

Gables Undergrad Teaching Spaces **Technical Documentation**

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AV Connections & Settings

Description of Devices

Cameras and Microphones

All locations have been equipped with the following hardware to provide a consistent experience for faculty.

Equipment has been strategically placed in each room to capture video from one whiteboard and audio from the room. Cameras and microphones are illustrated below.

MXL Microphone



ClearOne Webcam



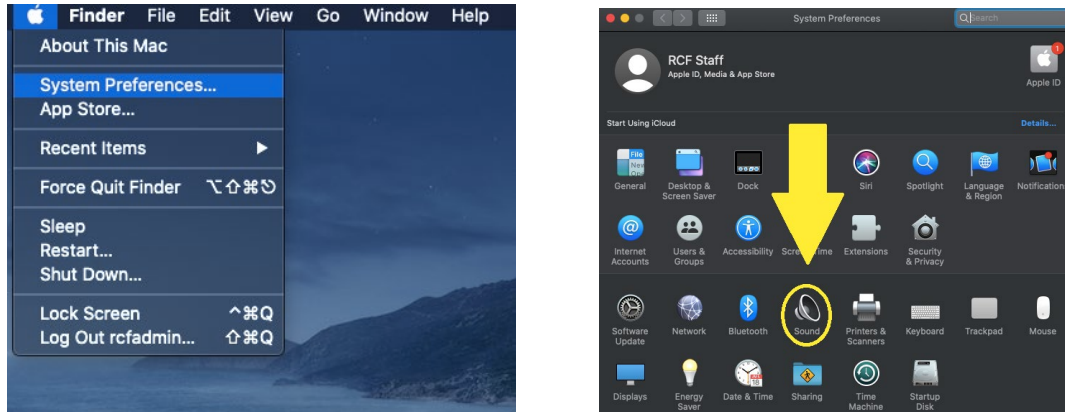
Requirements for Connecting

- Faculty must bring their own laptop
- 2 USB ports on the laptop (1 for the microphone, 1 for the webcam)
- 1 HDMI port on the laptop (1 for the projector)

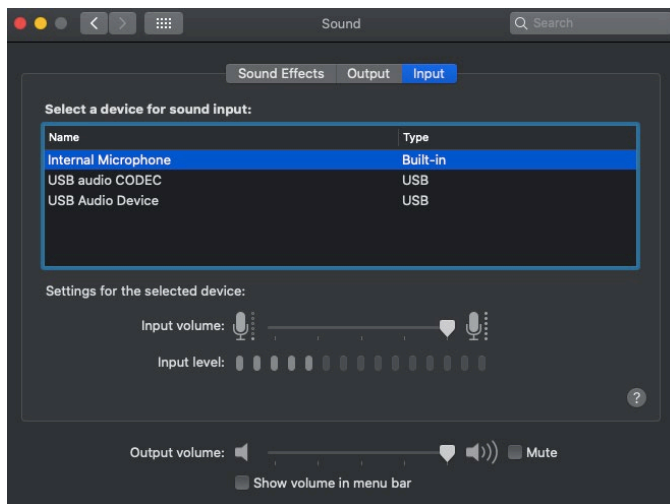
Microphone Settings

MacOS

1. Click the Apple logo→ System Preferences→ Sound

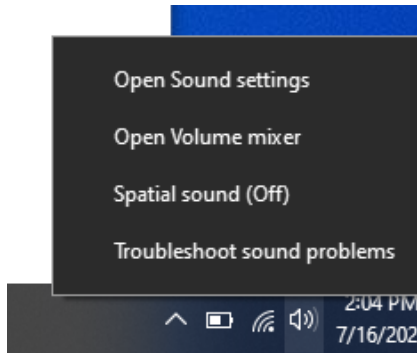


2. Under the **Input** tab, select USB audio CODEC

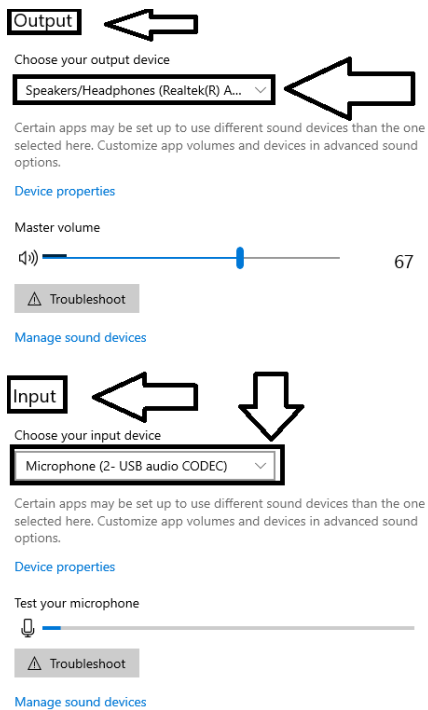


Windows OS

1. Right-click the speaker icon on the bottom right of your screen and select “Open Sound Settings”



2. Select **USB audio CODEC** for Input

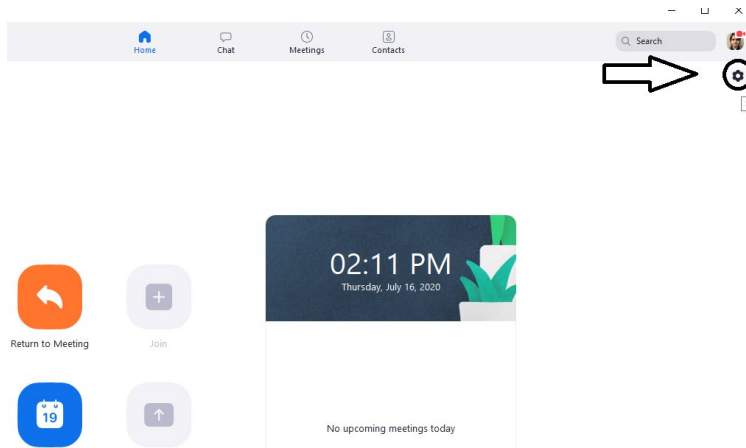


3. Ensure that **Output** is not set to USB Audio CODEC. Your speaker sound will not work.
4. You can use the **Echo Cancelling Speakerphone** as **Output** optionally if you want to use the unit as a speaker as well a microphone.

