
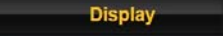


WebEx Instructions for Levis Commons 104

1. Turning on the AV system

- Press the  button and wait for the touch panel and projector to boot up
- Lower the projector screen using the controls on the wall next to the eNook

2. Selecting the Display Content - Once the touch panel has booted, you will want to select what input is displaying through the projector.

- a. Press the  tab at the top of the touch panel. The following inputs will be available to select from



- b. Audio will always follow the input selected under the Display tab (Projector) and be heard through the ceiling speakers.

3. Starting a WebEx Meeting and Sharing Screen – Please use the additional instruction sheet provided on how to start a WebEx meeting.

- a. To ensure that the microphone audio is captured by WebEx for both the recording and

live stream, please select the  within WebEx and click OK

- b. If you are planning on using the Lecture Capture camera during your WebEx session, you will have to verify that the Extron MediaPort200 is selected as the camera.

- i. To check this, you will have to select the gear symbol in the Participants window and choose the Extron MediaPort200 in the Camera drop down.

- ii. Please note that the Video Options window may take about 10 seconds to load completely

- c. Turn on the Microphone provided in the eNook and clip it near your collar to record audio. To turn on the microphone you must press and hold the power button until the light is green.


- d. Sharing Options

- i. **Instructor PC Only** – Click on 'Share Screen'  and continue onto Step 5



- ii. **Other Inputs** (Floor/eNook HDMI, Doc Cam, Lecture Capture Cam) – Please complete Step 4 before sharing your screen

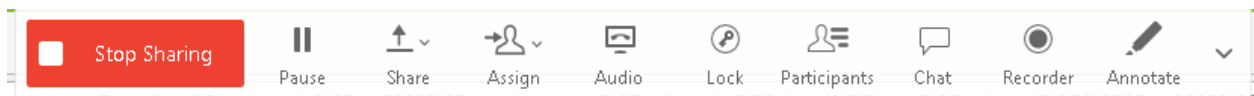
4. Other Inputs – In addition to screen sharing you can also view the Floor/eNook HDMI, Doc Cam,

and Lecture Capture Cam by pressing the  icon next to the hosts name in the participants window.

- a. Press the  tab at the top of the touch panel. The following inputs will be available to select from





- b. Please keep in mind that this will not change what is being displayed through the projector or monitor, nor will it change the PC through WebEx screen sharing.
 - c. When using  please follow these steps...
 - i. Carefully place the provided lanyard around your neck. Please keep lanyard strap above collar for optimum tracking.
 - ii. Press the center button once to turn the lanyard on and the device will turn blue to indicate power.
 - d. Click 'Share Screen' 
5. **Recording WebEx Meeting** – The recorded sessions will be stored within your WebEx account and can be accessed after the recording has finished.
- a. Once the audio is selected from step 3a, any additional inputs are selected, and your screen is being shared, hover across the top to display a WebEx menu where you can start/stop recording



- b. Click on Recorder and a smaller record window will open where you will have to initiate the recording to start. You will use this same recorder window to stop your recording as well.
- c. You can change the input being shown at any time by repeating Step 4a and selecting a different input
- d. To access your recorded sessions, please read the following TeamDynamix Knowledge Base Article: <https://bgsu.teamdynamix.com/TDClient/KB/ArticleDet?ID=22622>
- e. Once your class is finished and you've decided to stop the recording, you can then 'Stop Sharing' the screen from within the hidden WebEx toolbar and end the meeting from the Meeting Center window.

6. **Powering Down the System**

- Press the  button and then  to initiate the power down sequence.
- Raise the screen via the controls on the wall near the eNook
- Power off the wireless microphone by pressing and holding the power button until the light is off. If the light is red it is muted and not powered off. This will lessen the life of the batteries so please make sure that the mic is powered off.
- Power off the lanyard by pressing the center button once. The blue light will go off to indicate the lanyard is off.
- Carefully return the lanyard and microphone to the eNook the same way you found them. Please do not wrap or bend the lanyard as this may result in damage.