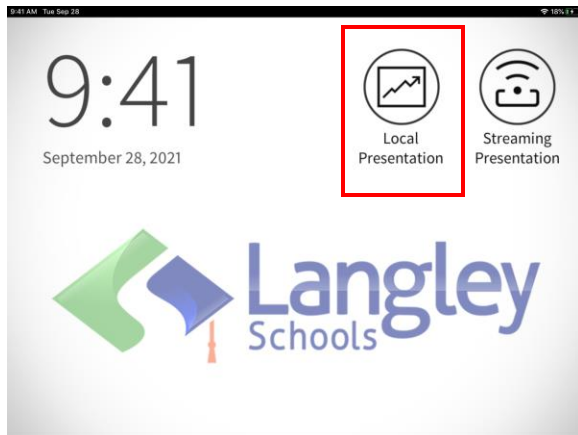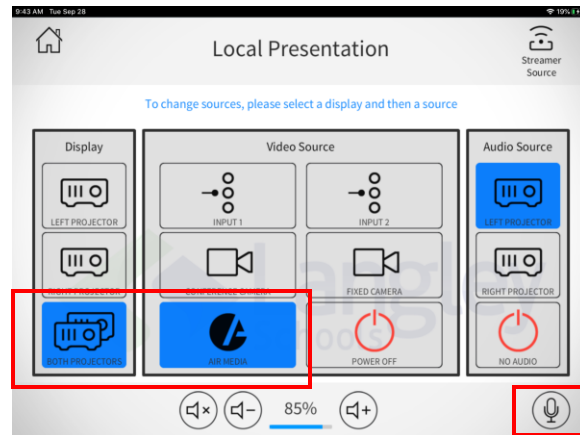# INSTRUCTION TO USE AIRMEDIA IN SBO BOARD ROOM – PROJECTOR CONTROL
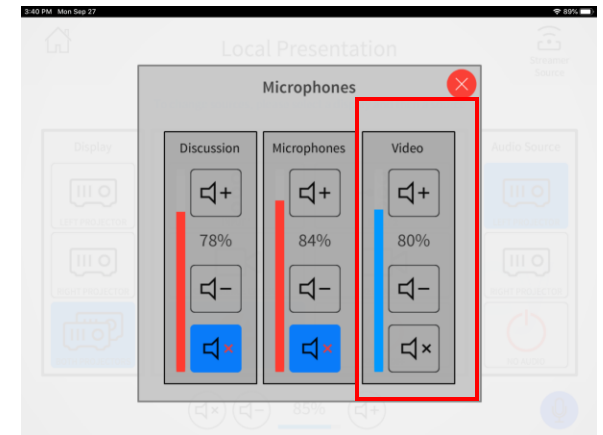
The controllers can by found by the front door or the iPad mounted on the wall

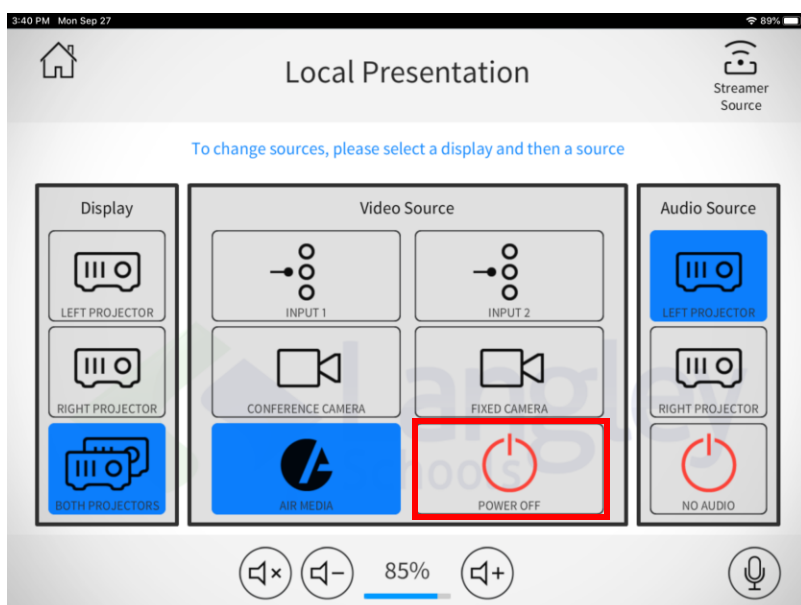1.Tap "Local Presentation"