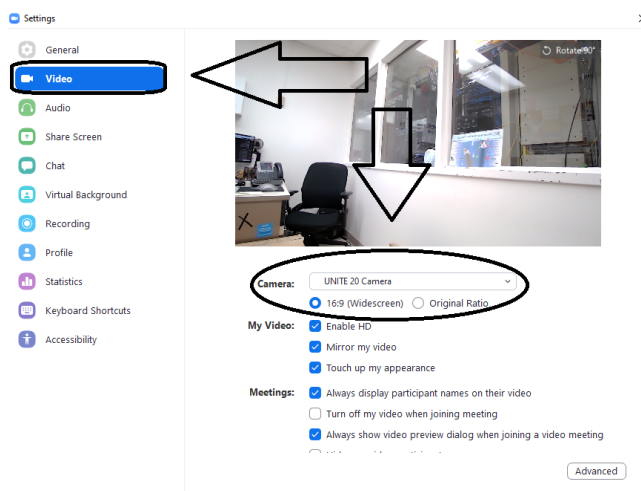
Webcam Settings

MacOS and Windows OS

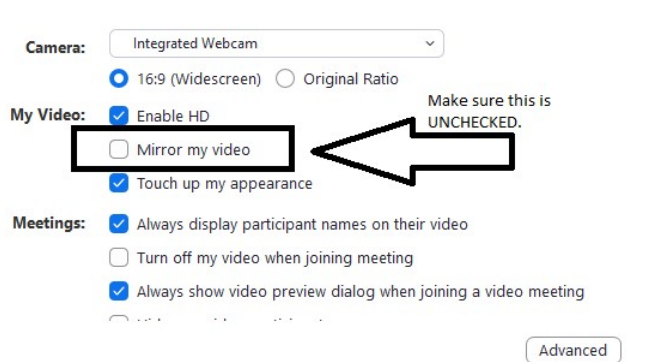
1. Open the Zoom application.
2. On the **Home** screen, click the settings gear (below your profile icon)



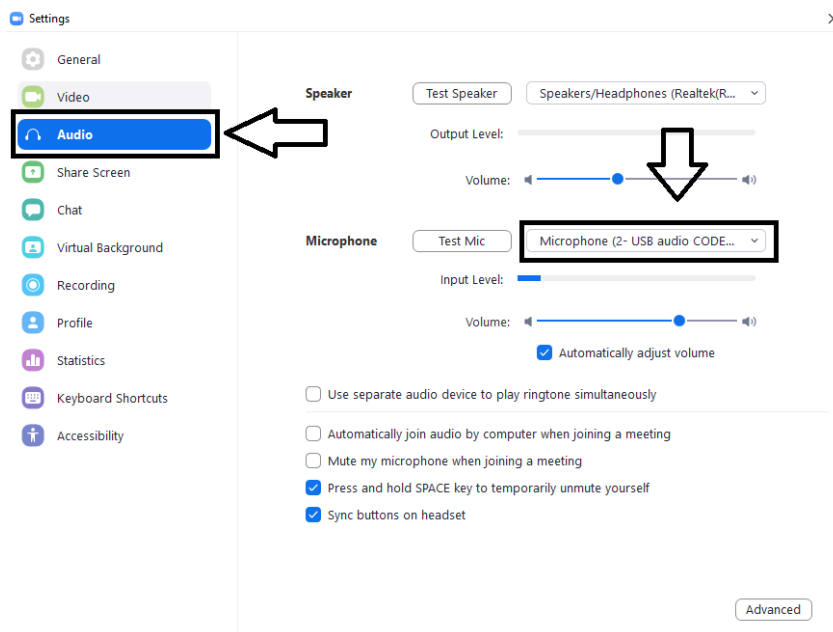
3. Select **Video** on the left hand pane
4. Select **UNITE 20 Camera**



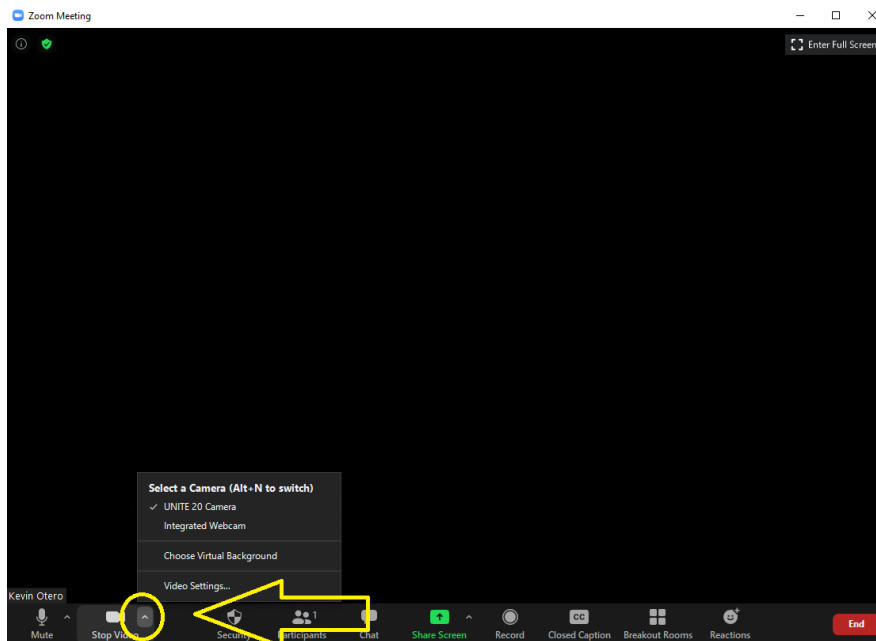
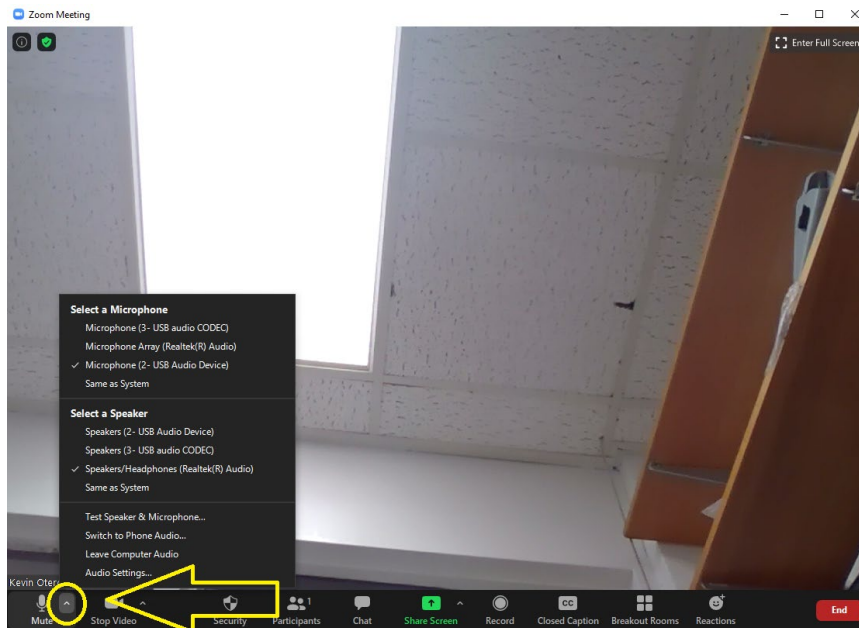
5. Ensure **“Mirror My Video”** is unchecked. Otherwise, markerboard writing will be mirrored/reversed



