

## Instructional Podium User's Guide For the EXTRON IN 1608 & IN1608xi with 10" touch panel controls

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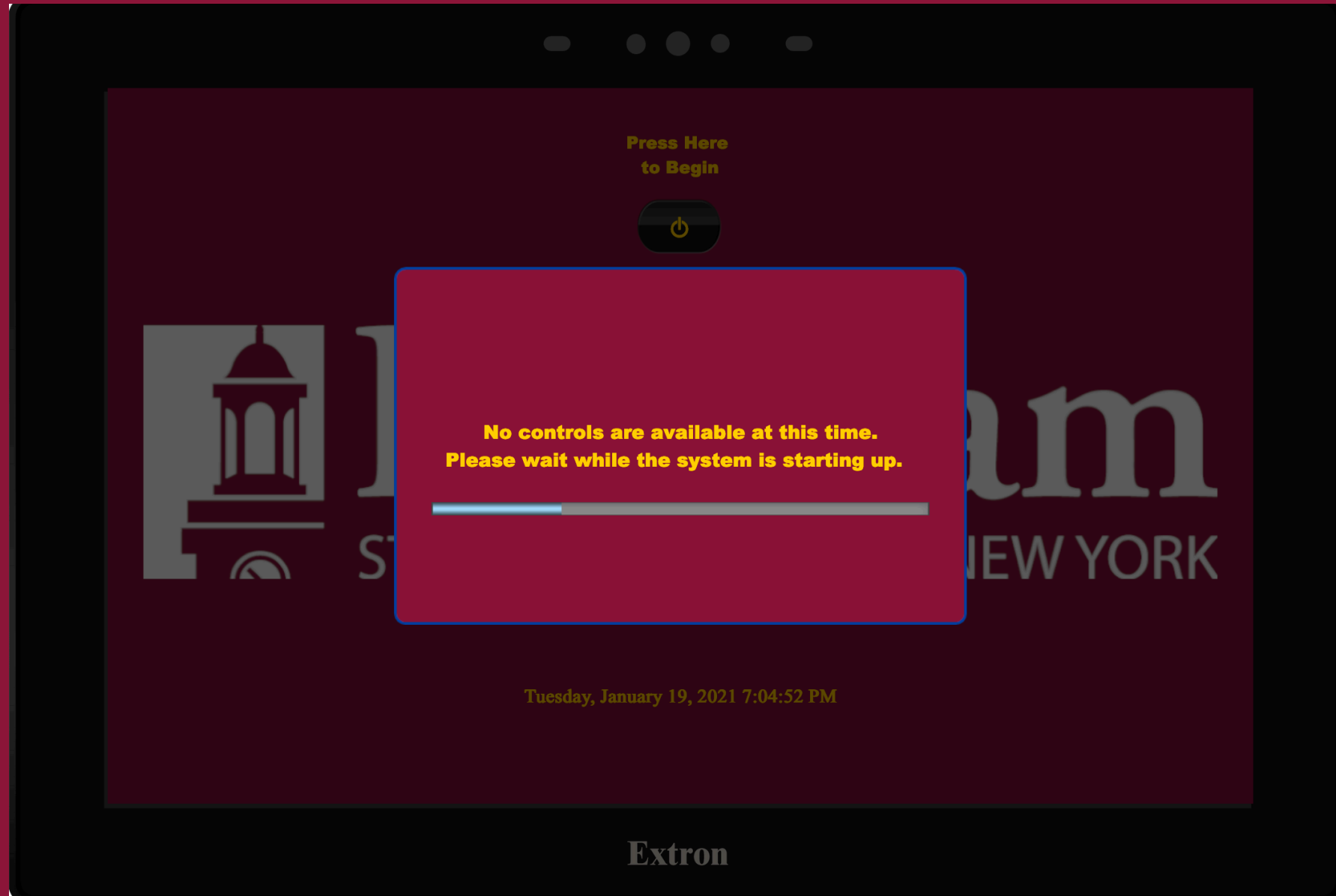
As of Spring 2021



- Start Page should be displayed by the touch panel by simply waving a hand in front of and/or touching the unit. If the unit is functioning correctly it should display Building Name, Room Number, and the correct Date & Time
- Touching the on/off button above the “Room Name” turns the system on



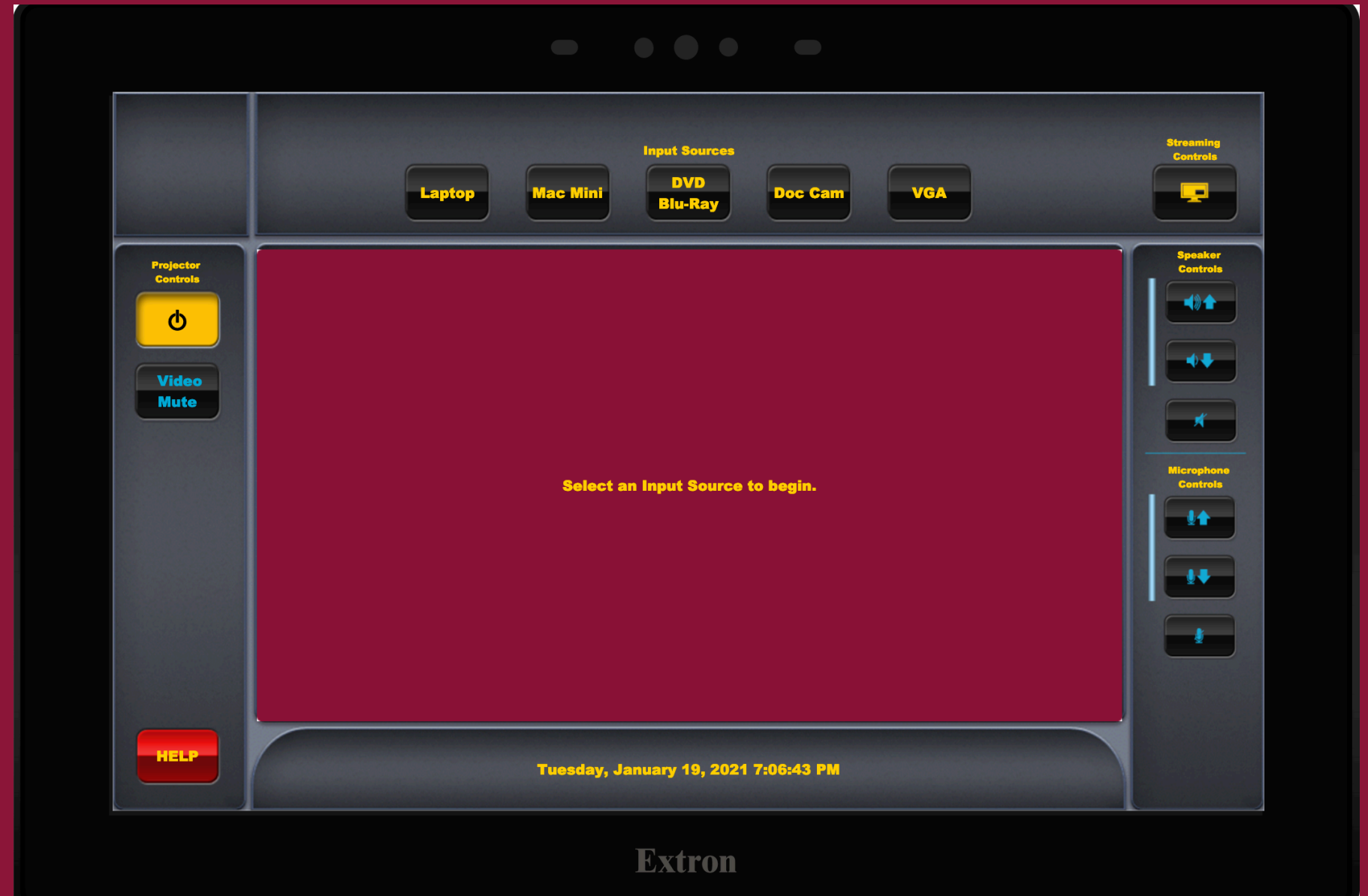
# Starting Up



- After pressing the on/off button the “Starting Up” Pop-up appears and displays a progress bar.
- Progress bars estimate the amount of time until the system is ready for use. The system will not accept commands until the bar reaches completion.

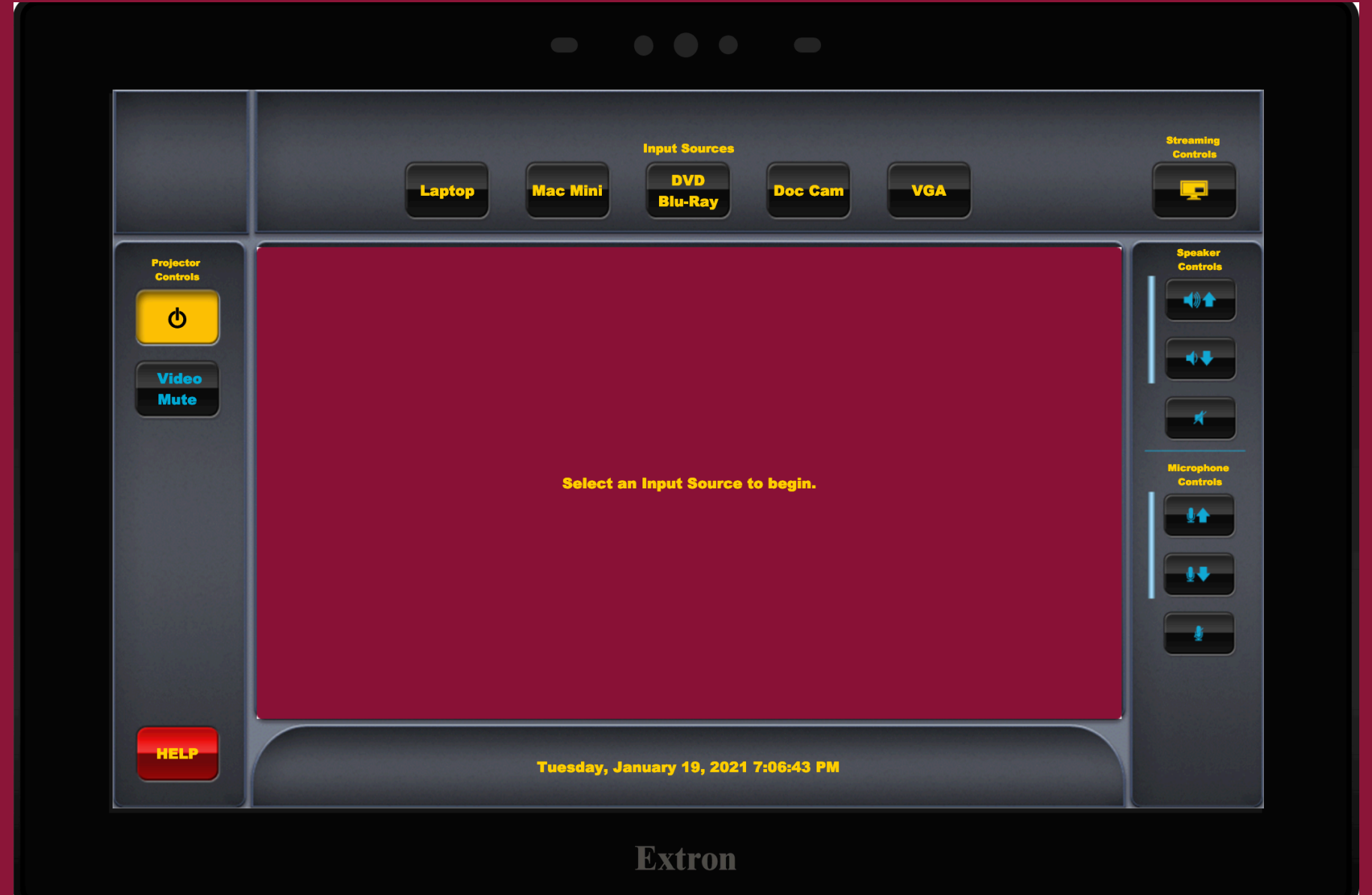
# Main Page

- The Main Controls Page consists of 5(five) different areas
- Input Sources: Top Bar, which typically consists of 5 different input sources: Laptop(HDMI), Mac Mini, DVD Blu-Ray, Doc Cam, and VGA\*. This Area also displays a button for Streaming Controls.
- \* note VGA will be phased out in future Podia generations.