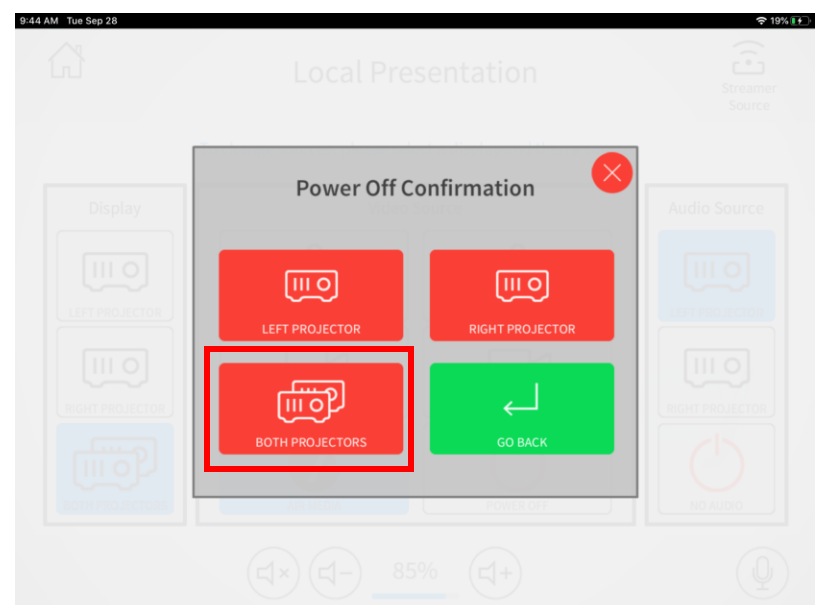2. Tap "BOTH PROJECTOR" and "AIRMEDIA"

3. Tap Microphone Button and ensure "Video" is not muted

4. Proceed with connecting to AIRMEDIA with Instructions for your perspective devices: Windows, Mac or iOS

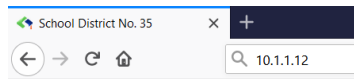## HOUSE KEEPING: Once you are done with your meeting, please turn off the projectors
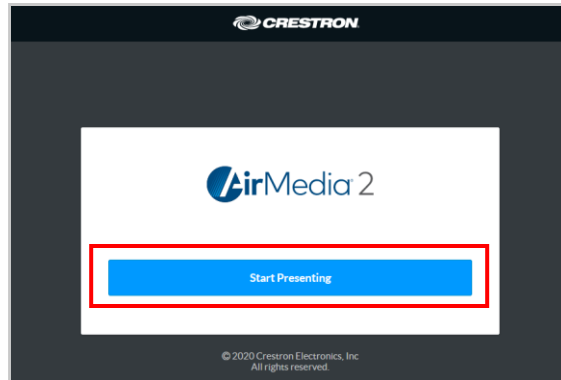

