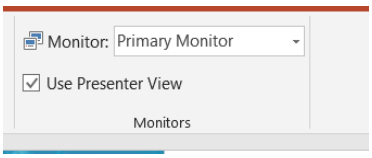
Option 1: Present slides (without notes visible to the students)

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



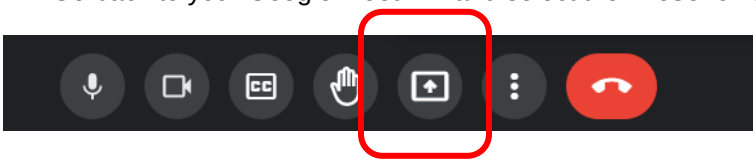
Option 2: Present slides (with notes visible to the students)

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

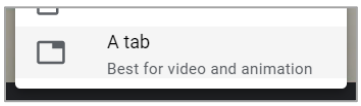


Playing and sharing a video

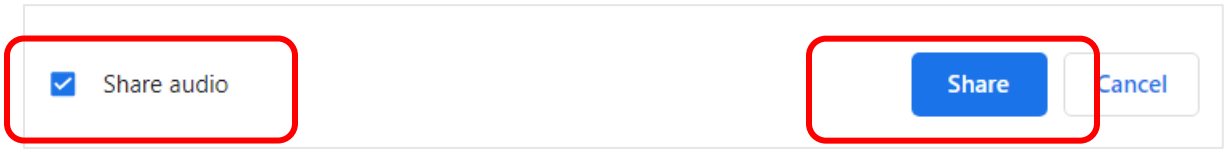
- Open the video you wish to play in a separate tab on the same browser.
- Go back to your Google Meet link and select the **Present now** button.



- Select the **A tab** option.



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



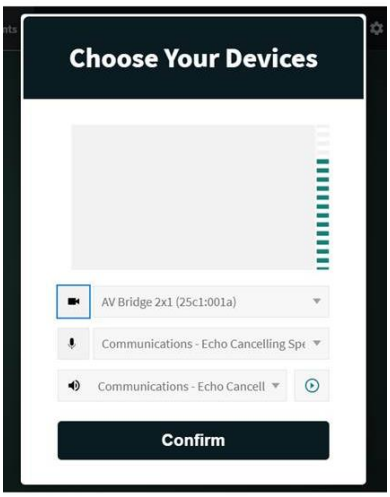
- You are now sharing a video with your remote class. You can pause or stop at any time.

Kaltura: Setting hybrid equipment with Kaltura

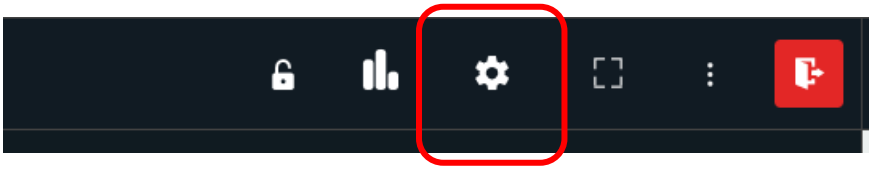
Setting your audio and video preferences

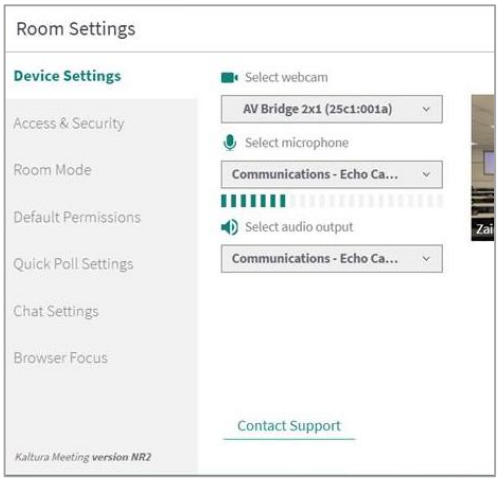
Please note: This set of instructions is required to be completed in the room with Flexible Hybrid Learning equipment and are one-time set up. Once set, your laptop should remember your preferences and connect every time.