6. It is a good idea to check audio inside Zoom's settings while you're there.
7. Select **Audio** from the left hand pane
8. **Speaker** should be set to “Same as System, Built-in Output”
9. **Microphone** should be set to **USB Audio CODEC**
10. You should see the “input level” bar filling and draining from left to right as you talk into the mic



11. You may change microphone/webcam easily during a Zoom call.
This can be done by clicking on the **arrow next to the MUTE button** for microphone changes and the **arrow next to STOP VIDEO** for webcam



Room-Specific Configurations

Cox 182

1. Once in the room the controls and connection are behind the podium.



2. The screen controls are located on the wall behind. They are labeled with up and down for ease of use.



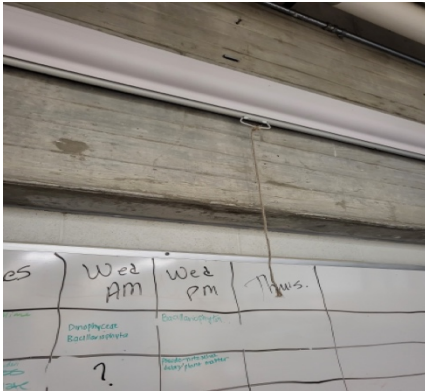
3. Beneath the switch there is a wall plug. The HDMI should already be connected. Plug the HDMI into your device.



4. The only way to control the projector in this room is the interface on the ceiling mounted projector itself due to the missing remote control.
Please switch the projector into standby mode at the end of class.

Cox 184

1. Pull down the projector screen.



2. The projector is on a cart. Power it on either by remote control or the button on the projector itself. The HDMI is already connected to the projector. Plug in your device to display to the screen.



3. Please switch the projector into standby mode at the end of class.
4. Projector will ask if it is "OK" to turn off. Use left and right arrows located on the second row of buttons to toggle to.

1. As you walk into the room and face the podium, look at the wall behind the podium, there is a switch that controls the screen.



2. Along the same wall to the lower left there is a media input wall panel. There should be an HDMI cable already connected. Plug your computer to give input to the projector.

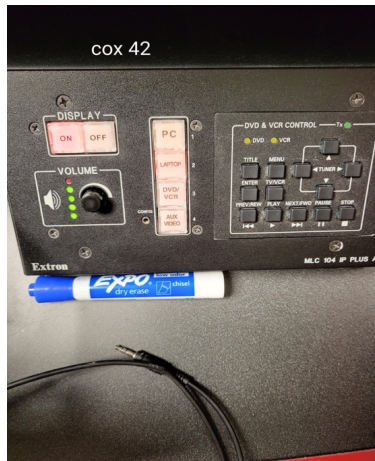


3. You must power on the projector using its remote control.
Please switch the projector into standby mode at the end of class.

Cox 42 and 52

Both Cox 42 and 52 have the same configuration; the instructions for both are the same.

1. At the podium on the right-hand side of the LCD you will find a small control panel. The only controls to be concerned with are the illuminated tiles shown below.



2. Display On/Off controls the projector and screen, On will bring the screen down and turn on the projector as they are synced.

The podium has a small desktop computer that can be utilized if you do not wish to use a personal device. This computer is toggled to by pushing the PC button in the panel. This is a UM computer requiring Caneid and password for log in.

3. For laptop use, plug in your laptop to the HDMI input located on the left side of the LCD.



4. At the end of class please use the Display control and toggle to Off. At no point should the projector be powered on or off manually or with its remote. This will de-sync the panel at the podium.
5. Please switch the projector into standby mode at the end of class as explained above.