1. Tap "POWER OFF"

2. Tap "BOTH PROJECTOR"

INSTRUCTION TO USE AIRMEDIA IN SBO BOARD ROOM – WINDOWS 10

NOTE: Please read instruction to turn on projectors and configure Audio and Input Setting prior to follow this guide. Ensure that your devices are properly connected to the Board Office's WIFI Network
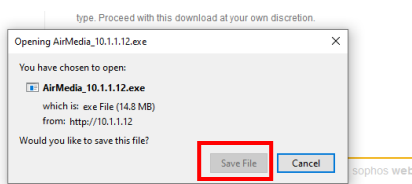
1. Open a Web browser and type: http://10.1.1.12 on the address bar, hit Enter to proceed
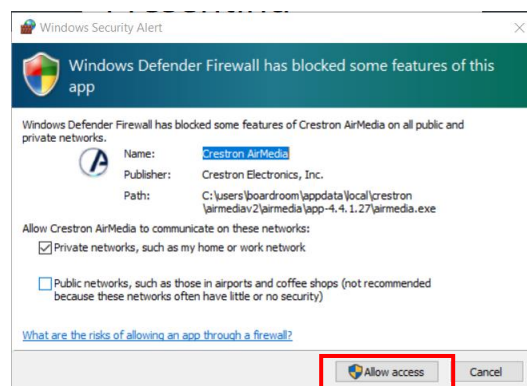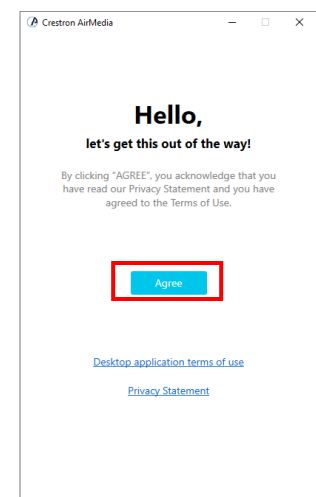
2. Click "Start Presenting"
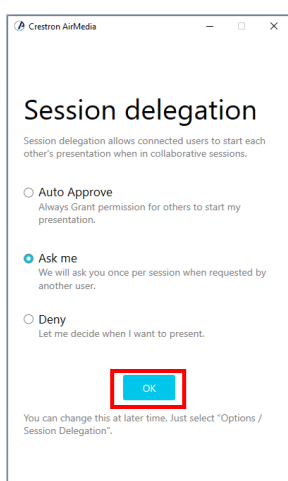
3. Click "Windows" to download AirMedia software

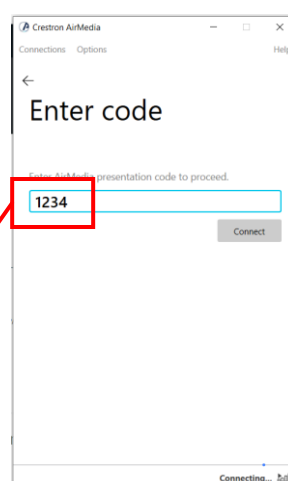4. Choose Save File to download AirMedia application. Once downloaded, run the file

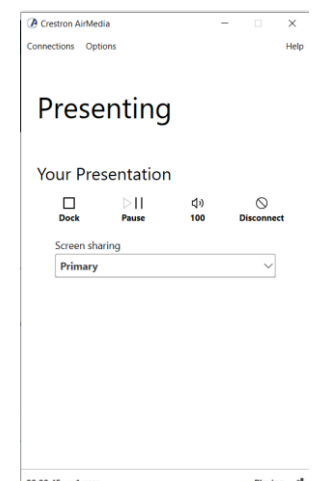5. If Prompted by Windows Defender, Click "Allow Access"
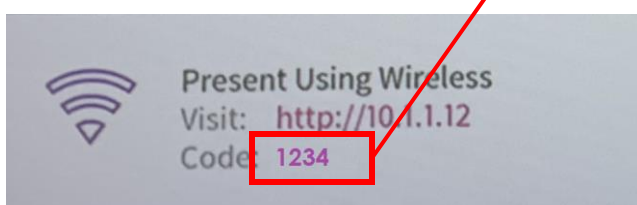
6. Click "Agree"

7. Click "OK"

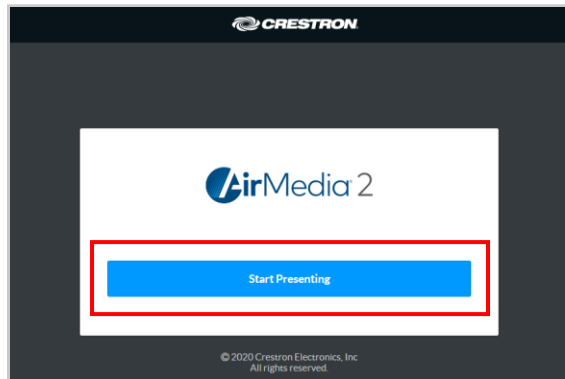8. Enter 4 digit security code. Note: This random code is found at the bottom left of the projector screen