- Open your Kaltura link.
- Select the following once the **Choose Your Devices** prompt displays:
    - Under the **camera icon**: AV Bridge 2x1
    - 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

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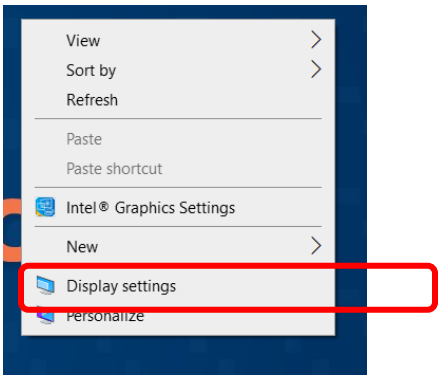
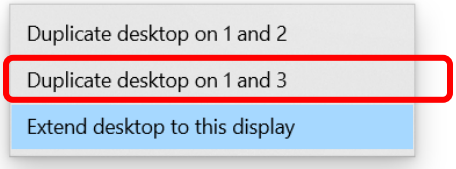
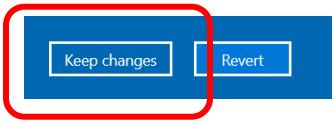
- Right-click on your desktop and select **Display Settings**.



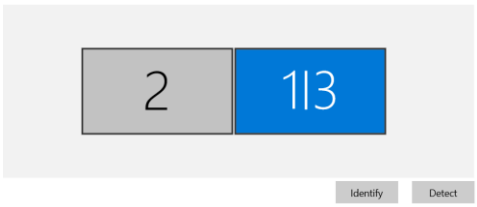
- Scroll down to **Multiple displays** section and select **Duplicate on 1 and 3**.



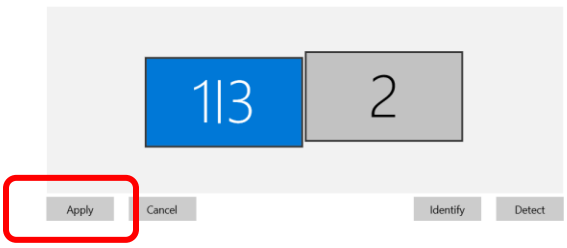
- Select **Keep changes**.



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



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



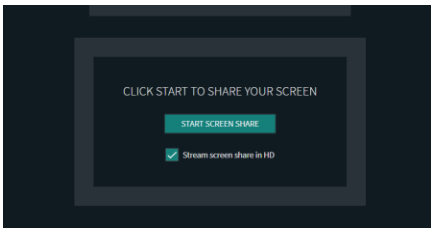
Please note: to learn how to connect and use the Flip in the room.

Review the Flip tab.

- 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

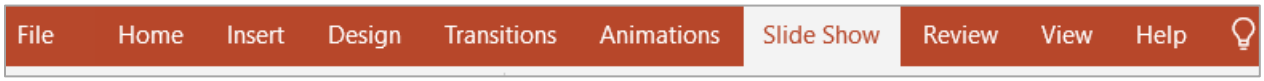
- Open Power Point and select the slides you would like to share.
- Go back to your Kaltura link and select **Start Screen Share**.



- Select the **Window** tab.

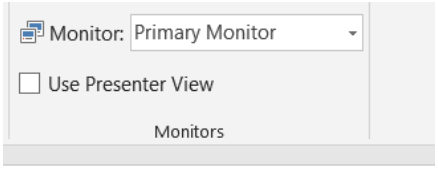
- Select your slides and click **Share.**

- Select the **Slide Show** tab.



