

# WITHERSPOON TECHNOLOGY USER GUIDE

## Touch Panel Overview (when rooms are used separately)



## KEY

- 1 Power Screen for turning on projector(s) and shutting down the system.
- 2 Lectern DM source—used for devices connected via the full size pre-wired lectern
- 3 Wallplate—used for standalone HDMI/VGA devices **without** the full size pre-wired lectern.
- 4 AirMedia—used for wireless display of devices (PC, MAC, laptops, tablets, phones)
- 5 AM/FM tuner—for terrestrial radio playback
- 6 Screen/Lights—manual screen control and room lighting presets—also includes blackout shade control for Lakeview.
- 7 Wireless microphones—Allows volume control for wireless microphone sets 1 and 2 in each room.
- 8 Source volume control (up, down, mute)
- 9 Wired microphone volume control—for podium mics or other non-wireless microphone volume control (up, down, mute)
- 10 Combine—sends microphone audio to both rooms. Also allows for sending audio and visual content on both projection systems.

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## A few notes before using this technology:

- 1 The Witherspoon technology is **SELF SERVICE**. This means that users can bring their own devices and have access to any cables, microphones, rechargeable batteries, and touch panel/room functionality.
- 2 Users are expected to know how to use and connect equipment, replace wireless mic batteries, where to find items, and to put everything away properly when events are complete.
- 3 LIS Equipment Reservation Forms and LIS technology setup and strike requests are not required. If a requested setup falls under SELF SERVICE, LIS will ask the user to schedule a training session to utilize the SELF SERVICE model.

**\*\*Podiums and other required furniture must still be reserved through physical plant.**

- 4 If you require AV equipment beyond what is in the rooms (i.e. laptops), please fill out an Equipment Request form at [www.westminster.edu/lis](http://www.westminster.edu/lis). 2 business days notice required!
- 5 If your equipment request for additional equipment is approved, you will be asked to pick up the equipment from the LIS User Services location in the connecting hallway between McKelvey and Thompson Clark during business hours (8:00-4:30 Monday thru Friday).

**The following items are available for self service in each Technology Closet (Rooms 338 and 339) or in the Witherspoon Rooms themselves and do not require a reservation or setup request:**

- 2 sets of wireless mics and rechargeable batteries
- Extension Cords
- HDMI cables
- VGA/mini audio cables
- Mini jack audio cables
- Network cables
- XLR cables
- Podium microphones
- Podium wiring (Lectern DM)
- Microphone stands (1 per room)
- Touch panels/Room Combine activation
- Cable guards

