

Audio-Visual System User Guide: Meng Project Spaces 2nd Floor Engineering Building B

Space overview:

These spaces feature a wall or trolley mounted display screen, an associated control panel and a handwriting capture board.

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: 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

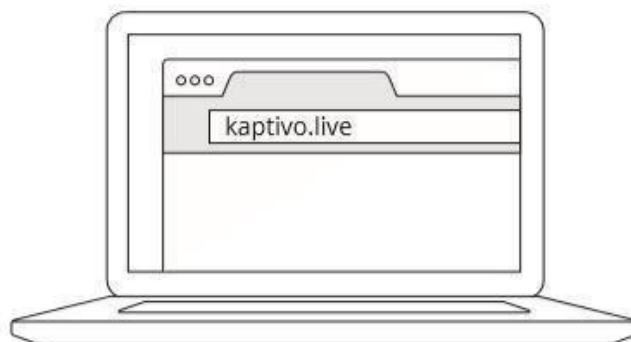


Handwriting Capture system:

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:

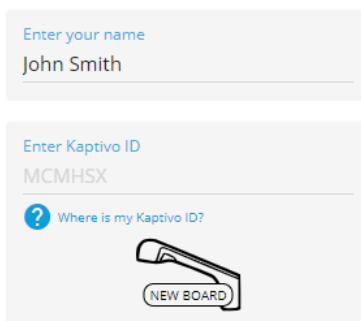
1. Open a web browser on any device and browse to kaptivo.live



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 for connecting to a whiteboard. It has two input fields. The first is labeled 'Enter your name' and contains the text 'John Smith'. The second 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', which has a small icon of a control pad above it.

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