Option 1: Present slides (<u>without</u> notes visible to the students)

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



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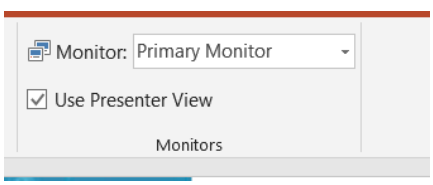
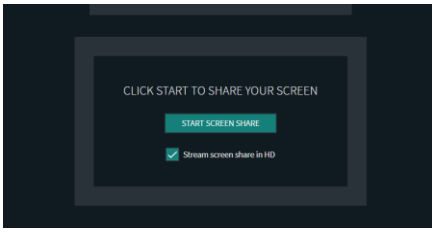


Playing and sharing a video

- 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**.

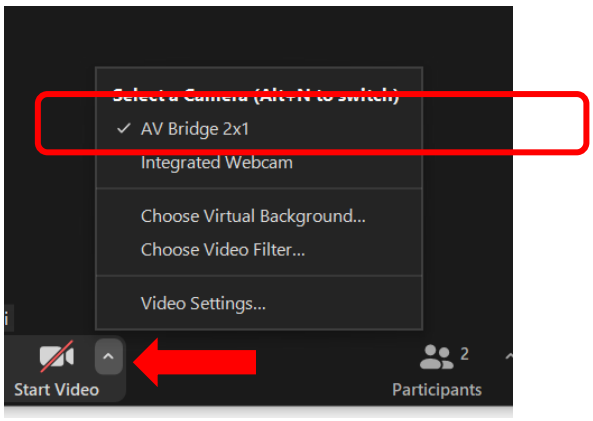
- You are now sharing a video with your remote class. You can pause or stop at any time.

Zoom: Setting hybrid equipment

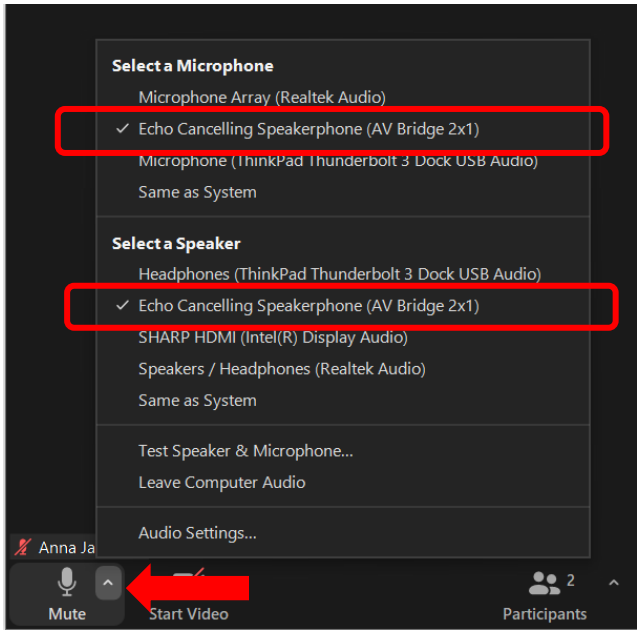
Setting your audio and video preferences

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 **AV Bridge 2x1**.



- Select the **Mute** arrow up and select as follows:
  - Under **Select a Microphone** menu, select: **Echo Cancelling Speakerphone (AV Bridge 2x1)**
  - Under **Select a Speaker** menu, select: **Echo Cancelling Speakerphone (AV Bridge 2x1)**



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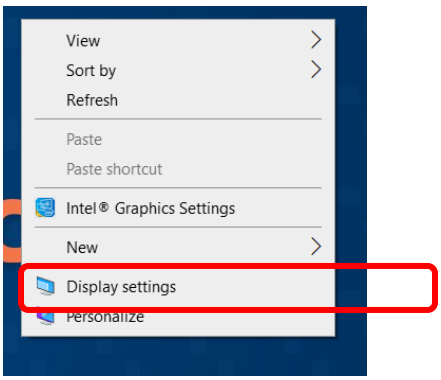