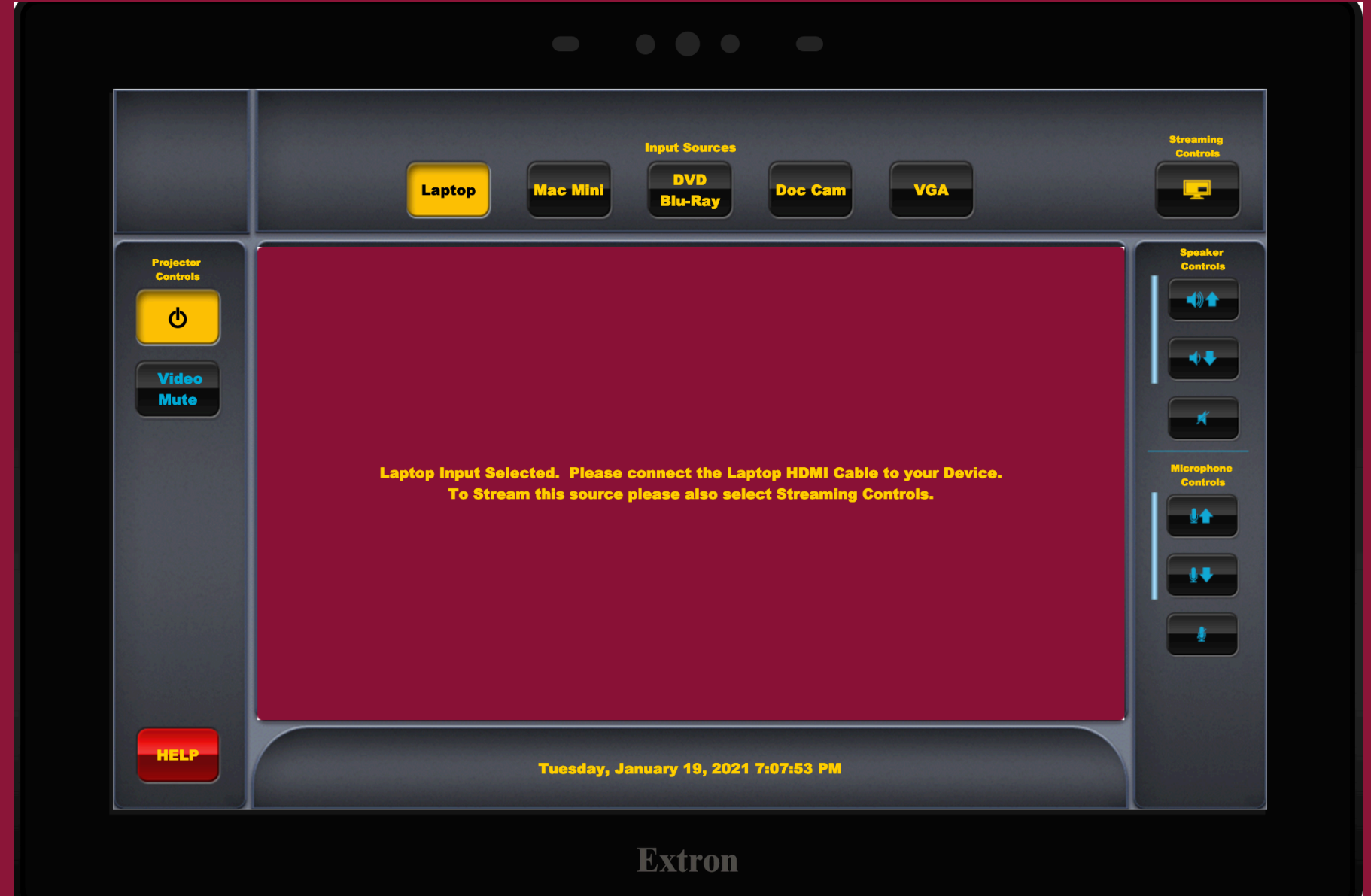
# Main Page continued

- Center panel(Pop-Up Page): By default, displays “Select an Input Source to begin”. This area is somewhat interactive, dependent on the selected Input Source in the top “input” bar. Each Input Source displays its own pop-up in this space, some exhibit further controls, others have none.



# Main Page continued: INPUTS

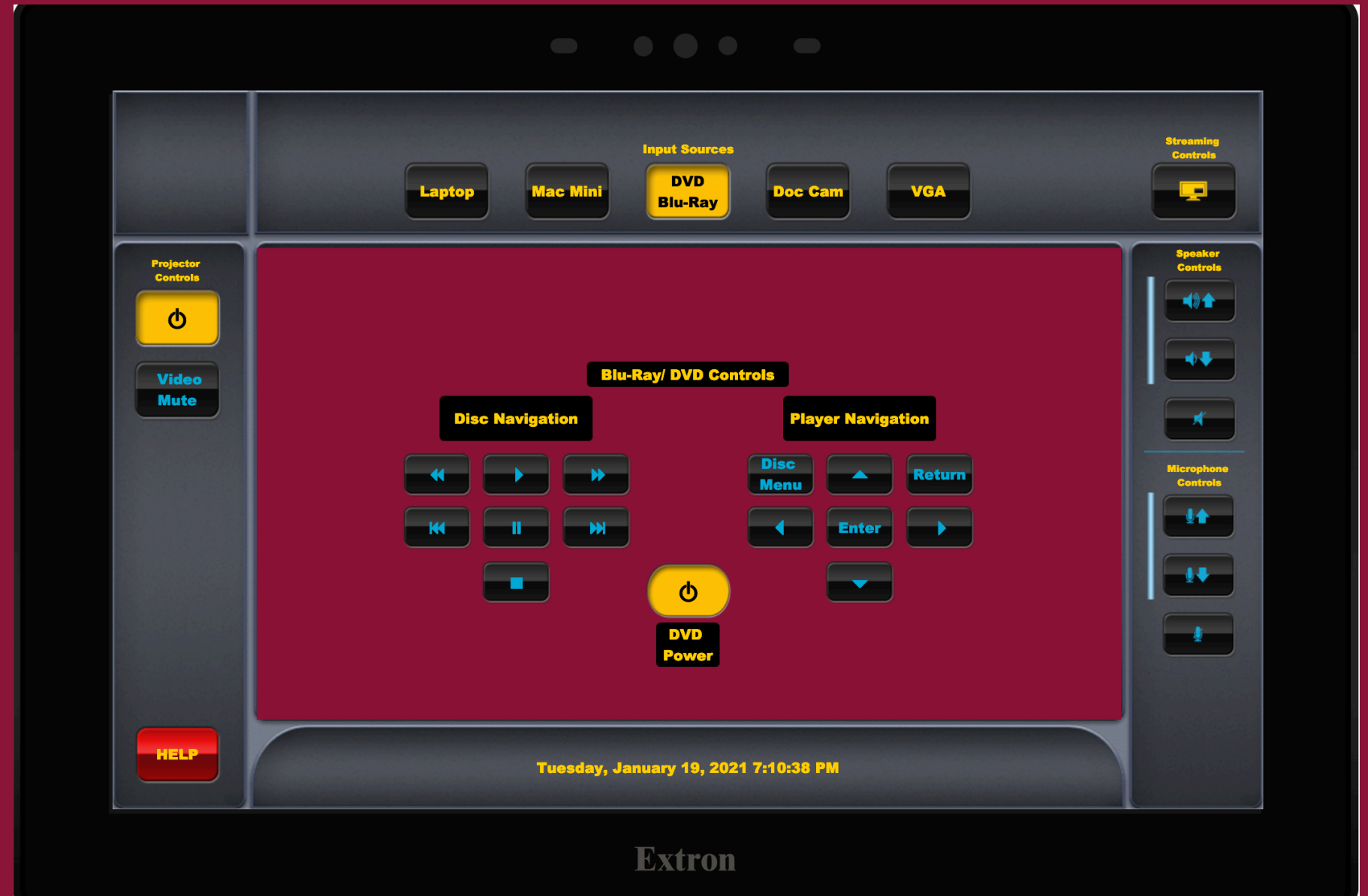
- Typical classrooms have 5(five) Input Sources. Laptop, Mac Mini, Blu-Ray, Doc Cam, and VGA
- A selected input will be highlighted in yellow to show it has been selected. If the input has further controls, those controls will be displayed in the center “Pop-up Field”
- DVD Blu-Ray: The DVD Blu-Ray selection produces a “Pop-Up” to the control for the DVD/Blu-Ray Player.(see next slide).





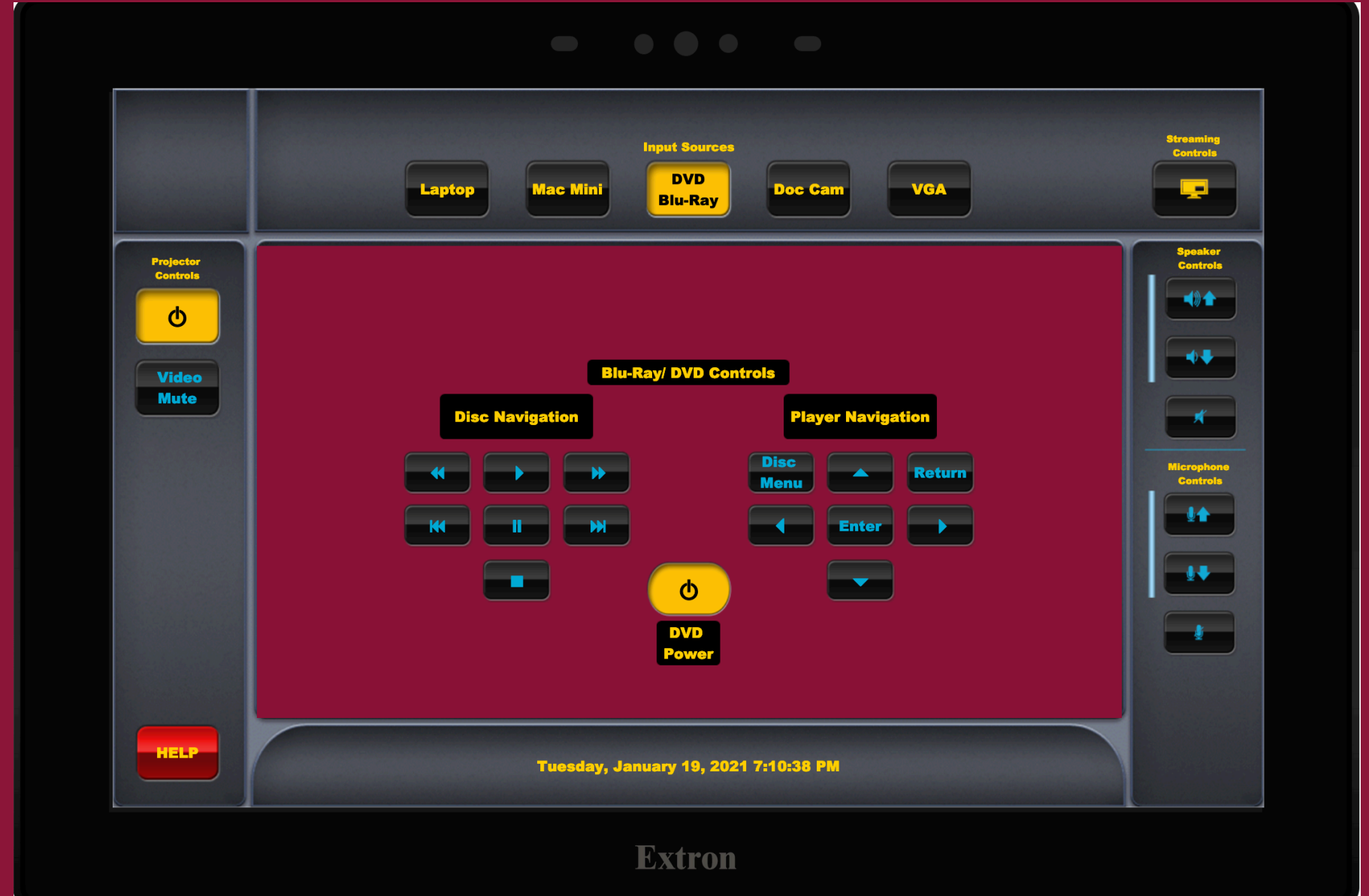
# Main Page: Inputs; DVD

- The DVD Input selection provides a set of controls which allows manipulation of the DVD/Blu-Ray Player. These controls are broken into 2 distinct panes within the pop-up. The Left ½ Pane controls DVD navigation. The Right ½ Pane controls DVD Player function\* (Disc Specific).



