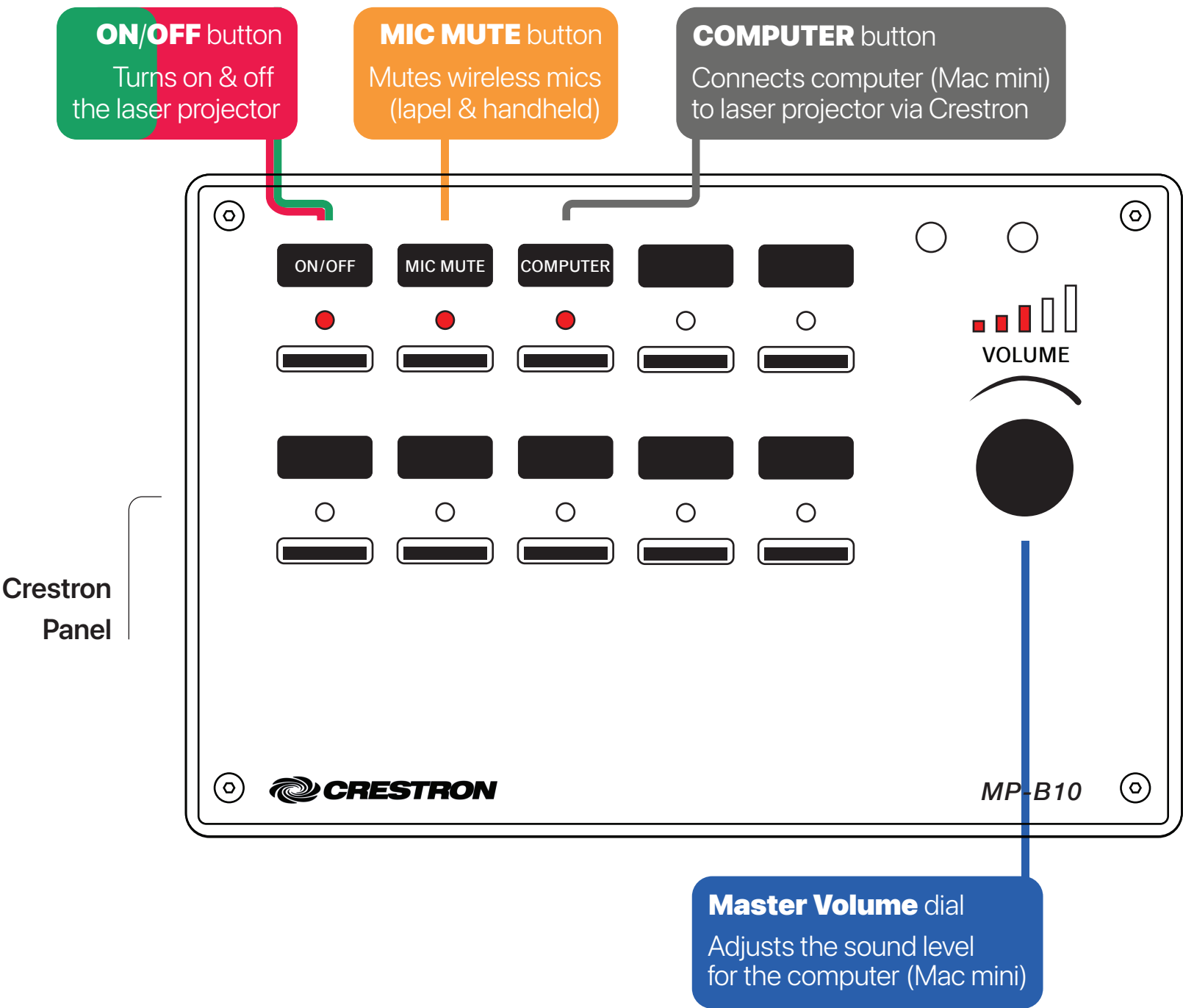


D440 / Bell Auditorium | Help Sheet

Instructions on how to use the **D440 / Bell Auditorium** lecturn's computer, a/v & video conferencing equipment, connected cables, etc.

1 CRESTRON Panel Settings

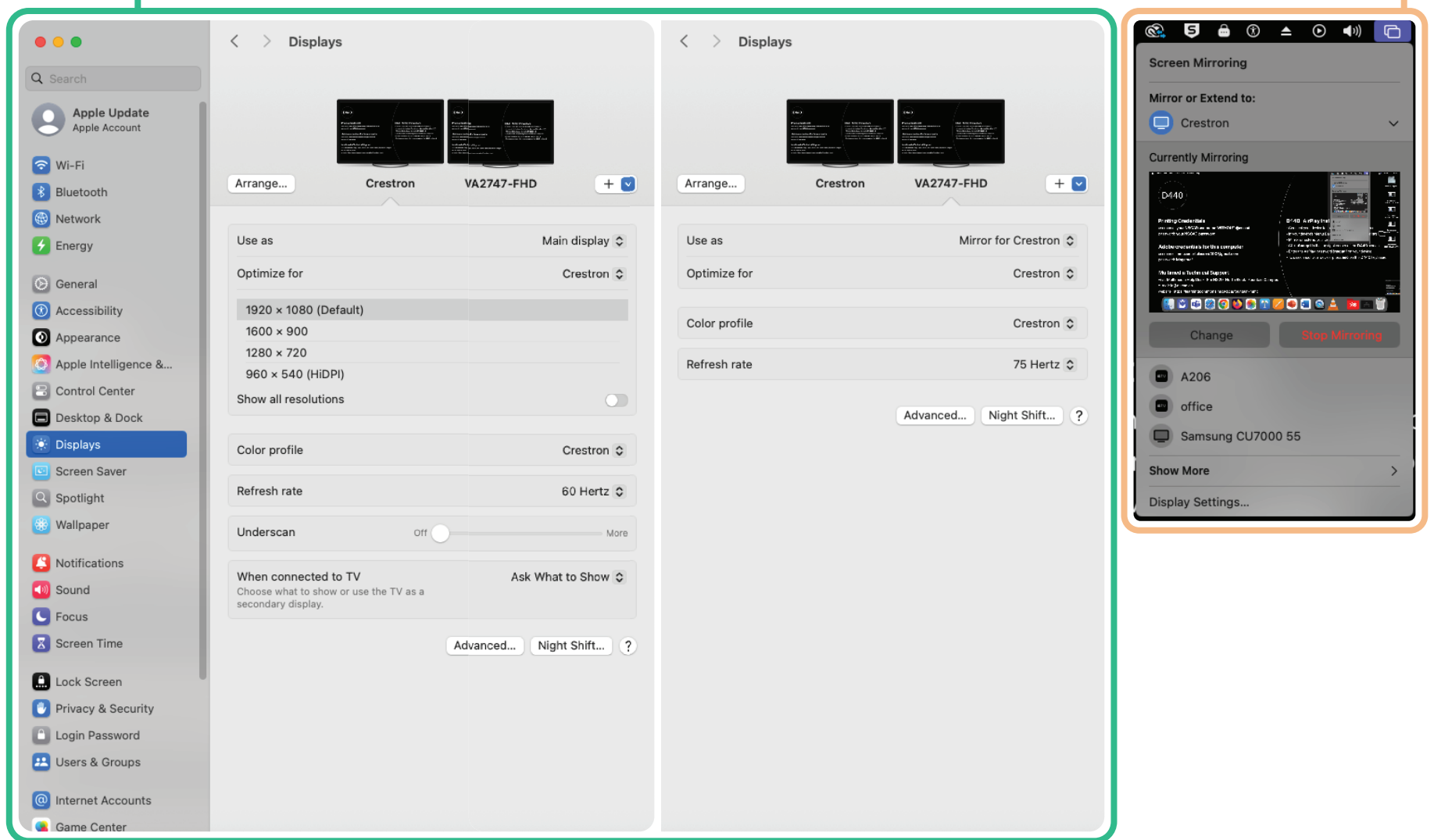
- Projector:
- To **turn on** the projector, press the **CRESTRON Panel's ON/OFF** button
 - Make sure the **CRESTRON Panel's COMPUTER** button is selected (red light is on selected)
 - To **turn off** the projector, press the **CRESTRON Panel's ON/OFF** button
 - Please remember to **turn off** the projector before leaving the room
- Sound:
- Use the **Panel's Master Volume** dial to adjust the sound level for the **COMPUTER**
 - Please turn the **Master Volume** dial slowly when adjusting the volume to the desired sound level
- Mics:
- The lapel & handheld **Wireless Mics** can be muted by pressing the **Panel's MIC MUTE** button
 - Please note volume levels for the **Wireless Mics** are set and can not be controlled with the **Panel's Master Volume** dial
- Contact **Multimedia** if you need assistance adjusting the mic volume levels*



