The following classrooms at the UNH Paul College of Business and Economics are equipped with the Guidebar touch screen AV control system: G25, G45, G75, G85, 115, 125, 135, 159, 165, 175, 185, 203, 205, 215, 225, 235.

The control system is located as a persistent menu bar at the top of the installed podium monitor. This system will allow you to access room controls, activate the AV system for presentations, make a phone call, and more.

Each function of the room is controlled with a Guidebar App. Read on to learn about each App within the system.

This is the Guidebar Home Page. From this page you can control system power and select the App you would like to use.

The Apps available for use are: Room Controls, AV Presentation, Audio Only, Phone Call, Video Call and Lecture Capture.

Selecting the PC or Mac icons will enable Standby Mode, allowing you to use the podium computers and equipment, without activating the AV system. From any open App, select the Home button on the left hand side of the Guidebar at any time to return to the Home Page.

The Room Controls App will allow you to control the ambiance of the room.

Selecting Room Controls will display options for Lights, Shades, Blackout Shades, and Whiteboard Lights.

AV is the recommended lights setting when using the classroom projector.
Selecting **AV Presentation** will activate the projector, along with the rest of the AV system. When AV Presentation is selected, the projector will turn on and you will see a “Projector Warming Up” indicator on the left hand side of the monitor.

There are multiple sources in each room that can be projected. Select the source you wish to project using the Guidebar. Once selected, the currently projecting source will be highlighted.

Press the **Dual Window** button to split your projection image into two sources.

When Dual Window mode is selected, you will see a second Source Selection bar, corresponding to the second half of your projection image. The Dual Window button will change to **Single** when in Dual Window Mode. Press Single to return to Single Window AV Presentation mode.

While under AV Presentation mode, there is a **Chalkboard** button which will give you a black screen for writing on. When using Chalkboard mode, press the **Clear** button on the right side of the Guidebar to erase your writing. Select the Chalkboard button again to return to your presentation.

The **Audio Only App** will activate the speakers and microphone system and allow you to adjust the volume for both.

Use **Program Volume** to control audio levels from the built-in computers or your connected device.

Use **Speech Volume** to control the audio level of the room microphone systems.
The **Phone Call App** will allow you to make and receive phone calls using the classroom audio system.

You can speak into the podium stand microphone or the wireless microphone. Ensure the mic is an appropriate distance from your mouth (as close as possible without being in the direct wind stream).

The audio from the other end of the call will be heard through the classroom speakers.

There is a **Do Not Disturb** function which is enabled by default. This means that until you disable Do Not Disturb, your classroom will not be able to receive calls. To turn off this function and to allow incoming calls, press the Do Not Disturb icon.

Press this button again when done with your call to re-enable. The phone number for your classroom will be displayed above the Do Not Disturb icon.

Phone calls to and from Paul classroom podiums follow standard UNH telephony conventions.

Dial 9 first for an outside, local number. Dial 2 first for an on-campus UNH extension (Dialing 2-2467 will call the Audiovisual Services Hotline).

When receiving a call, you will hear an audio beep indication, as well as this graphic:

Select **Answer** or **Ignore** for the incoming call.

When finished with your phone call, press the **End Call** button.
Use the **Annotation App** to annotate over any source displayed through the AV system.

To select the Annotation App, first select **AV Presentation** to activate the system. Next, press the **Home** button on the left side of the Guidebar. The Annotation App will now be an option on the Guidebar.

Selecting the Annotation Application will display the annotation slide-out menu shown above.

1. Press one of the **Pen Color** buttons to change the color of your annotations
2. Press one of the **Pen Width** buttons to change the width of your annotations
3. Pressing the **Eraser** button will change the annotation from the pen tool to the eraser tool, allowing for selective deletion of your annotations
4. Selecting the **Freeze Video** button will freeze all current screen content, allowing you to annotate over the current frame
5. Pressing the **Enable** button will turn the annotation functions on and off
Using the **Video Call App**, there are two ways to place a call, by using the phone book feature or manually dialing using an address.

**Using Phone book**

1. Press the **Phonebook** button to use the built in directory of numbers
2. This box displays the selected entry that will be called
3. The **Call** button will connect the call
4. Phonebook entries are listed here. Select an entry to dial. Use the **Page Up & Page Down** buttons to scroll through the phone book entries

**Manual Dialing**

1. Press the **Manual** button to use the keyboard to enter in the number or address you wish to call
2. This box displays the address that will be called
3. The **Call** button will connect the call
4. Use the keyboard for entering the number to call
The Video Call Guidebar will refresh when a call is in progress. In-Call controls appear as shown above.

1. **Lock to Wide Shot** selects the wide shot for the presenter camera and disables the sensor to call the tight view.
2. **Camera View Selection** buttons selects which camera is to be selected for video call and capture recording.
3. **Control** opens a pop-up that lets the user adjust the currently selected camera.
4. **Self-View** turns lets the user see the view from their local camera.
5. **Camera Window** button toggles open a pop-up screen for the instructor to view the currently selected camera.
6. **Send Content** sends whatever source is currently displayed behind the camera window to the video call recipient.
7. **Display Layout** buttons control how the video call is viewed by the video call recipient.
8. **End Call** button terminates connected calls.

Once a video call is connected, the AV Presentation Application will change slightly.

The **Send Content** button will become available. This button will toggle between **Send Content** and **Stop Content** allowing users to start or stop sending content through the video call.

Window arrangement and any annotations you have made will be viewable by the recipient of the video call.

Pressing Stop Content will stop sending source content and will revert to sending only the camera view to the video call recipient.
Selecting the **Lecture Capture App** will activate the rich media lecture capture equipment in your classroom. Camera controls function the same as in the previous Video Call section.

To record, store, and share a lecture, users will need to request Blackboard and Tegrity access for each course. If you are interested in starting immediately, you can get started quickly on your own by viewing our [Self Service Lecture Capture](http://it.unh.edu/lecturecapture) training page, or please call the Service Desk at 2-4242 to schedule Blackboard and Tegrity training.

Pressing **System Power** on the Guidebar home screen presents a shutdown verification dialog as shown below.

Press **System Shutdown** to power off the AV system immediately. If no selection is made after 30 seconds, the system will power off.

If the **Cancel Shutdown** button is selected before the timer expires, the shutdown will be canceled and the shutdown verification dialog will be closed.

**System Reset** will reset the system without powering off the room displays, used to quickly prepare the system for the next user.
Global System Controls

ROOM STATUS CONTROLS
The **Room Status Controls** contain settings for the projector, annotation and volume controls. The **Clear** button only appears when the **Annotation App** is running. This button clears any annotations on the screen.

PROJECTION CONTROLS
The **Projection Controls** allow for adjusting the projection screen size and muting the projected image. The **Full Screen** button will lower the screen to its lowest position and the projected image will fill the screen. The **Show Board** button will partially raise the screen and resize the projection image to allow the instructor to use the white board below the projection screen. Pressing the **Mute** button will blank the projector so that no image is displayed on the screen. Pressing the button again will unmute the projector. The control icons will change to reflect the different states of the projector and screen.

AUDIO CONTROLS
The **Audio Controls** allow for adjustment of the **Program** and **Speech** audio levels. Program audio controls the overall audio levels for everything but microphones. Speech audio controls only microphone volume levels. Pressing each button will display the appropriate pop-up windows as shown below. Each pop-up also contains raise, lower, and mute controls and a bar graph displaying a more granular indication of the relative audio level. When muted the bar graph will turn red and flashing text will appear over the bar graph.