**PLEASE: Put all items  
away properly when  
use is complete.**

# WITHERSPOON TECHNOLOGY USER GUIDE

## Getting Started

### USING THE PRE-WIRED FULL SIZE LECTERN (Lectern DM source on the touch panel)

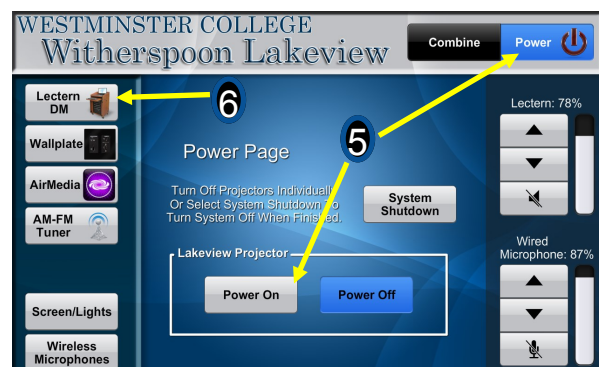
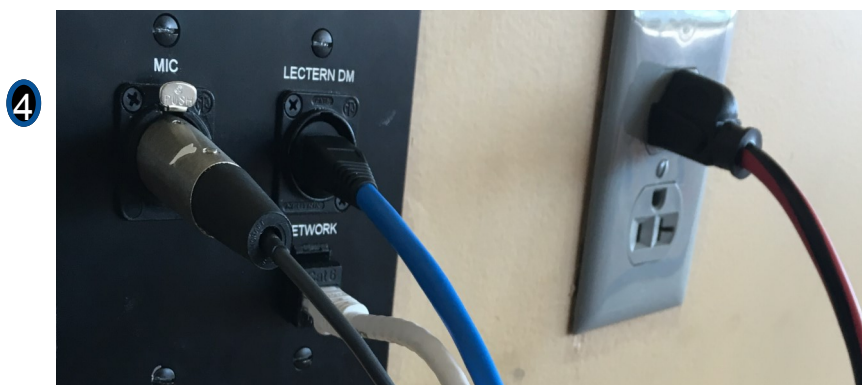
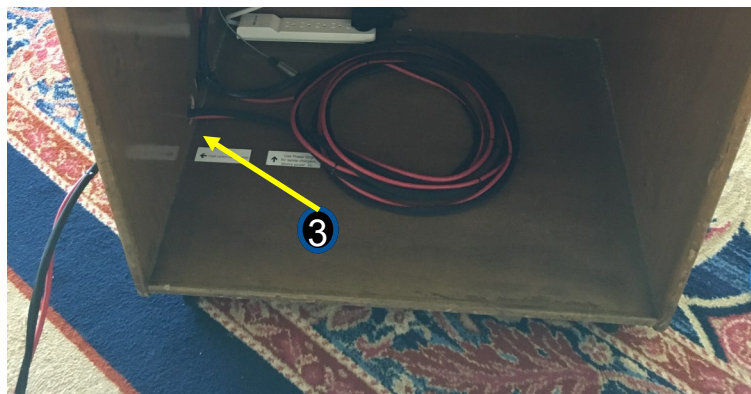
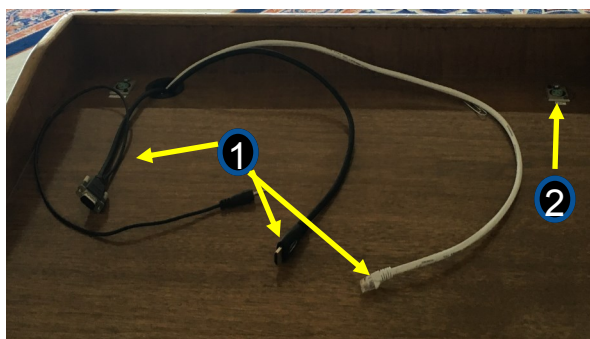
- 1 Plug the HDMI or VGA and mini audio cable from the top of the lectern into your device. You may also plug in the network cable, if not using WiFi.

NOTE 1: If using the mini jack cable, make sure to plug it into the headphone jack—not the microphone jack—of your device.

NOTE 2: You may also utilize the power strip in each lectern to plug in your chargers, adapters, etc.

- 2 Plug in the podium microphone, if needed (located in the closet microphone drawer, along with wireless microphones)
- 3 Fish the cable bundle out the left side of the lectern through the hole.
- 4 Plug the power, mic, lectern DM, and network cables\*\* into the corresponding plugs on the wall.
- 5 Turn on the projection system by pressing the “On” button on the Power screen.
- 6 Turn your device on and press “Lectern DM” on the touch panel to display. Adjust volumes as needed.

NOTE: If an HDMI and VGA source are connected to the wallplate simultaneously, the system will always default to the **HDMI source**.