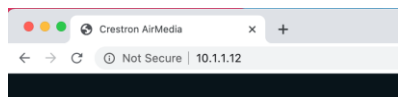9. You should be connected to the projector at this point. To Pause, Mute, or Disconnect, choose appropriate button on the application

SBO-Boardroom AirMedia PC Instruction. Ver. 1021202101

INSTRUCTION TO USE AIRMEDIA IN SBO BOARD ROOM – MAC OS

NOTE: Please read instruction to turn projectors on and configure Audio-Input Setting prior to follow this guide. Ensure that your devices are properly connected to the Board Office's WIFI Network
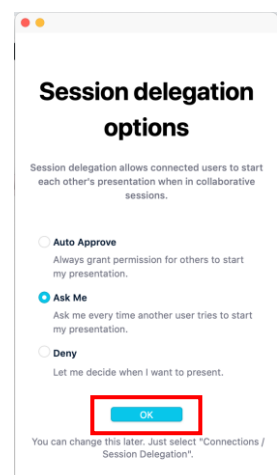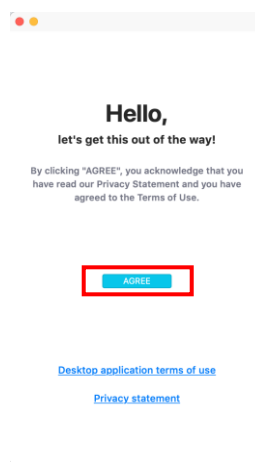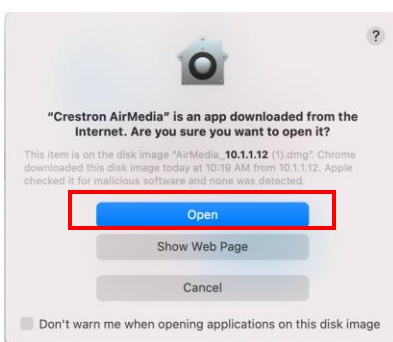
1. Open a Web browser and type: http://10.1.1.12 on the address bar, hit Enter to proceed

2. Click "Start Presenting"

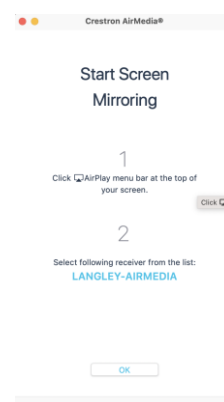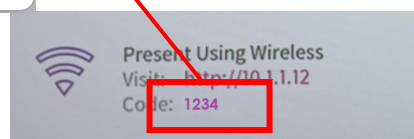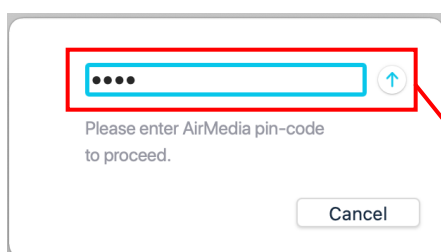3. Click "Mac" to download AirMedia software

4. Choose Save File to download AirMedia application. Once downloaded, expand and run the file

5. If Prompted, Click "Open" and provide any necessary credentials
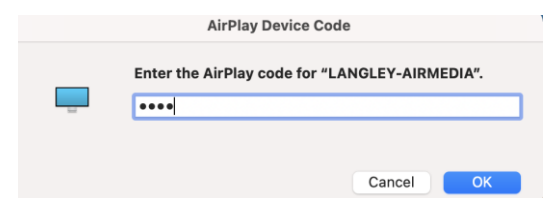
6. Click "Agree"

7. Click "OK"

8. Enter 4 digit security code. Note: This random code is found at the bottom left of the projector screen. Click blue arrow to proceed

