

# AMCR AV System User Guide

## System Overview

This AV system allows users to control video sources, audio levels, and camera views in the AMCR room. Follow the instructions below to manage presentations, microphones, and video feeds. Reference the image of the User Interface on page 3 for additional details.

## 1. Video Controls

Located on the left side of the interface.

### Selecting a Video Source

- Laptop - HDMI: Select this option if you are using a connected laptop via HDMI.
- Room PC: Select this option to display content from the room's built-in computer.
- Wireless: Choose this option to connect and present wirelessly.

***User must be connected to DukeBlue or Eduroam to use this functionality.***

- Windows - Press Windows + K on your keyboard (or open the "Action Center" and choose "Connect")

    Select the ExtronEDS display from the list & enter the 4 – digit code located at the bottom of the LG display.

- MacOS - On your Mac, access Control Center (usually a globe icon in the top right corner of your screen), select "Screen Mirroring", and choose the ShareLink device – ExtronEDS from the list. If prompted, enter the 4-digit code displayed at the bottom of the LG display.
- iOS (iPad/iPhone) – Open Control Center (Swipe down from the upper-right corner of the screen.) Tap the Screen Mirroring button . Select the ExtronEDS display from the list & enter the 4 – digit code located at the bottom of the LG display.
- Blank Screen: Use this option to turn off the display without powering down the system.

## Turning Display Power On/Off

- Press the green 'ON' button to turn the display on.
- Press the red 'OFF' button to turn the display off.

## 2. Audio Controls

Located in the center of the interface.

### Adjusting Audio Levels

- Program Audio (general room sound)
- Podium Mic (for speakers at the podium)
- Lavalier (Lav) Mic (clip-on microphone)
- Handheld Mic (portable microphone)

### Volume Adjustment

- Press Up (▲) to increase volume.
- Press Down (▼) to decrease volume.
- Press Mute (🔇) to mute/unmute the selected audio source.
- The green bars indicate the current audio level.

### More Audio Settings

Press the 'More Audio' button to access additional settings.

## 3. Camera Controls

Located at the bottom of the interface.

### Selecting Camera Views

- Front Camera View
- Rear Left Camera View (Default)
- Rear Right Camera View
- Tap on the preferred camera feed to switch to that view.
- The green dot on a camera feed indicates the active selection.
- The selected view will be highlighted in light blue.

## Adjusting Camera Angles

- Rear Wide
- Piano Mid
- Fireplace Close
- Front Wide
- Front Close
- Podium Close
- Side Wide
- Front Mid
- Fireplace Mid

## More Camera Options

Press 'More Camera' to access additional controls.

## 4. Powering Down the System

To shut down the system, press the red power button in the top right corner.

## Troubleshooting

- If the display does not turn on, check the Display Power settings.
- If the microphone is not working, ensure it is not muted.
- For camera issues, verify the correct feed is selected.

For assistance, contact the AV support team – [media@div.duke.edu](mailto:media@div.duke.edu) or 919-660-3418.



## More Audio - System Overview

This AV system controls boundary microphones within the AMCR room. Users can adjust volume, mute/unmute microphones, and route audio to the room. Follow these instructions to operate the system effectively. Reference the image of the More Audio User Interface on page 5 for additional details.

### 1. Adjusting Microphone Volume

Each boundary microphone has its own set of controls labeled **Boundary 1 – Boundary 8**. To adjust volume:

- **Increase Volume:** Press the **Up (▲) button** to raise the microphone level.
- **Decrease Volume:** Press the **Down (▼) button** to lower the microphone level.
- **Monitor Audio Levels:** The **green bars** next to each microphone indicate its current audio level.

### 2. Muting & Unmuting Microphones

- **Mute an Individual Microphone:** Press the **Mute (🔇) button** below the desired boundary microphone.
- **Unmute an Individual Microphone:** Press the **Mute button** again to unmute.
- **Mute All Microphones:** Use the "**Boundary Mute All**" button in the lower right corner to mute all boundary microphones at once.

### 3. Routing Microphones to the Room

- Locate the "**Mode Select**" section on the right side of the screen.
- Press the "**ROUTE BOUNDARY MICS TO ROOM**" button to send microphone audio to the room's sound system.

