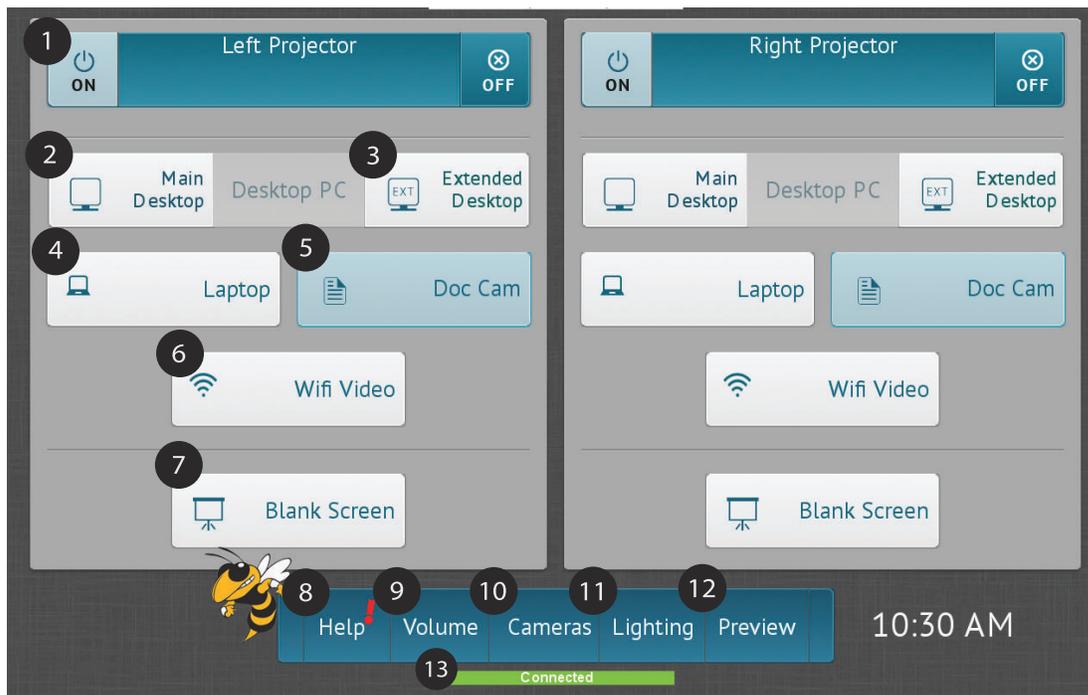


Audio Visual Services provides client-focused technical support and audio-visual systems support and maintenance for classrooms and conference rooms at the Georgia Institute of Technology.

As stewards of audio-visual technology at Georgia Tech, Audio Visual Services assists faculty, staff and students by providing technical support, development opportunities and advice on incorporating audio-visual resources and technologies into the instructional process.

Located across campus, the AV in classrooms and conference rooms we support will have a LCD touch panel or a physical button control system that will be found on a wall or installed on lecterns. Most rooms will either be setup for dual displays or single display. For rooms with an in room PC, what is shown on the monitor will display the same way on the projectors. Below are some examples of the control systems configurations you may find in a classroom or conference room.

