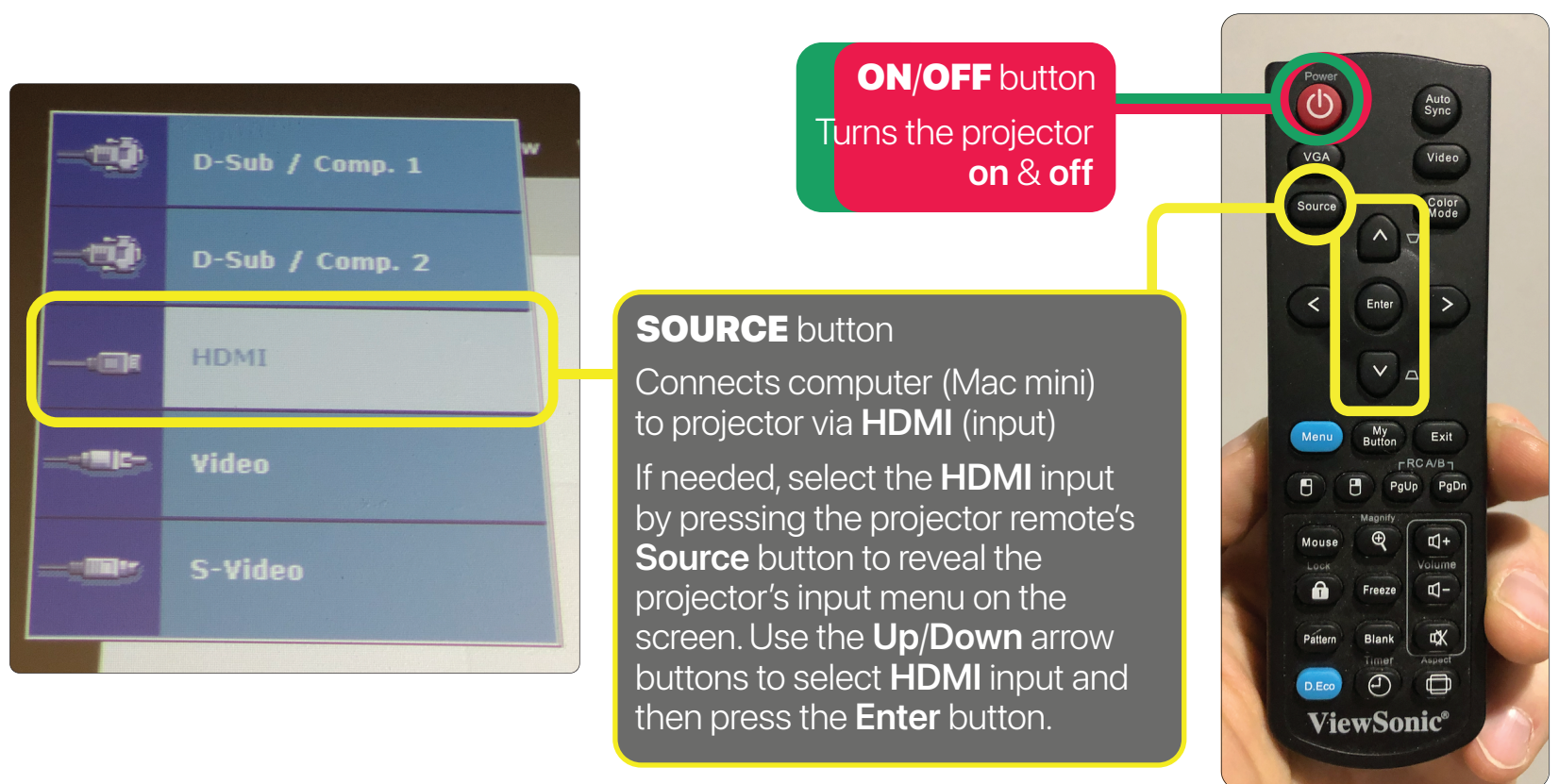


# G219 / Seminar Room | Help Sheet

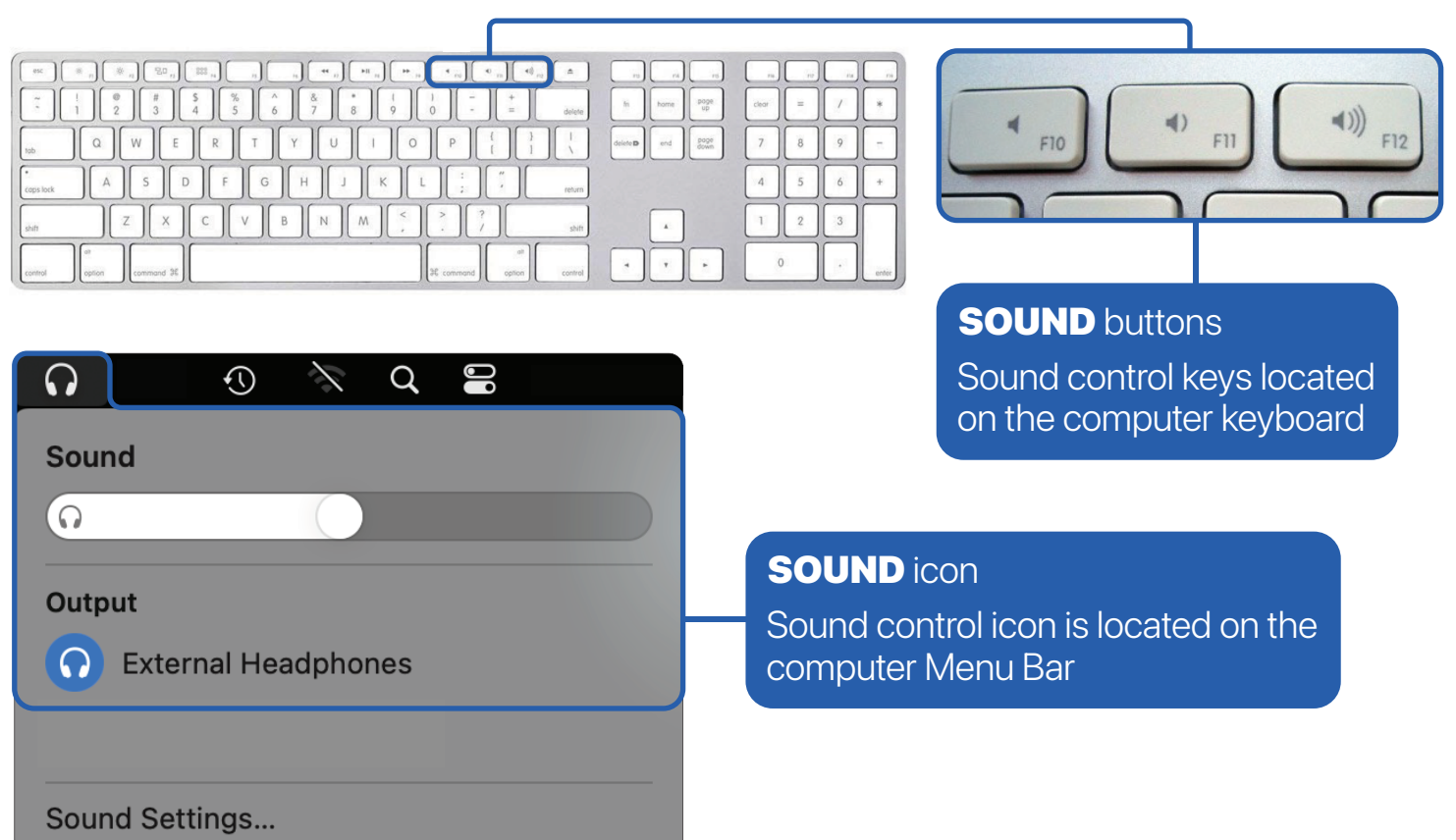
Instructions on how to use the **G219 / Seminar Room** cart's computer, a/v & video conferencing equipment, connected cables, etc.