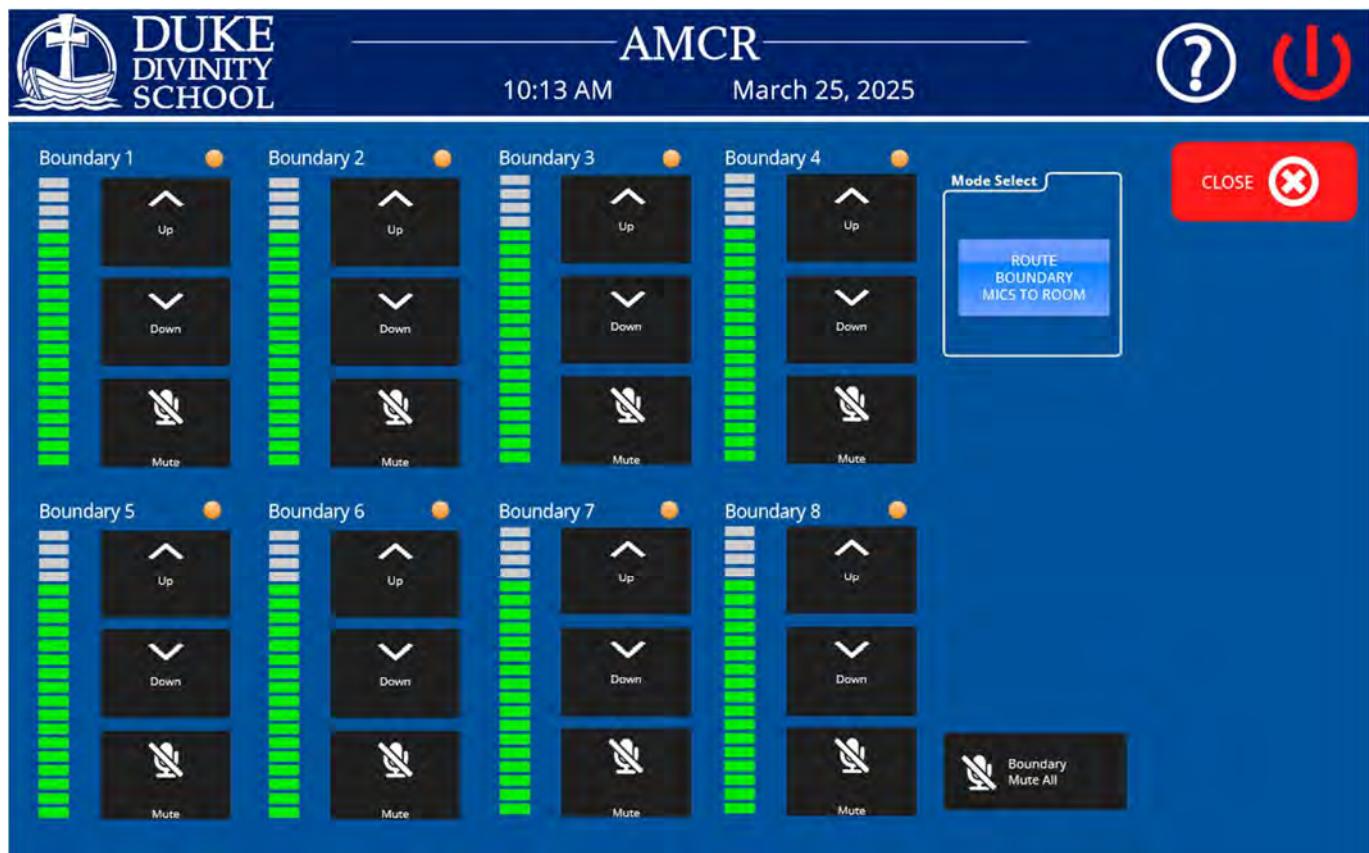
## 4. Closing the System

- To exit the microphone control interface, press the **red "CLOSE" button** in the upper right corner.
- To power down the system, press the **red Power button at the top right**.

## Troubleshooting

- If a microphone is not picking up sound, check if it is muted and unmute if necessary.
- If the volume is too low or high, adjust using the **Up/Down** buttons.
- If no sound is coming through the room speakers, ensure microphones are routed to the room using the **Mode Select** button.

For assistance, contact the AV support team – [media@div.duke.edu](mailto:media@div.duke.edu) or 919-660-3418.



## More Camera – System Overview:

The system allows you additional granular control of the cameras within the AMCR room. You can select different camera views, zoom in and out, and use preset positions. Reference the image of the More Camera User Interface on page 8 for additional details.

### 1. Powering On/Off the System:

- **Power On:** The system should automatically power on when the room is in use. If it is off, please contact technical support.
- **Power Off:** Press the **Power (U)** button in the top right corner. Confirm if prompted.

### 2. Selecting a Camera View:

- **Camera Selection:** On the left side of the screen, you will see a list of camera thumbnails.
- **Select a Camera:** Tap on the thumbnail of the camera you wish to view. The main camera view display in the center will change to the selected camera feed.

### 3. Using Camera Presets:

- **Preset Buttons:** At the bottom of the screen, you will find three preset buttons labeled "Preset 1", "Preset 2", and "Preset 3".
- **Recall a Preset:** Tap on the desired preset button to move the selected camera to a pre-configured position.

### 4. Zooming In and Out:

- **Zoom Controls:** On the right side of the main camera view display, you will see zoom in (+) and zoom out (-) buttons.
- **Zoom In:** Tap the **zoom in (+)** button to magnify the image.
- **Zoom Out:** Tap the **zoom out (-)** button to reduce the magnification.

### 5. Panning and Tilting (If Available):

- **Arrow Controls:** If available, you may see arrow buttons surrounding the main camera view.
- **Pan:** Tap the left or right arrow buttons to pan the camera horizontally.
- **Tilt:** Tap the up or down arrow buttons to tilt the camera vertically.

## 6. Exiting the Interface:

- **Close Button:** To exit the AV system interface, tap the **Close (X)** button in the top right corner.

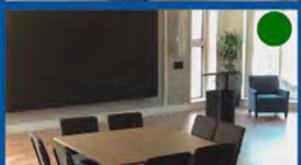
## 7. Getting Help:

- **Help Button:** Tap the **Help (?)** button in the top right corner for additional information or troubleshooting.

## Troubleshooting:

- **No Image:** Ensure the system is powered on and the correct camera is selected.
- **Frozen Image:** Try switching to another camera view and then back. If the issue persists, power cycle the system.
- **No Response:** If the touch screen is unresponsive, please contact technical support.

For assistance, contact the AV support team – [media@div.duke.edu](mailto:media@div.duke.edu) or 919-660-3418.

CLOSE 

Select Camera

Preset 1

Preset 2

Preset 3