# Podium

**On the desktop**

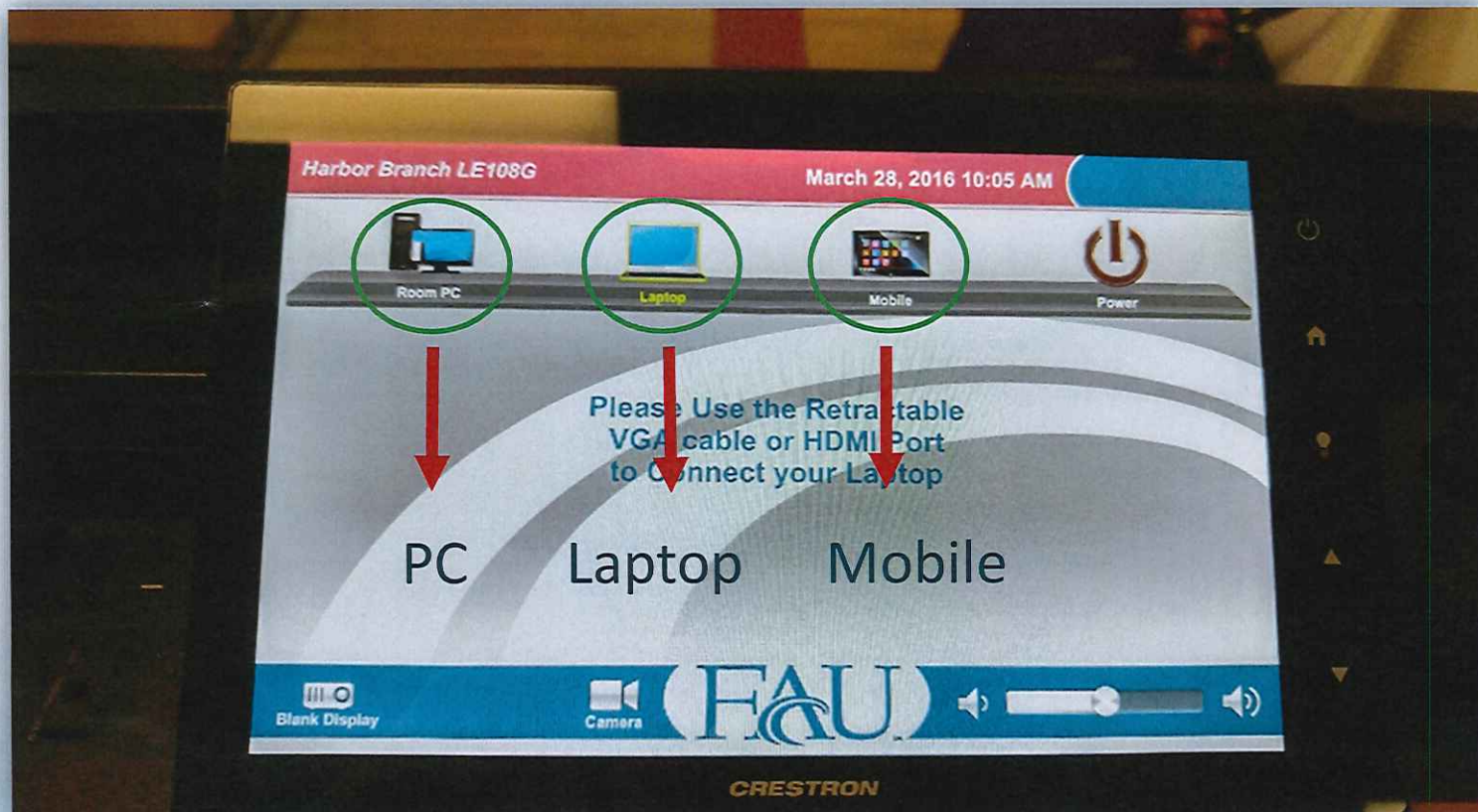1. Touchscreen

2. Monitor

3. Goose neck mic

4. Revo lab mics

 - Microphone for recording when moving around

 - Clip them on

5. Cable cubby contains

 - USB port for recording

 - Cable for laptop audio

 - HDMI cable

 - VGA cable

## Turn on the system by touching the screen and Choose PC, Laptop or Mobile



PC — Push the power button on the monitor and logon using FAUNetID (FAU\username and password)

## Laptop

Use retractable cables
to connect your laptop

HDMI

VGA

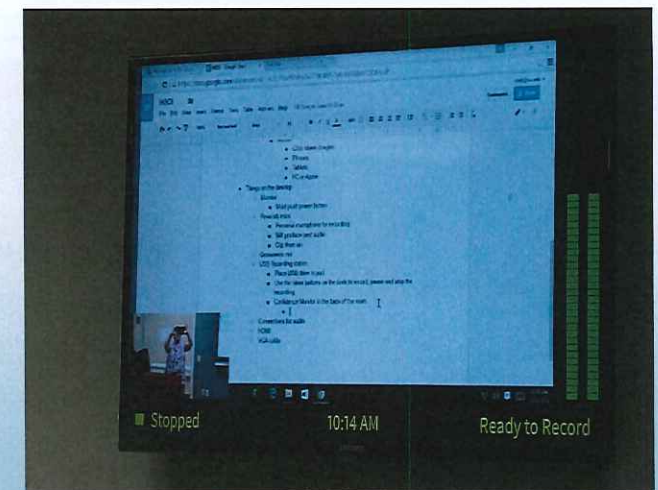# USB Recording Station Record Video, Audio and Content



- Place USB drive in port

- Use the silver buttons on the desk to begin recording, pause and stop the recording

- *Before Recording*

  - Check Confidence Monitor in the back of the room

  - Make sure volume meter is within **green range**

> Record = recording

> Pause = pause the recording, to resume push record

> Stop = end recording



- Time

- Elapsed time displays length of recording

- *DO NOT REMOVE USB DRIVE UNTIL RECORDING IS STOPPED*

- To view recording remove USB drive and place in computer. Navigate to video in the usual way

# Mobile/Clickshare

**For Laptops**



- Click share dongles for laptops limit of 4 showing on screen at one time
- Plug into USB port of laptop
- Need to install software first time
- Software is on the **dongle**
- Install software first and then install launcher
- When dongle goes solid white push button
  - It changes to red
- To remove from screen push button again

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# Mobile/Clickshare

## For iPhone or iPad

- Airplay (slide up from bottom of phone)
- Select HBLE108G
- Turn mirroring on
- Wifi will only show anything that does not need internet
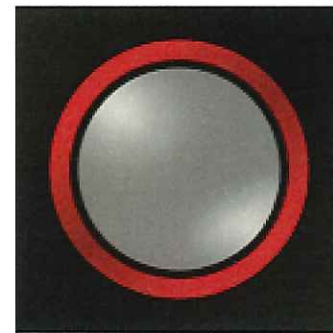- With cell service you can use internet

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## Mobile/Clickshare

### For Android

- Install Clickshare Barco App from Play Store

- Go to WiFi and select Clickshare network

- Open app and follow prompts

- Choose what to share

Apps



ClickShare
Barco

★★★★☆

Google Play

How do I use Collaboration/Presentation room?

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