2 System Settings | Mac mini (computer)

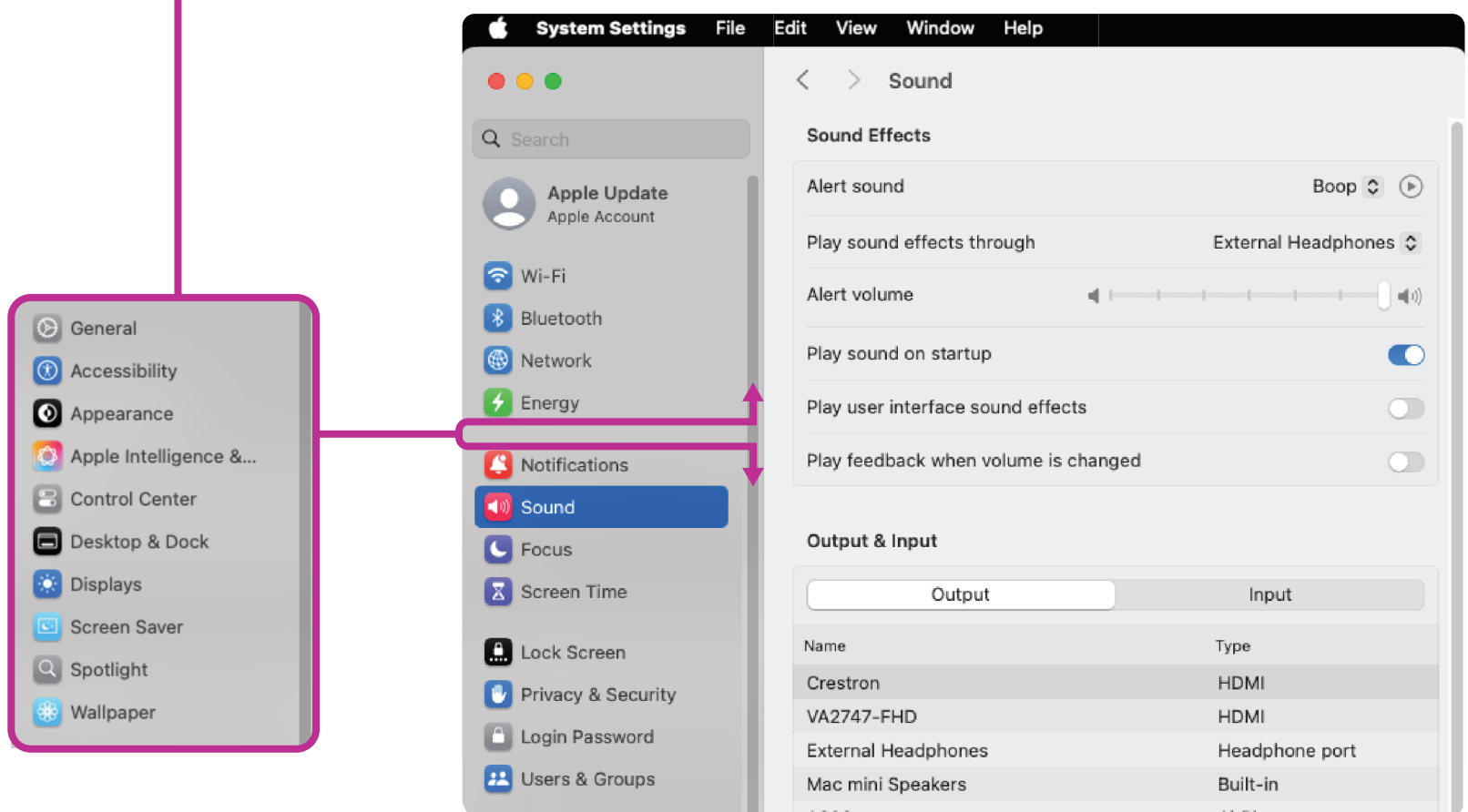
Check:

- **VIDEO:** **Apple** > System Settings > Display > Crestron (Mirror/Optimize for Crestron)
- **Menu Bar:**  Screen Mirroring > Mirror to > Crestron (Currently Mirroring: Crestron)

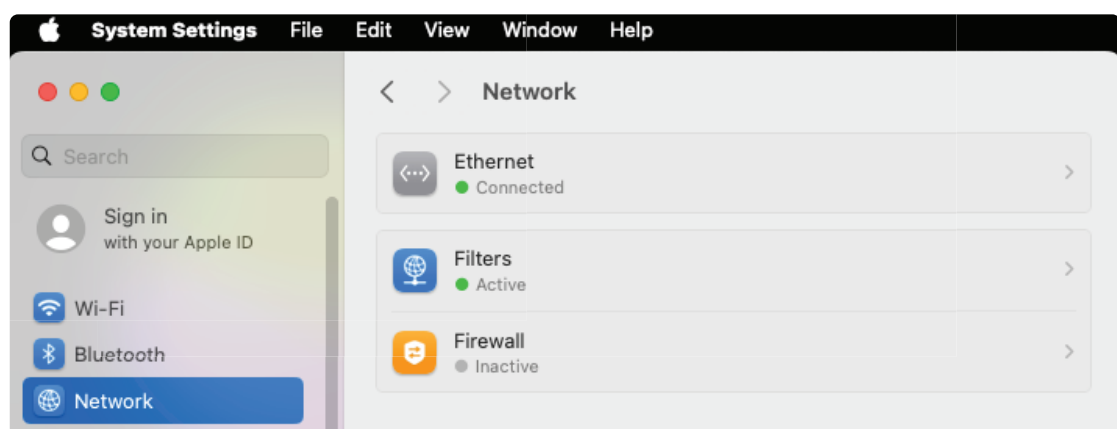


- **SOUND:** **Apple** > System Settings > Sound > Output > Crestron (HDMI)

*Scroll down/past this group of functions in the sidebar to find/select **SOUND**