Printer Configurations

MacOS Printer Instructions

Important Notes

Default Print Settings

- Black & White
- 2-sided print

Print Drivers Download Location

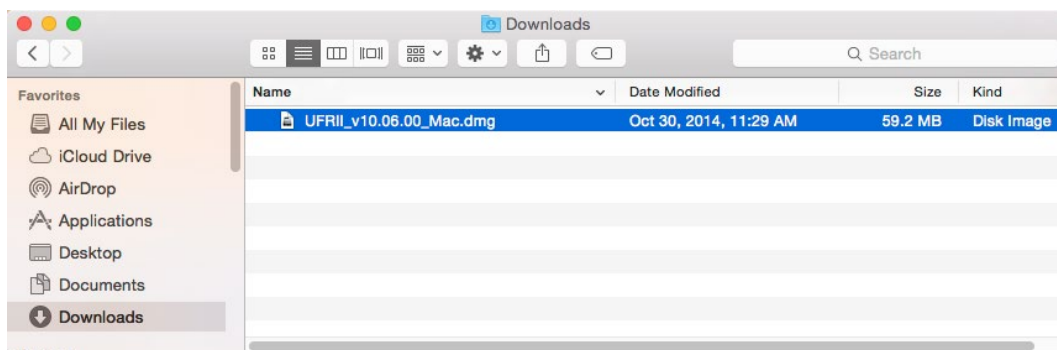
[Canon imageRunner Advance C2230/C5240](#)

Printer Addresses

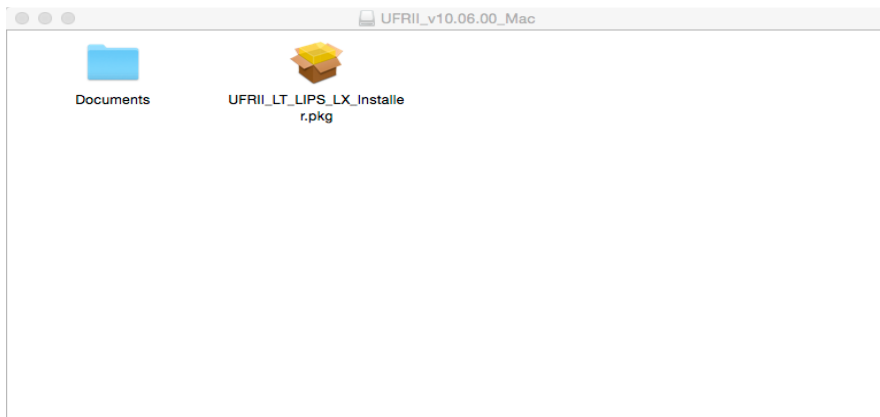
- Ungar (210-A)
 - cg-cesp-ung-210arm-8169.tel.miami.edu ← **Hostname**
 - 10.35.10.70 ← **IP Address**
- Cox Science Basement:
 - CG-GS-COX-46CRM-1.pr.miami.edu ← **Hostname**
 - 10.42.0.119 ← **IP Address**

Downloading Print Drivers

1. Download the printer driver to an easily accessible location such as Desktop, Downloads, Documents, etc.
2. Once saved, double-click on the file to begin the driver installation

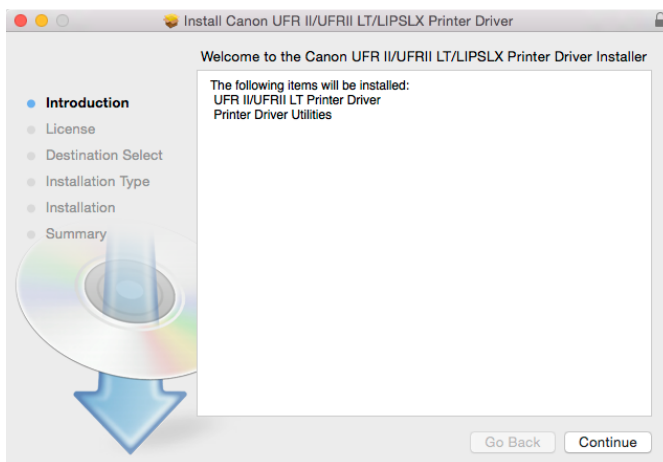


3. Once the .dmg file is automatically mounted and the window opens, double-click **UFR II_LT_LIPS_LX_Installer.pkg**.

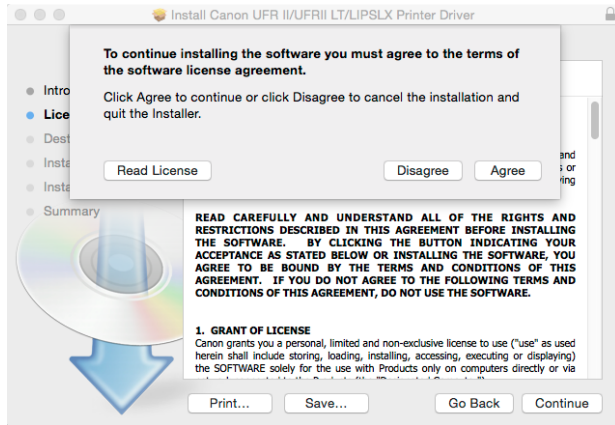


Installing Print Drivers

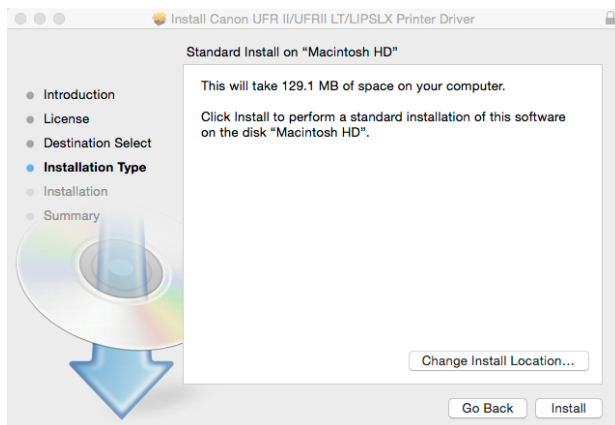
1. Select **Continue** at Introduction page.



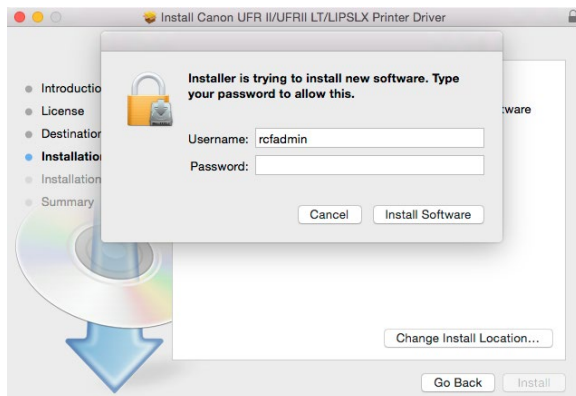
2. Select **Continue** and **Agree** to the terms agreement.



