



# Connecting to the Vaddio flexible hybrid audio visual equipment

Instruction Manual

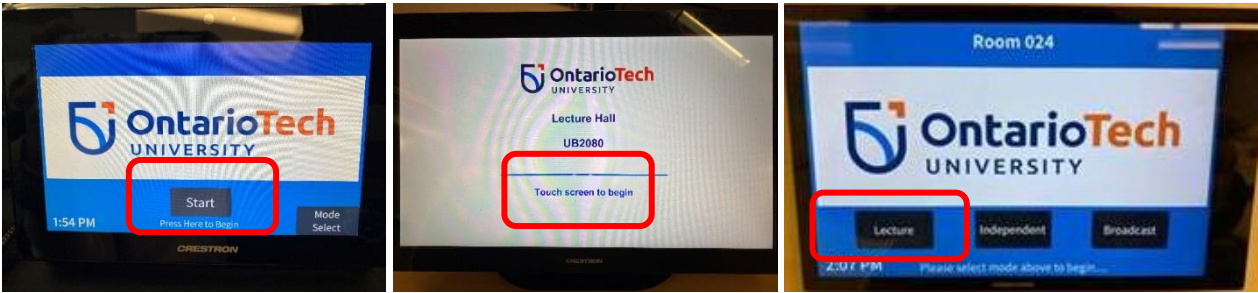
For technical issues,  
please contact the  
IT Service Desk at  
905.721.3333 or ext. 3333,  
OPTION #4.

## Table of Contents

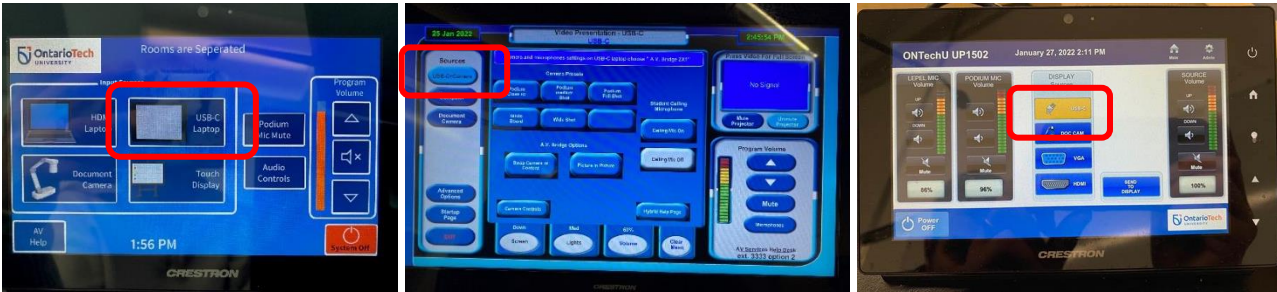
Connecting to the projector and hybrid equipment .....	2
Learning about microphones .....	3
Google Meet: Setting hybrid equipment.....	5
Setting your audio and video preferences.....	5
Setting your monitor display .....	6
Setting up Power Point view.....	7
Playing and sharing a video .....	7
Kaltura: Setting hybrid equipment with Kaltura .....	8
Setting your audio and video preferences.....	8
Setting your monitor displays .....	9
Playing and sharing a video .....	11
Zoom: Setting hybrid equipment.....	12
Setting your audio and video preferences.....	12
Setting your monitor display .....	13
Setting up Power Point view.....	14
Playing and sharing a video .....	14
Setting up class view for remote students.....	15