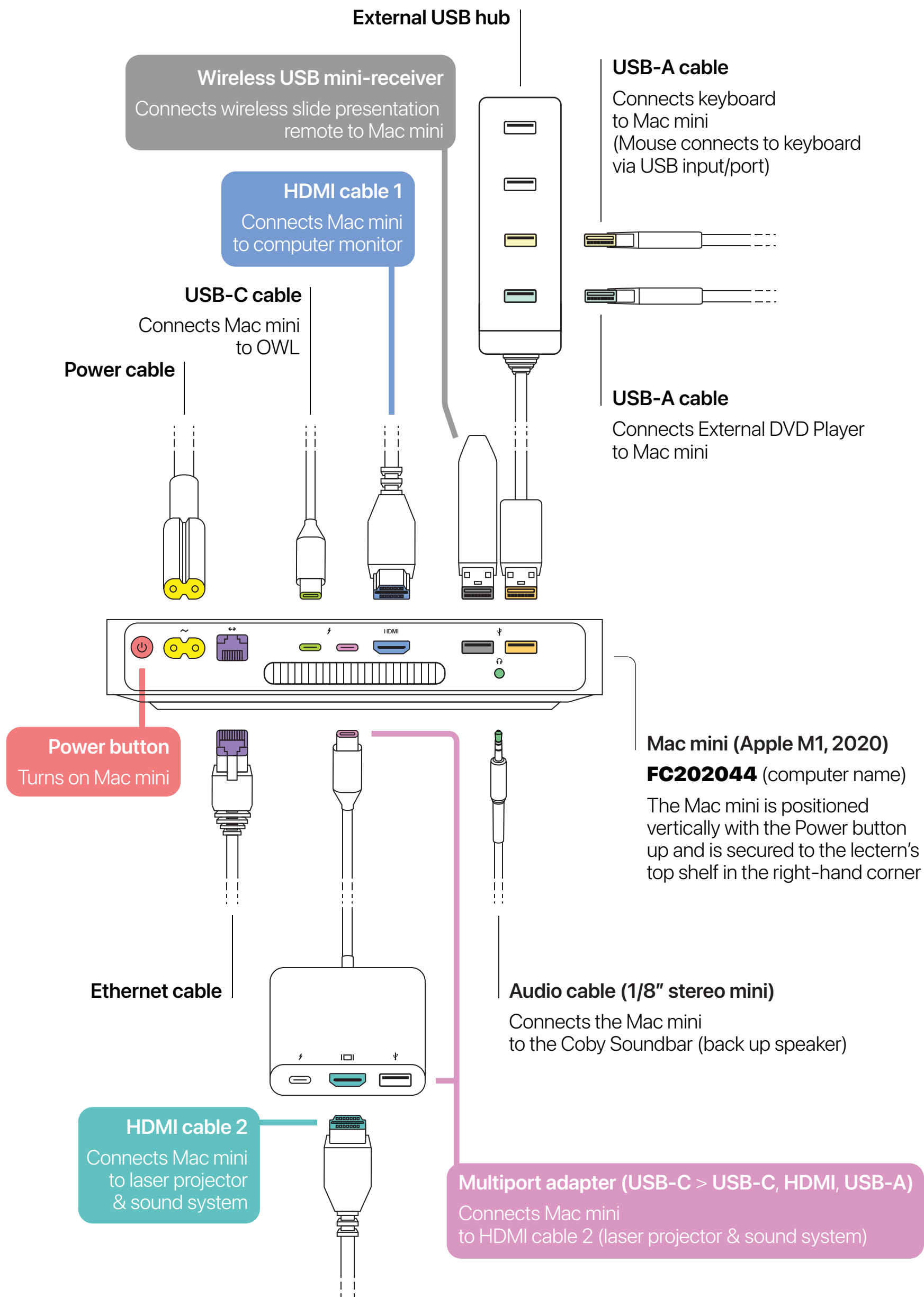


- **INTERNET:** **Apple** > System Settings > Network > Ethernet (Connected)



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**



Wireless Microphone Functions

Lapel:

- To **turn on** the lapel mic, move the switch right to the **ON** position
 - The **LED Indicator** should turn **green**
 - If the **LED Indicator** is **red**, the batteries (2 AAs) are low and need replacing
- To **turn off** the lapel mic, move the switch left to the **OFF** position
- The lapel mic (**lapel mic #1**) is stored in the basket attached to the back of the lectern's left cabinet door (bottom shelf)
- An extra lapel mic (**lapel mic #2**) is stored in the lock box located on the lectern's bottom shelf (inside of the cabinet)

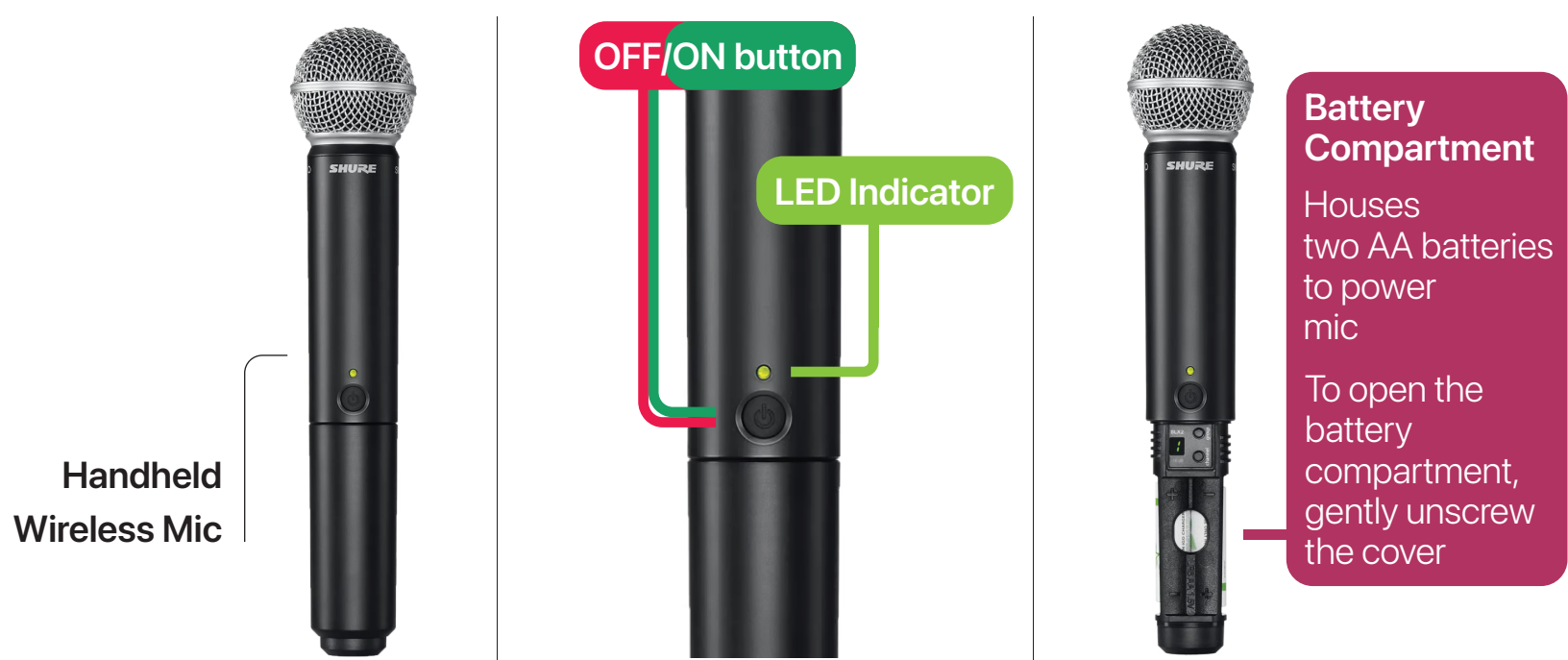
*To use/access lapel mic #2, inquire with **Multimedia** about borrowing a lock box key*



Handheld:

- To **turn on** the handheld mic, press the **ON** button
 - The **LED Indicator** should turn **green**
 - If the **LED Indicator** is **red**, the batteries (2 AAs) are low and need replacing
- To **turn off** the handheld mic, press the **OFF** button
- A handheld mic is also stored in the lock box located on the lectern's bottom cabinet shelf