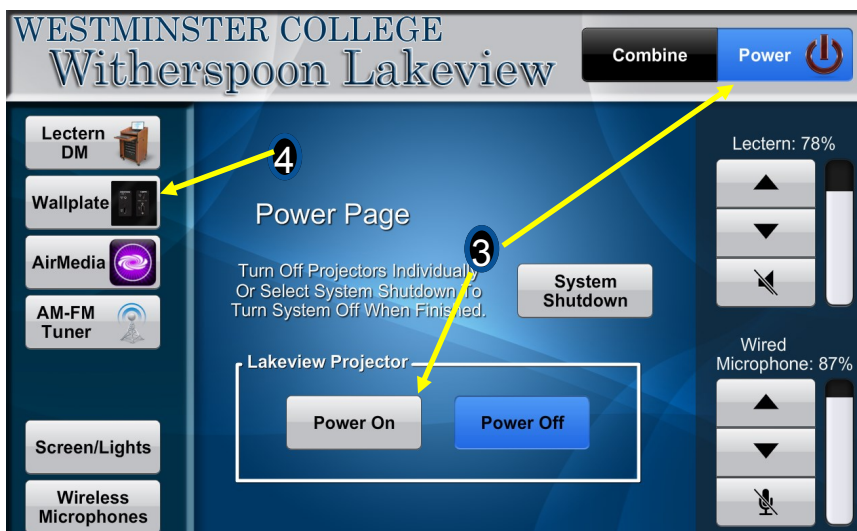
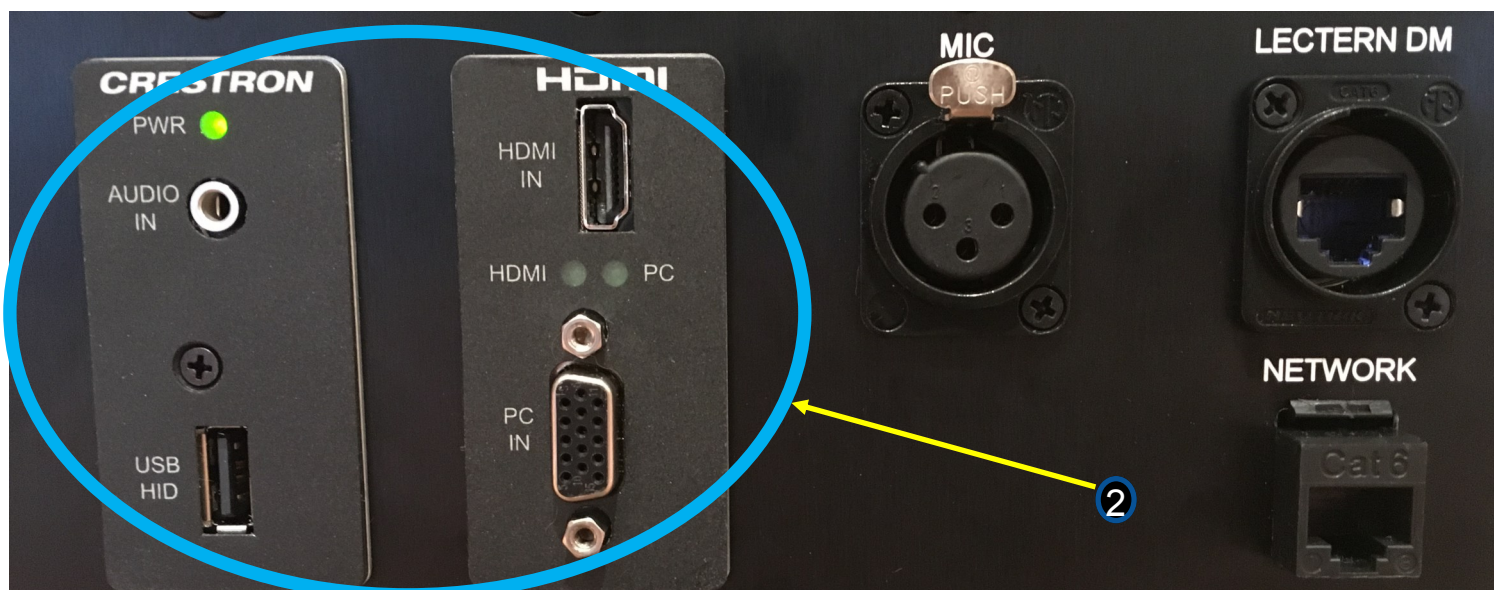
# WITHERSPOON TECHNOLOGY USER GUIDE

## Getting Started

### NOT USING THE PRE-WIRED FULL SIZE LECTERN (Wallplate source on the touch panel)

- 1 Grab whatever cables and microphones you need from the technology closet.
- 2 Plug the wires into the corresponding plugs on the wall.
- 3 Turn on the projection system by pressing the “On” button on the Power screen.
- 4 Turn your device on and press “Wallplate” on the touch panel to display. Adjust volumes as needed.

