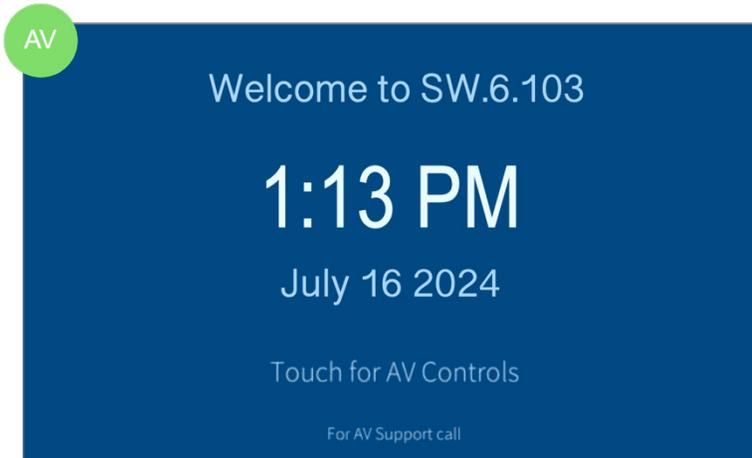Follow the steps to **connect two spanned classrooms manually**.

Important: You must have someone at the remote end to answer the call

You will need to access two touchscreens: Audio Visual (AV) control touchscreen (AV) and the Microsoft Teams Room (MTR) touchscreen (MTR)
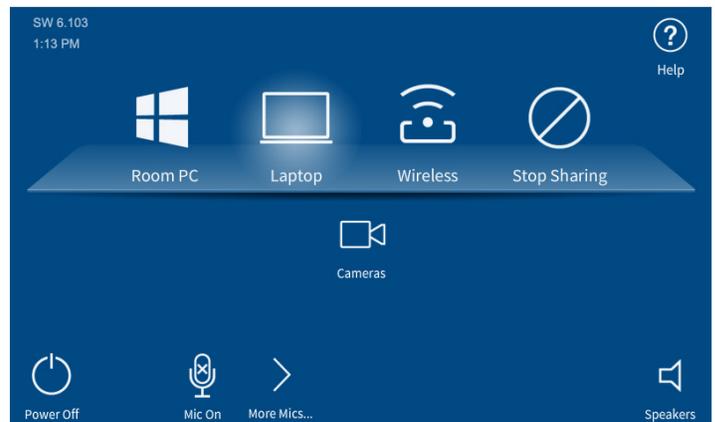

Figure 1: AV control touchscreen

Figure 2: Microsoft Teams Room (MTR)

1. Turn on the AV System (AV)

Touch the Welcome screen (fig 1) to switch on the system and display the AV options (fig 3).

Figure 3: Audio and video options

2. Select the class session (MTR)

The current or upcoming class session's code/title and time will appear at the top of the calendar on the MTR touchscreen (fig 4). Future sessions may also appear in the calendar schedule.

Both ends will need to select the **Join** button to connect the session.

*Figure 4: Both ends to select **Join** for the session*

3. Recording the session MTR

After you join the Teams session, a pop-up notification will appear confirming that recording has started automatically (fig 5).

At the end of the session the recording is automatically moved into a Panopto activity subfolder and hidden from students view by default.

Follow the steps outlined in the **TeamsTabler** support page on the **Staff Learning Technology Support portal** (Video Capture tile) for instructions on how to make the recording available for student access in Canvas.
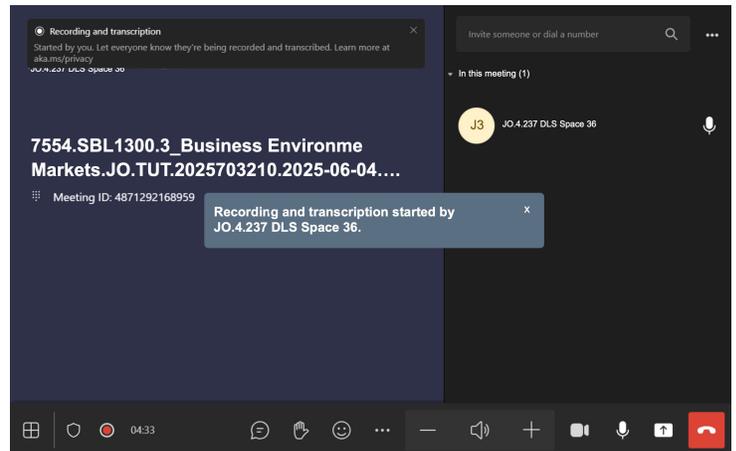
Figure 5: Recording confirmation

4. Check the call status page MTR

The call page on the MTR touchscreen shows your room and the far-end connection status (fig 6).

With the room connection established, use the AV touchscreen (fig 3) to select the required video source, camera and microphone. (refer to the following pages)
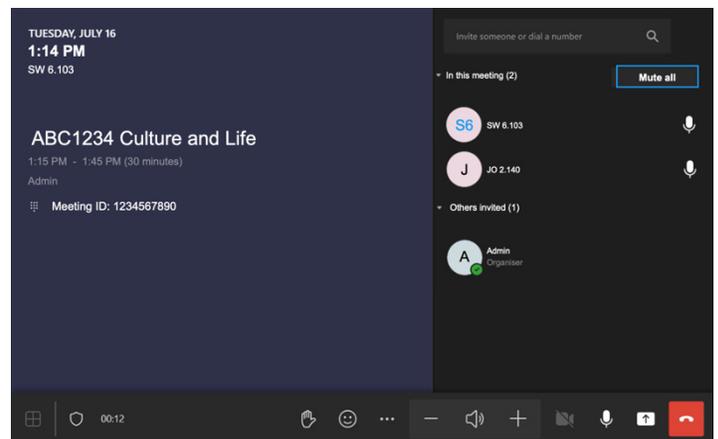
Figure 6: Call status on the MTR touchscreen

When you first connect to the remote classroom, the projected display will show a large black screen with two smaller camera views, one from each location.