*To use/access the handheld mic, contact **Multimedia** to borrow a lock box key*



External DVD Player

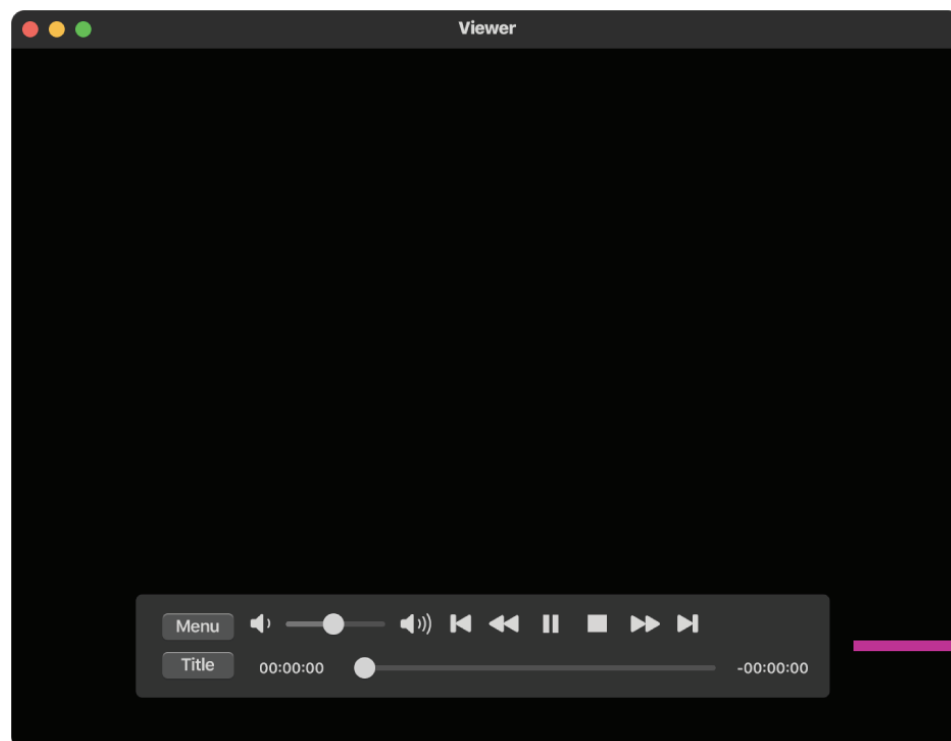
- The **External DVD Player** is installed on the podium next to the Mac mini (computer) and connects to it via USB-A cable (see **3 Check Cable Connections**)
- To **open** the **External DVD Player's Disc Tray**, press the **EJECT** button
 - When the **Disc Tray** opens (pops out), carefully place 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

External
DVD Player








EJECT button

- 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

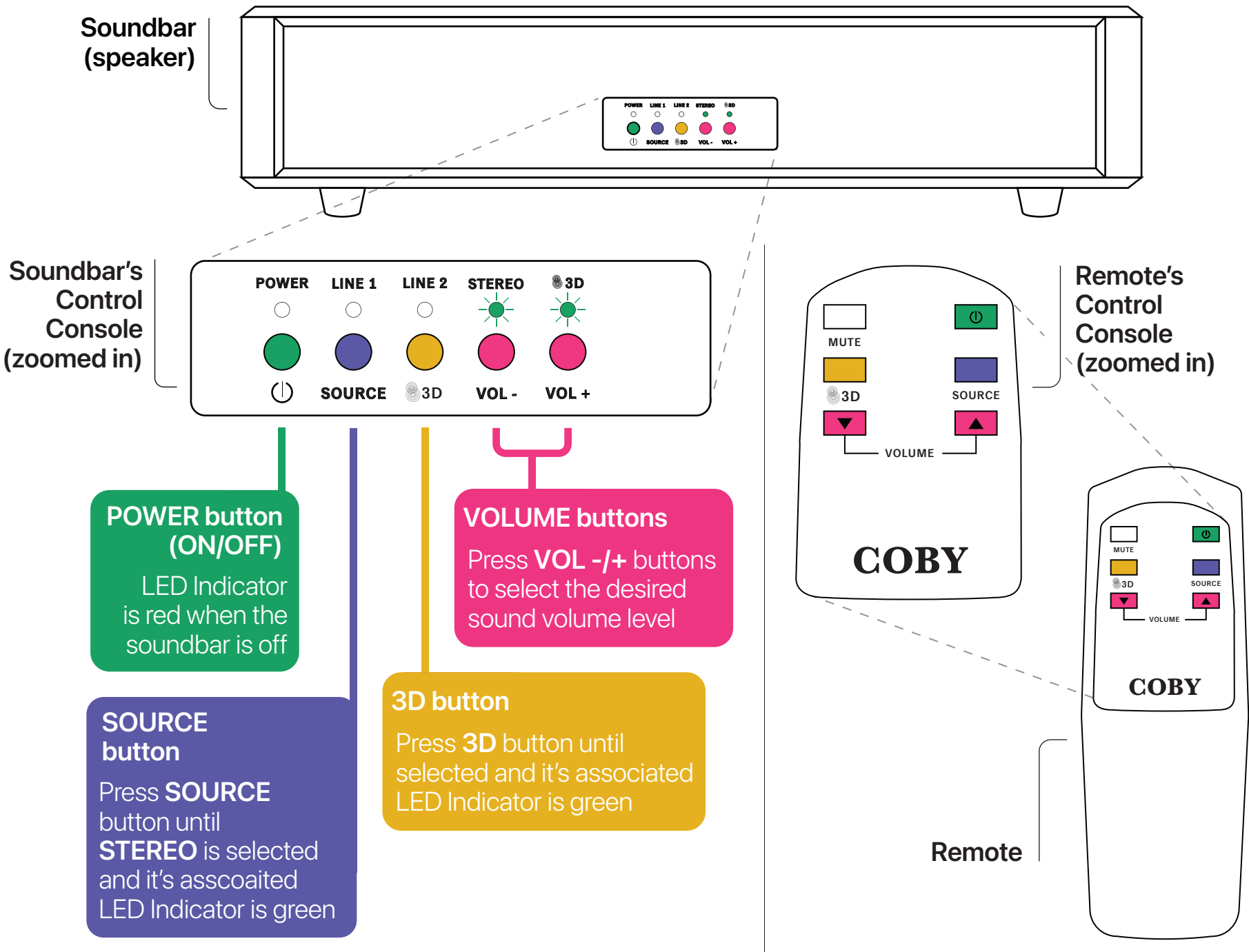
Wireless Slide Presentation Remote

- To **turn on** the **Wireless Slide Presentation Remote**, move the power switch right to the **ON** position
 - When the remote is turned on the **LED Indicator** (in the shape of a battery) should turn **green** ~ marking the remote's AAA batteries (2 total) state of charge
 - If the **LED Indicator** is **red**, the batteries are low and need replacing
- To activate the laser pointer, press the  button located below the battery **LED Indicator**
- To advance or go backward through the slideshow, press the associated arrow buttons   located below the laser pointer button
- To launch a slide show (eg, PowerPoint or Keynote), press the  button located below the backward arrow button
- To activate a black screen during a slide show (only available in certain apps), press the  button located below the forward arrow button
- When finished, **turn off** the **Wireless Slide Presentation Remote** by moving the power switch left to the **OFF** position
- The **Wireless Slide Presentation Remote** is stored in the basket attached to the back of the lectern's left cabinet door (bottom shelf)