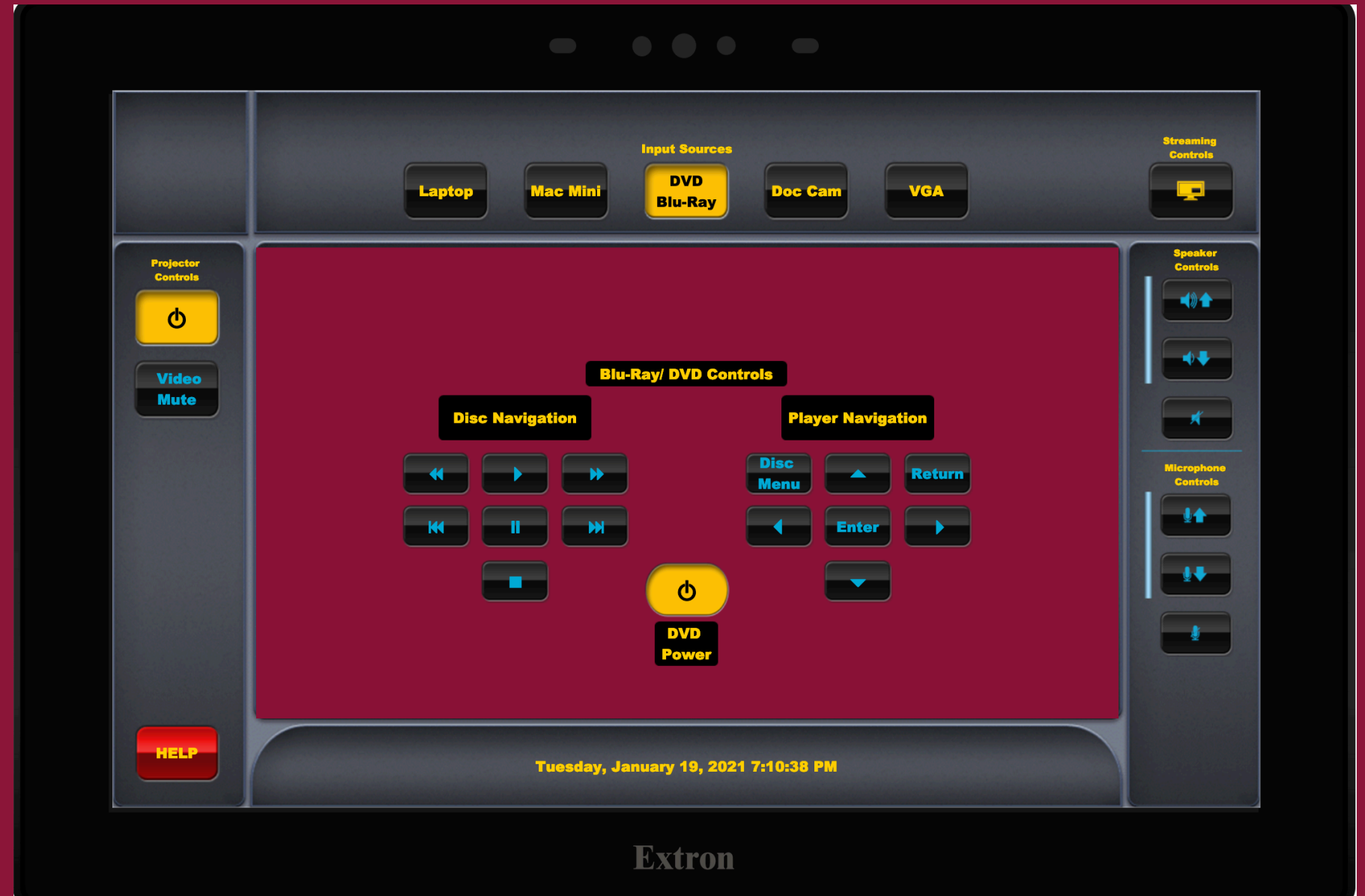
# Main Page: Inputs; DVD cont'd

- The Left ½ Pane which controls DVD navigation, has a total of 7(seven) Buttons, Left->Right, and Top->Bottom, they are as follows... Rewind, Play, Fast Forward, Chapter Previous, Pause, Chapter Next, and Stop.
- Play, Pause, Stop, Fast-Forward and Rewind are self explanatory. Chapter Previous, and Chapter Next, are functions of the individual disc used in the player.



# Main Page: Inputs; DVD cont'd

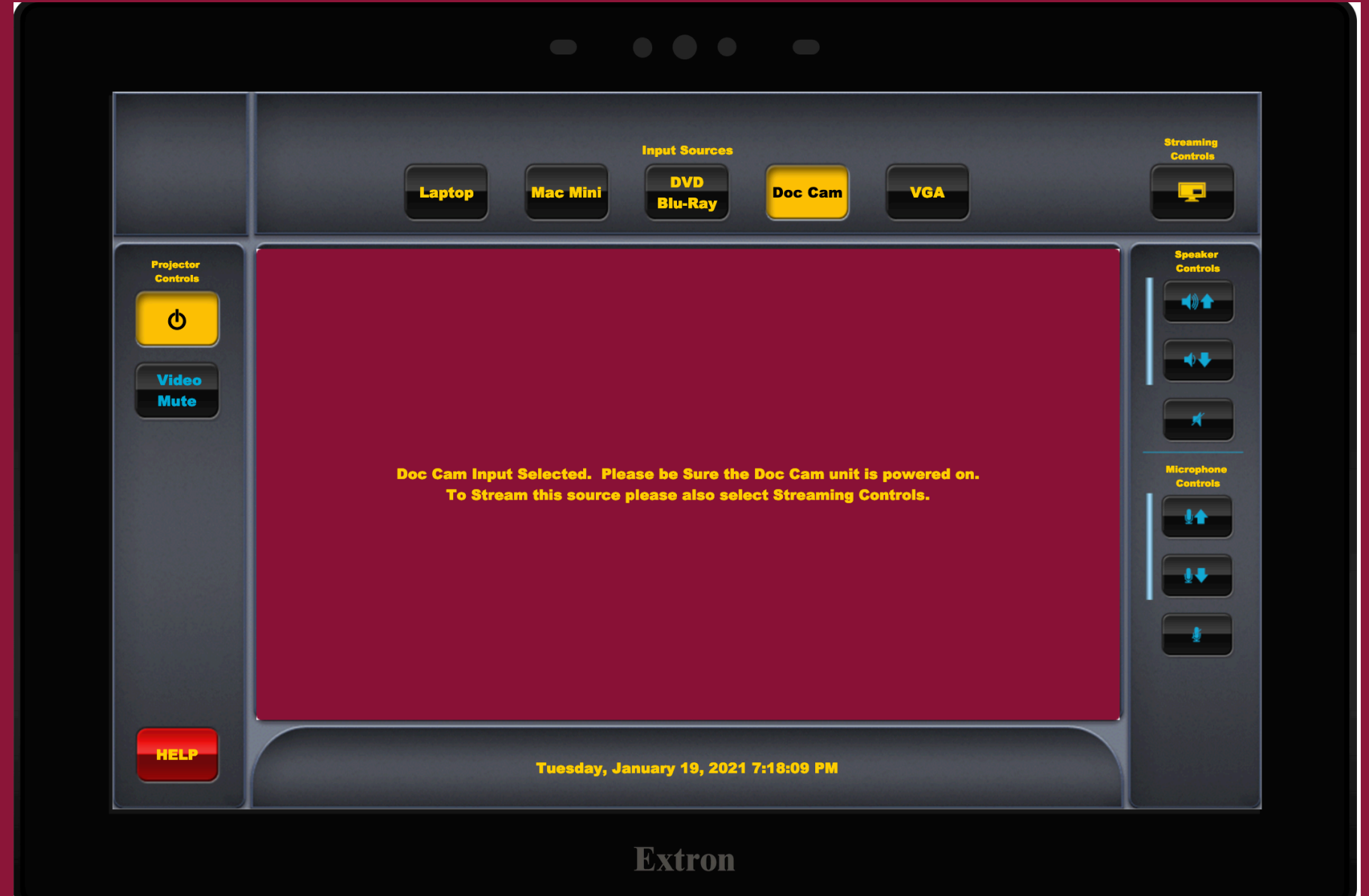
- The Right ½ Pane Controls which consist of Player navigation, has a total of 7(seven) Buttons Left->Right, and Top->Bottom, they are as follows... Disc Menu, Up, Return, Left, Enter, Right, Down.
- These buttons are DVD specific. Each DVD or Blu-Ray has its own coding in how it responds to keystrokes in the Right Pane.





# Main Page: Inputs; Doccam

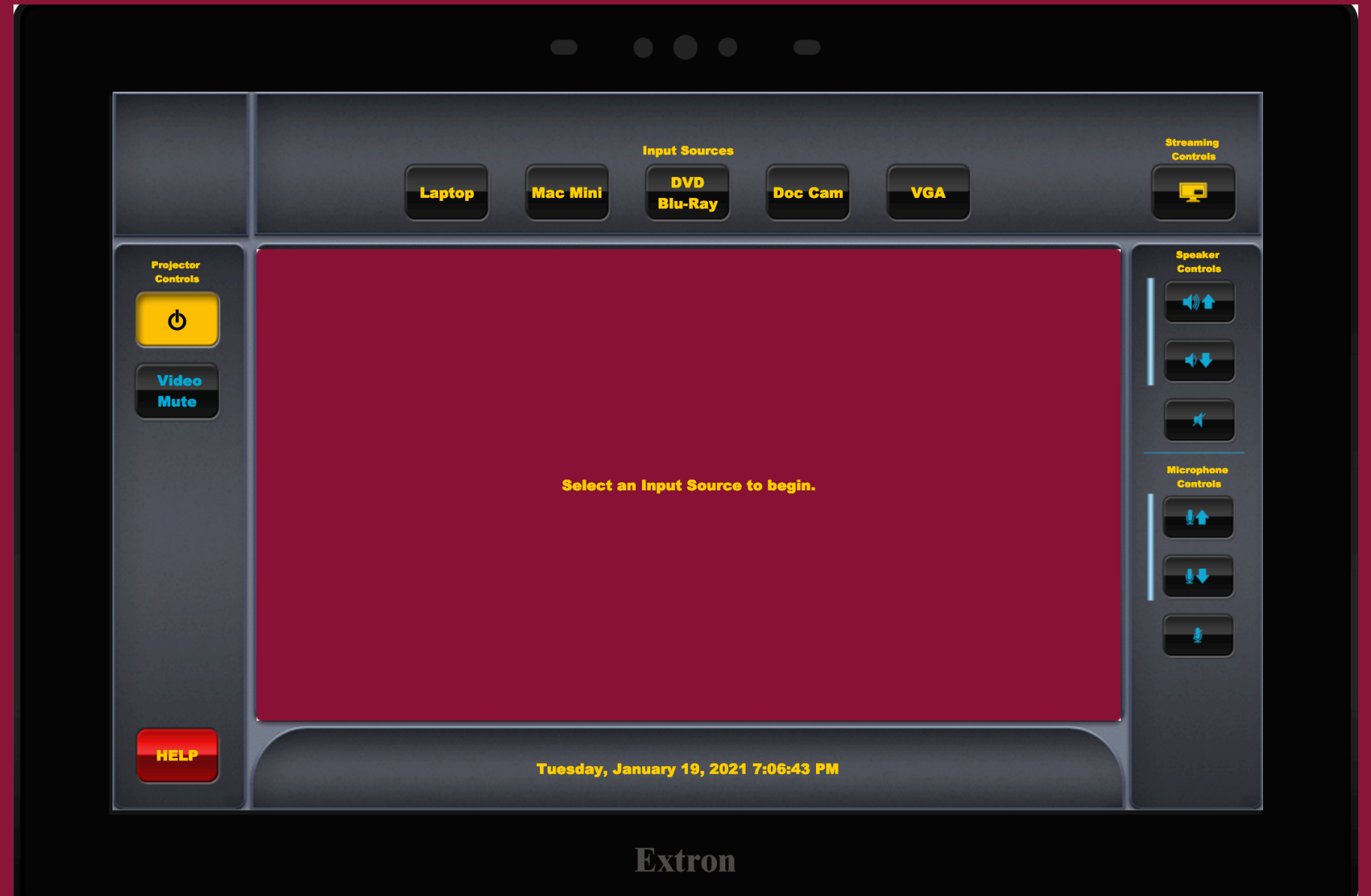
- As per "Pop-up" no further controls are available.
- If you are using the Doc Cam as a Webcam for Zoom or MS Teams, you should use this selection to first setup the Doc Cam as a Webcam, then switch back to the built in Mac Mini to begin your session