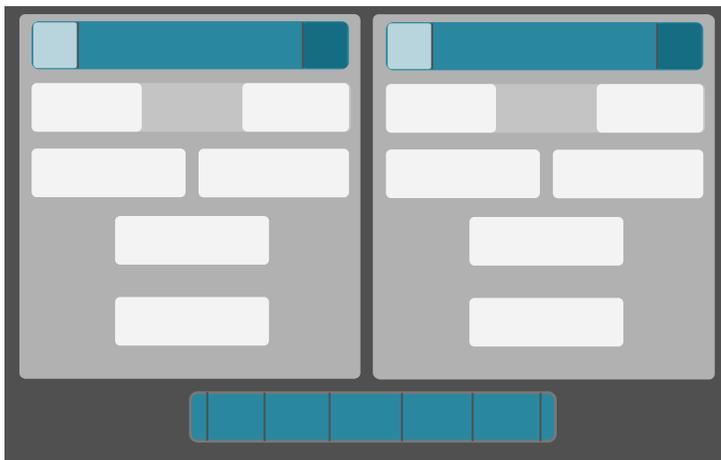
An example of a Dual Screen room



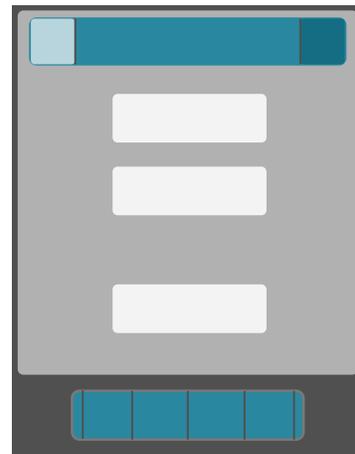
- 1 ON/OFF Powers on Projector. If an off-line message appears, please call for support or use Sony projector remote if available to power on projector
- 2 Main screen of the room PC
- 3 Extension of main screen. If a program was opened and its not visible on Main desktop, it may be on the extended. Please drag application back to Main Desktop if preferred.
- 4 For the HDMI cable on the podium, Button may also say HDMI instead of Laptop
- 5 Source selection for the document camera
- 6 Allows user to connect their devices using the eduroam wireless network to the rooms projection system via the mersive solstice app. Please follow on screen instructions
- 7 Darkens the projector in the room so selected source is not visible to people in the room. Image will still display on monitors. Projectors are still on, button will flash when activated.
- 8 Help Button brings up the support number **404-385-5555**
- 9 Brings up controls for room volume and mic volume levels
- 10 Brings up camera controls menu
- 11 Controls lighting in rooms when available. This button is not present in all rooms.
- 12 The preview button brings up a preview of the camera in the room to help with adjustment
- 13 If this *Connected* message is red it means the touch panel is not connected or the system is down. Please call support at **404-385-5555**

Room AV Guide

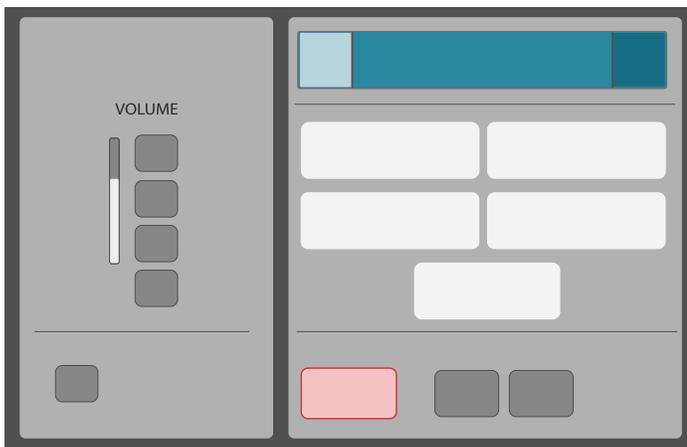
Below are a few examples of the types of touch/control panel configurations that can be found in many rooms. There might be slight variations in other rooms but they all generally have the same basic functions and hopefully are easy to understand.



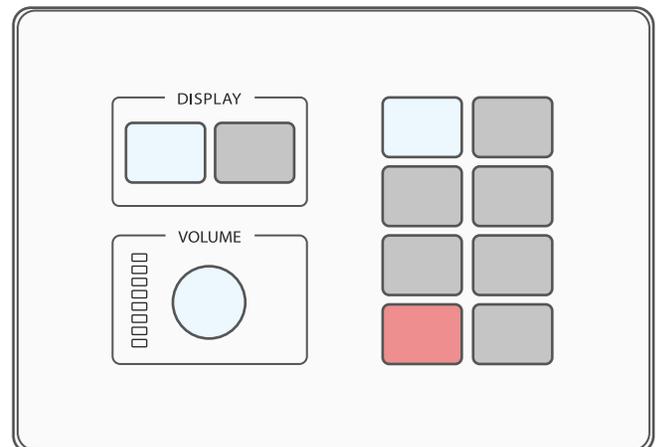
AMX Style Touch Panel



AMX Style Touch Panel



Extron Style Touch panel



Extron Style Control panel

A few general tips follow when using the room that may reduce the need to call for support:

- Always check to see if Main Desktop is selected when using the PC is in the room.
- If the screen is blue or if a message says there is no source (only in certain rooms) make sure the PC is turned on if the podium monitors are black, try checking the extended desktop or move the mouse/ check the keyboard.
- Make sure monitors are on, they may have been turned off accidentally.
- Make sure Blank Screen is not selected when powering on the system unless needed.
- When using sources that have audio (PC, Laptop, Wifi Video etc.) Audio will follow the last source selected, generally indicated by a speaker icon next to the button. That source selection is where audio should come from.
- Always calibrate Wacom monitors (when available) the first time a system is used in any room, more so in dual display rooms. The usable area is split between both monitors and will need to be calibrated back to the Wacom to fix.

If a more in person review of a rooms AV system is required. Please follow the link on the AV services web page and fill out the form. A technician will contact you to set up a time to meet in the room when available.