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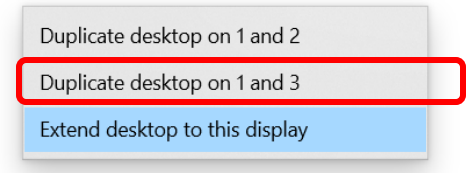

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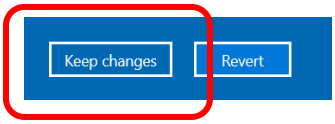

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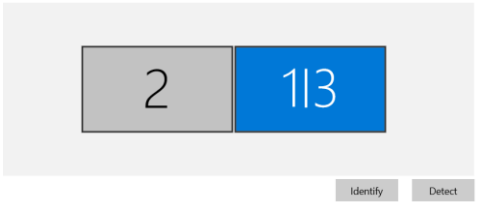

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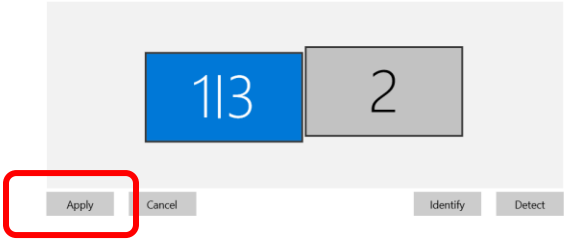

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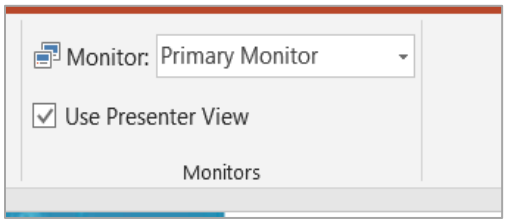

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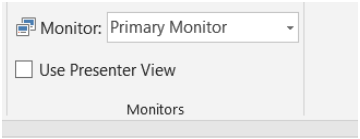
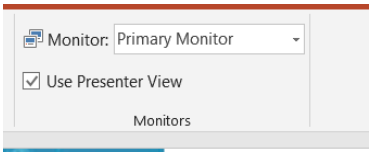
- Select the Monitor: menu and select Primary Monitor.
- Make sure the Use **Presenter View** box is left empty.



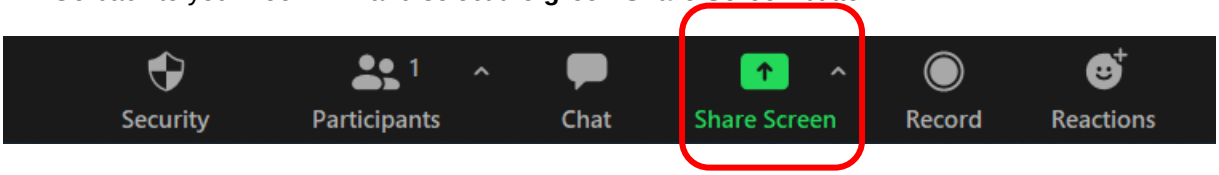
Option 2: Present slides (with notes visible to the students)

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

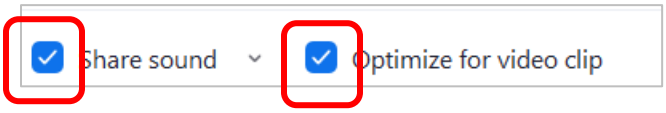


Playing and sharing a video

- Open the video you wish to play in a separate tab on the same browser.
- Go back to your 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:

