PRESENTATION ROOMS
Support Documents
Welcome to the UNIVERSITY OF GUELPH-HUMBER Presentation Rooms GH228 & GH229

Included in the Sign-Out Kit:
- USB Dongle
- Mouse
- Keyboard
- TV Pen
- TV Eraser
- Whiteboard Markers
- Whiteboard Eraser
- HDMI Cable
- Access Card for GH228 or GH229
Go ahead!

Touch the University of Guelph-Humber logo to activate the Presentation Room:

(In case the instructional slides are playing, touch the screen anyway)

Choose a source you would like to display on the TV:

1) Room PC
2) HDMI IN
3) Wireless AV to present from your device
To control the volume, move the fader on the right hand side of the screen

(Or mute by pressing the button below the fader)

Press to open!

Connect your USB key or hard drive, or your own device to the HDMI port
Plug in the USB Dongle into the port label “USB to PC”. This will activate your keyboard and mouse.

Use the pen tool to draw on the display. The overlay software on the PC lets you make notes over presentations, video and text.
You can access the software from the desktop of the Presentation Room PCs

Welcome to Microsoft Whiteboard

Click the circular icon next to your avatar to invite people to join and contribute to a shared live feed of Whiteboard.

Above is your toolbar, complete with 6 different inks, highlighter, eraser, ruler, undo/redo functions, and notes. Additional tools can be found above, including adding text, images, stickers, PDFs, Word and PowerPoint documents.

How to use the Overlay Software

1) Click the Overlay Software icon

2) The tool window will open up (see above)

3) Using the TV Pen, touch the tool window to access your basic tools, like ink colour and eraser. Touching 1/2 & 3/2, you can access the second tool window, which you will need for saving your notes.

4) Additional controls are available in the tool bar below. You can flip between windows, whiteboards, and overlays.

Important: You need to toggle back and forth between the overlay software and any other software you wish to use, do so by clicking the overlay icon in the bottom menu bar.
You can conference using Skype and WebEx and Microsoft Teams on the PC in the room

1) Click the Skype desktop icon

2) Sign into your account

3) Make sure “AMX Acendo Vibe” is your microphone, and “USB AUDIO CODEC” are your speakers

4) Make sure “AMX Acendo Vibe” is selected as your camera, then you are ready to place your call!
Present wirelessly from your phone, laptop, or tablet using Crestron AirMedia.

Select “Wireless AV” as a source on the touch screen

Mac User?

1) Make sure you are connected to “UGH-WiFi-secure”

2) Select the AirPlay icon in the top menu bar

3) Select “GH228-N-WAVPOD” or “GH229-N-WAVPOD”

4) Enter the PIN you see on the main screen

Select “AirPlay: Off” or “Turn Off AirPlay” when you are done presenting using wireless
iPhone User?

How to present using wireless:

1) Make sure you are connected to UGH-WiFi-secure!

2) Swipe down from the top right corner of your iPhone to access “Screen Mirroring”

3) Select your presentation room, either “GH228-N-WAVPOD” or “GH229-N-WAVPOD”

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4) On your iPhone, enter the PIN you see on the Presentation Room screen (see above)

5) Congrats! You are now presenting using wireless

6) Select “Stop Mirroring” if you wish to stop presenting using wireless
Windows User?

1) Type the IP address on the screen, in your browser’s search bar

2) You will then need to download and install the “AirMedia 2” app

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3) Open the app and enter the IP address from before, it will prompt you for the pin

4) Congrats! A separate window will let you know that you are successfully presenting wirelessly
The desk is height adjustable. Press the up and down arrows on the right hand side of the table to adjust the height.

Thanks for using the Presentation Rooms!

Be sure to power down the system before leaving.

Press the “Shut Down System” button in the bottom left corner, then select YES.

Don’t forget to return your sign-out kit to the Media Cage GH320.