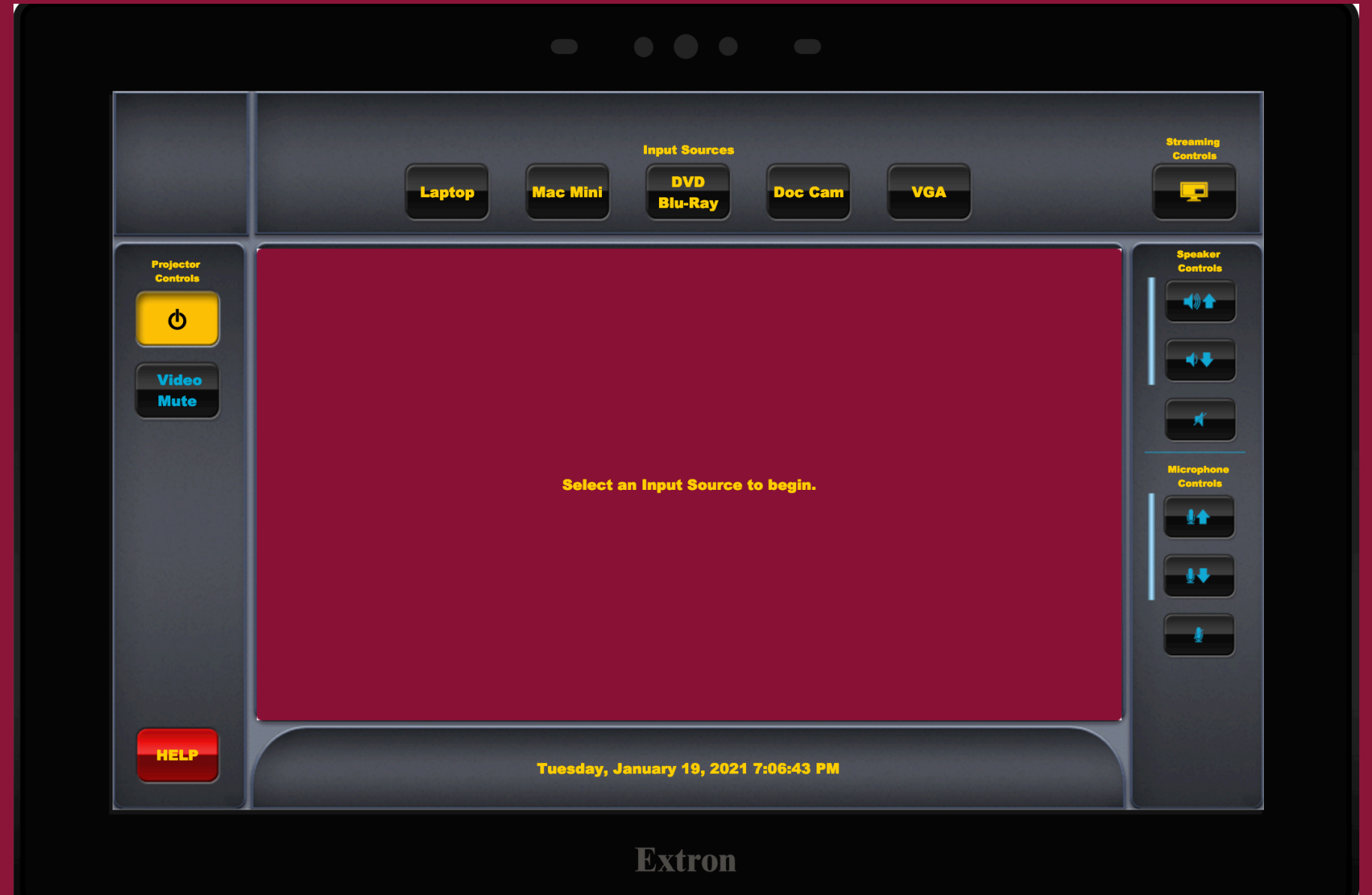
# Main Page continued: Right Bar

- Audio Controls: Right Bar. Audio Controls consist of Volume Up, Volume Down, Audio Mute, and the Blue Audio Level Meter. The Microphone controls are directly beneath the Volume controls, they work in the same fashion.
- Volume up and down and Microphone up/down are controlled by individual touches to each corresponding button. Buttons cannot be pushed and held to increase or decrease volume.
- Audio Mute and Microphone mute are toggles. When activated the button color changes to Red
- The Microphone Mute mutes the Microphone audio to the live streams as well as the classroom.



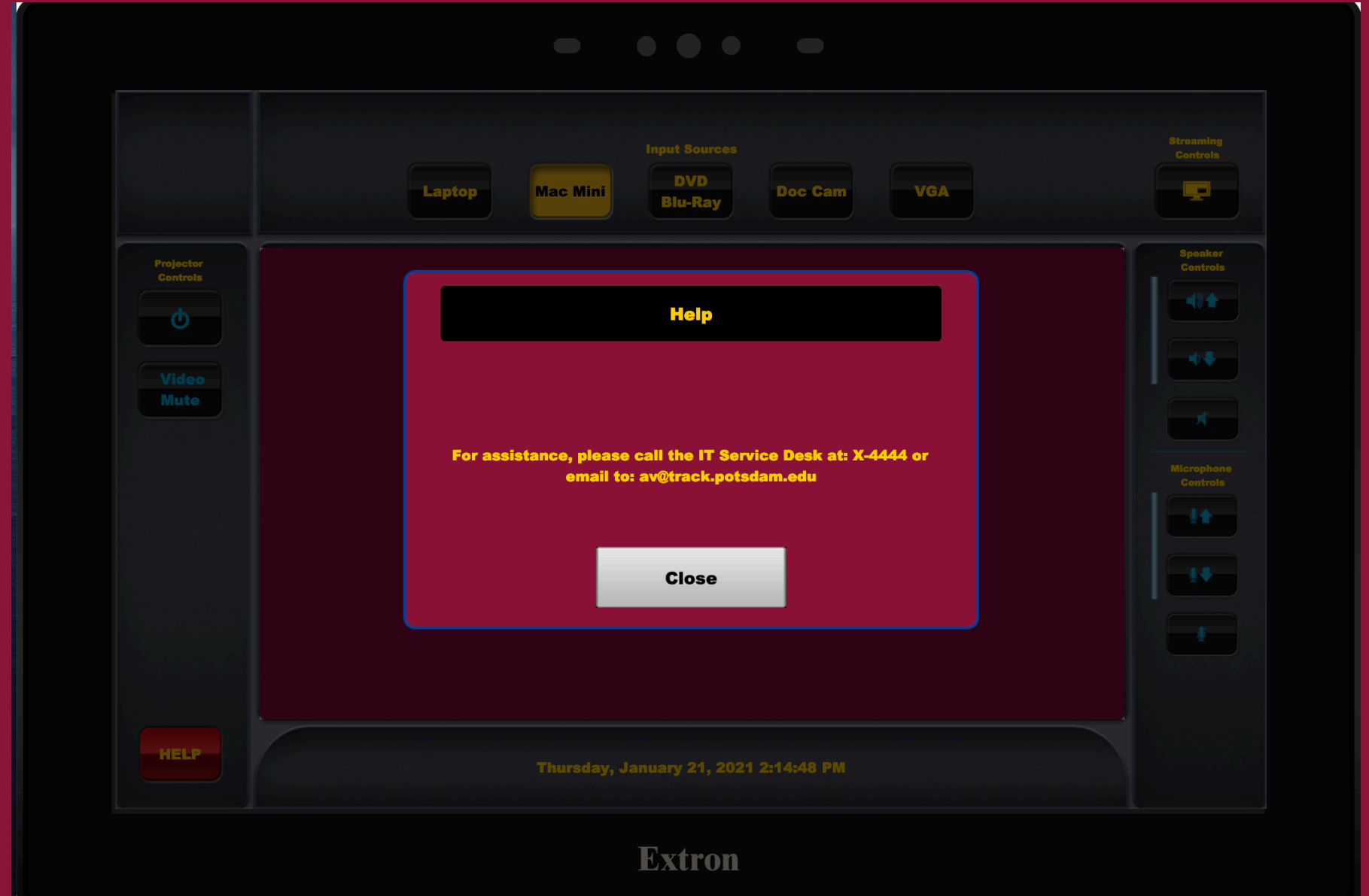
# Main Page continued: Left Bar

- Video Controls: Left Bar. Video controls vary room to room and are either titled "Projector" or "Display". They consist of an On and Off button and a Video Mute Button. The On & Off buttons provides status of the projector or display, as well as functional control of the device.
- The Video Mute button mutes the displayed video. This also mutes the display to the live stream. It does not mute the camera to the live stream. When activated it turns red and Displays "Video Muted" and when deactivated displays "Video Mute" and is dark.
- Help button Displays a pop up with instructions on how to get help