9. If Successful, you can follow on screen guide to use AirPlay to connect to AirMedia

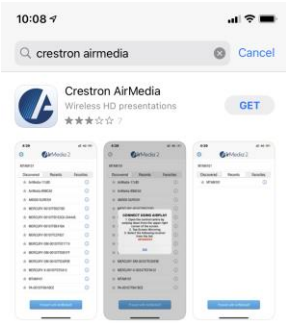10. For newer Mac, click "Control Center" and "Screen Mirroring". For older Macs, use Airplay
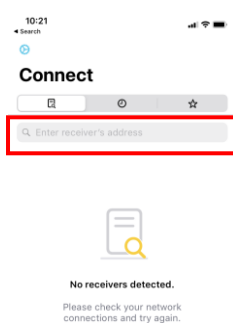
11. Select "LANGLEY-AIRMEDIA"

12. Enter 4 digits code as used in step 8

SBO-Boardroom AirMedia MAC Instruction. Ver. 1021202101

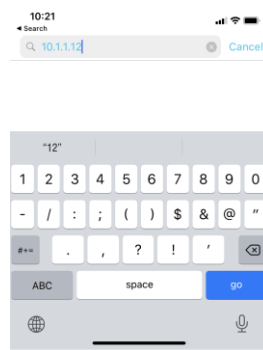# INSTRUCTION TO USE AIRMEDIA IN SBO BOARD ROOM – iOS

NOTE: Please read instruction to turn on projectors and configure Audio-Input Setting prior to follow this guide. Ensure that your devices are properly connected to the Board Office's WIFI Network
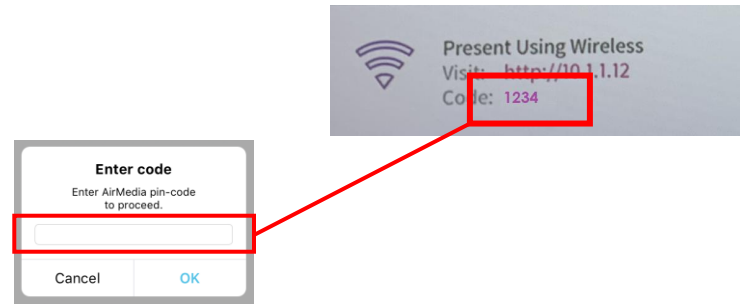
1. Open App Store, search for Crestron Airmedia. Tap "GET" to download the App, or Tab "Open" if you already have it

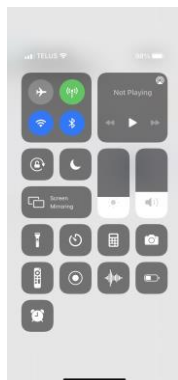2. On the Crestron Airmedia App, tap the address box

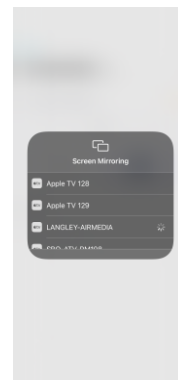3. Enter 10.1.1.12 in the field, hit "Go" to finish

4. Enter the 4 digits code found on the bottom left of the projector screen. Tab "OK" when done
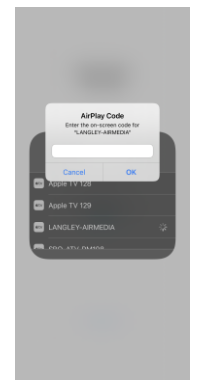
5. Once connected, this screen would appear. Follow the 1-2-3 on the prompt, or continue with the rest of the instructions

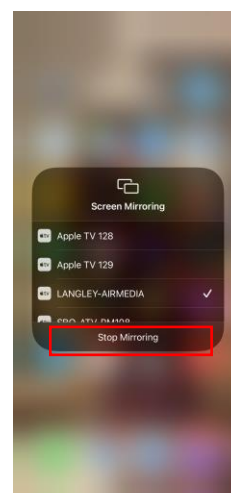6. Open "Control Centre" and tap on "Screen Mirroring"

7. Find and tap on "LANGLEY AIRMEDIA"

8. Enter the same 4 digits code used in step 4, tap OK when done

9. The device should be connected and the image is mirrored on the projector. To stop the mirroring process, open "Control Center", tap "LANGLEY AIRMEDIA"

10. Tap "Stop Mirroring" to end the session

Langley Schools