## 1 PROJECTOR & SOUND Settings

- Projector:**
- To **turn on** the projector, press the **ON/OFF** button on the remote
  - To **turn off** the projector, press the **ON/OFF** button on the remote **twice**
    - Please remember to **turn off** the projector before leaving the room
    - It's best to stand directly 4-6 feet in front of the projector and point the remote directly at it when turning it **ON/OFF**
  - If needed, press the **SOURCE** button and select input **HDMI** to connect the Mac mini to the projector

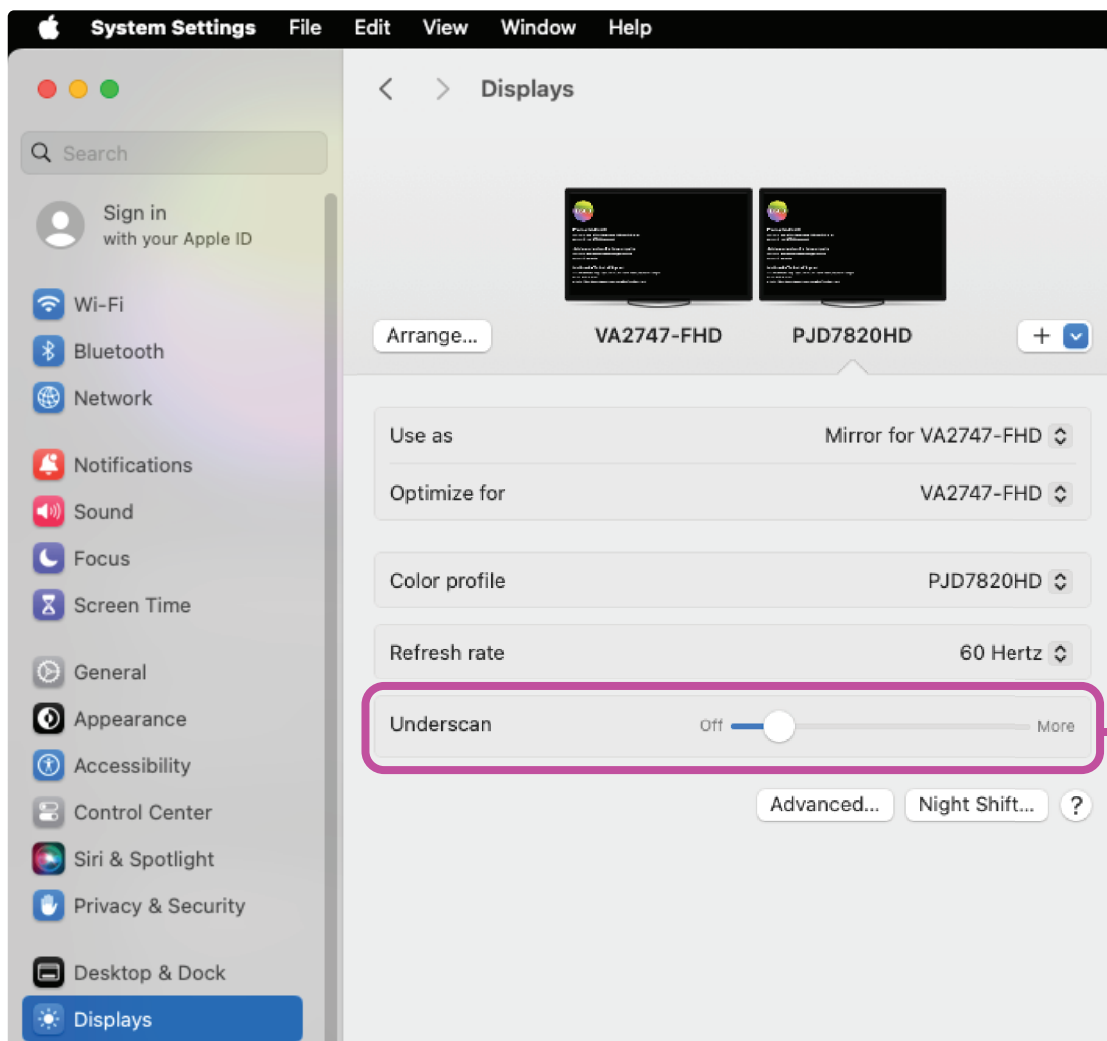


- Sound:**
- Use the **sound controls** on the **keyboard** or in the **Menu Bar** to adjust the **Mac mini's** outputted volume level