# Connecting to the projector and hybrid equipment

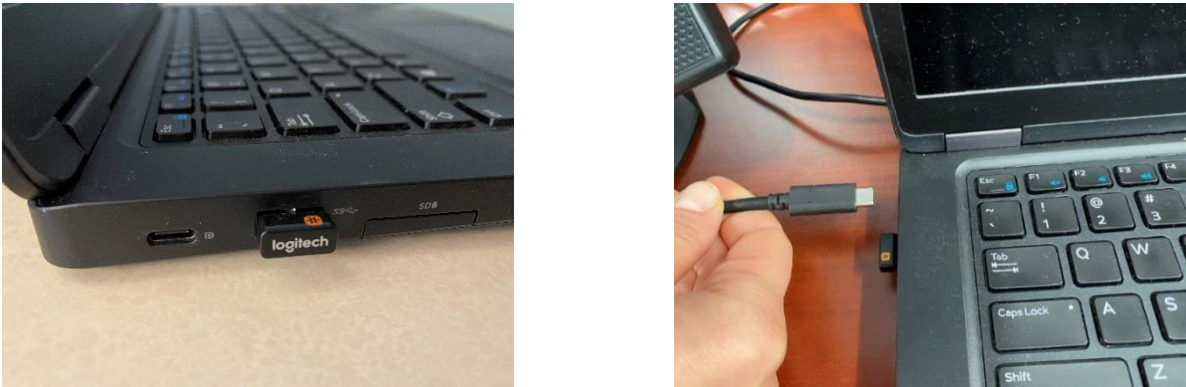
- Locate the touchpad on the podium or wall of the room, select the screen to begin either by tapping on the **Start/Lecture** button or anywhere on the screen as some of the screens differ in format. Wait for the system to start up.



- 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



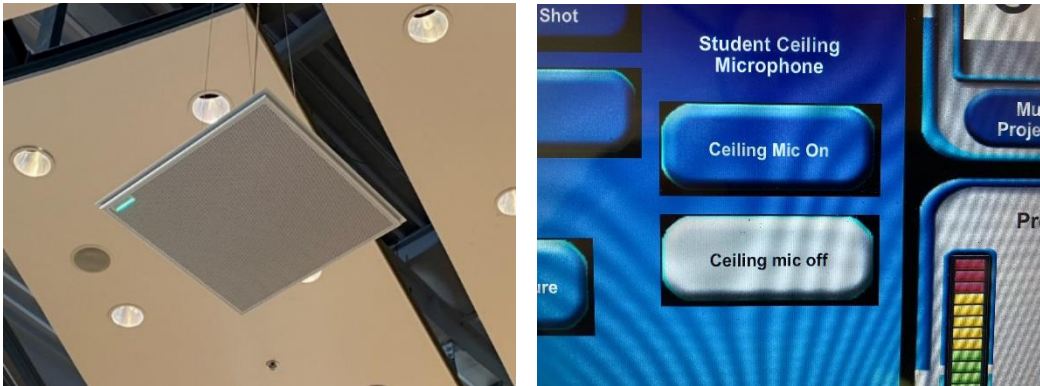
### Handheld microphone



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.

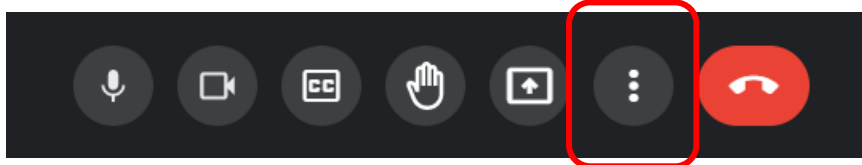


## Google Meet: Setting hybrid equipment

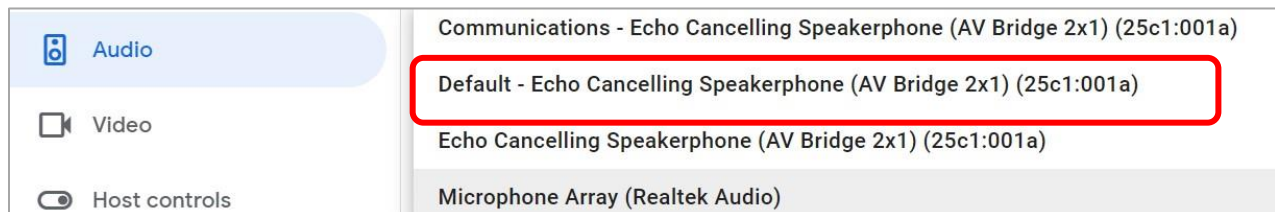
### Setting your audio and video preferences

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.