For rooms with wireless microphone capabilities, Georgia Institute of Technology faculty, staff and students can request a loaner lapel (lavalier) microphone. Microphones can be requested on the AV Services web page. The instructions below describe how to change the frequency if needed.

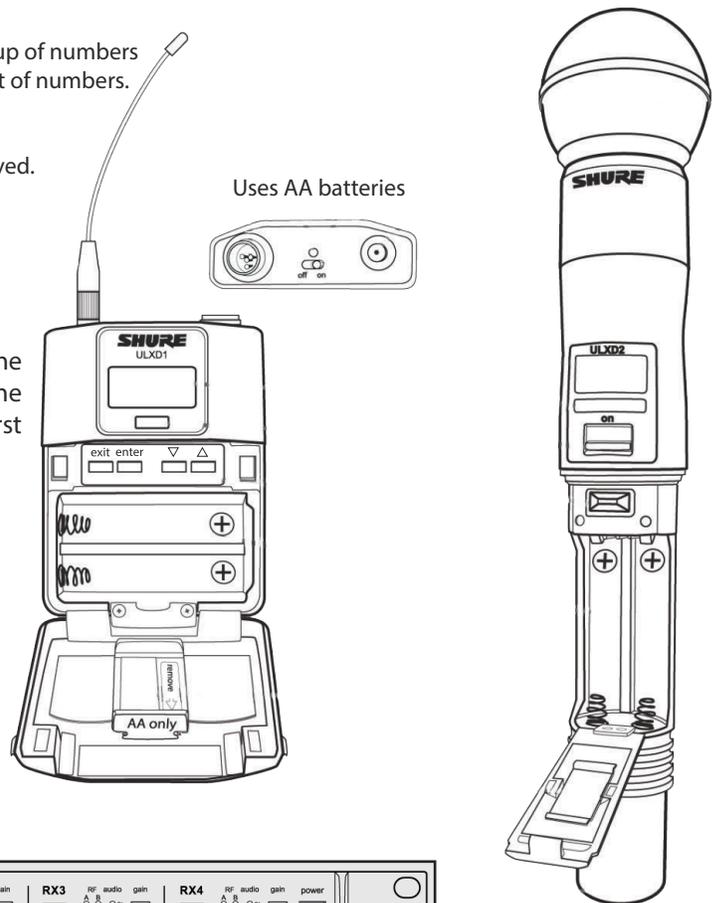
Frequency Change Instructions

If a lock symbol is under the HD1 press the enter button 4 times to unlock the microphone to change the frequency.

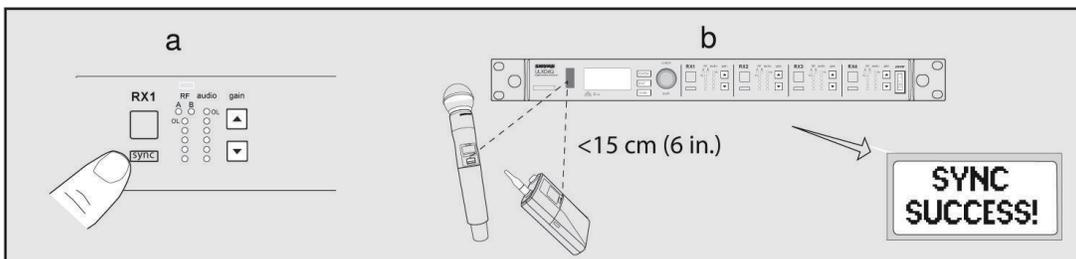
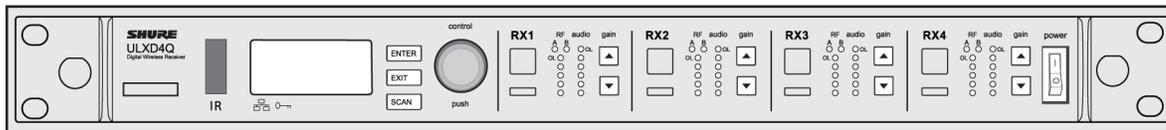
1. Press enter to enter the menu
2. Select radio by pressing enter
3. Press the up arrow to move to the 6 digit frequency. EX. XXX.XXX MHz
4. Press enter. Using the up and down arrows will change the first three group of numbers
5. Press enter again using the up and down arrows to change the second set of numbers.
6. Press enter to save the new frequency.
7. Press exit to return to the main screen
8. Turn the microphone off and then back on to confirm the frequency is saved.

In some rooms the wireless receiver bays are accessible for syncing the microphones directly. The diagram below shows how the bays in the podium racks may appear. We recommend choosing the first frequency on the furthest left.

