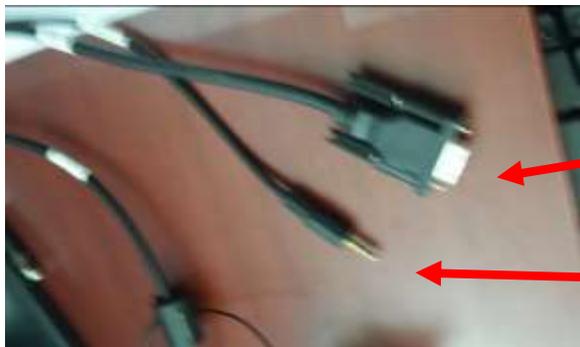


Remote Classroom Video Conferencing User Guide

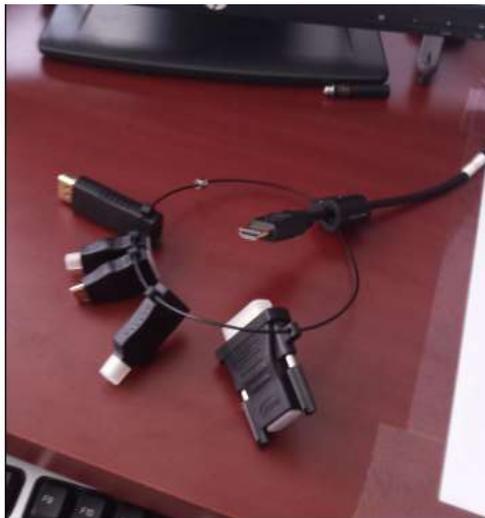
Please login to the Podium PC with instructions on page 2. However, if you are using another device such as a laptop, tablet or phone, please use the following adapters located at the Podium.

You can also use a Flash Drive, CD, DVD- any type of transportable media.

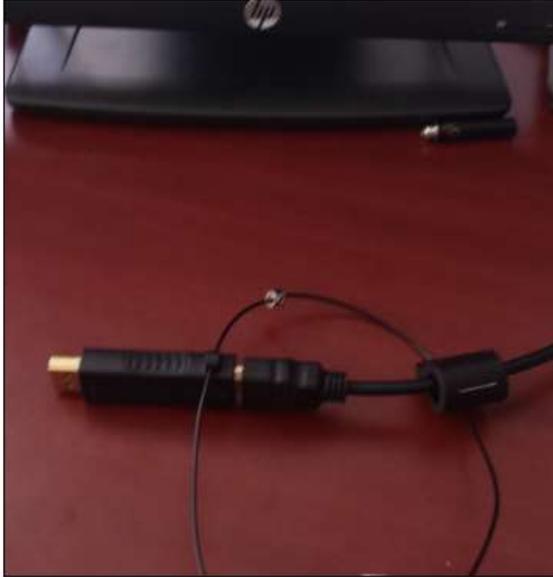


VGA/Adapter
For Video

A4-Audio Adapter



The Podium is equipped with adapters for laptops, phones and tablets



HDMI - Display
Port Adapter

First Login to the Podium PC

User Name: mercy\lpurse@mercy.edu

Password: xxxxxxxx

Go to the a web browser and Login to <https://exchange.mercy.edu>

Login to Office 365.



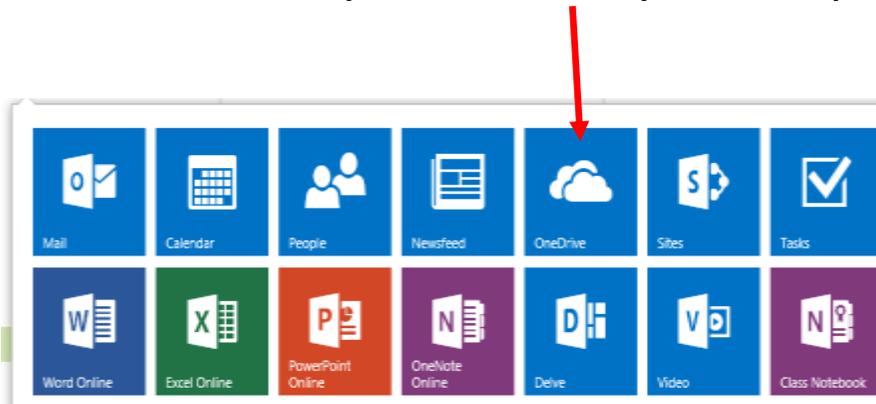
It is important to store your document in OneDrive where you can store, sync, and share your work files.

After you open to your Office 365 email

CLICK App Launcher



Click on OneDrive to open the document you want to present.