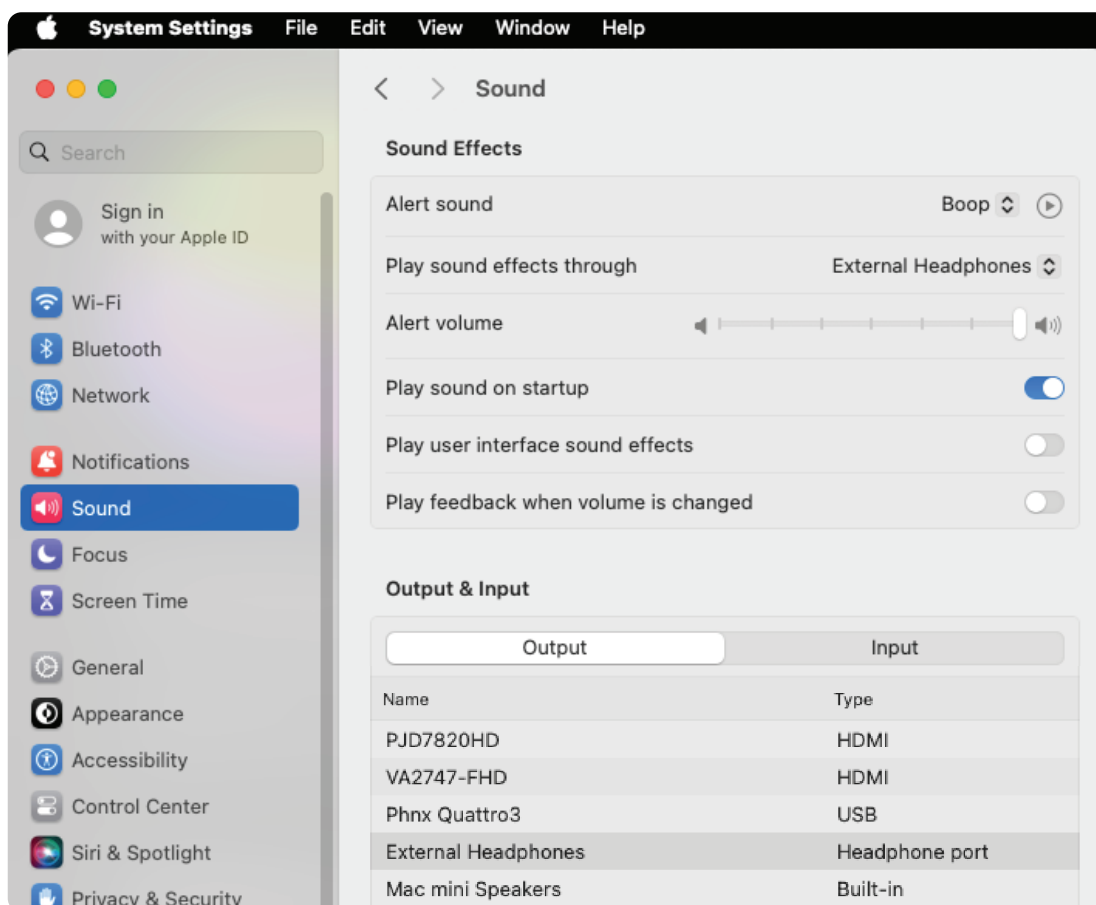


## System Settings | Mac mini (computer)

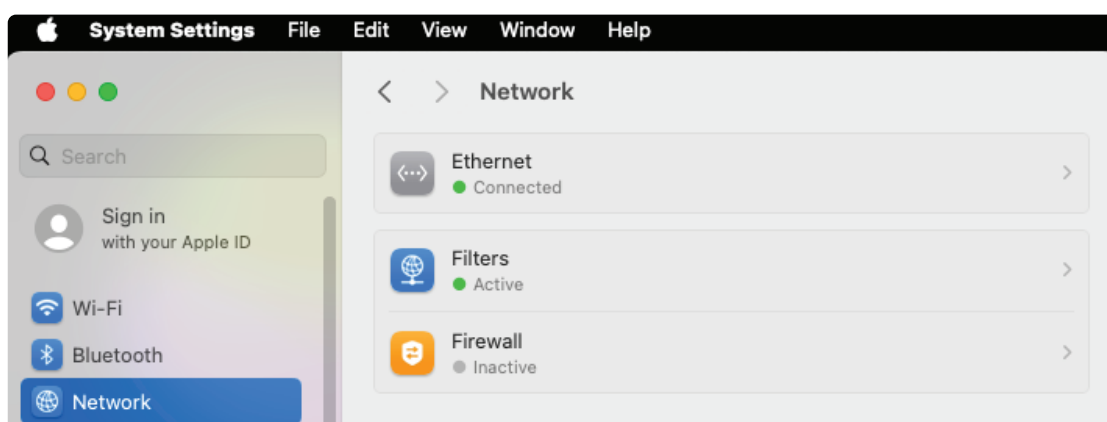
**Check:** ● **VIDEO:** 🍏 > System Settings > Display > PJD7820HD (Mirror/Optimize for VA2747-FHD)



● **SOUND:** 🍏 > System Settings > Sound > Output > External Headphones



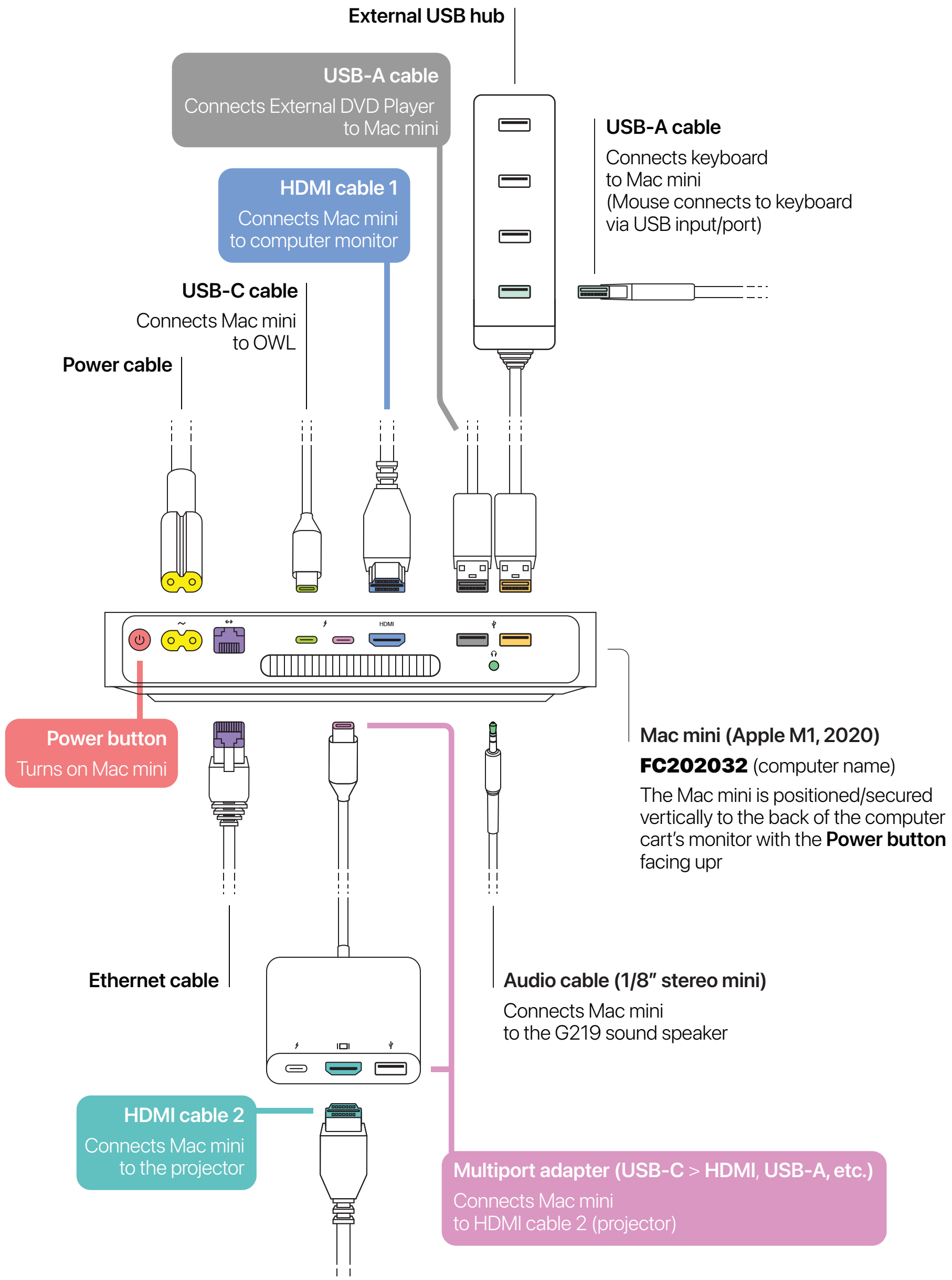
● **INTERNET:** 🍏 > System Settings > Network > Ethernet (Connected)





