

## Audio-Visual System User Guide: 10-20 capacity Meet & Teach Space

### Space overview:

This teaching space has two wall mounted displays. One mounted on the room's 'main wall', (with the writing surface), and another mounted on an 'alternative' wall. These displays operate independently to each other. A writing surface with a handwriting capture system is also positioned on the main wall.

The displays are operated by using the wall mounted control panels underneath. These control panels allow power, volume, and source switching control for the displays.

### Control Panels:

The control panel functions are separated into 3 distinct areas:

#### 1 Display Power

The ON and OFF buttons power the display on or off. The buttons illuminate to show the current status of the display or flash to indicate that the display is warming or cooling.

#### 2 Volume

The Volume dial allows incremental or decremental control of the sound level from the display.

#### 3 Sources

The source buttons are used to select from the available sources:

**HDMI:** Wall-mounted HDMI input plate. Connect your device with a HDMI cable and select this source to use.

**Solstice:** Mersive Solstice wireless collaboration and display system. On selecting this source, the screen will display the connection details and security code needed to do this. For more details on how to use the Solstice system visit: [www.solstice.manchester.ac.uk](http://www.solstice.manchester.ac.uk)

**Room Link:** Control panels with this option as a source have the ability to display content from other teaching space for use in overflows and linking spaces together. This cannot be configured by the user however and must be requested from Media Services.

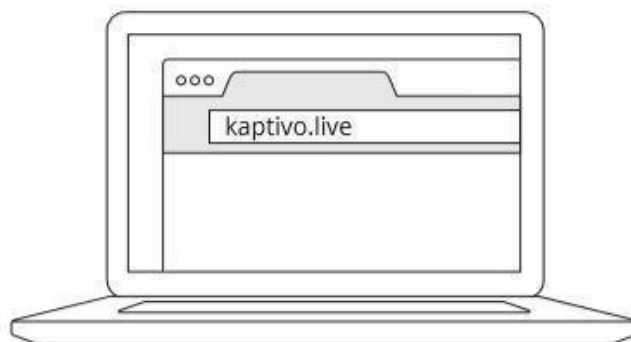


## Handwriting Capture system:

This space also features a Kaptivo handwriting capture system. This consists of a camera positioned above a traditional whiteboard and allows for capturing and sharing of any written content, (the whiteboard can also be used in the traditional manner).

To use the Kaptivo system:

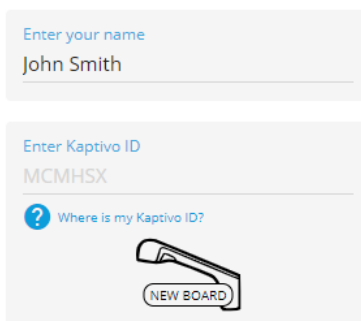
1. Open a web browser on any device and browse to [kaptivo.live](https://kaptivo.live)



2. You will then be prompted to enter your name and a unique Kaptivo ID. The unique ID can be found on the base of the camera, (the camera is mounted above the whiteboard), and will consist of 6 capital letters. Enter these details to continue.



## Connect to a Whiteboard

A screenshot of a web form. The first field is labeled 'Enter your name' and contains the text 'John Smith'. The second field is labeled 'Enter Kaptivo ID' and contains the text 'MCMHSX'. Below the second field is a blue question mark icon followed by the text 'Where is my Kaptivo ID?'. At the bottom of the form is a button with a white background and a black border, labeled 'NEW BOARD'. Above the button is a small icon of a control pad.

3. Press the button the Kaptivo control pad, (to the side of the whiteboard), when it flashed blue.

Further details can be found at [Kaptivo.com](https://kaptivo.com)

## Reporting faults and getting support:

Should you experience a fault with this system, please report to the Media Services Helpdesk via internal extension 52521 or by contacting [mediaservices@manchester.ac.uk](mailto:mediaservices@manchester.ac.uk)