1. Start by powering on the microphone
2. Face the screen of the mic towards the IR on the receiver bay
3. Press the Sync button . The IR will turn red to flash the microphone.
4. Operation is complete why SYNC SUCCESS! shows on the receiver bays digital screen



Microphone Receiver Bay



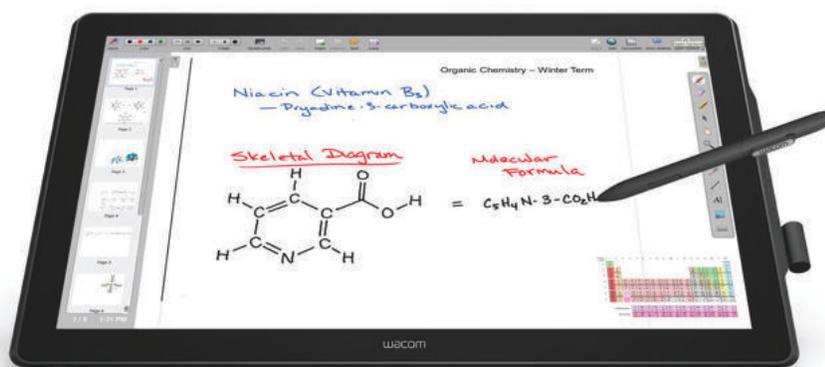
NOTE : Some Rooms will also have the frequency listed under the volume controls for the microphones on the touch panel

Wacom Touch Monitor Calibration Instructions

Revised by Joseph Schmitt (OIT - AV Services) • 5mo ago • 108 Views • ★★★★★

Introduction

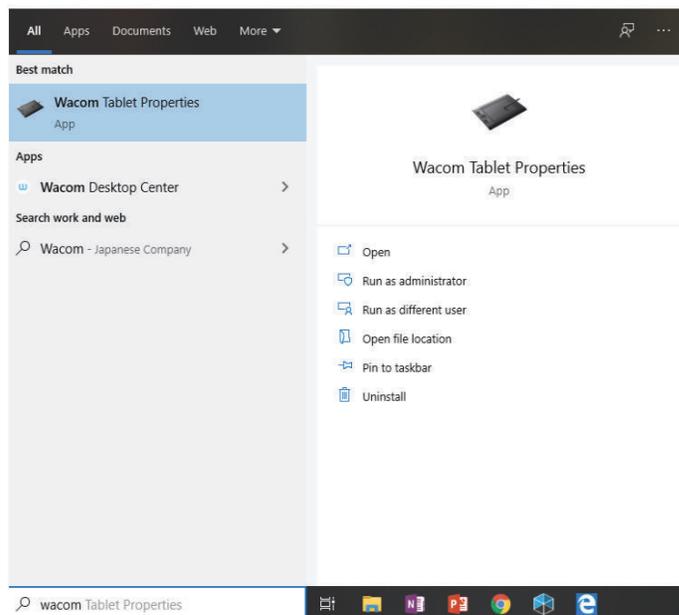
This article describes the process for calibrating the Wacom tablet monitor. This step is required for use of the pen capabilities, and must be performed per-user on each system that the user intends to use.



Instructions

Open Wacom Tablet Properties Application

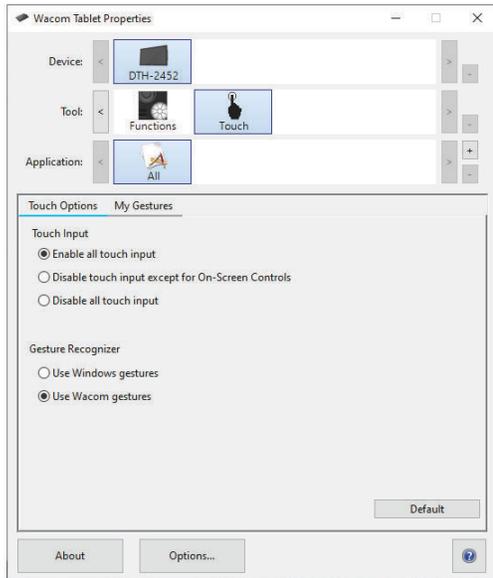
1. Log into the classroom computer using your GT credentials.
2. Click on the search bar on the Windows taskbar or press the Windows key to open the computer search.
3. Type in "Wacom Tablet Properties". You will likely see the application suggested before you finish typing the full name.
4. Open the application.