NOTE: If an HDMI and VGA source are connected to the wallplate simultaneously, the system will always default to the **HDMI source**.



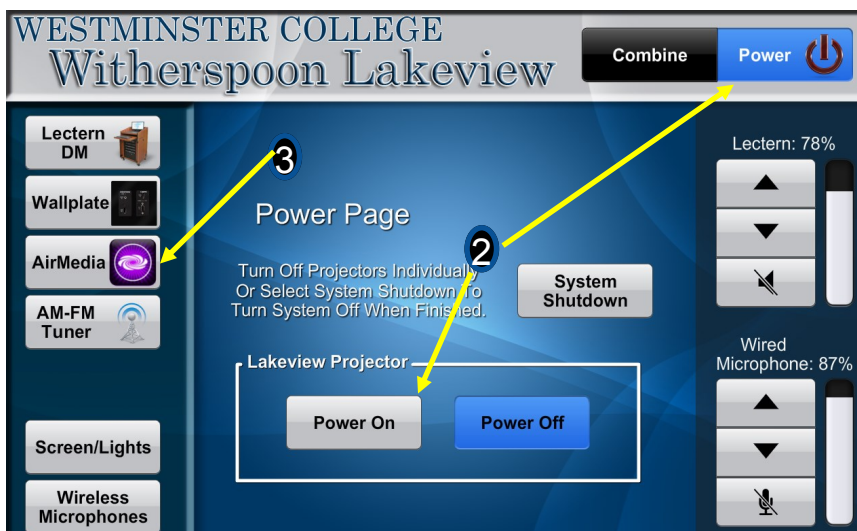


# WITHERSPOON TECHNOLOGY USER GUIDE

## Getting Started

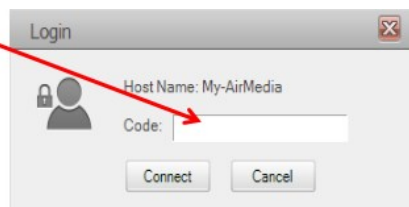
### USING AIRMEDIA (wireless display)

- 1 Make sure that your device is connected to a Westminster College WiFi network.
- 2 Turn on the projection system by pressing the “On” button on the Power screen.
- 3 Touch the AirMedia button.



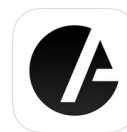
### IF USING A PC OR MAC with AIRMEDIA

- 1 Enter the numeric IP address you see in parentheses on the projection screen into a web browser (Chrome, Firefox or Safari).
- 2 Download the Windows or Mac client. Take note of where it downloads!
- 3 Once the client is downloaded, double click the client icon to launch the program. You can also save the downloaded client icon onto your desktop for easy access next time.
- 4 When the client is launched, enter the 4 digit code on the top right of the AirMedia screen.
- 5 Click the “Play” icon on the client to display your desktop.