To switch to a full-screen view of the remote classroom, briefly share content from the PC or laptop (see below), then press Stop Sharing on the AV panel. The remote camera will then display in full screen.

Connect the AV source AV

Powering the Room PC or connecting a powered Laptop will auto-connect as the new source for projection. Touch the required source icon on the touchscreen if this does not happen automatically. Some venues will have additional sources for White Board cameras.

PC — Turn on the computer mounted on the back of the computer monitor. Use the Room PC when recording the session with Panopto.

Laptop — Connect the HDMI cable and your laptop power supply (You must provide an adaptor if your laptop does not have an HDMI connection). Turn on the laptop for auto selection by the system as an AV source.

Wireless — This is a screen-sharing application (Solstice or AirMedia) for participants in the classroom.

Stop Sharing — Select the 'Stop Sharing' icon will hide the presentation and project the participants video full screen. *If you switch presentation ends during the session, use the Teams Share Content button on the MTR touchscreen.*
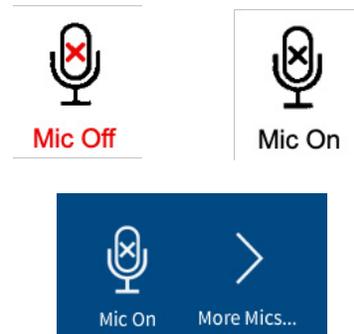
Microphones

Microphones can be muted by selecting the Mic icon on the touchscreen. **A red cross indicates mute.** Reselect the icon to unmute (fig 7).

Some rooms have an expanded menu for individual selection of additional microphones.

Use the lapel microphone if you intend to move away from the AV desk microphone during recording.

Mic Off   Mic On

Mic On   More Mics...

Figure 7: Microphone Mute and Unmute

Audio (room speakers) 🔊

Select the speaker icon to control the volume level.

Cameras 🎥

To display camera options, select the Camera icon in the middle of the AV source screen (fig 3). From the Camera screen, you can control the direction and zoom for the Audience and Presenter cameras (fig 8).
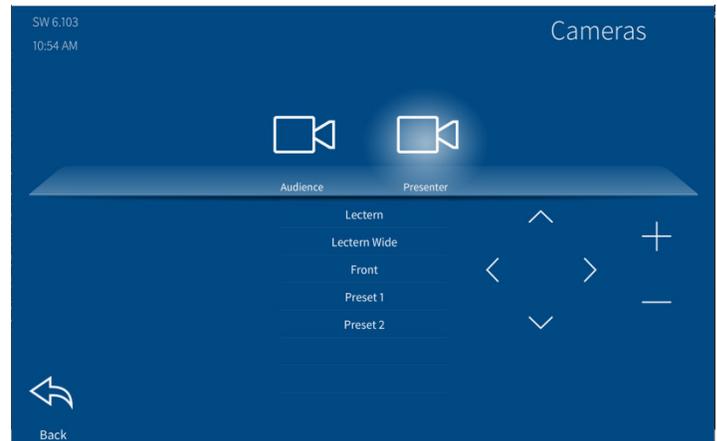
Figure 8: Camera controls

Document Camera

This device is not selectable from the touchscreen. From the **Room PC**, launch the Visualizer application on the desktop screen (fig 9).

Figure 9: Document camera & Visualizer app

Help ❓

Select Help on the touchscreen to check for simple video or audio problems (fig 10). The screen will return to the source screen automatically after a short duration if you don't select the Back icon ↩
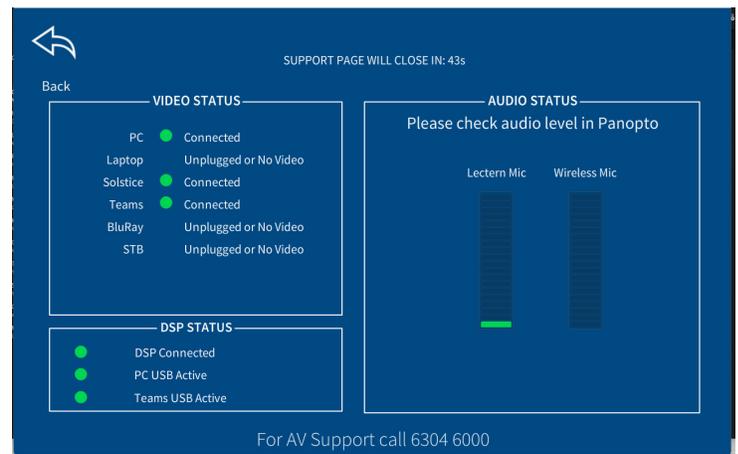
Figure 10: Help

Power Off ⏻

1. Select the Red Hang-up icon 📞 on the MTR touchscreen at both ends to end the call. **MTR**
2. Select the Power Off icon on the AV touchscreen. **AV**
3. Turn off the Room PC (if used).
4. Turn off the lapel mic and return it to the charging station (if used).

If you require further assistance:
Contact IT by picking up the black handset next to the room PC and following the prompts. For priority attention, state that you require assistance in a spanned classroom session.