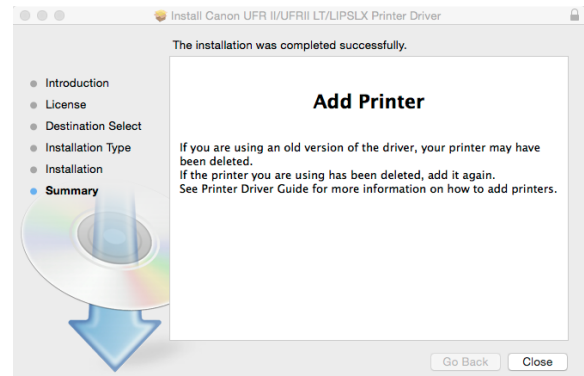
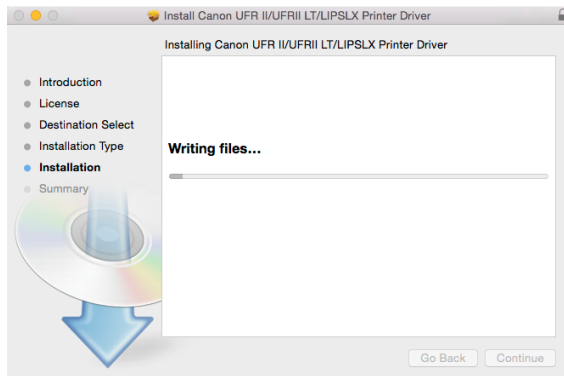
3. Click **Install**.



4. Enter admin user password to begin the installation. **Install Software.**

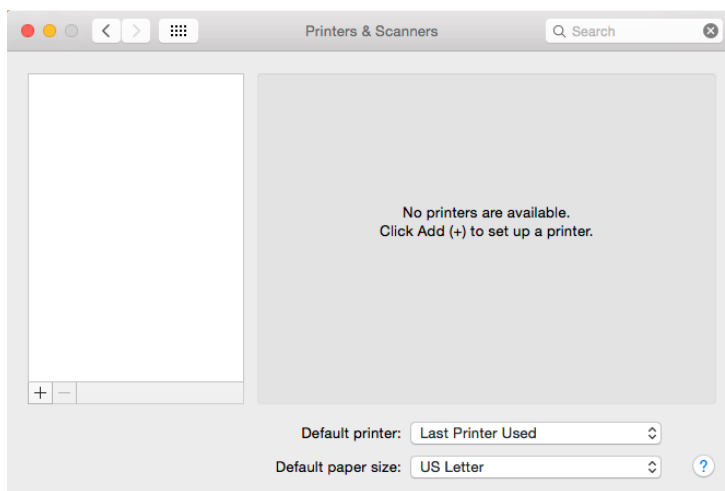


- The install will now complete. Press **Close** when done.

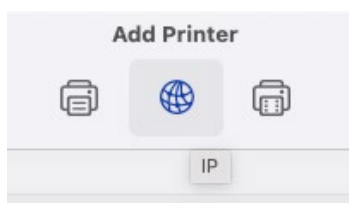


Configuring Print Drivers

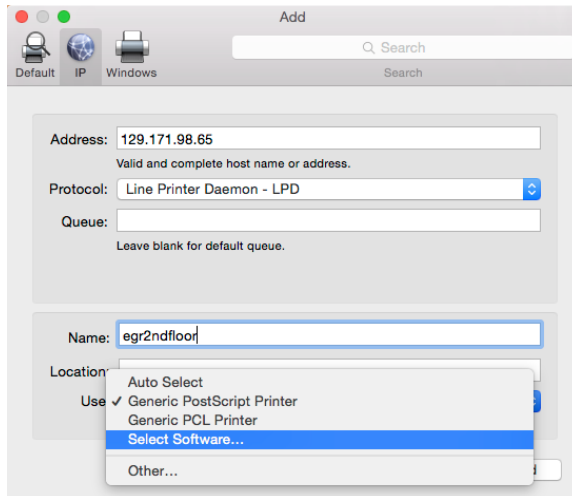
- Navigate to **System Preferences > Printers & Scanners**. Once there, click the **+** sign on the bottom left.



- Click the IP button in the Add Printer window.

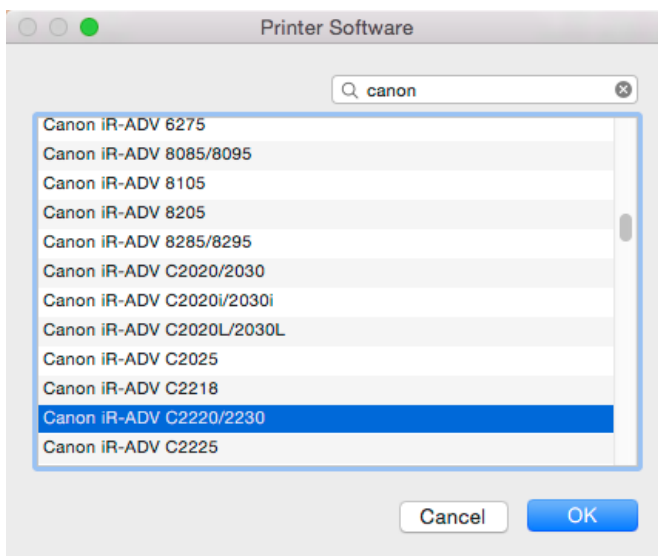


3. Address is the **hostname** of the printer. This can be found in the **Printer Address** section above.
For name, you can choose what to name it.
4. Protocol needs to be set to **Line Printer Daemon - LPD**.
5. For Use, choose **Select Software....**

