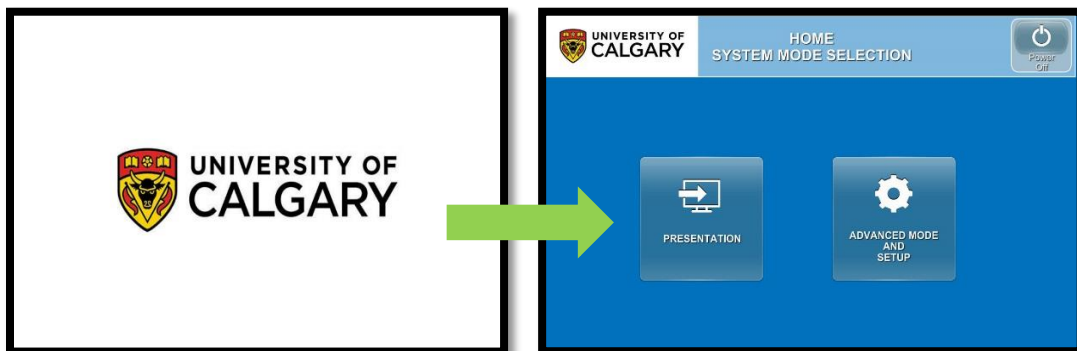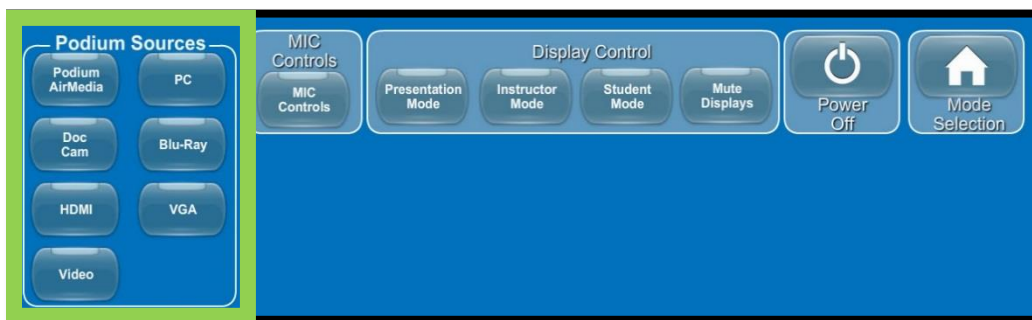**UNIVERSITY OF CALGARY**
HASKAYNE SCHOOL OF BUSINESS

SH 117 Instructor Access Guide

1) If instructors are the first ones in the room, they may have to turn on the front and back monitors using the Sharp remote control or using the power buttons on the base of the monitors.

2) Instructors can turn on and control the AirMedia system in the room via the SH 117 iPad or the touch screen on the podium. There is a power button on the top right corner of the iPad or the top right corner of the podium touch screen.

3) On the SH 117 instructor iPad, instructors will need to make sure the wireless is connected to "SC" (it will not work if the wireless is connected to any of the AIR UC networks).