1. GETTING STARTED:

Tap the Control Panel on the Podium

The keypad will appear - Enter the Password: 1052



2. Select Video Conference -- to connect to the Bronx campus



Select Presentation -- if you are only presenting to the students in classroom

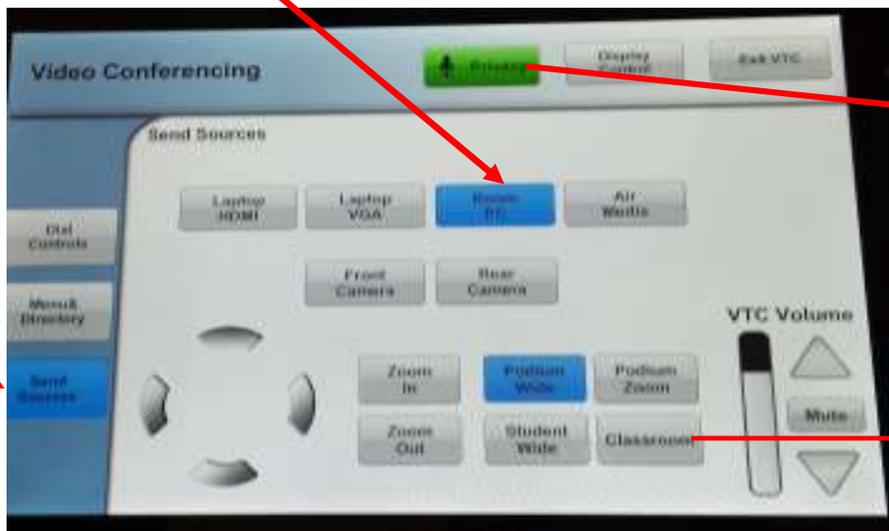
On the next screen -

3. Select Call Bronx Room 2210



4. First Select: Send Sources

Select from the top row the device you are presenting from: Laptop HDMI or Laptop VGA or Room PC or AirMedia. You can toggle back and forth from Air Media to Room PC, etc.

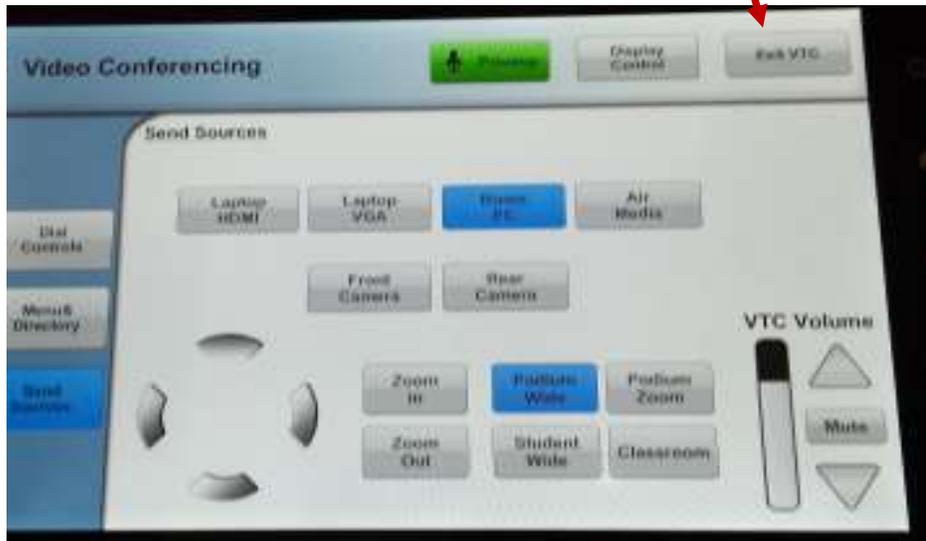


First select Send Source

Tap the Privacy tab, it will turn RED and the Bronx microphone will be muted

Tap Classroom and the students in the Bronx can see students in DF

5. Exit Video Conference - Select Exit VTC

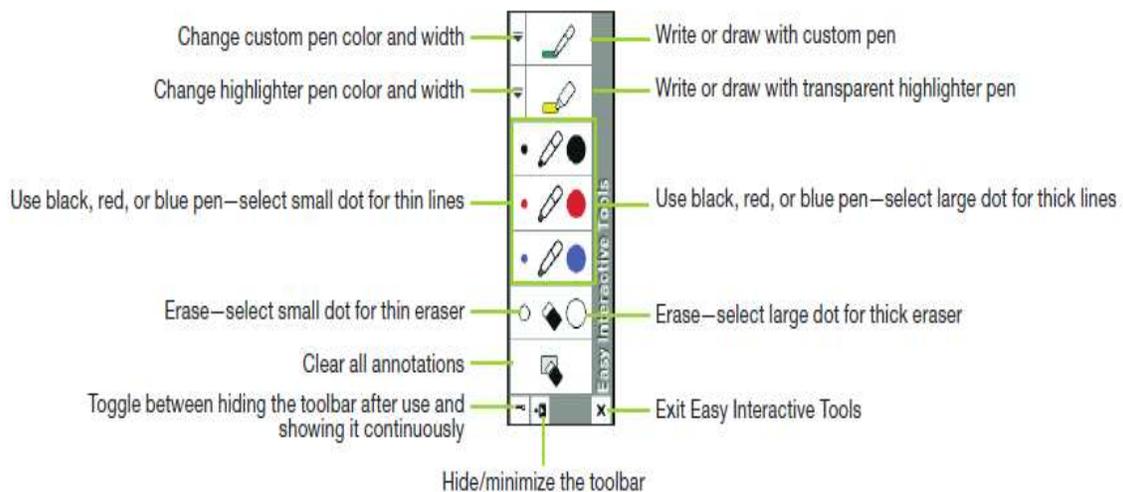


6. Select the Easy Interactive icon on the top left of your screen.

Select Annotation

This is only available if you are using the Podium PC.

Tools for Annotation



7. AirMedia

“Bring Your Own Device” (BYOD) to classes to present, collaborate, and share content wirelessly. Using AirMedia, you can walk into any classroom space and wirelessly present a PowerPoint, share documents, PDFs, photos and screen shots from your personal IOS or Android mobile device on the room display.

1. Download the AirMedia Software
2. Connect to wireless – VIC102AirMedia
3. Open the AirMedia application – the App locates the source – select the source
4. Enter the CODE that appears on the VC screen
5. Present your document, photos, PowerPoint, etc.