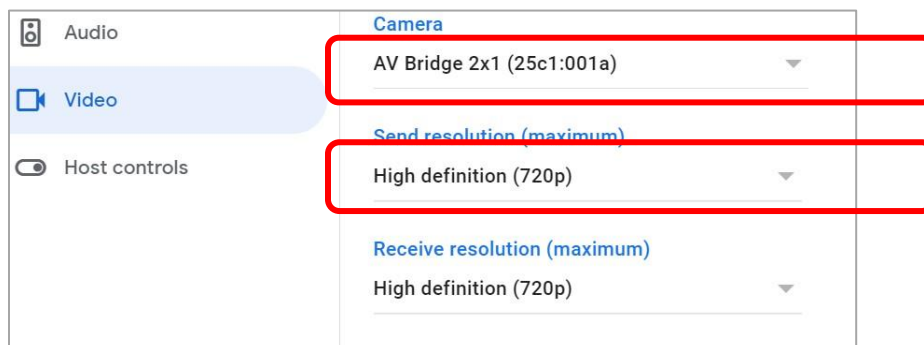
- Open your Google Meet link.
- Select the three dots located on the bottom of the screen.



- 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)



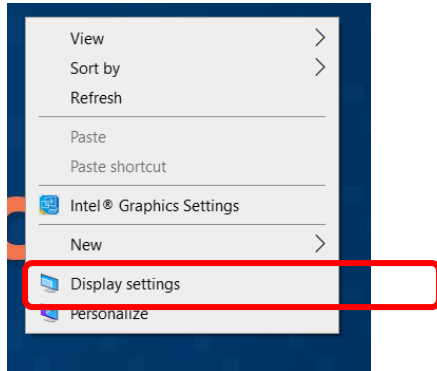
- Under the **Video** tab, select as the following:
  - Camera: AV Bridge 2x1
  - Send resolution (maximum): High definition (720p)
  - Receive resolution (maximum): High definition (720p)
  - See picture on next page >



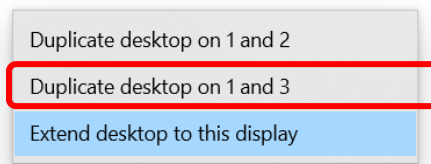
## Setting your monitor display

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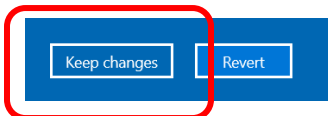
- Right-click on your desktop and select **Display Settings**.



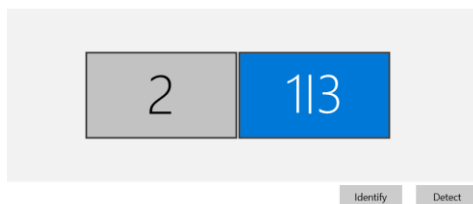
- Scroll down to **Multiple displays** section and select **Duplicate on 1 and 3**.



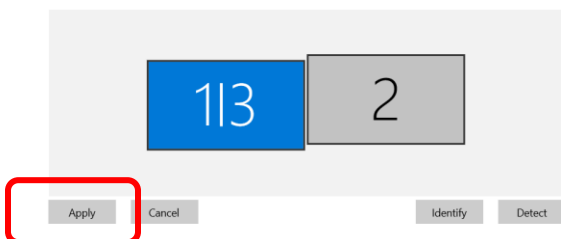
- Select **Keep changes**.



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



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



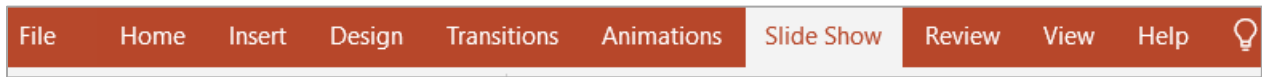
Please note: to learn how to connect and use the Flip in the room.

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.