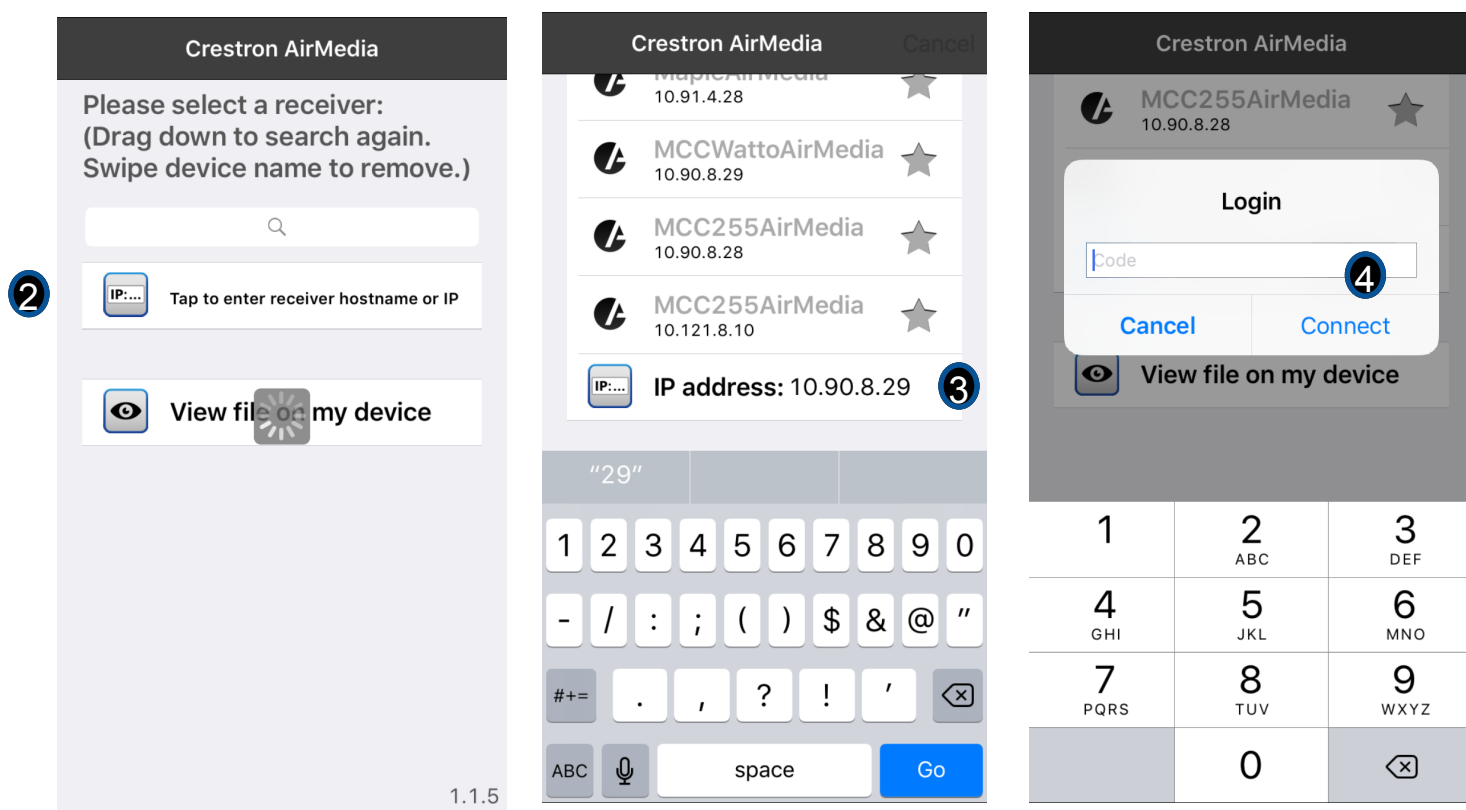
**ADDRESS AND CODE  
WILL VARY**

# WITHERSPOON TECHNOLOGY USER GUIDE



## IF USING A TABLET OR PHONE WITH AIRMEDIA

- 1 Download the AirMedia app from the Apple Store or Google Play (make sure it's the latest version!)
- 2 Open the app and press "Tap to enter receiver hostname or IP".
- 3 Enter the numeric IP address you see in parentheses on the projection screen. Press "Go".
- 4 Enter the 4 digit code on the top right of the AirMedia screen and press Connect.