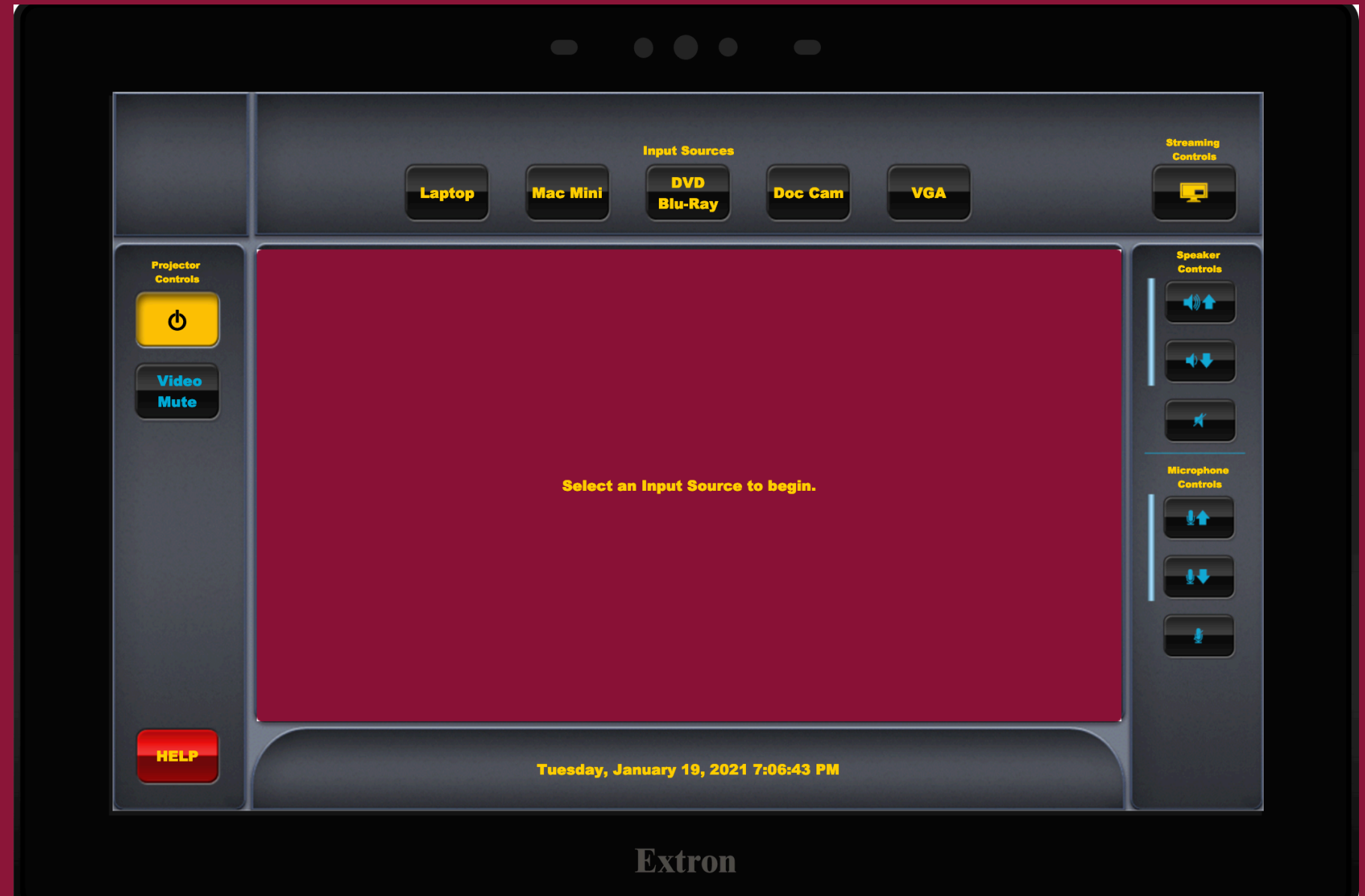
# Main Page cont'd: LEFT Bar; Help

- Bottom Bar: Help. Displays the Extension Number(4444) to reach the ITS Service Desk and the email address for AV Podia ticketing issues. Sending an email to: [av@track.potsdam.edu](mailto:av@track.potsdam.edu) automatically opens a ticket in Request Tracker and sends emails to all the parties responsible for watching the AV ticket queue.
- Pressing the “Close” button on this pop-up takes the user back to the previous page.



# Main Page continued: Bottom Bar

- Bottom Bar: This bar shows Date & Time.
- Date & Time is a function of NTP(Network Time Protocol). If it is not accurate, Contact the IT Service Desk or email [av@track.potsdam.edu](mailto:av@track.potsdam.edu)





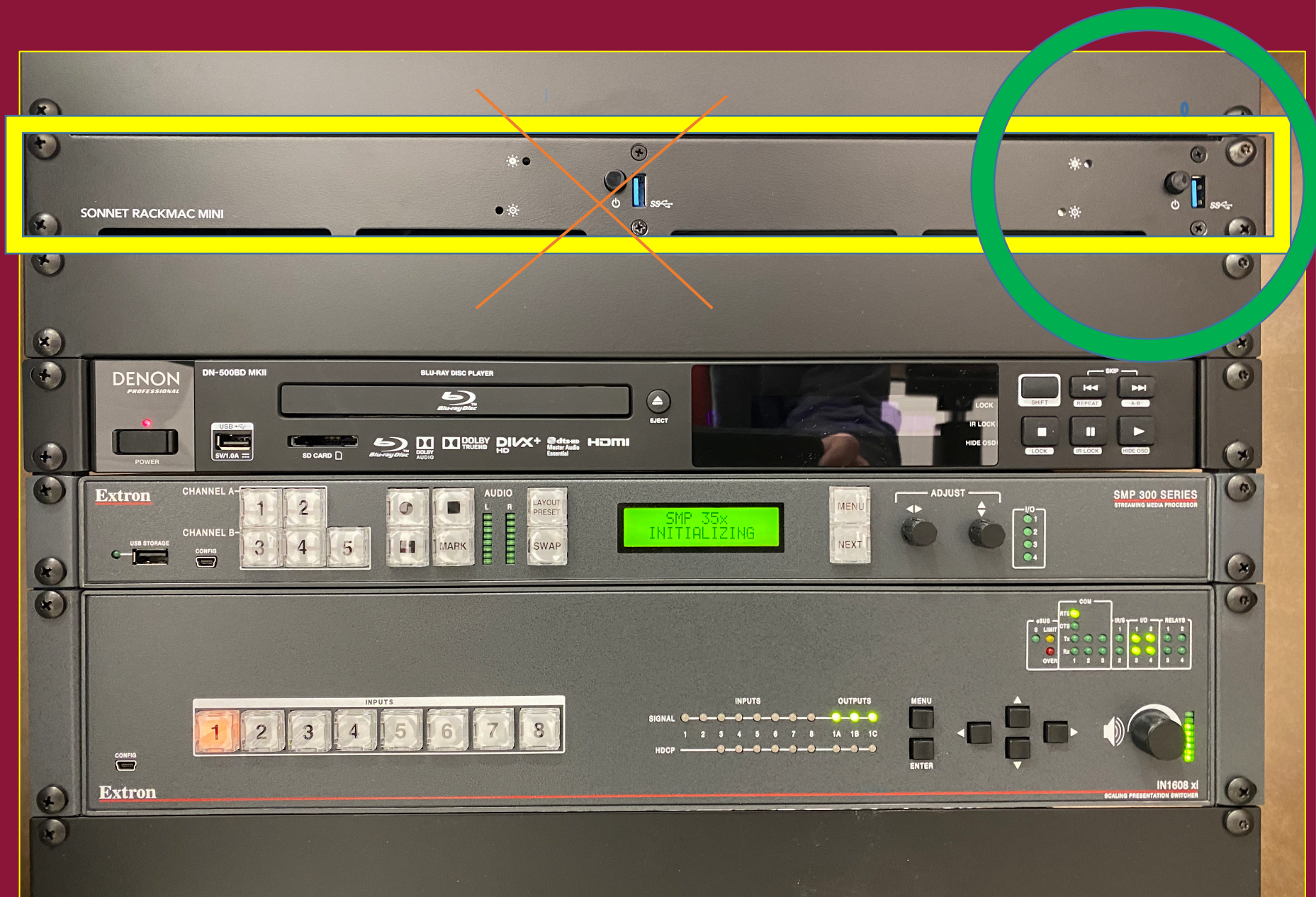
- There Are 4 Major components in each system Rack: the Mac Mini, the DVD/Blu-Ray, the Streaming Media Processor, and the Controller/Switcher/Scaler





# System Hardware cont'd

- Mac Mini
- The Green Circle Highlights the Power button, Power indicators, and the USB Drive.
- The USB Drive on the Mac Mini is strictly for Presentation Files to be used for your class.
- Do not attempt to use the Mac Mini controls/connections in the middle with the "X" shown here. They are not available at this time.





# System Hardware cont'd

- DVD/Blu-Ray
- The DVD Blu-Ray has no available system controls on the front panel except:
- Power On/Off
- Eject/Tray Open





# System Hardware cont'd

- Controller/Switcher/Scaler
- This unit has no front panel controls.





# System Hardware cont'd

- Streaming Media Processor.(SMP)
- The SMP front panel has a USB port for your thumb drive. This port is where recordings will be sent. Please remember to install your thumb drive prior to making any streaming selections.





# Things to know regarding Live Streaming

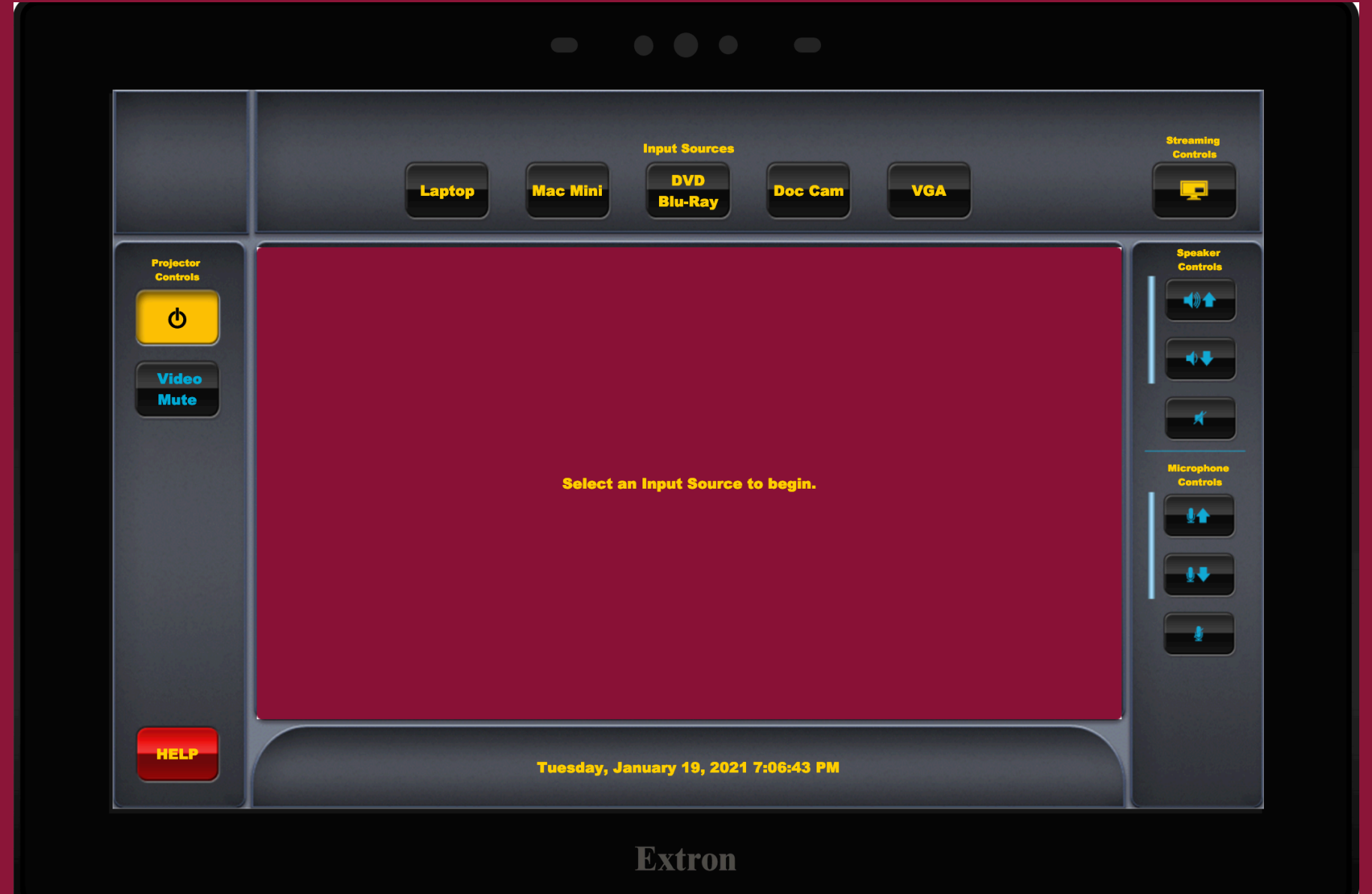
- “Live Streaming” as opposed to Zoom or MS teams, is a Live Asynchronous experience for the student. It allows the student to “sit” through class without being physically present.
- Interaction with the Student is offline at this time.
- Use of Teams Chat may be a way to add a more Synchronous element to the current capabilities of these Streaming Classrooms.
- More technology may be coming that will allow the Dual Live Streaming hardware to be incorporated into Zoom or Teams. At this time Live Streaming & use of Soft Codecs such as Zoom or Teams are mutually exclusive
- Updates to these classrooms will be perpetually ongoing.
- VHS, DVDs, and Blu-Ray Discs cannot be streamed. Web based videos, from sources like YouTube, can be streamed