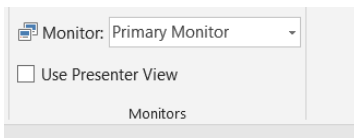
## Setting up Power Point view

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



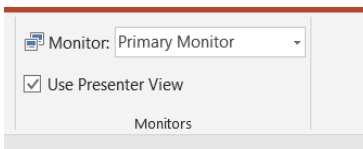
Option 1: Present slides (without notes visible to the students)

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



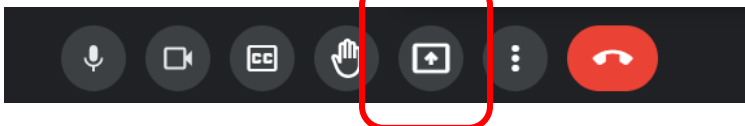
Option 2: Present slides (with notes visible to the students)

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

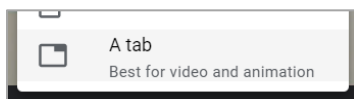


## Playing and sharing a video

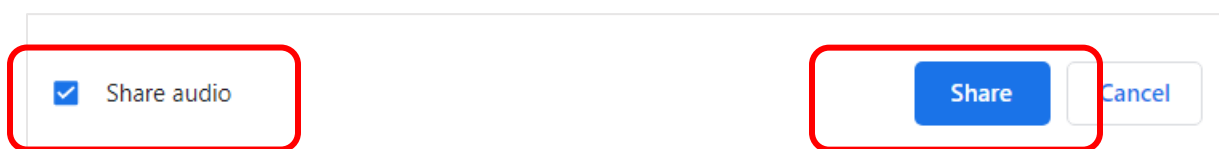
- Open the video you wish to play in a separate tab on the same browser.
- Go back to your Google Meet link and select the **Present now** button.



- 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.

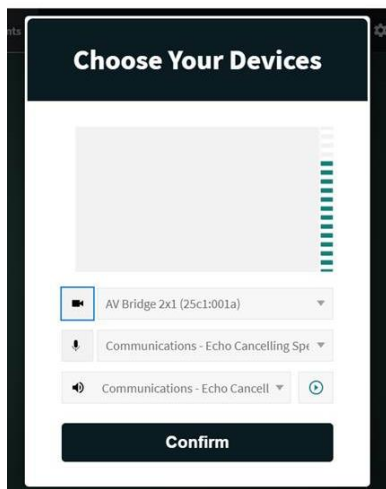


## Kaltura: Setting hybrid equipment with Kaltura

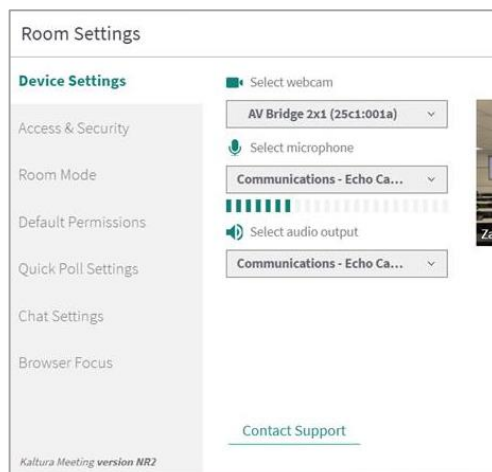
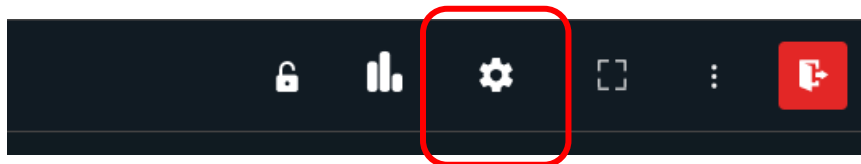
### Setting your audio and video preferences

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



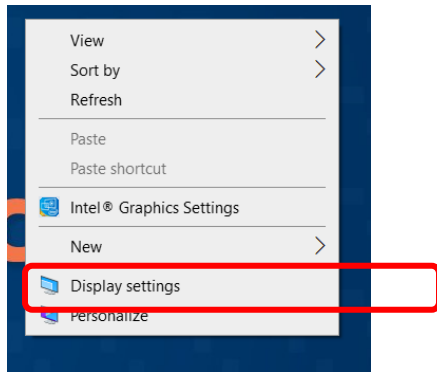
- Another option is to select the gear icon located on the left side top banner and select your audio video as below.