### NOTES:

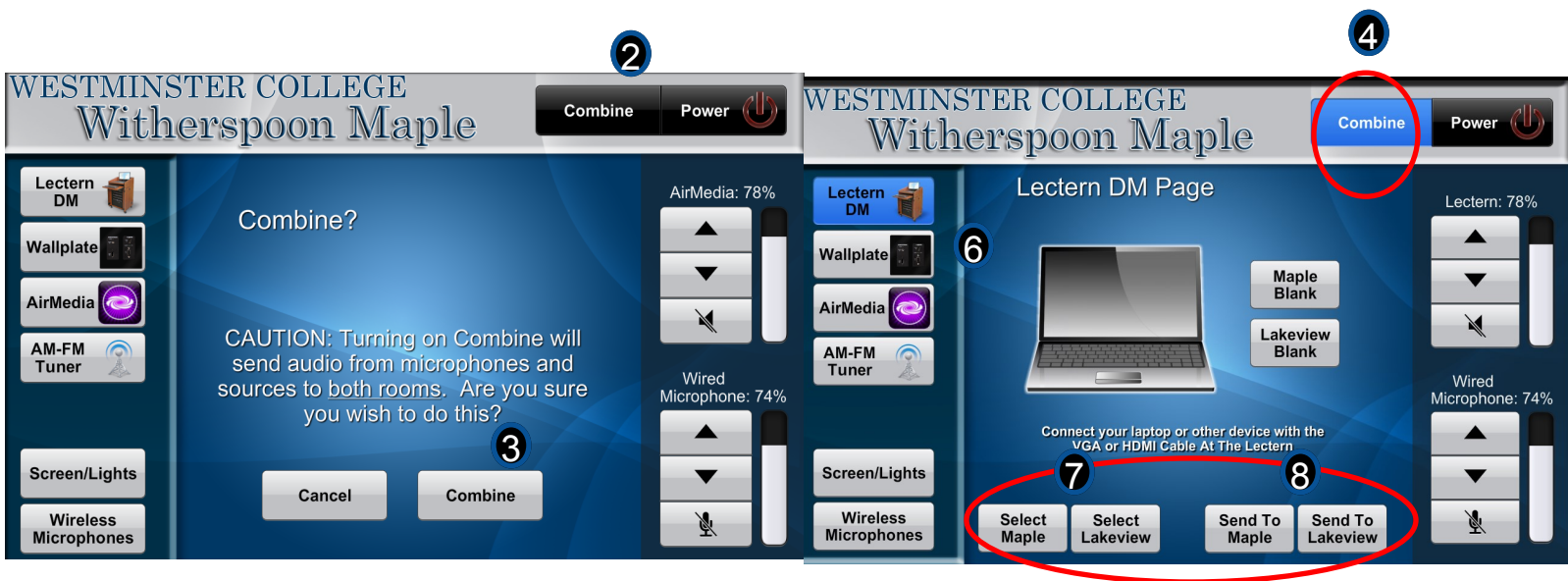
- A) Tablets and phones do not stream video wirelessly to the projectors. Use a PC or a MAC if you want to stream video.
- B) For phones and tablets, you'll need to make sure that your content is opened or copied into the AirMedia App in order to display it.
- C) You can display up to 4 devices simultaneously using AirMedia—one in each quadrant of the projection screen.
- D) For additional training on how to use AirMedia, especially with tablets or phones, contact LIS Help to set up a training session.

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## Activating and Using Room Combine

Room Combine allows you to send microphone audio and content to both rooms at the same time.

- 1 MAKE SURE TO VERIFY THAT YOU AREN'T INTERRUPTING ANOTHER EVENT!
- 2 Press the Combine button on the top right of the touch screen.
- 3 A message will appear asking if you wish to combine the rooms. Press "Combine" or "Cancel".
- 4 The Combine button will turn blue if Combine mode is activated.
- 5 Wired and wireless microphone audio will go to both rooms automatically. In order to display or hear your connected laptops or device(s), follow the next steps.
- 6 Press Lectern DM, WallPlate, or AirMedia on the touch panel.
- 7 Select either the Maple or the Lakeview source, depending on which room you are connected in.
- 8 Press "Send To Maple" and/or "Send To Lakeview".