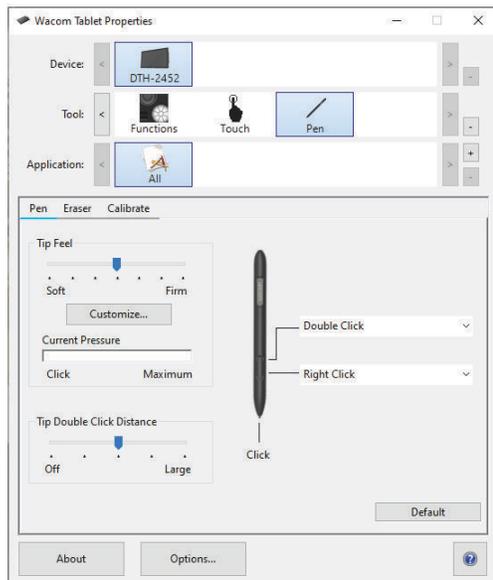
NOTE: If the application does not appear as show above, please submit a classroom support request. Installation of the application may be required.

Pair Pen & Select Monitor

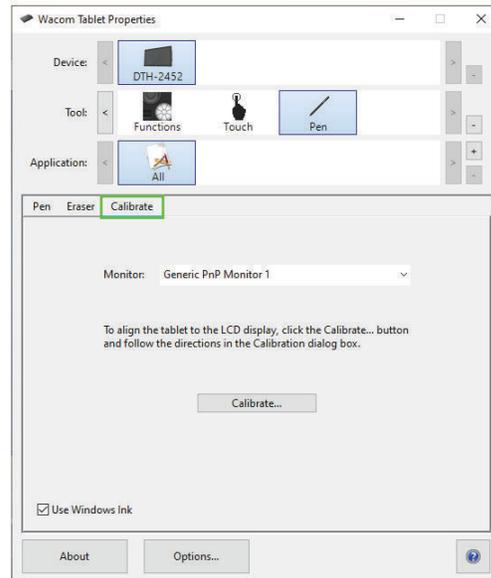
1. With the application open, tap the pen against the screen. You should see the pen appear in the Tool section of the application and highlight automatically.



Pen Tapped

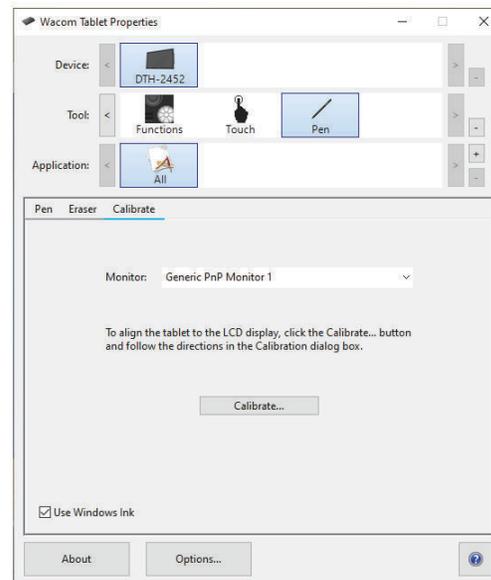


2. Click on the **Calibrate** tab.



3. Select the correct monitor using the dropdown within the Calibrate tab. Monitor #1 should be the correct monitor.

4. You can confirm that you have selected the correct option by bringing the pen tip near the screen after selecting your monitor. Keeping in mind that the mouse position may not be accurate just yet, you should observe the mouse moving around on the Wacom monitor.



5. After confirmation, you should now be able to click the "Calibrate..." button below the Monitor dropdown.

6. Follow the guided prompt that appears on-screen. This will instruct you to touch a number of points on the screen using the pen tip. When the final point is touched, the prompt will close automatically and return you to the application.

Test & Confirm Calibration

Congratulations! Your Wacom Tablet monitor & pen should now be functional!

Please take a moment to test and ensure that the pen writes smoothly and accurately. You may repeat the calibration step as needed to improve accuracy, proceed to the next optional step, or close the Wacom Tablet Properties application. The application does not need to be running to allow for the pen to function after completing this calibration process. Please submit a request for AV classroom assistance if you are unable to complete any part of this process or if you find that the device does not perform properly.

Need AV Assistance?

GEORGIA TECH AV SERVICES

**avservices.oit.gatech.edu | services.gatech.edu
404-385-5555**

Need AV Assistance?

Support Available

8am-9pm Monday - Friday

For Immediate Assistance Call : 404-385-5555

You'll need to provide:

- Building Name / Room Number
- Urgency level
- Brief description of issue
- Contact Information

AV System Training and other requests:

avservices.oit.gatech.edu | services.gatech.edu



Please Scan QR code for more information about AV



Please scan QR for more information about Room Capabilites and Web Conferencing Tutorials for Classroom Spaces