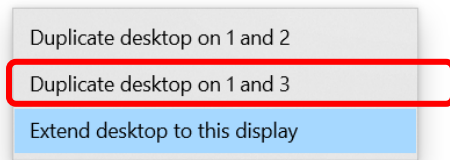
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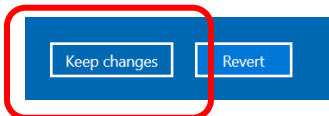
- Right-click on your desktop and select **Display Settings**.



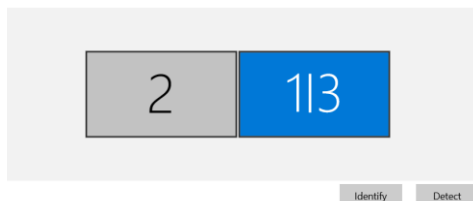
- Scroll down to **Multiple displays** section and select **Duplicate on 1 and 3**.



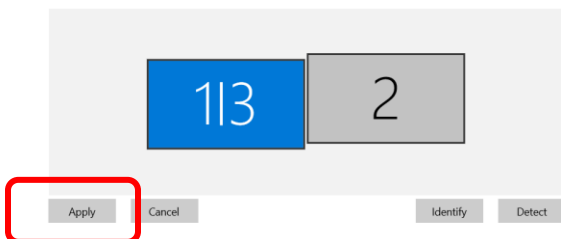
- Select **Keep changes**.



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



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



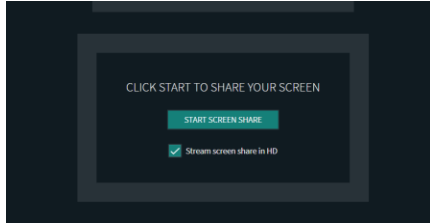
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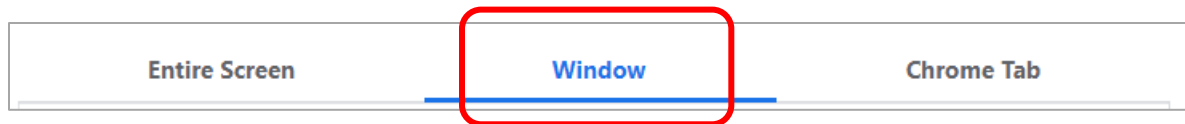
- Exit the **Settings** page.
- Now you can drag the Google Meet screen to the external monitor which should be presented on the TV in the front of the room and not the projector screen.

## 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**.

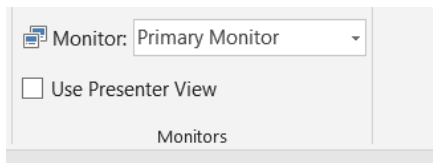


- Select the **Slide Show** tab.



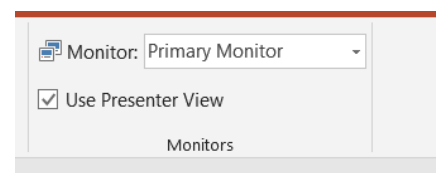
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- Select the Monitor: menu and select Primary Monitor.
- Make sure the Use **Presenter View** box is left empty.



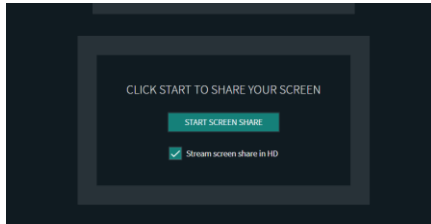
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- Select the Monitor: menu and select Primary Monitor.
- Make sure the Use **Presenter View** box is checked off.

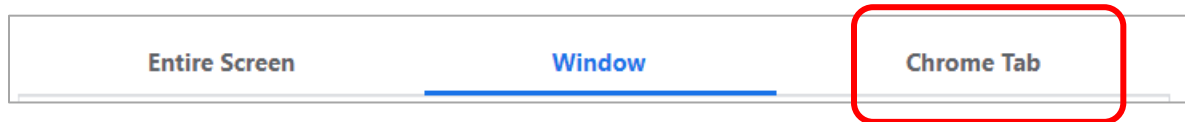


## Playing and sharing a video

- 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**.