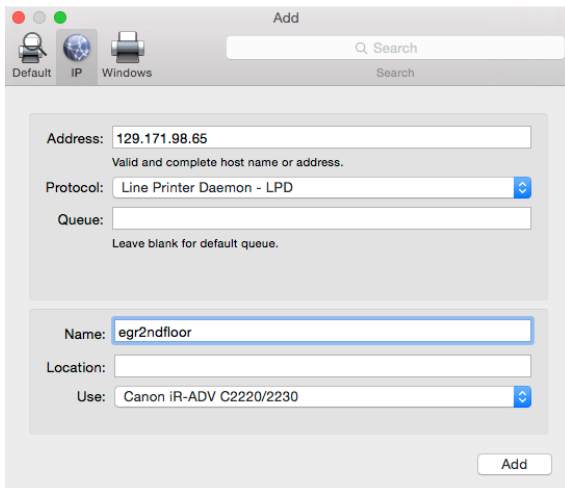


6. Type and select the model of the printer being installed.
 - Ungar is iR-ADV C5240
 - Cox is iR-ADV C2230

(You can type c52 or c22 in the search box and they will come up.)



7. Select **Add** and installation will complete.



Address: 129.171.98.65
Valid and complete host name or address.

Protocol: Line Printer Daemon - LPD

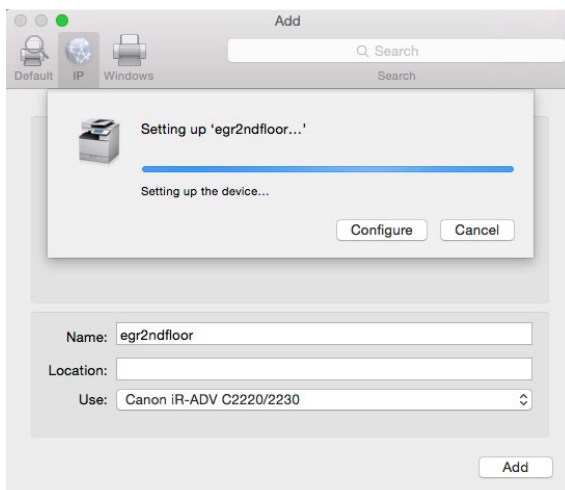
Queue:
Leave blank for default queue.

Name: egr2ndfloor

Location:

Use: Canon iR-ADV C2220/2230

Add



Setting up 'egr2ndfloor...'

Setting up the device...

Configure Cancel

Name: egr2ndfloor

Location:

Use: Canon iR-ADV C2220/2230

Add

Windows OS Printer Instructions

Important Notes

Default Print Settings

- Black & White
- 2-sided print

Print Drivers Download Location

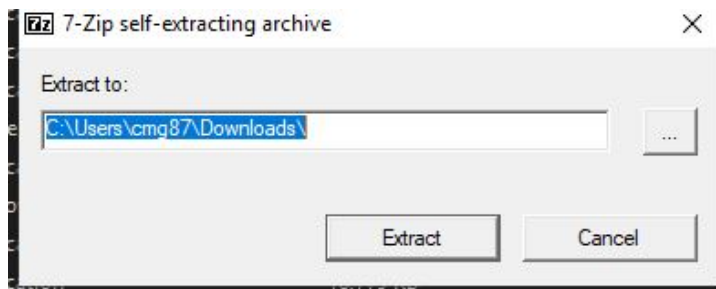
[Canon imageRunner Advance C2230/C5240 \(64 bit\)](#)

Printer Addresses

- Ungar (210-A)
 - cg-cesp-ung-210arm-8169.tel.miami.edu ← **Hostname**
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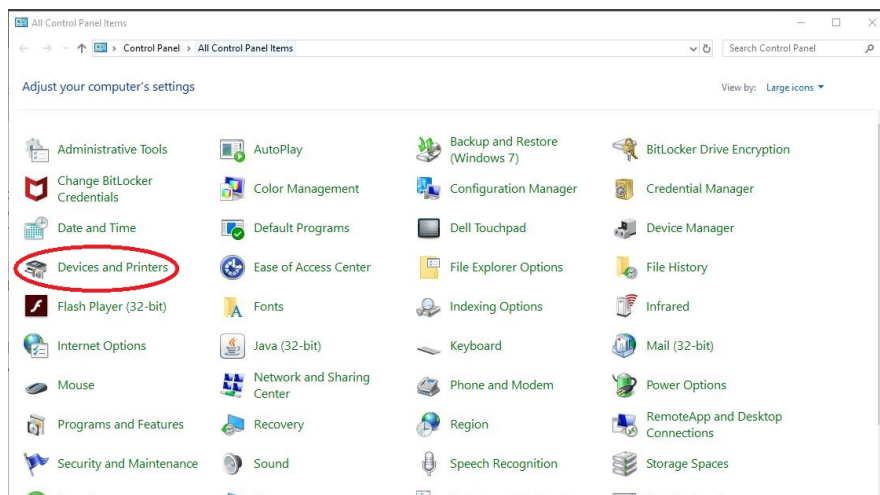
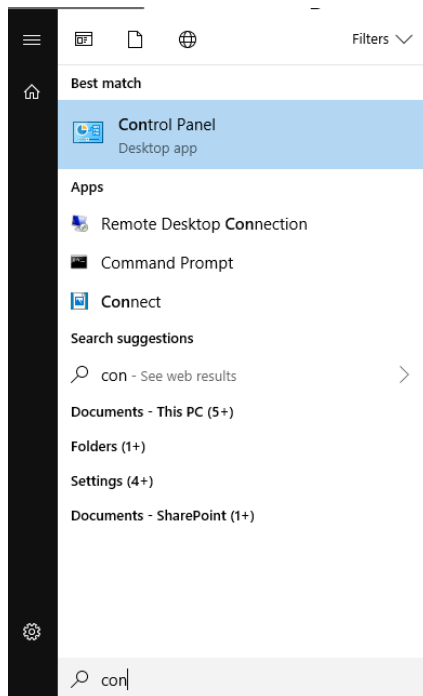
Downloading Print Drivers

1. Save the executable file to an easily accessible location such as Desktop, Downloads, Documents, etc.
2. Once saved, double-click on the file and extract the driver.