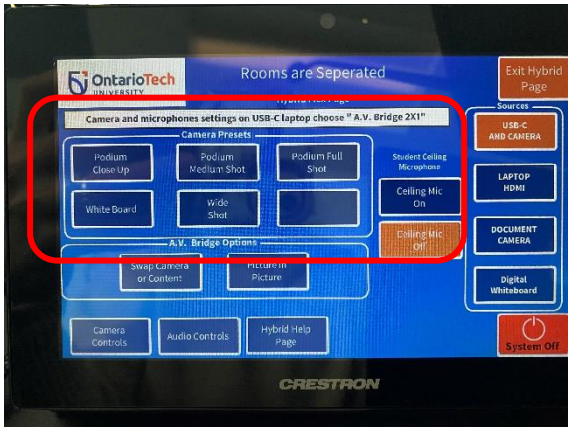


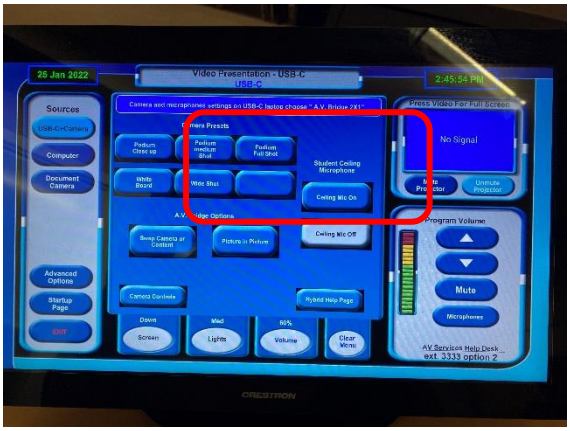
- Select YouTube and select **Share**.
- You are now sharing a video with your remote class. You can pause or stop at any time.

Setting up class view for remote students

Class view

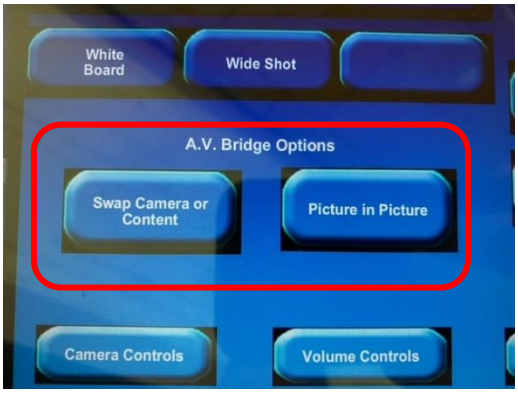
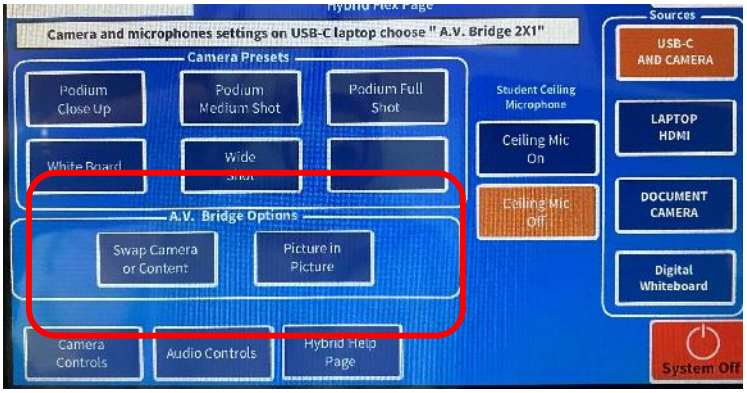
- Use the keypad to set the classroom view for your remote students. Select a closer view to the below areas:
    - Podium close up
    - Podium medium shot
    - Podium full shot
    - White board
    - Wide shot





Other view options

- Other option to switch between views, is to use the **Swap Camera or Content** or **Picture in Picture** buttons.
- **Swap Camera or Content** and **Picture in Picture** buttons gives you the ability to show online students what is being presented on the projector in the classroom.

    - Swap Camera or Content - either room camera or podium content
    - Picture in Picture - room camera and podium content side by side

For example, if you are using the document camera, Samsung Flip, or any other device connected to the podium **Swap Camera or Content** or **Picture in Picture** is also displayed to online students as well.