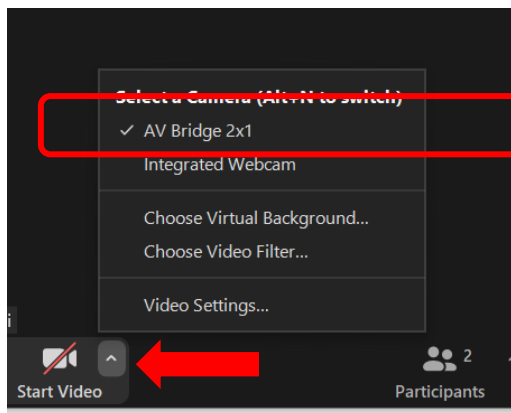
- You are now sharing a video with your remote class. You can pause or stop at any time.

## Zoom: Setting hybrid equipment

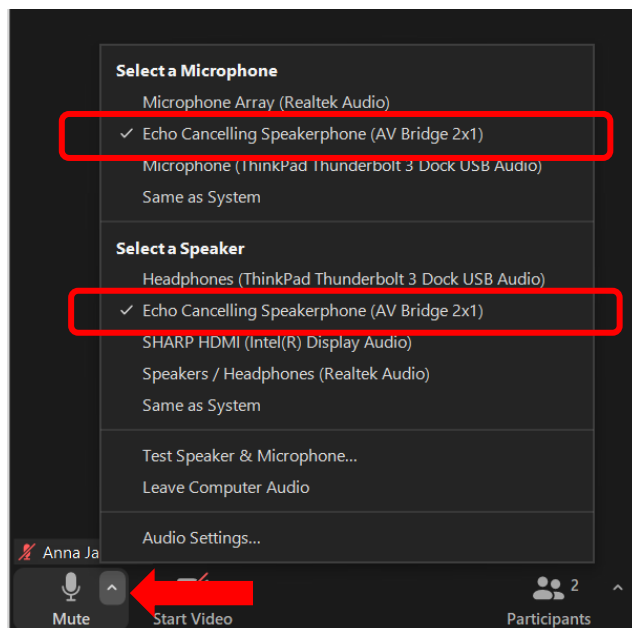
### Setting your audio and video preferences

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- Open your Zoom link.
- Select the **Start Video** arrow up to open up the camera menu and select **AV Bridge 2x1**.



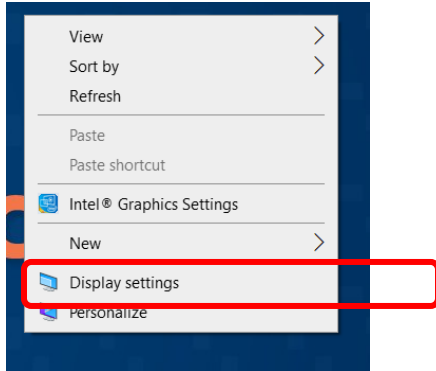
- Select the **Mute** arrow up and select as follows:
  - Under **Select a Microphone** menu, select: **Echo Cancelling Speakerphone (AV Bridge 2x1)**
  - Under **Select a Speaker** menu, select: **Echo Cancelling Speakerphone (AV Bridge 2x1)**



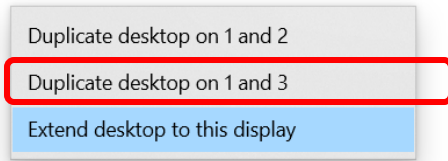
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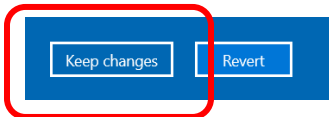
- Right-click on your desktop and select **Display Settings**.