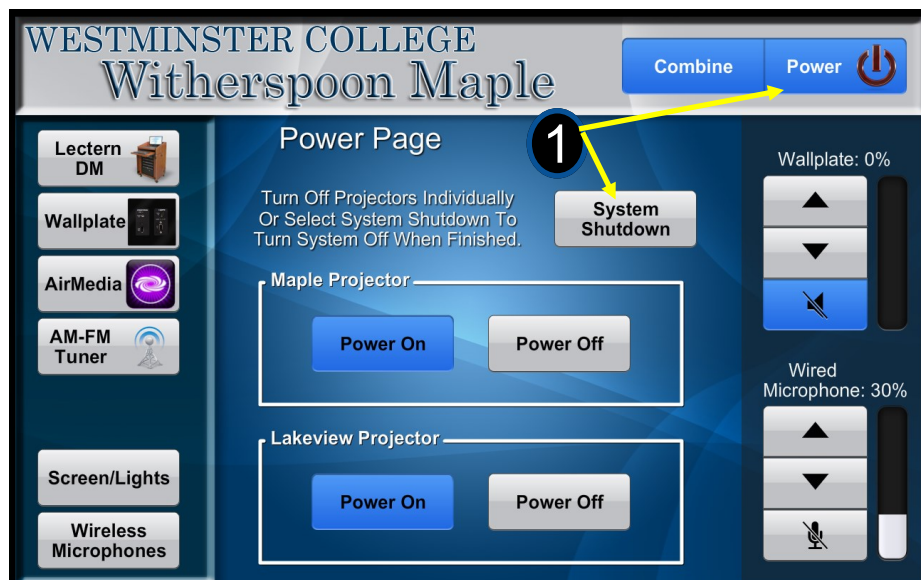
### NOTES:

- A) You can control the lighting for both rooms in Combine mode. Choose the "Screens/Lights" button and select the preset you desire for each room.
- B) You can control all 4 sets of wireless microphones in Combine mode (2 in Lakeview and 2 in Maple).
- C) You have the option of sending one source to one room, and another to the other in Combine mode. For example, you can send the Lectern DM from Maple to Maple's projector, and AirMedia from Maple to Lakeview's projector.
- D) When you shut down the system, the rooms, by default, will uncombine.

# WITHERSPOON TECHNOLOGY USER GUIDE

## Powering Down/Cleaning Up

- 1 Go to the power page. Press the System Shutdown button on the Touch Panel.
- 2 On the next screen, press Shutdown. If rooms are combined, both systems will power down together. (Projectors will rise into the ceilings after 90 seconds)
- 3 Coil up any cables and put them away neatly, into the closet or the lectern.
- 4 Turn off and put away all microphones into the closet microphone drawers.





# WITHERSPOON TECHNOLOGY USER GUIDE

## Basic Troubleshooting

### No video or sound from my device (hard-wired)

- 1 Is your device and the projector turned on? Make sure projector is not in “blank” mode.
- 2 Are all of your cables hooked up properly? Connected tightly?
- 3 Are all of your volumes up? Check the volumes on your device, browser, touch panel, etc.
- 4 Do you get sound from other devices?
- 5 Not getting sound from HDMI? Try plugging in the mini jack cable to your headphone output, if you’re using the lectern. If using the wallplate, grab the mini jack audio cable from the closet and use it for sound.

### No sound from wireless/wired microphones

- 1 Is the mic turned on? (Power buttons are on the bottom of the stick mics)
- 2 Are the batteries fresh? Are the batteries installed correctly? Twist off the bottom cover to check; use fresh rechargeable batteries from the closet, and place the dead batteries into the charger.
- 3 Did you follow the microphone guidelines posted in the equipment closets? Make sure you aren’t using 2 microphones from different microphone families (i.e. Maple 1 stick mic and Maple 2 stick mic)
- 4 Are all of your volumes up? Check the volumes on the “Wireless Microphones” section of the touch panel if you’re having issues with wireless mic volumes.



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## AirMedia Troubleshooting

### My video is not showing on my tablet or mobile phone.

Tablets and phones cannot display motion video via AirMedia. Use Lectern DM or WallPlate to connect your tablet via hard wire. You'll also need to provide the appropriate adapter.

### I can't connect to the AirMedia.

- 1 Is your device connected to the college WiFi? If not, you'll need a college username and password or obtain guest account credentials from the LIS Help Desk.
- 2 Did you enter the right address into your browser or app? You should enter the IP address ONLY (the numbers and dots in parentheses. For example: 10.91.8.27)
- 3 Are you connected to the proper AirMedia? Maple and Lakeview each have their own address.
- 4 Did you press "Play" on your mobile device, tablet, or PC to show your screen?
- 5 If using the app on a tablet or phone, make sure you do everything for display IN the app. If you exit to your home screen, your device will not share content. (You can use "Shot and Show" mode in the app if you need to show something other than a document, photo or browser link).