4) Using the iPad, instructors will select the Crestron application and then immediately see the U of C splash screen. From both the iPad and Podium touch screen, instructors only need to touch the splash screen to be brought to the home system mode selection page:
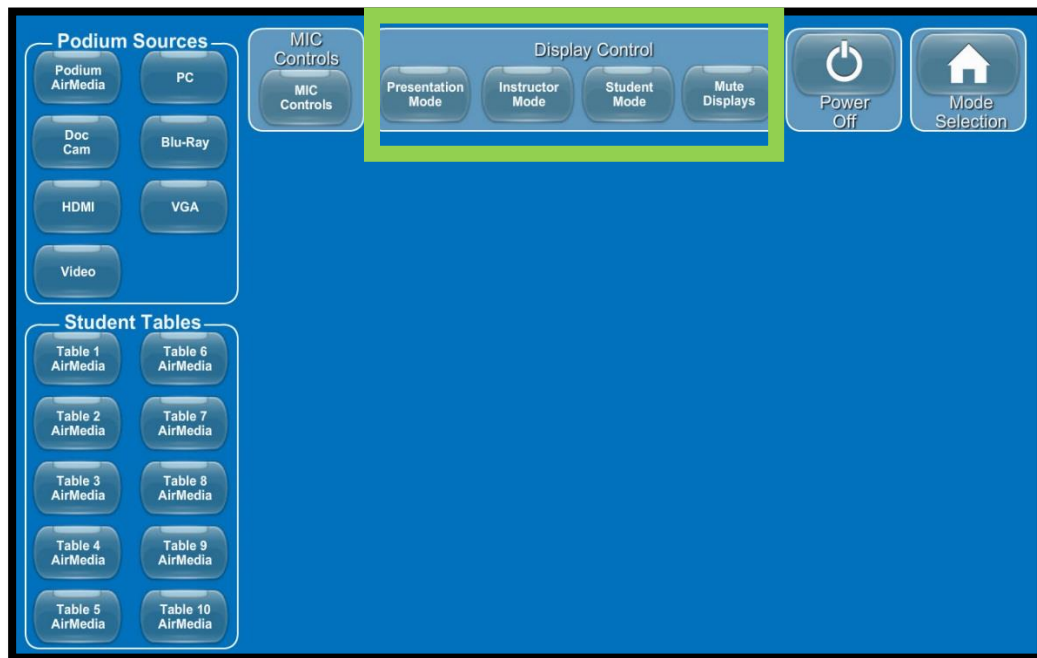

5) When choosing between Presentation and Advanced, instructors will almost always be selecting Presentation. For a description of the Advanced capabilities, please scroll down to the end of this document.

6) Before sending any displays to your front and back monitor or table monitors, you will want to select your podium source. Your options look like this:

Under the heading Podium Sources, you have seven buttons, below is a description of each:

   a. **Podium AirMedia:** If you want to wirelessly connect your personal laptop, tablet, or phone to the AirMedia at the podium and display whatever is on that device, you can do so by selecting Podium AirMedia. For instructions on signing in to the AirMedia, please see the Student User Guide as the process will be identical.

b. **PC:** This is the most common connection to use at the podium. You will just be connected to the podium's computer. This computer can be controlled by the touch screen attached to the podium, by wireless keyboard (which you can carry around the class), or by hardwired keyboard and mouse at the podium. If you have a presentation on a USB, you can insert it into the podium and use the podium PC to share it.

c. **Doc Cam:** Located on the left side of the podium, the Doc Cam can capture any object under its lens.

d. **HDMI:** You can connect a device by HDMI cable.

e. **VGA:** You can connect a device by VGA cable.

f. **Blu-Ray:** In the cabinet under the Doc Cam, Blu-Rays can be inserted but controlled via the touch screen on the podium or the SH 117 iPad.

g. **Video:** In the cabinet under the Doc Cam, DVDs can be inserted into the podium computer and played.

7) Once you've selected the podium source you want, you are ready to decide how you want the classroom monitors to display.

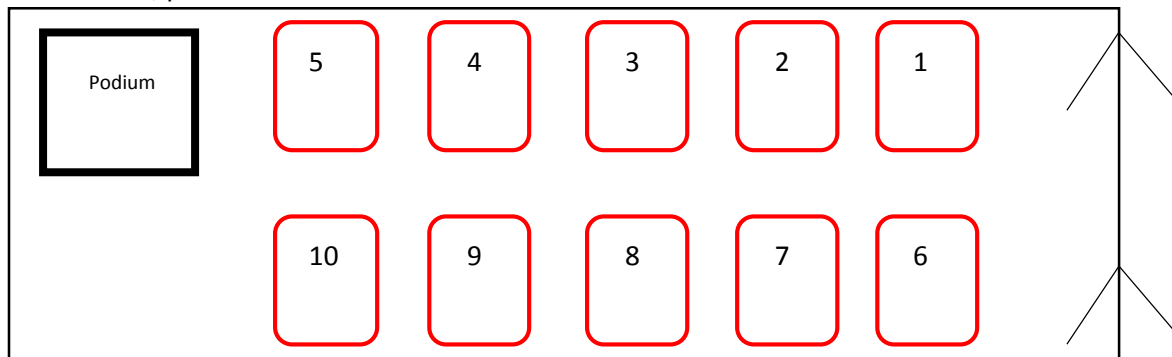Under the heading "Display Control", you have four buttons; below is a description of each:

