




# How to Use the Conference Systems

Upper CineSync x2291, 101 West 5th

## PRODUCTION Linux and Mac

### Logging in

1. If the TV is off, tap **LEFT TV**  on the iPad.
2. Tap  for the Linux system or  for the macOS system.
3. Wake the system with the **PRODUCTION** keyboard.
4. Log in with your IE username and password.

### Logging out

Either system will automatically log out after 30 minutes of inactivity. However, it's a good idea to manually log out, in order to prevent others from using your account, and so that you don't get locked out of any services.

### Adjusting volume

On the iPad, tap  or 


### Setting up sound on Linux

To record or play back sound on the **PRODUCTION** Linux system on your account in this room, you will need to perform a one-time setup:

1. In the menu bar, go *System > Preferences > Hardware > Sound*.
2. Under the *Input* tab:
  - 2.1 Set the input device to *UB1 microphone*.
  - 2.2 Set the volume to 100%.
  - 2.3 Uncheck *Mute*.
3. Under the *Output* tab:
  - 3.1 Set the connector to *Line Out*.
  - 3.2 Set the volume to 100%.
  - 3.3 Uncheck *Mute*.

## INTERNET Mac

### Logging in

1. If the TV is off, tap **RIGHT TV**  on the iPad.
2. Wake the system with the **INTERNET** keyboard.
3. Log in with your IE username and password.

### Logging out

The system will automatically log out after 30 minutes of inactivity. However, it's a good idea to manually log out, in order to prevent others from using your account, and so that you don't get locked out of any services.

### Adjusting volume

System: On the iPad, tap  or 

Speakerphone: On the speakerphone, hit  or 

### Webcam controls

On the iPad:

- To turn on the webcam, tap *Lens Open/Close*.
- To change the angle and zoom, use the arrow and magnifying buttons.
- To use a frame preset, tap *Preset 1* through *3*.

### Webcam framing presets

Preset 1: Width of room

Preset 2: Width of table

Preset 3: Far end of table

**Note** The TV remote controls both TVs.

**Caution** Do not adjust the orientation of the TVs. This will damage them.

**Caution** Do not move the conference table. This will disconnect the equipment cables.




# Recording Reviews

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## Recording a screen session

You can record and play back reviews of production content on the **PRODUCTION** macOS system. Note that the **PRODUCTION** systems are **not** connected to the webcam.

### Starting a recording

1. Log in to the **PRODUCTION** macOS system (see *How to Use the Conference Systems*).
2. On the dock, click  to launch QuickTime.
3. Go *File > New Screen Recording*. The *Screen Recording* window will open.
4. Click  next to the record button, then select *Internal Microphone* from the list of devices.
5. To start recording, click , then:
  - Click anywhere to record the whole screen, or
  - Click and drag to record a region of the screen.

### Saving and trimming a recording

1. Once you are finished the review, click  in the menu bar to stop recording. A preview of the recording will open in a window.
2. Optional: Trim the recording.
  - 2.1 Go *Edit > Trim*. A timeline with a yellow trim bar will appear. The portions of the recording outside of the trim bar will be removed.
  - 2.2 Drag the trim handles to adjust the start and end points of the clip. Click and hold a trim handle to view individual frames.
  - 2.3 Click *Trim*.
3. Go *File > Save* to choose a name and location for the recording.