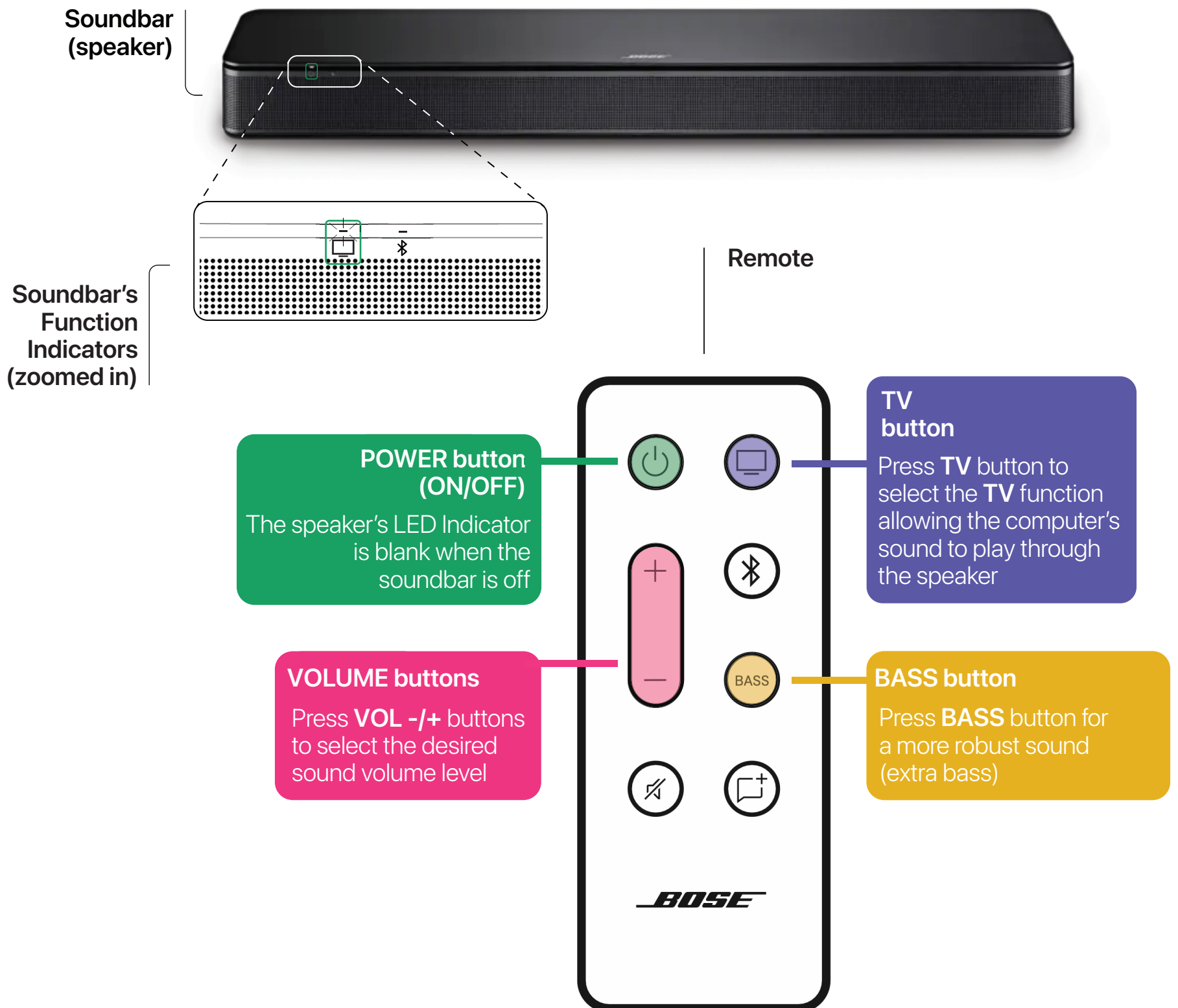
## Check Cable Connections

- Make sure:**
- the **Mac mini** is turned on (press **Power button** if it's turned off)
  - **HDMI cable 1** is firmly attached to the **HDMI port** on the Mac mini
  - the **Multiport adapter** is firmly attached to the **Thunderbolt / USB 4 port** on the Mac mini
  - **HDMI cable 2** is firmly attached to the **HDMI port** on the **Multiport adapter**

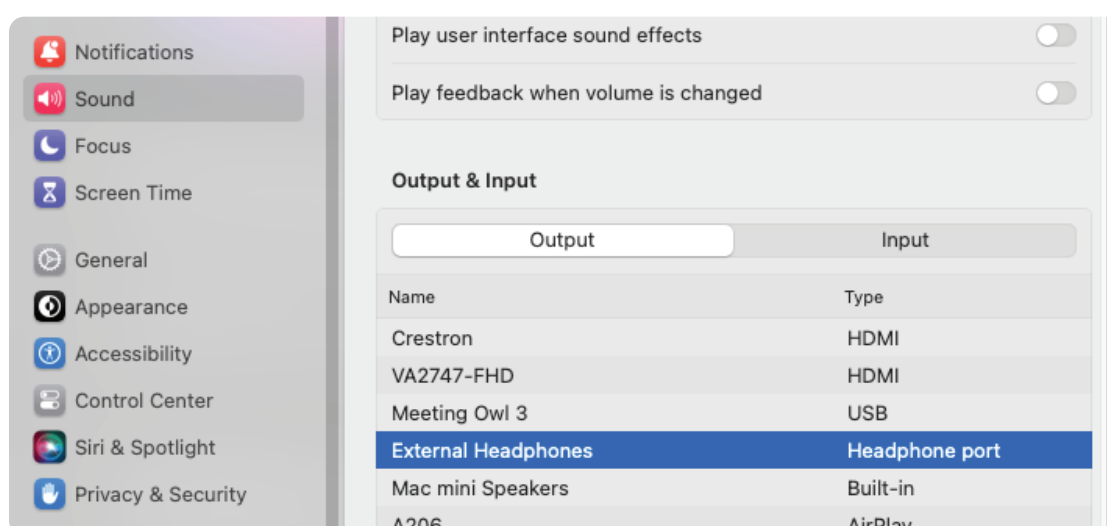


## Speaker | Bose Soundbar

- Speaker:**
- When the **Bose Soundbar** sound bar is turned off the **POWER LED Indicator** is **blank/off**
  - To **turn on** the **Bose Soundbar**, press the remote's **POWER** button located on the remote (top left button)
  - After **turning on** the **Bose Soundbar**, press the remote's **TV** button (top right button) to select the **TV** function (its associated **LED Indicator** turns **solid white**) allowing the computer's sound to play through the speaker via AUX (1/8" stereo mini) cable
  - For a more robust sound (extra bass), press the remote's **BASS** button



- Computer:** ● **SOUND:** **Apple** > System Settings > Sound > External Headphones



## External DVD Player

- The **External DVD Player** is installed vertically on the side of the Mac mini (computer) and connects to it via USB-A cable (see **3 Check Cable Connections**)
- To **open** the **External DVD Player's Disc Tray**, press the **EJECT** button
  - When the **Disc Tray** opens (pops out), carefully place the DVD disc onto it
  - After placing the DVD disc onto the **Disc Tray**, **close** the **External DVD Player** by gently pushing the **Disc Tray** back into the device



- The **External DVD Player** will load the DVD and automatically open the "Viewer" window of **DVD Player**, a software application on the Mac mini
  - If the DVD disc doesn't play automatically, press the Space bar after the disc is recognized
  - Move the pointer anywhere over the "Viewer" window to show the playback controls ~ e.g. click play button to start the DVD's video, click menu button to access the DVD's menu, etc.
  - When finished watching the DVD, close **DVD Player** and move the DVD's icon on the desktop into the trash to eject the disc from the **External DVD Player**