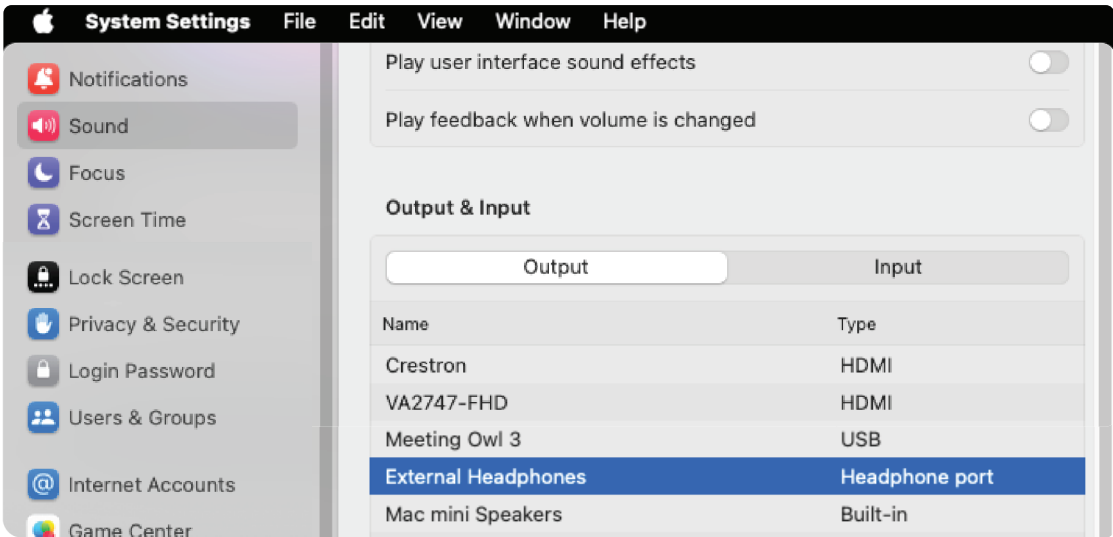


Back Up Speaker | Coby Soundbar

- Speaker:
- When the **Coby Soundbar** sound bar is turned off the **POWER LED Indicator** is **red**
 - To **turn on** the **Coby Soundbar**, press the **POWER** button located on the remote (top right button)
 - After **turning on** the **Coby Soundbar**, press the **SOURCE** button until the **STEREO** function is selected (its associated **LED Indicator** turns **green**)
 - For a more robust sound (extra bass), press the **3D** button to select this audio enhancement function (its associated **LED Indicator** turns **green**)



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



Video Conferencing | Equipment & Software

Meeting: 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.

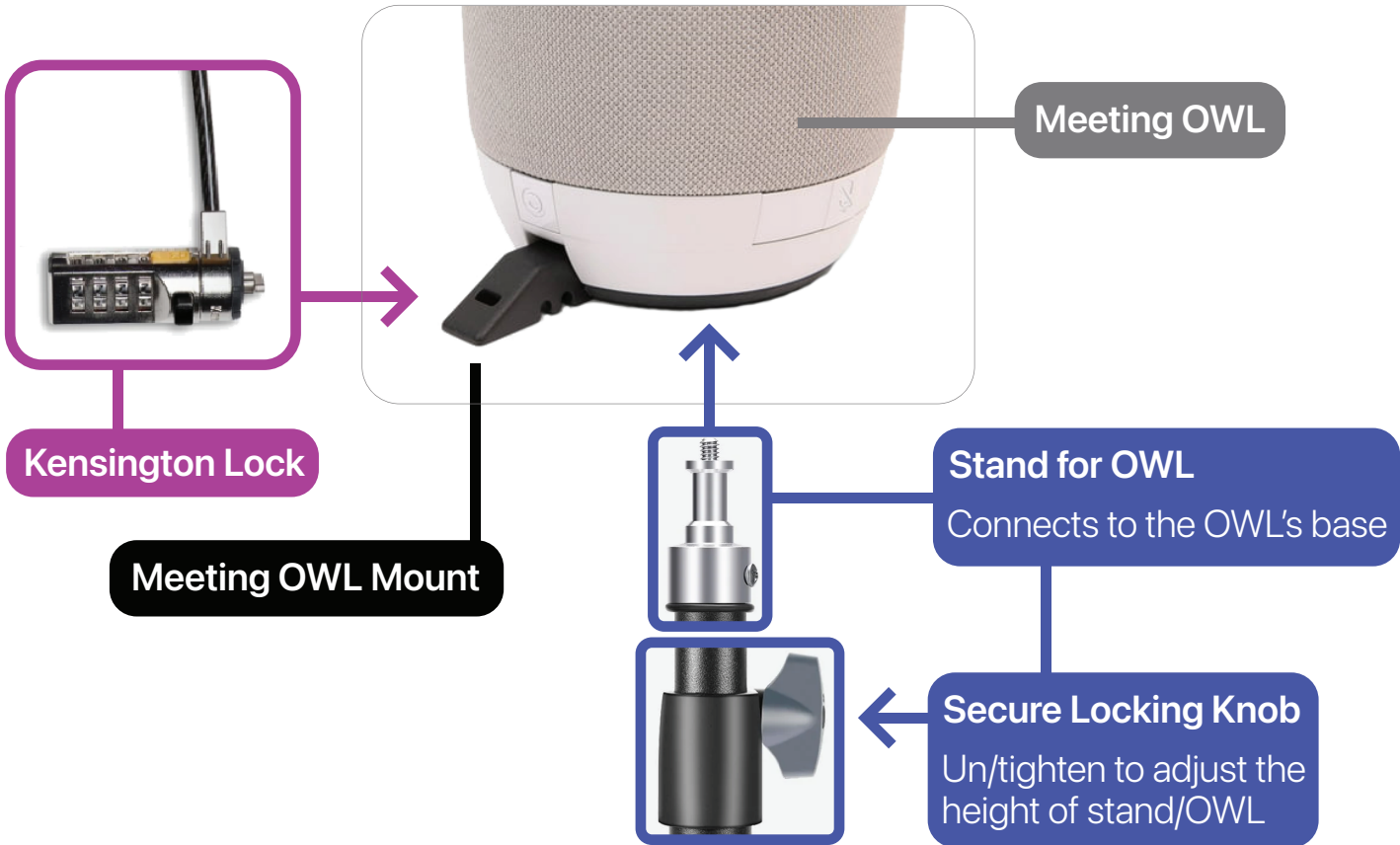
OWL



- 360° Video Camera Lens
- OWL Eyes (Indicates meeting is in progress)
- 360° Mic Array
- 360° Speaker Array
- Control Buttons (Volume, Mute, Option)