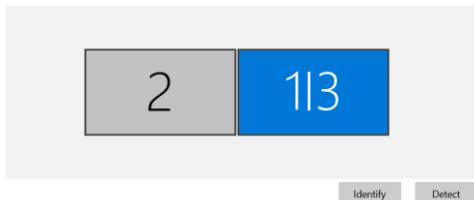
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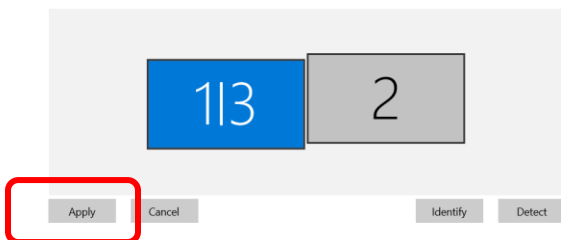
- Select **Keep changes**.



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



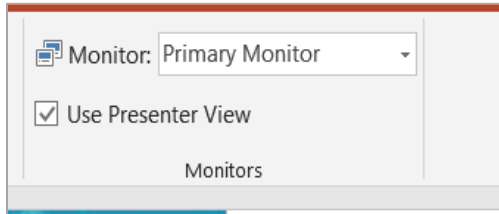
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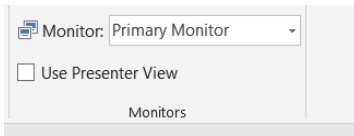
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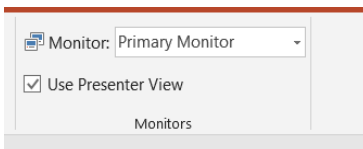
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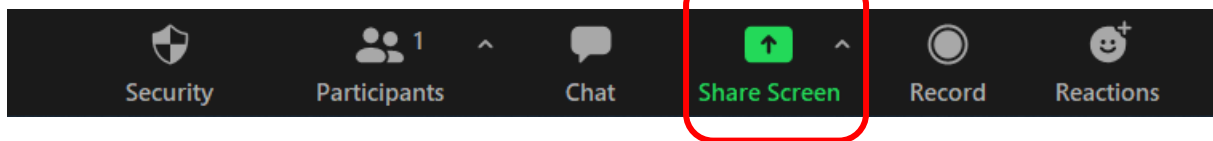
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- Make sure the Use **Presenter View** box is checked off.

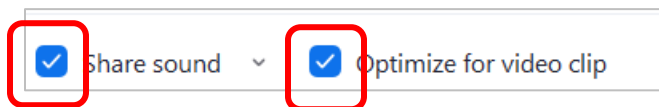


## Playing and sharing a video

- 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:

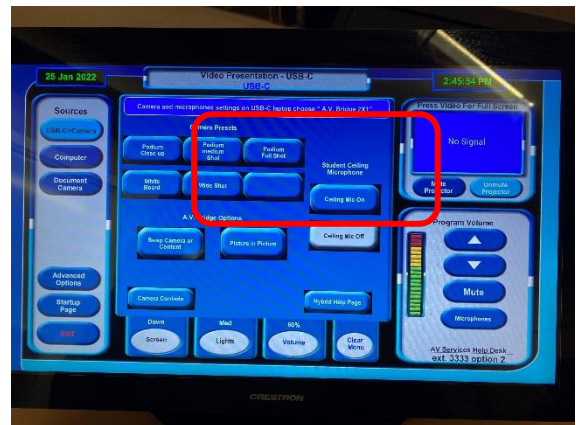
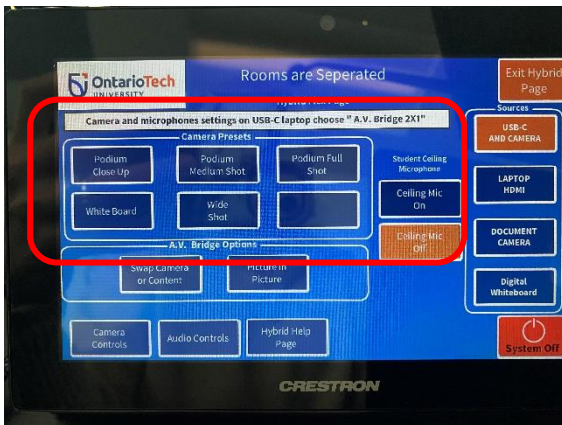


- Select YouTube and select **Share**.
- You are now sharing a video with your remote class. You can pause or stop at any time.

# 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.