# Steps for Live Streaming successfully

- Steps for Live Streaming successfully should be completed in the following order:
- 1.) insert your thumbdrive into the Streaming Media processor upon arriving in the classroom.
- 2.) power on the system from the Podium TouchPanel
- 3.) select “Streaming Controls” in the top Right corner of the TouchPanel.
- 4.) select your CCA from the list of room users.
- 5.) select an input to be Streamed in conjunction with the in-room camera.
- 6.) press record on the Streaming Controls page of the TouchPanel.
- 7.) Confirm what the downstream viewers are witnessing by checking the confidence monitor( use the “SWAP” button if necessary, to change the view)

# Main Page cont'd: Top Bar: Streaming Controls Button

- The Streaming Controls button launches a new Main Controls Streaming Page.
- When Streaming, it is Highly recommended that you use a Thumb Drive in the Extron SMP 300 Series Streaming Media Processor to create portable videos you can take with you. The thumb drive should be large enough to hold several of your recordings. Recordings are estimated to be 4Gb per hour.
- It is also recommended that these files be transferred to OneDrive as soon as possible.
- The SMP 300 Series can detect and record to USB storage devices using FAT32, VFAT long file name extensions, EXT2, EXT3, EXT4 file systems, or NTFS-formatted storage volumes. For FAT32 USB storage, file sizes must be limited to 4 GB or the recording creates multiple 4 GB files
- The Thumbdrive must have at least 4Gb of free space in order to make a recording.
- Please note when you launch the Streaming page you are likely to receive a warning if the DVD/Blu-Ray is powered on. (see next slide)



# Main Page cont'd: Top Bar: Streaming Controls Button

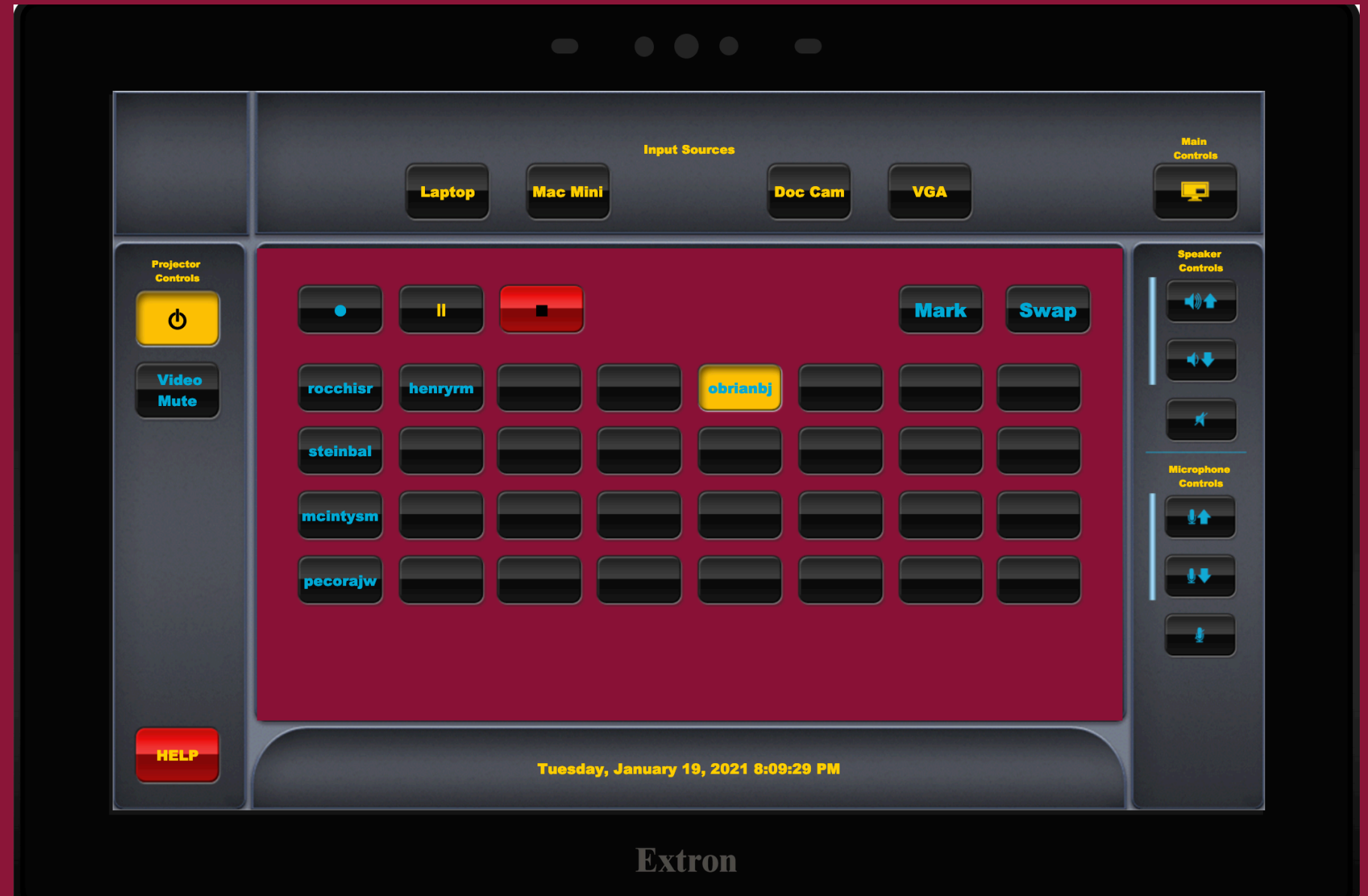
- The System monitors all the active inputs at the time it is switched into streaming mode. If it detects that the DVD/Blu-Ray Player is active, this Pop-up appears. DVDs and Blu-Ray discs WILL NOT be streamed, in accordance with US copyright law. The only way to access streaming is for the DVD/Bluray player to be powered down.
- By selecting the Continue to Streaming Controls Page button, The Player will be powered off.





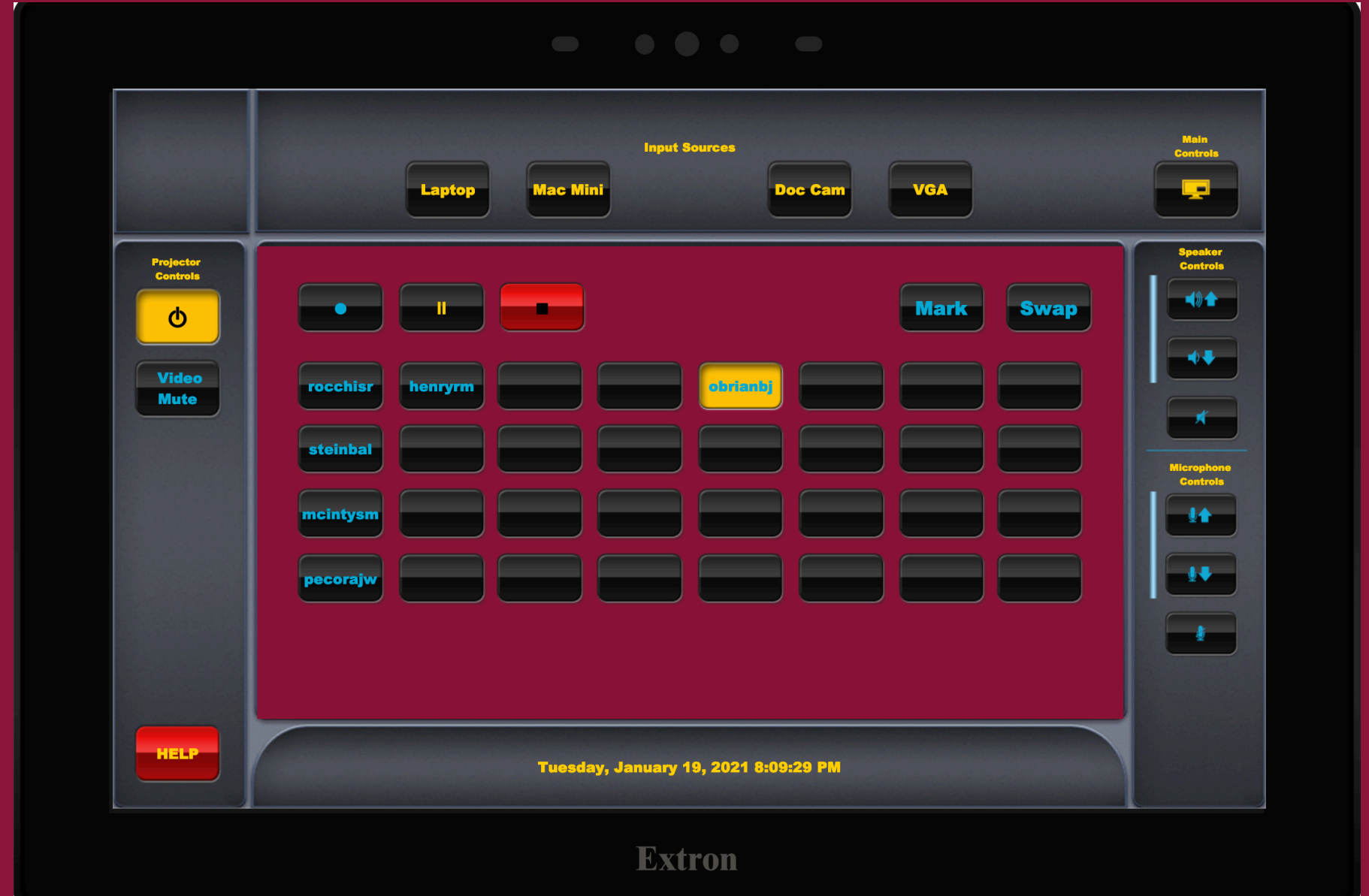
# Main Streaming Controls Page

- The Main Streaming Controls Page appears almost identical to the Main Controls Page.
- All perimeter control buttons are the same, except for the missing DVD/Blu-Ray button.
- Any ONE of the four Input Source buttons can be used as the Channel A stream, which will be combined with Channel B, the Room Camera.
- The Pop-up page that is immediately displayed contains 37 uniquely programmed buttons for streaming functions and recording profiles.
- Additionally, There is a button to return to the Main Controls Page if the previous user failed to power down the system.