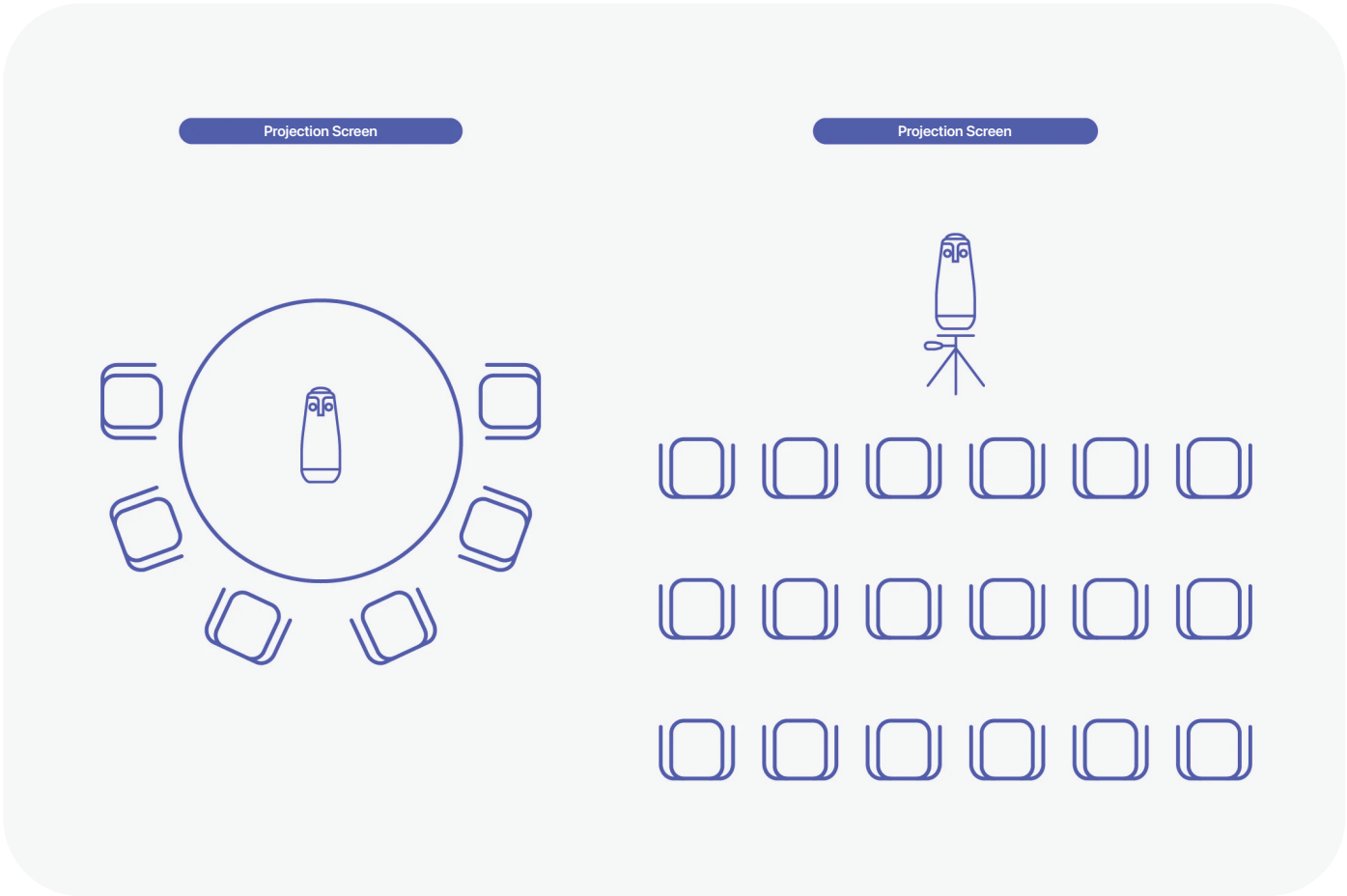
Lock:
&
Stand

- The **Meeting OWL** is installed on a stand and locked with a **Kensington Combination Lock**
 - To move the **Meeting OWL** father 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 | (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



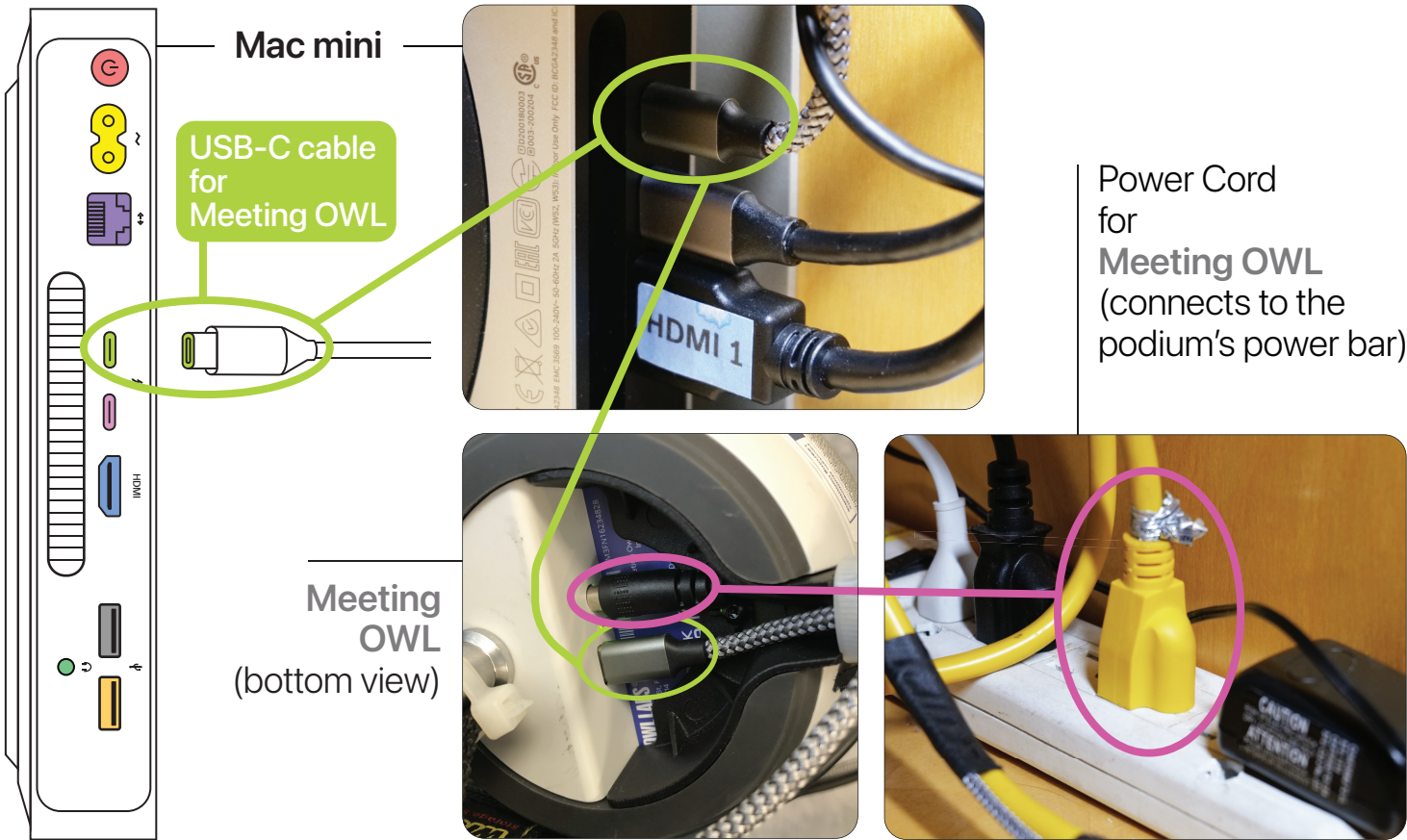
Placement: ● Determine the best location for the **Meeting OWL**

- 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/adaptor 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/adaptor plug from the power bar