a. **Presentation Mode**: The instructor can select any podium source and that selection will appear on the two large monitors at the front and back of the room, monitors at the students' tables will be blacked out.

b. **Instructor Mode**: All monitors will show the same view, the instructor can choose whether that's a view from one of the table's monitors or a view from a podium source.

c. **Student Mode**: The front and back monitors will show the view from whatever podium source is selected while each student table monitor shows whatever that group is looking at (either on their iPhone, iPad, Android device, or laptop) as long as they are connected to their table's AirMedia.

d. **Mute Displays:** This button allows you to black out all monitors. When you are getting ready at the beginning of class, you may want to mute display in order to get yourself organized.

8) When switching between display modes, there will be a few seconds where the monitors go black, do not panic, this is normal and will last only moments.

9) If you wish to go back to the initial page, "Home System Mode Selection," just press the home icon:

STUDENT TABLES

- We want to get placards for each table that indicates its number in the Air Media system. Until then, please be aware that this is how the tables are numbered:

MICROPHONES

- Mics are at each table and can be controlled by the instructor from the iPad or the podium touch screen. Instructors can turn on or mute any microphone or combination of microphones in the room from the "Mic Control" area of the touch screen.

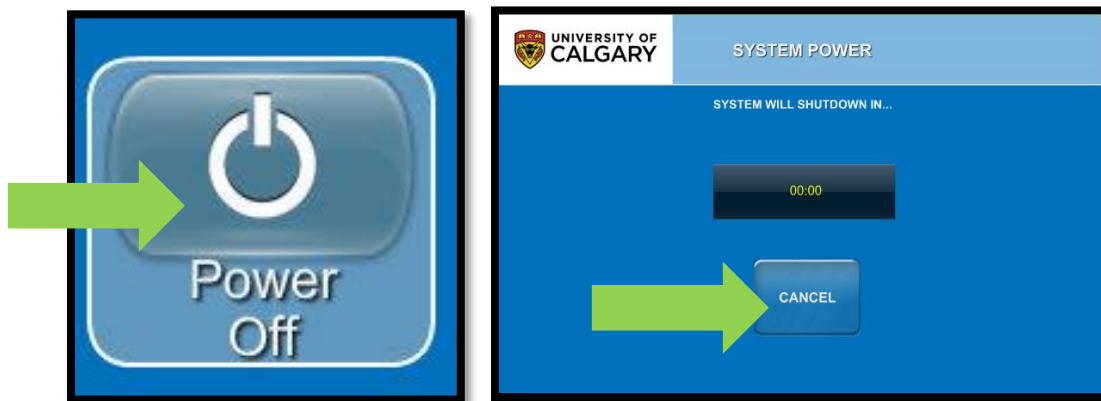- Once you select the "Mic Control" button, you will see your options for controlling the microphones:

- The room will eventually have a gooseneck microphone at the podium for instructors too.

WEBCAM

- Webcams at each table can be plugged in to anyone's laptop, they have their own microphones, separate from the table mics. The web cams are not otherwise integrated into the system.

POWER OFF

- Once your class is done, please turn off the Air Media system. There is a ten second timer so that if you power off by mistake, you can just cancel.

ADVANCED MODE

- NOT FOR BEGINNERS – The instructor can share one table view with some table monitors, while sharing a different table view with other table monitors and still have some table monitors showing the instructor's PC view. Whatever layouts you create can be saved and recalled later. To set this up, you will need to contact CommMedia in advance.