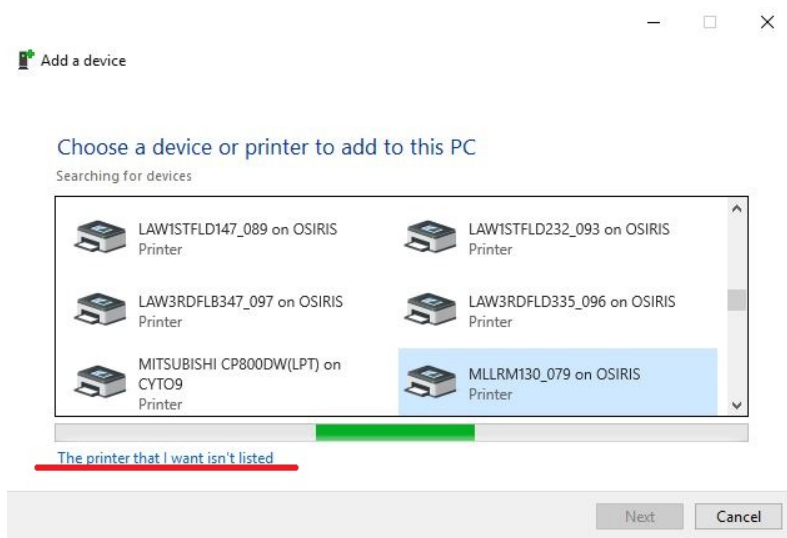
Installing Print Drivers

1. Select the Start Menu, Control Panel. Choose Devices and Printers. (For Win10 users, type *Devices and Printers*. The utility will come up in the start menu.)

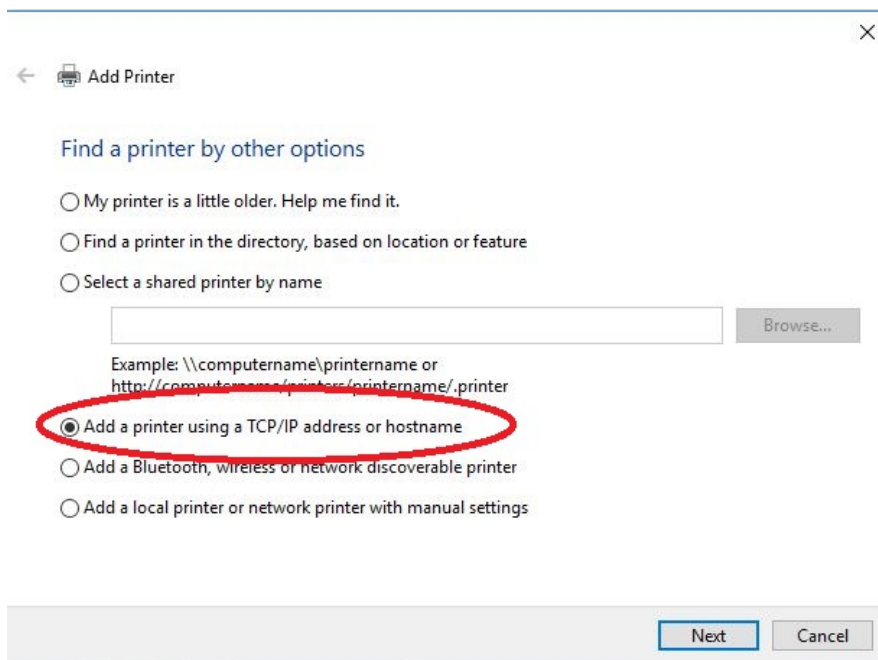


2. Select the **Add a printer** tab located at the top of the Devices and Printers window.

3. Choose **Add a network, wireless, or Bluetooth printer**
4. Select **The printer that I want isn't listed.**



5. Select **Add a printer using a TCP/IP address or hostname**; click **Next**



6. Enter the hostname of the printer in the **Hostname** section (listed under Printer Addresses above); Click **Next**.

← Add Printer

Type a printer hostname or IP address

Device type: Autodetect

Hostname or IP address:

Port name:

☐ Query the printer and automatically select the driver to use

Leave this box unchecked

Next Cancel

7. For additional port information, select **Standard: Generic Network**; Click **Next**.
8. The next step is to install the printer driver. Select **Have Disk...** and click **Browse** in the window that pops up.

← Add Printer

Install the printer driver

Choose your printer from the list. Click Windows Update to see more models.
To install the driver from an installation CD, click Have Disk.

Manufacturer: Adobe, Canon, Generic, HP, Microsoft

Printers: Adobe PDF Converter

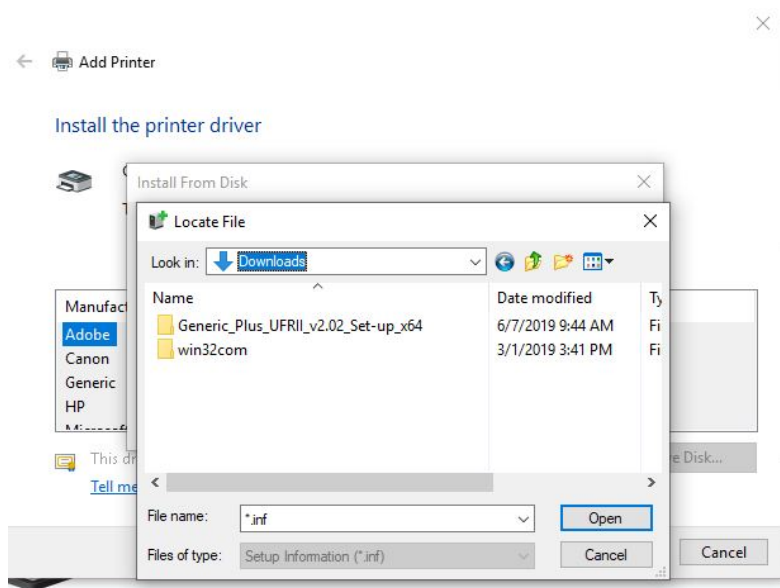
This driver is digitally signed. [Tell me why driver signing is important](#)

Windows Update Have Disk...