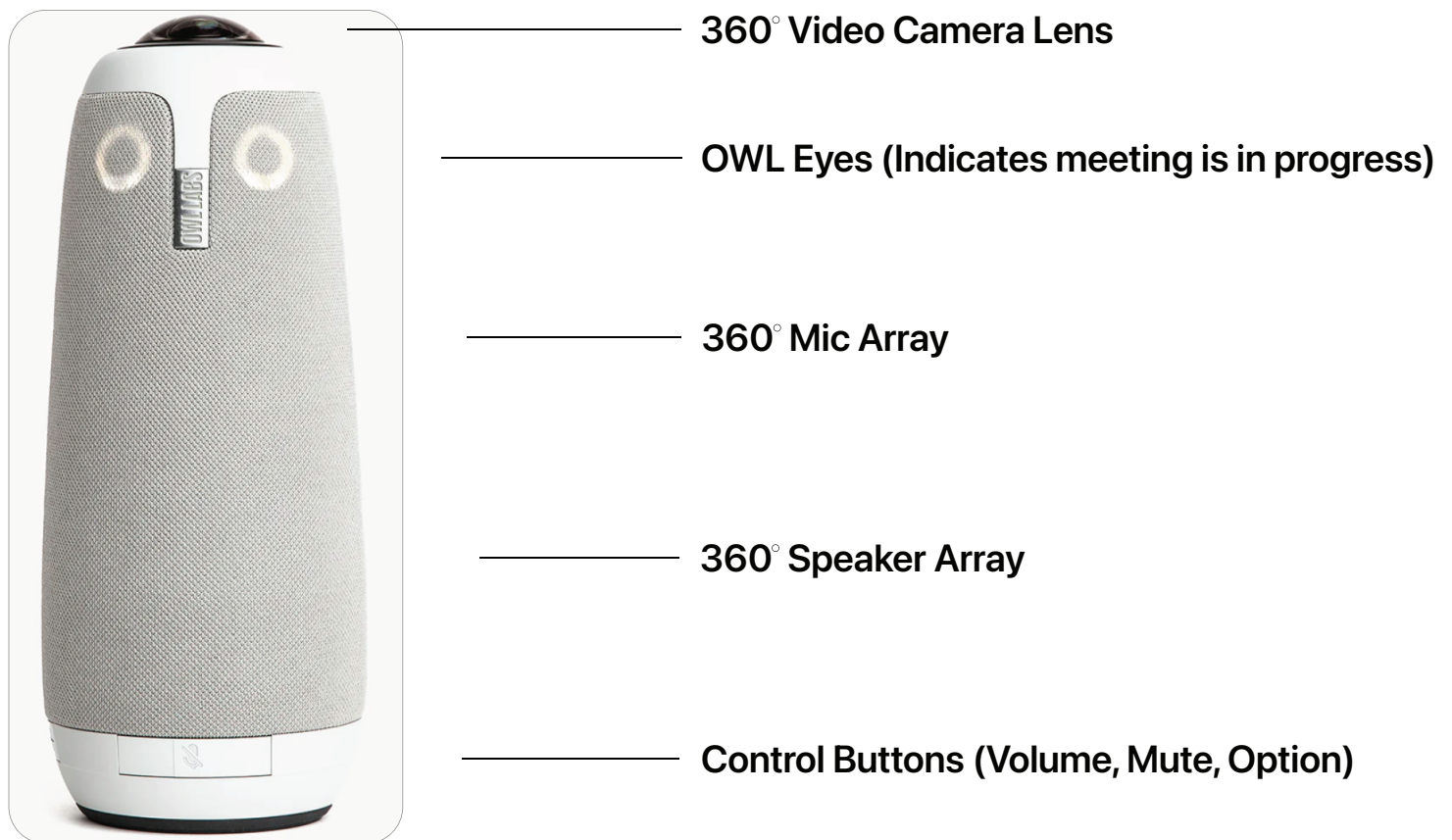


- To manually eject and retrieve the DVD disc from the **External DVD Player**, press the **EJECT** button to **open** the **Disc Tray**
  - When the **Disc Tray** opens (pops out), carefully remove the DVD disc
  - After removing the DVD disc from the **Disc Tray**, **close** the **External DVD Player** by gently pushing the **Disc Tray** back into the device



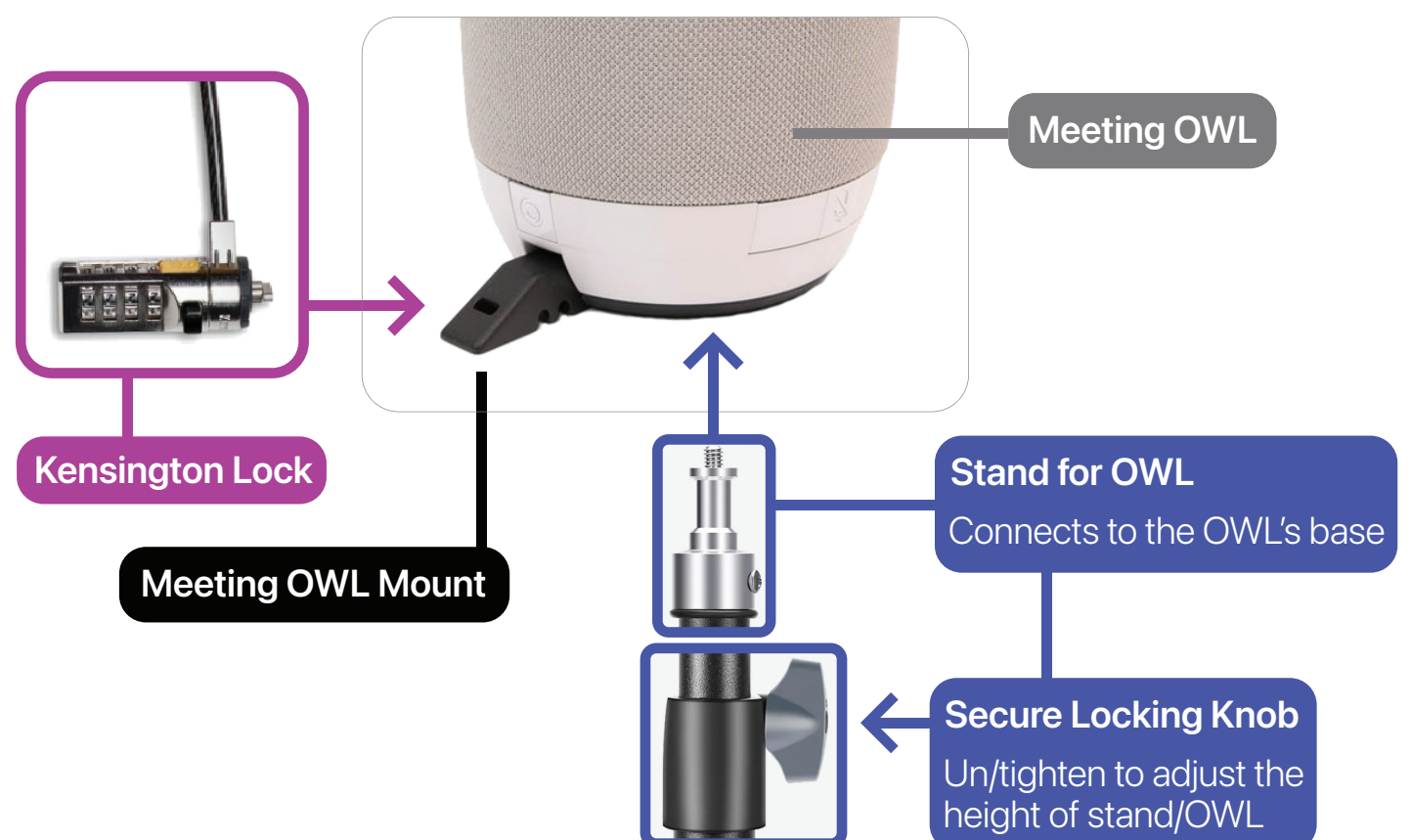
## Video Conferencing | Equipment & Software

**Meeting: OWL** The Meeting Owl is a video conferencing device designed to resemble an owl, that streamlines collaboration for online classes, presentations, and meetings. It connects to a computer via USB-C, and makes a “hoot” sound when it’s turned on.