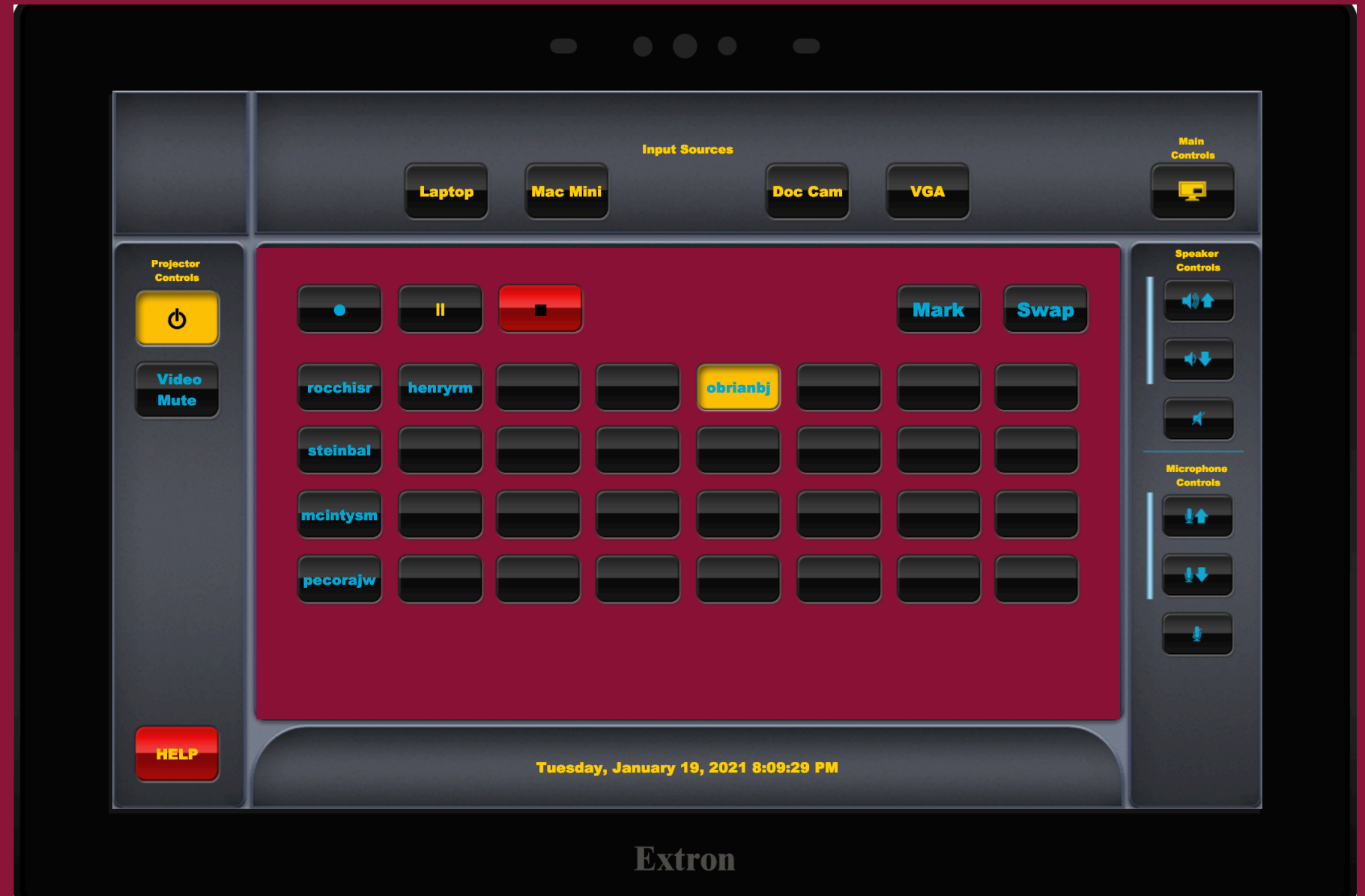
# Main Streaming Controls Page

- The Streaming Controls Page has 4 X 8 button grid to accommodate up to 32 recording profiles per room. With 2 smaller button groups above that grid. The smaller button groups represent the “Streaming Controls”.
- The left streaming control button group consists of 3 buttons labeled with universal characters. Left to right they are Record, Pause, and Stop.
- The right streaming control button group consists of 2 buttons labeled “Mark” and “Swap”



# Main Streaming Controls Page

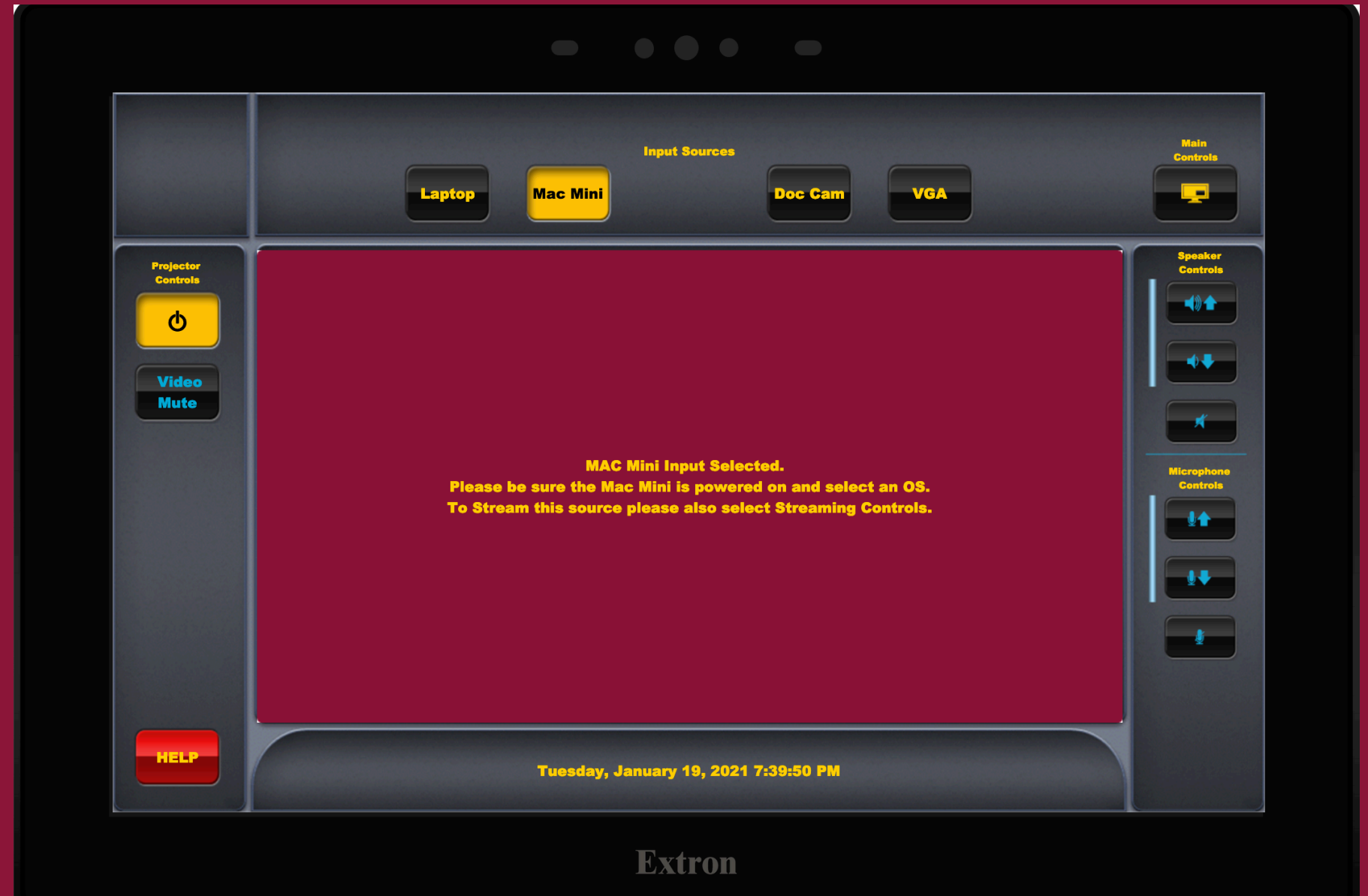
- Using the Streaming Controls
- Step 1: Select your recording profile. It is identified by your CCA on one of the 32 recording profile buttons. Once selected it will be highlighted yellow as seen here.





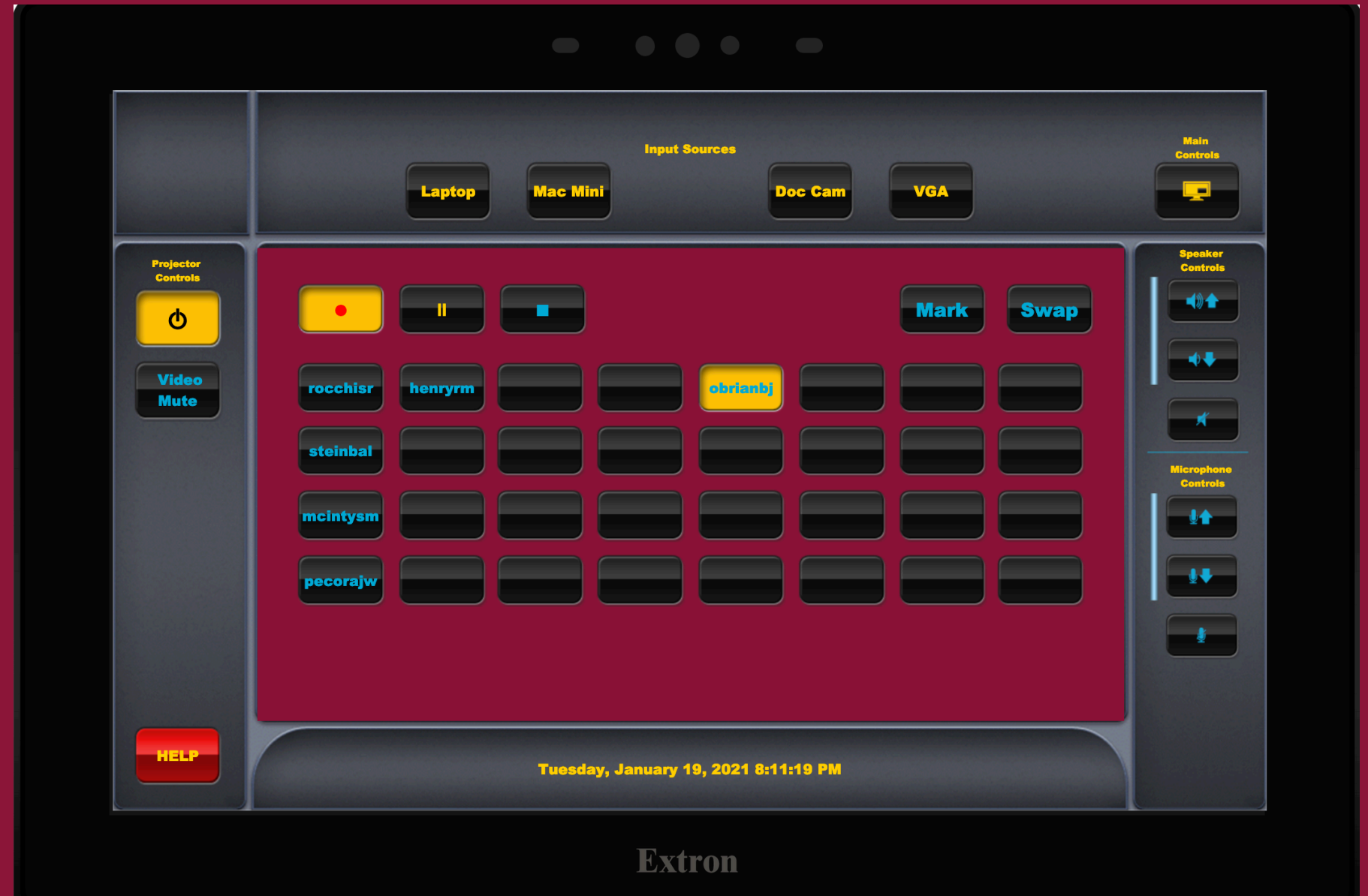
# Main Streaming Controls Page

- Step 2: Select an input source (Laptop, Mac Mini, Doc Cam, or VGA). The appropriate Pop-Up for the selected input will appear in the touch panel window for 3 seconds. It then will return to the Streaming Controls buttons.