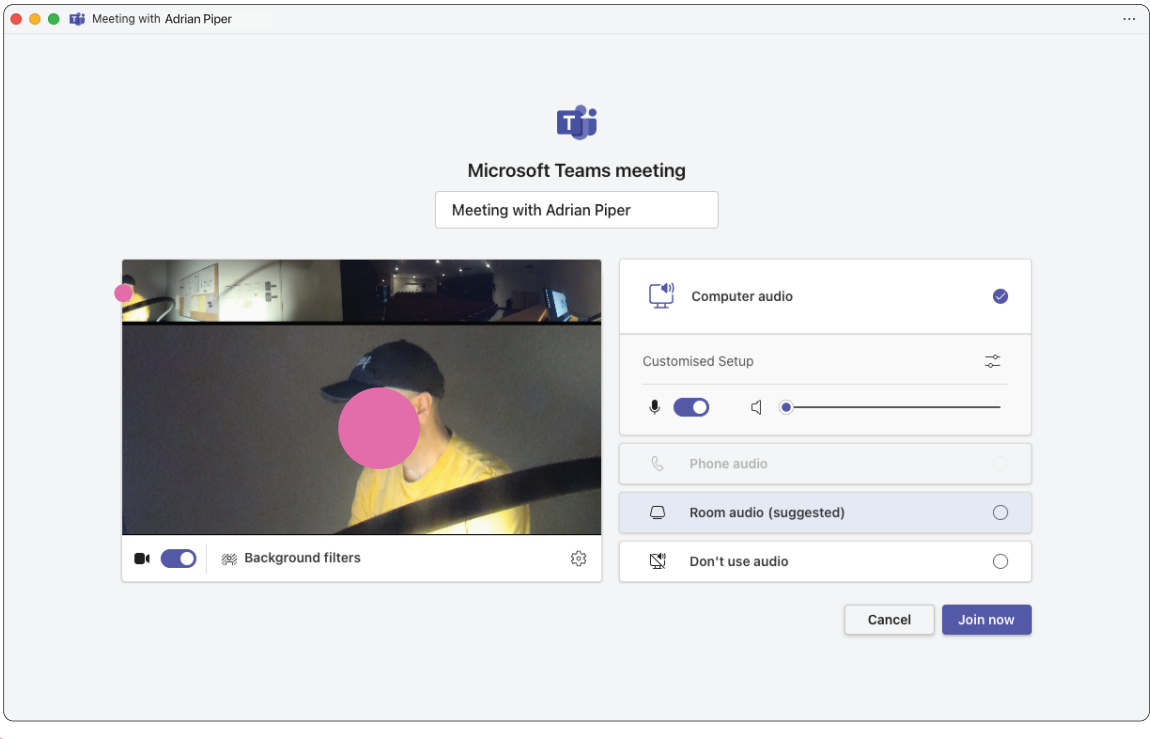
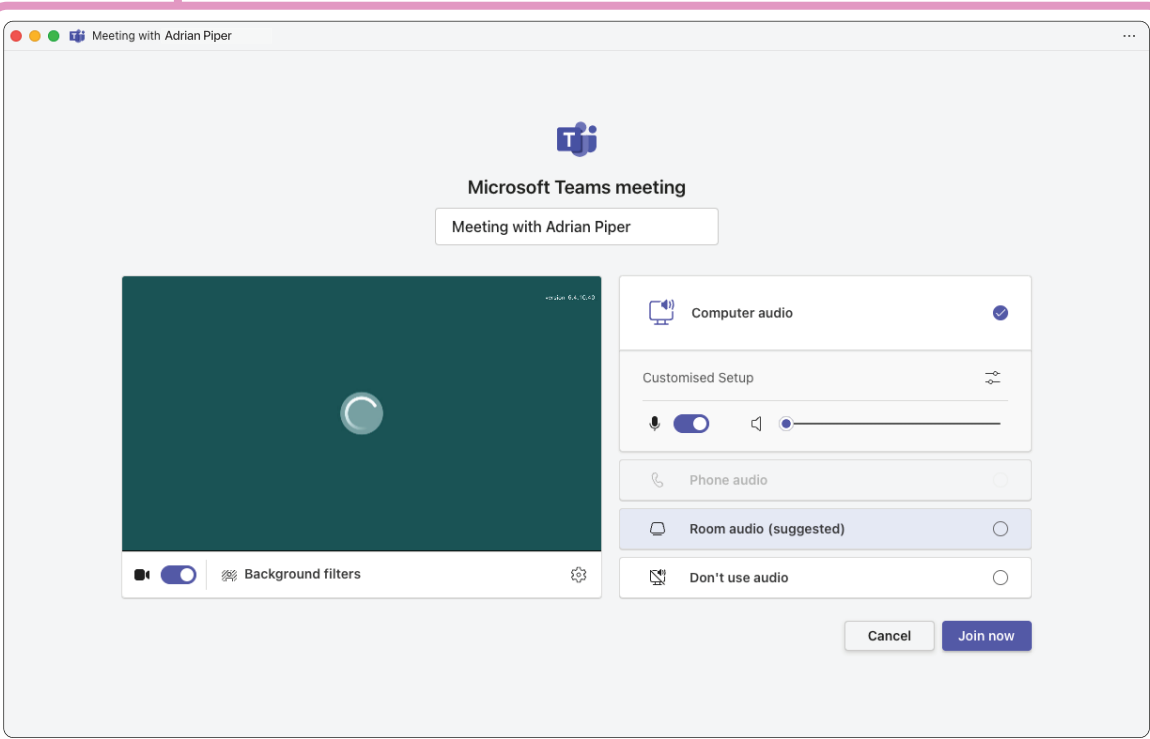
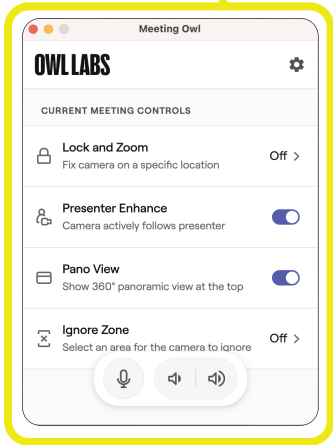
Virtual:
Meetings

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

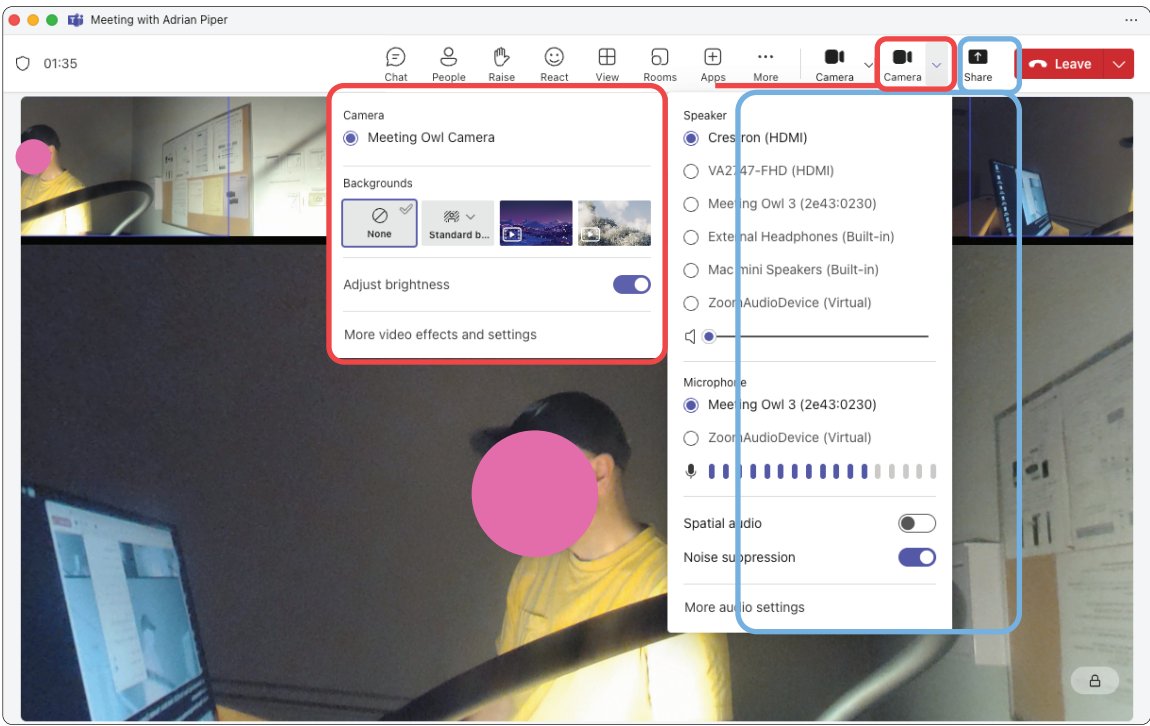
- The **Meeting OWL** & **Teams** software apps are located on the Mac mini's desktop dock
- The **Meeting OWL** & **Teams** software apps work in correspondence with each other and the OWL's physical controls during a **Teams** video conference meeting
- During a **Teams** meeting, open the **Meeting 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**