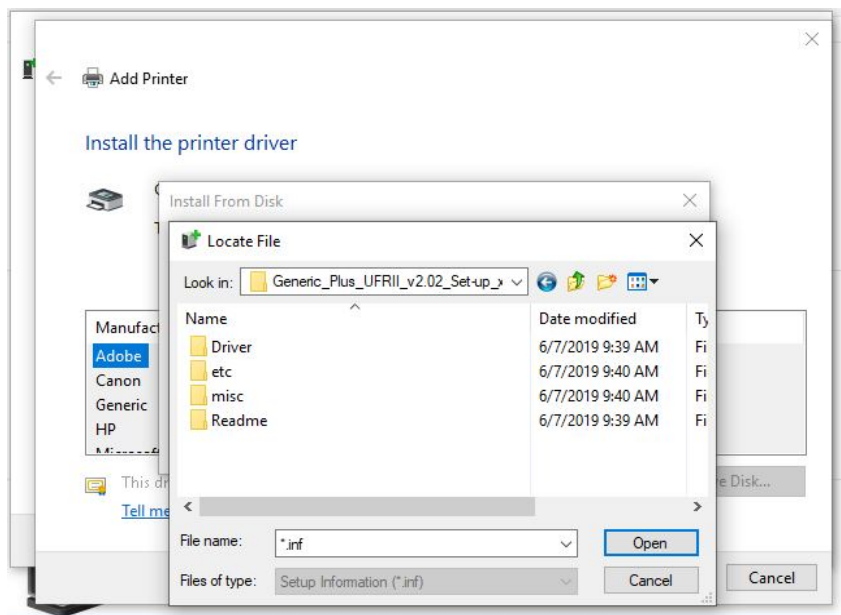
Next Cancel

9. Navigate to the location of the driver file. Once the driver file is selected, press **Open**.

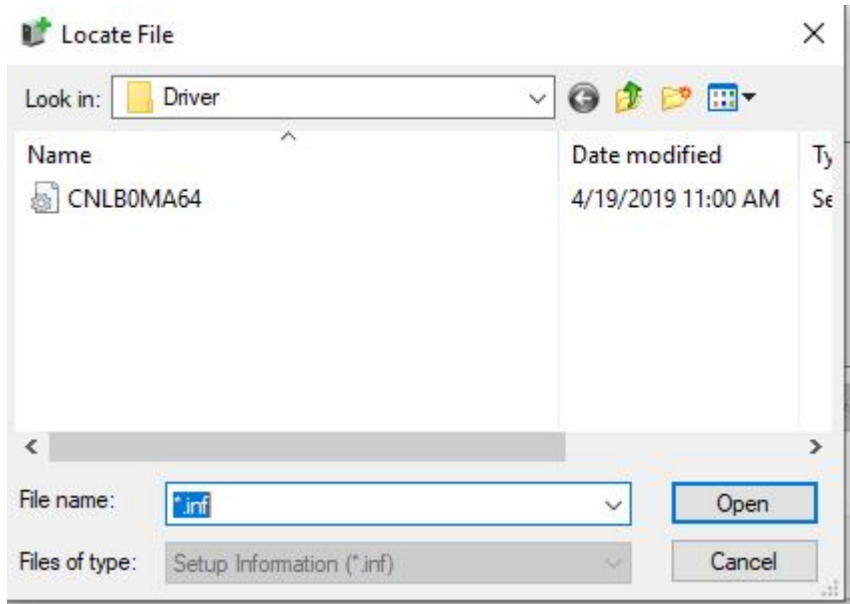
10. Select the only driver listed (Canon Generic Plus UFR II) and click **Open**.



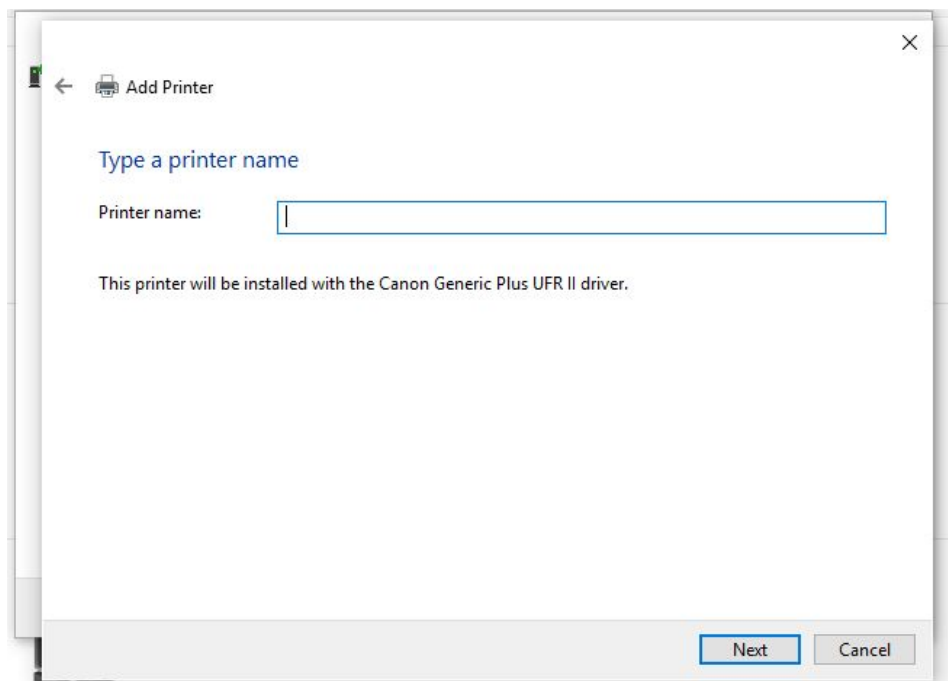
11. Select the Driver folder and click **Open**.



12. Select the *.inf file listed and click **Open**.



13. Type a descriptive name in the printer name field. Click **Next**. Click **Finish**.



14. You can optionally print a test page