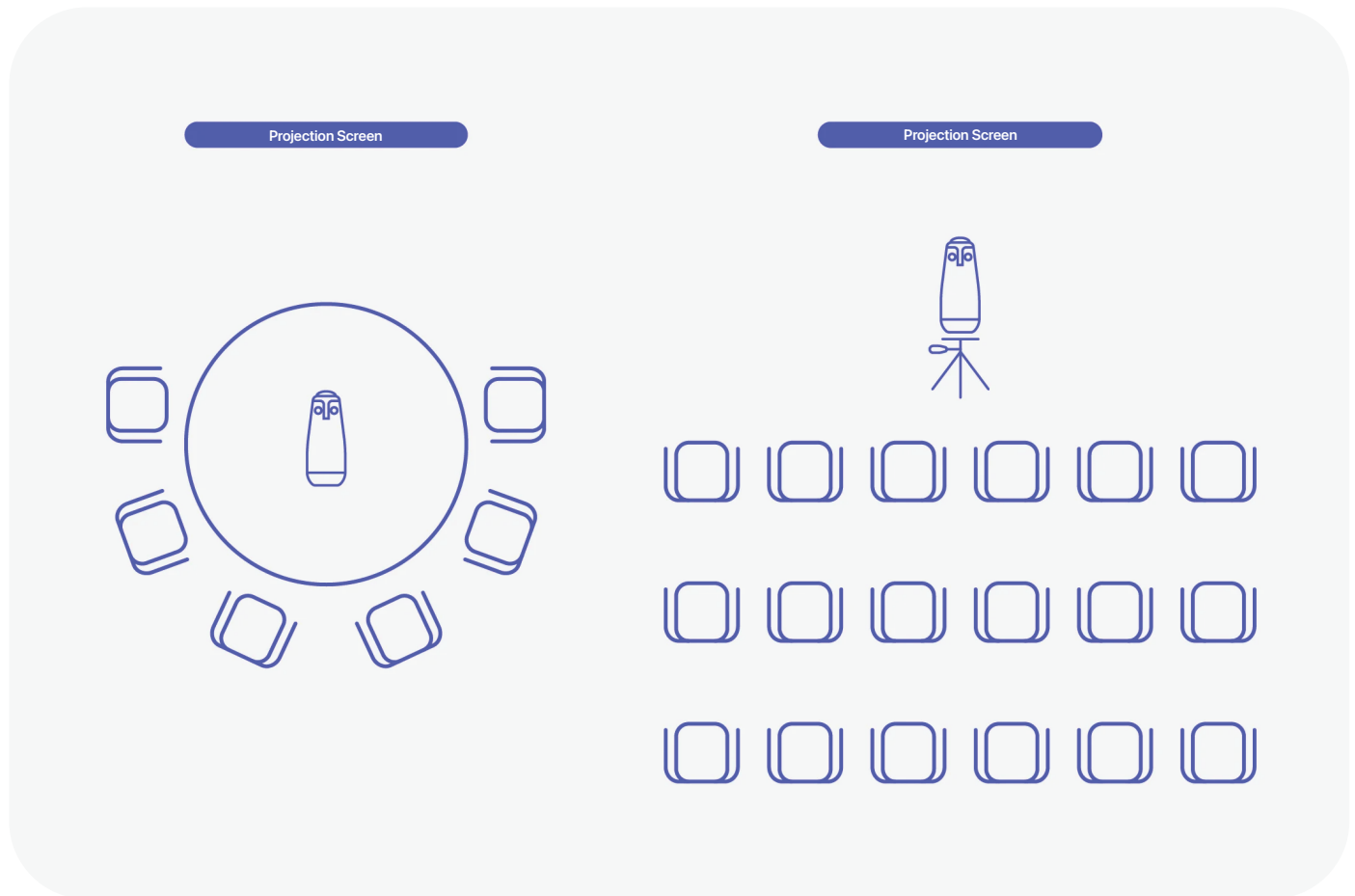
### Lock: & Stand

- The **Meeting OWL** is installed on a stand and locked with a **Kensington Combination Lock**
  - To move the **Meeting OWL** farther away from the podium, unlock the **Kensington Combination Lock** that is secured to the **Meeting OWL Mount**  
**Please note:** For best results the **OWL** should be within 12 ft of the participant(s)
  - To obtain the code to unlock the **Kensington Combination Lock**, contact the Fountain Multimedia Help Desk: [lc@nscad.ca](mailto:lc@nscad.ca) | (902) 494-8170
  - Remember to relock the **Meeting OWL** before leaving the room by securing the **Kensington Combination Lock** to the Mount
  - The **Meeting OWL** is secured to a tripod stand ~ to reposition the **Meeting OWL**, lift the stand to the desired area **or** adjust the height of the **OWL** by un/tightening the stand’s two upper **Secure Locking Knobs** to raise or lower the moveable column



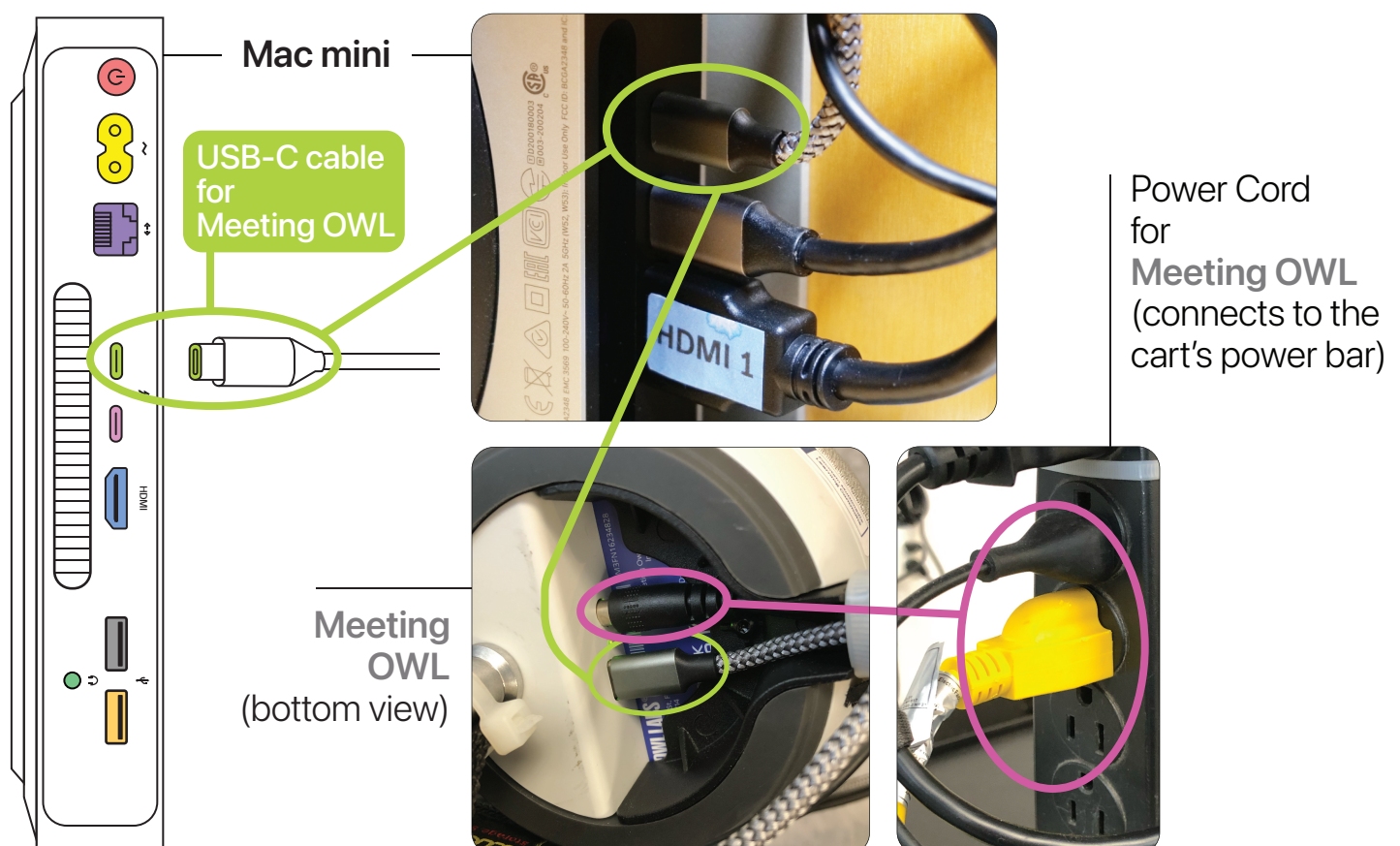
**Placement:** ● Determine the best location for the **Meeting OWL**

- For a small group of 2-6 people, place the **Meeting OWL** camera in the center of the group, at least 1.5 ft from the projection screen
- For a medium to large lecture group setting, place the **OWL** in the center of the group, at least 3 ft from the screen and within 12 ft of in-room participants