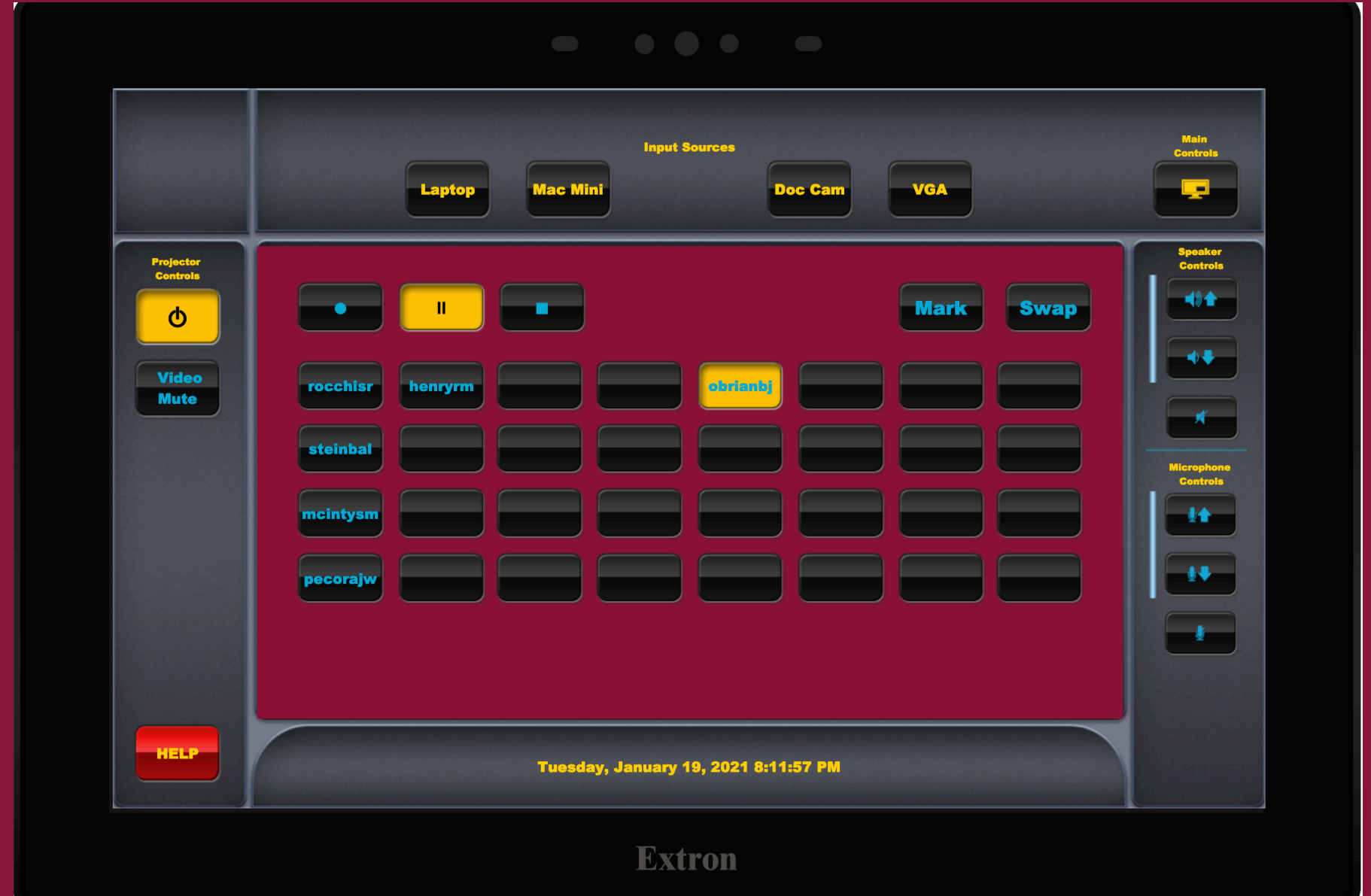
# Main Streaming Controls Page

- Step 3: Press Record.
- Pressing Record Starts the Live Stream.
- Once the Stream is live it will be displayed on the “confidence monitor” exactly how those viewing it remotely experience it.



# Main Streaming Controls Page

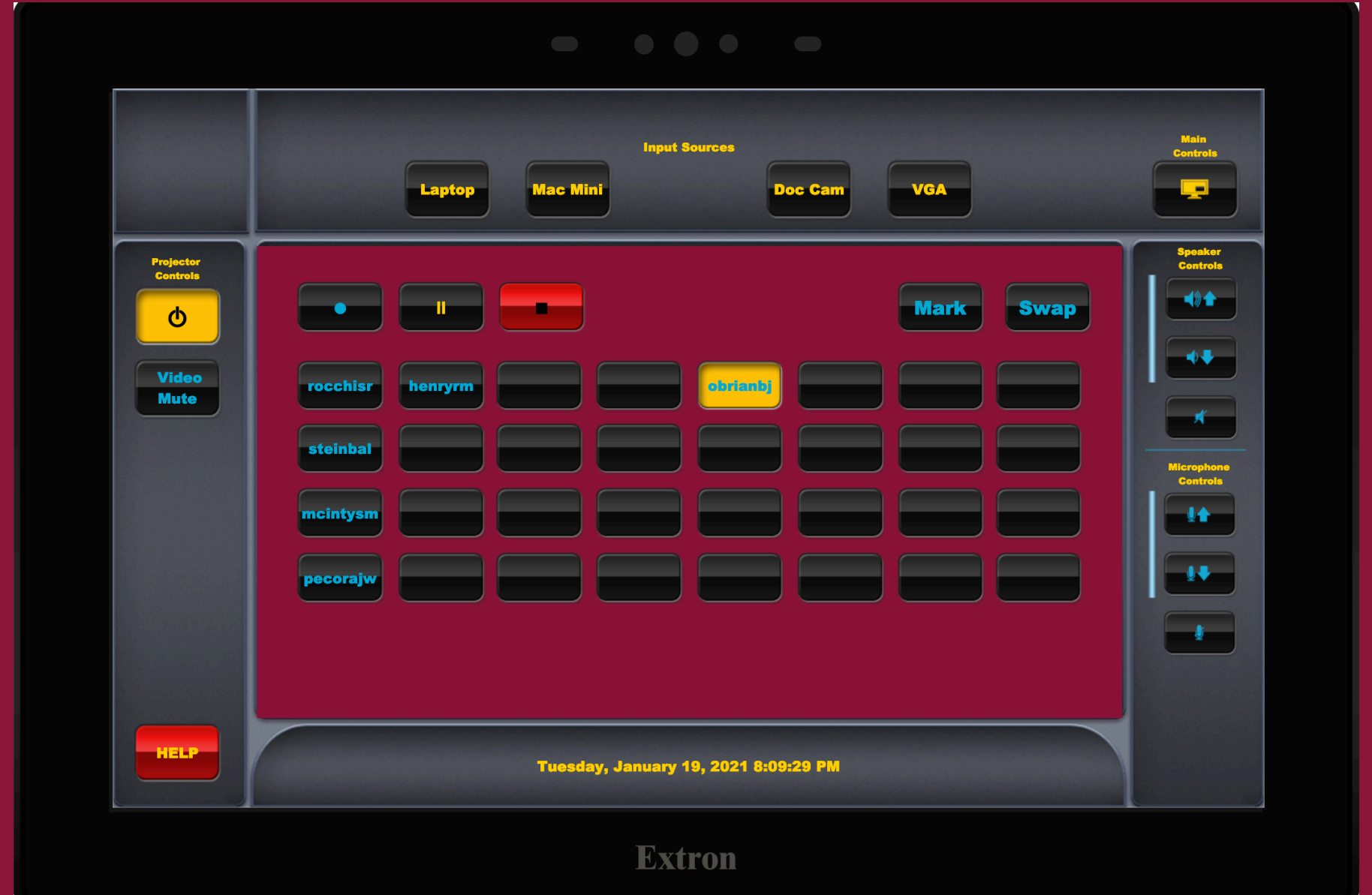
- Additional Controls
- **Pause:** The Pause button stops the Recording while the live stream continues.
- **Mark:** The Mark button creates a divider in the recording to signify a new chapter or topic etc...
- **Swap:** The Swap button swaps the main view back and forth between Channel A(input sources) & Channel B(room camera). It is important to pay attention to the Confidence Monitor to know what your downstream viewers are seeing.





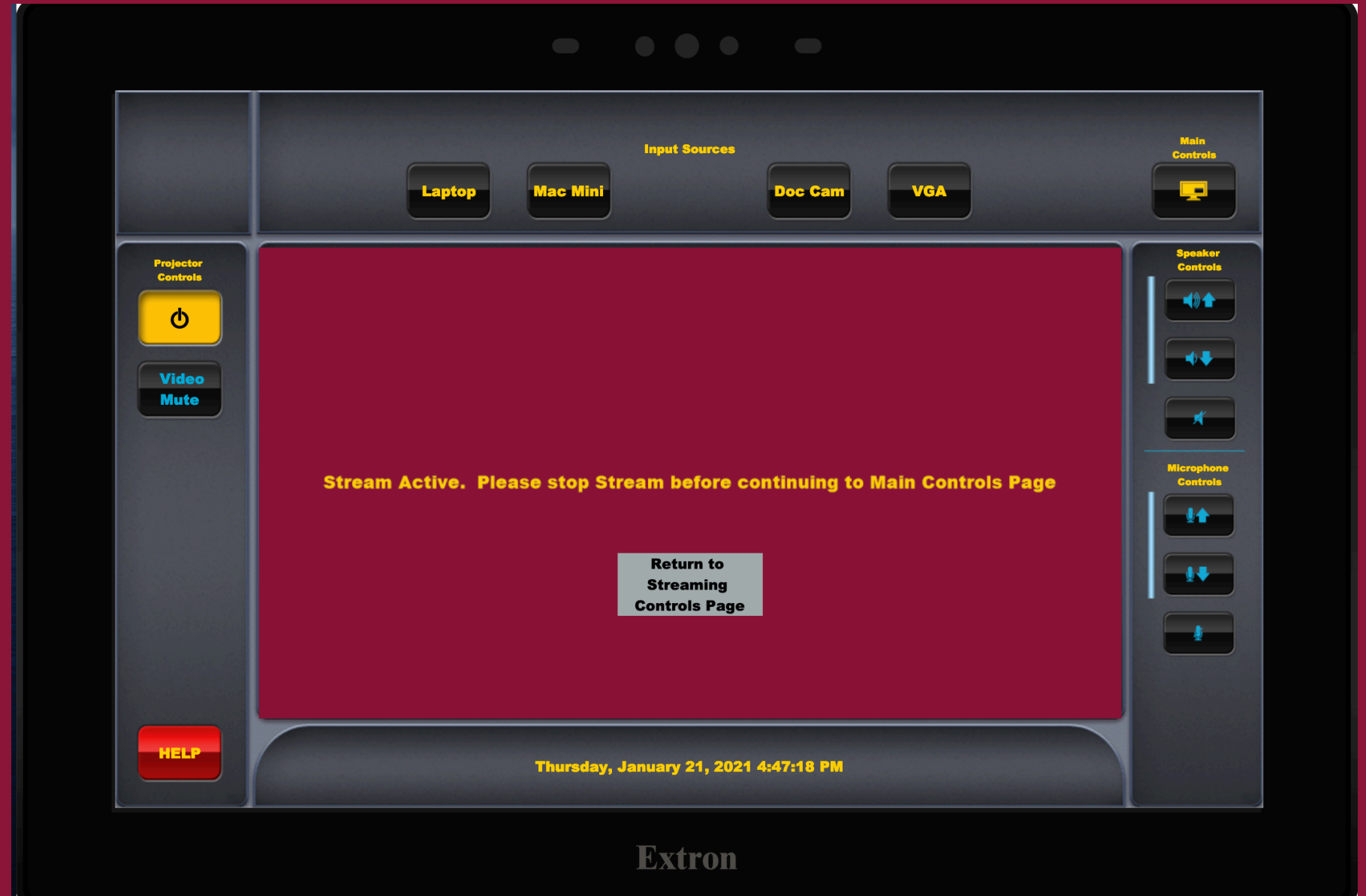
# Main Streaming Controls Page

- Additional Controls
- Stop: The Stop Button stops all Streaming and Recording functions.
- The Stream must be stopped before the system will allow you to return to the Main Controls Page by pressing the Main Controls button



# Main Streaming Controls Page

- Additional Controls
- Stop: The Stop Button stops all Streaming and Recording functions.
- If the Main Controls button is pressed the following popup will appear. Press “Return to Streaming Controls”, then press the stop button to stop the stream. Once the Stream is no longer live the Main Controls can then be accessed.



# Other Items of Note

- Each ancillary input(non-permanent/BYOD) has a label on its associated cable connection on the top of the podium. Refer to the cabling before selecting an Input.
- The controls on the front of the control system are locked out from the user to prevent unintentional damage to the system.
- The Mac Mini(Built-in Computer/PC) must be powered on and have an active power light for the system to work.
- If the Mac Mini is selected and the main monitor displays “Input 4 No Signal” the Mac Mini should be re-booted by holding in the Power Button until it re-starts.