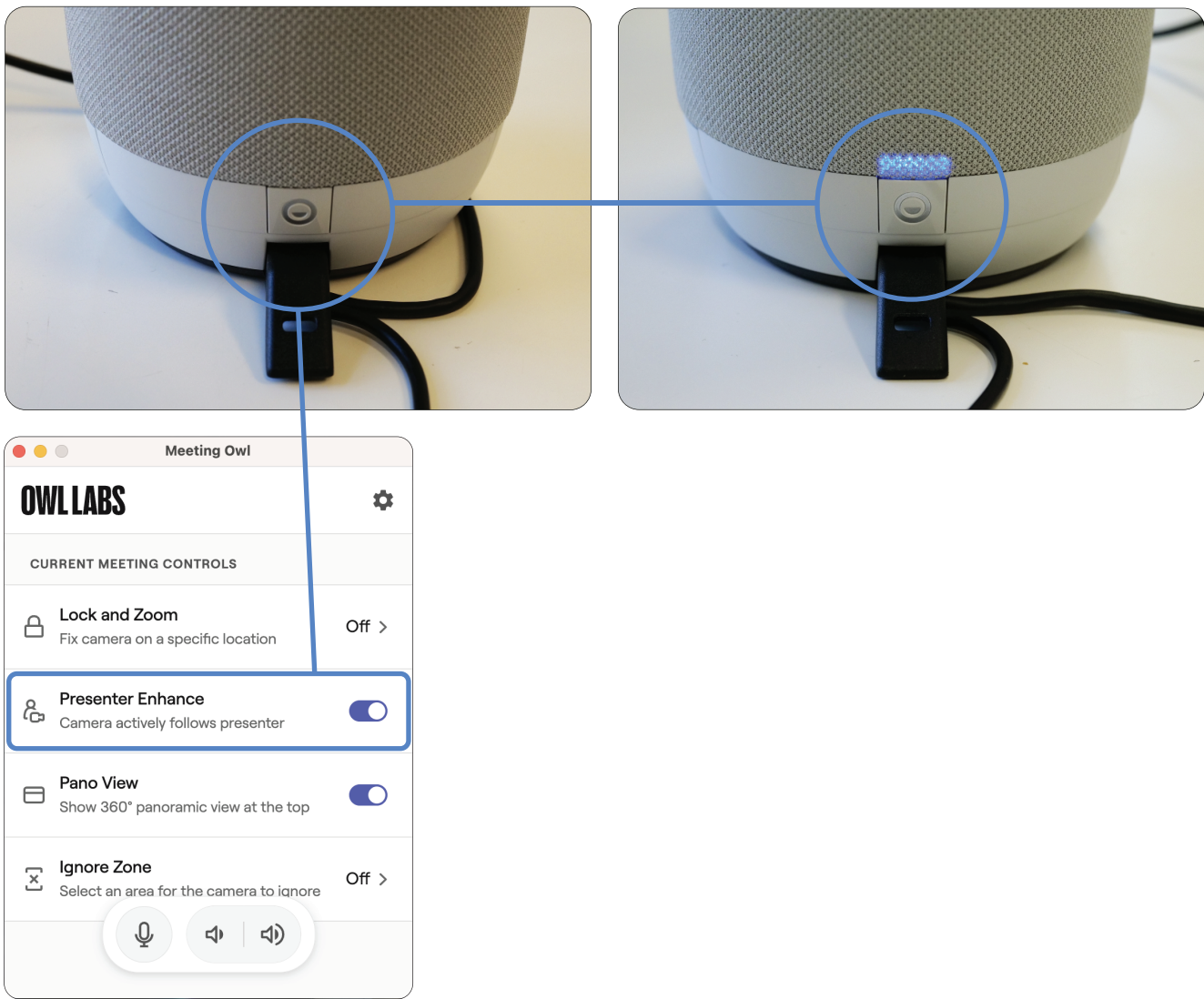


- Choose the following video & audio settings in your **Teams** meeting in conjunction with the **Meeting OWL** and **Crestron** audio system:
 - Video/Camera: **Meeting OWL Camera** | Mic: **Meeting OWL 3**
Speaker: **Crestron (HDMI)**



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

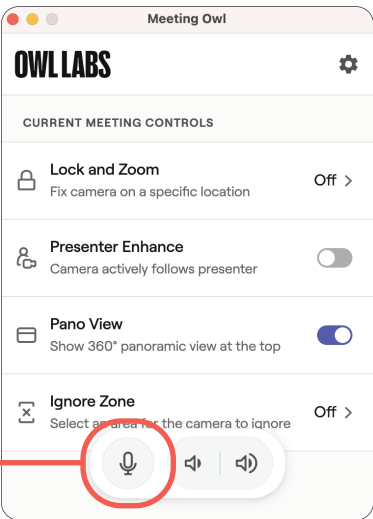


● **MUTE** button

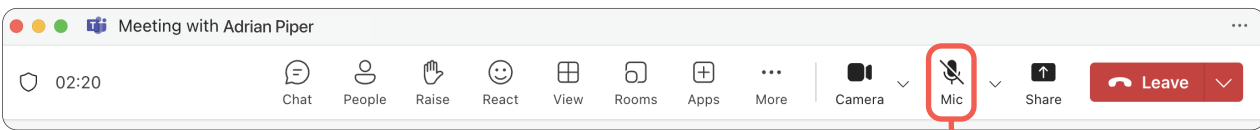
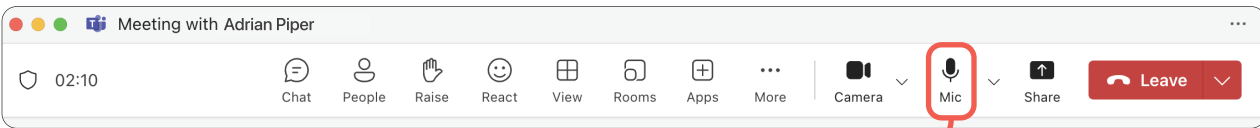
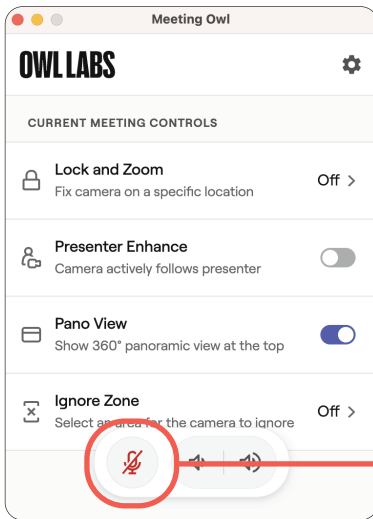
- The **MUTE** button is located on both sides at the bottom of the **Meeting OWL**
- The **MUTE** button can manually mute the audio outside of your video-conferencing platform (E.g. **Teams** Meeting) ~ when pressed a red light turns on indicating the mic in muted



- When the **Meeting OWL** is muted, the mic icons located in the **Meeting OWL** app & **Teams** meeting app 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