**Cables:** ● The cable connections for the **Meeting OWL** are as follows

- The **Meeting OWL** connects to the Mac mini (computer) via a USB-C cable ~ see diagram below & **Cable Connections Diagram 3**
- A power cord/adapter connects to the **Meeting OWL** to properly power the device
- To reset the **Meeting OWL** unplug and replug in the USB-C cable from the Mac mini and power cord/adapter plug from the power bar



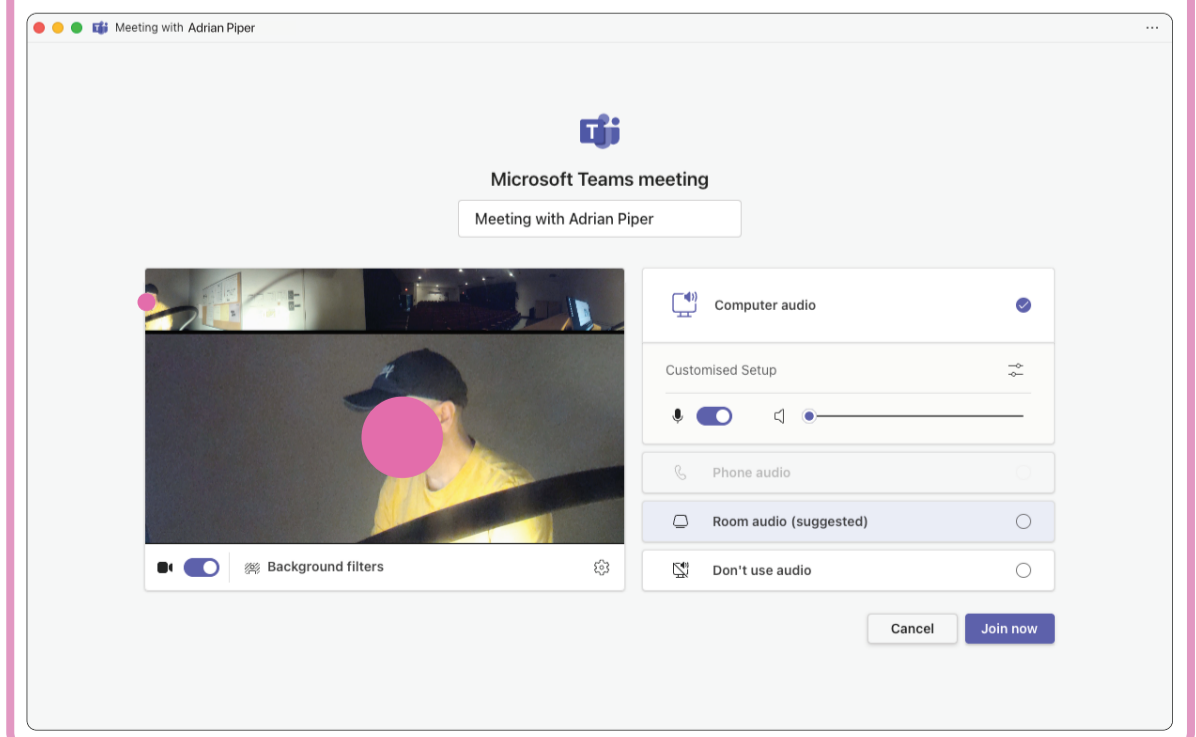
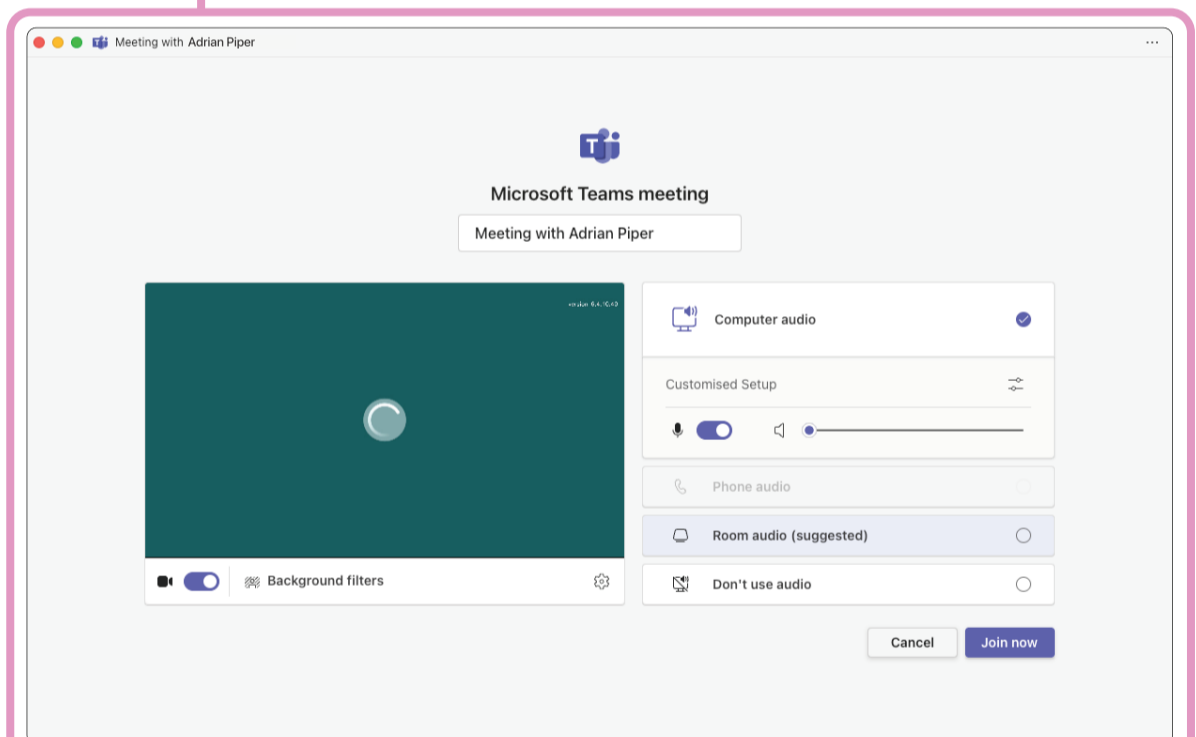
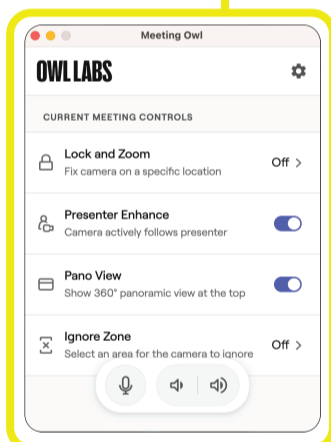
## Virtual: Meetings

### ● Using the Meeting OWL for Teams video conference meetings

- The Meeting OWL & Teams software apps are located on the Mac mini's desktop dock
- The Meeting OWL & Teams software apps work in correspondence with each other and the OWL's physical controls during a Teams video conference meeting
- During a Teams meeting, open the Meeting OWL app to adjust the device's settings in it's menu, such as video quality, camera rotation & zoom, mic sensitivity, speaker tracking, firmware updates, etc

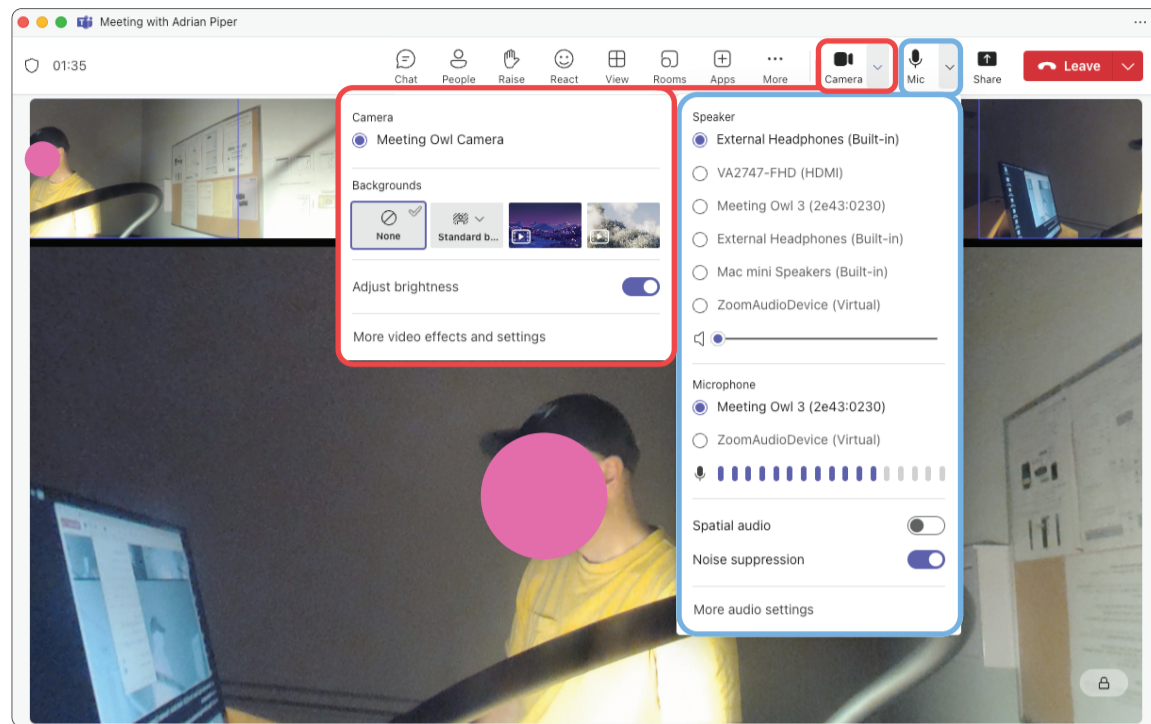


- Launch your Teams meeting and make the following selections
  - When you select the Meeting OWL as your camera, the Teams window displays a grey/green splash screen until the Meeting OWL finishes booting up to reveal the video feed
  - Click **Join Now** to start/join your Teams meeting
  - If the Meeting OWL (video feed, etc.) doesn't boot up: shut down the Teams meeting and reset the Meeting OWL by unplugging and replugging the USB-C cable from the Mac mini & power cord/adaptor from the power bar & then re-launch your Teams Meeting ~ refer to **Cables** instructions in sections **3** & **8**





- Choose the following video & audio settings in your Teams meeting in conjunction with the **Meeting OWL** and Crestron audio system:
  - Video/Camera: **Meeting OWL Camera** | Mic: **Meeting OWL 3** | Speaker: **External Headphones (Built-in)**

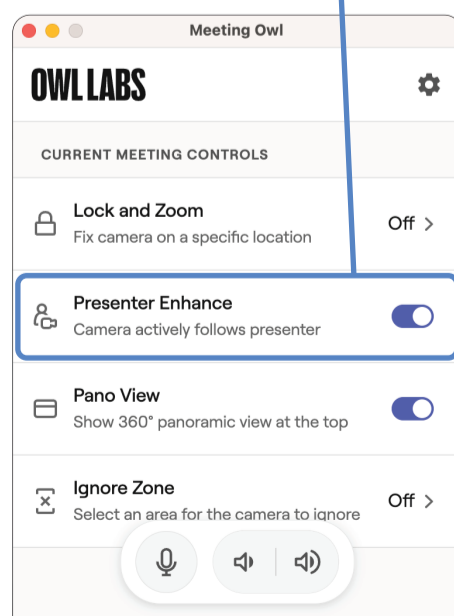


**Controls:**  
**/ Settings**

- The controls on the physical **Meeting OWL** device that correspond with its app are as follows

- **OPTION** button

- The **OPTION** button is located on the back at the bottom of the **Meeting OWL**, above the lock mount, USB-C and power cables
- Press the **OPTION** button to engage **Presenter Enhance** mode ~ **Presenter Enhance** allows the **OWL** to follow the motion of the participant as they present
- When **Presenter Enhance** is engaged a **blue light** appears above the **OWL's OPTION** button and reciprocally the **Presenter Enhance** control switch on the **Meeting OWL** app turns on

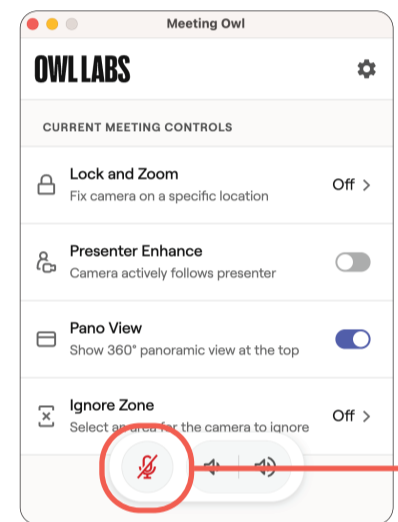
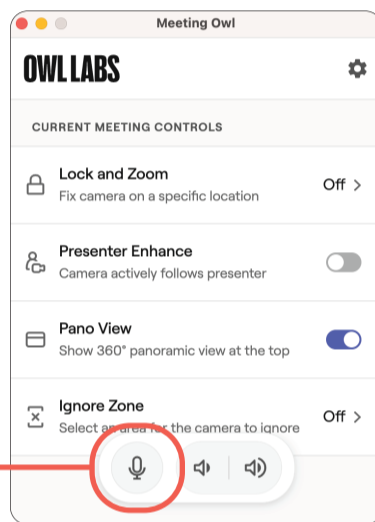


- **MUTE** button

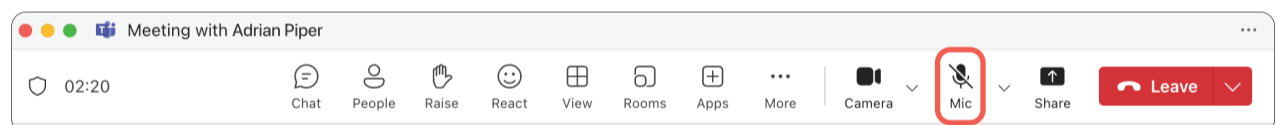
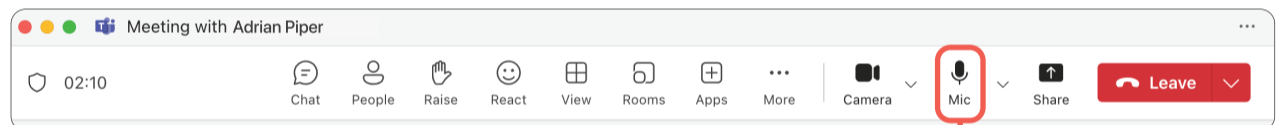
- The **MUTE** button is located on both sides at the bottom of the **Meeting OWL**
- The **MUTE** button can manually mute the audio outside of your video-conferencing platform (E.g. **Teams** Meeting) ~ when pressed a red light turns on indicating the mic in muted



- When the **Meeting OWL** is muted, the mic icons located in the **Meeting OWL** app & **Teams** meeting app controls on the computer screen will also be muted, and vice versa



**Teams** meeting controls  
(work in correspondence  
with **Meeting OWL**  
device & app controls)



- **VOLUME** buttons

- The **VOLUME (-/+)** buttons are located on the front at the bottom of the **Meeting OWL** ~ they control the **Meeting OWL** integrated speaker's audio volume
- Do not use the **Meeting OWL's VOLUME (-/+)** buttons when sound is outputted from the Mac mini (computer) to the room's external sound system

