# Sophia University

# Yotsuya Campus

# Codemari Operating Manual

**UCHIDA YOKO CO., LTD.**

**20241023 Edition**

**(Based on 20240411)**

# Table of contents

# What is codemari?

The AV equipment in the room can be operated from the Web screen.

**\* Remote control is required to turn on the main unit of the Blu-ray player, insert a disc, and play or stop the player. The output destination can be selected in "4. Video Settings" of codemari.**

Turn off the light during a presentation

Show presentation materials on the projectors

Show reference images on the monitor.

Show a student's materials on the projectors

Adjust the sound level of the video during playback.
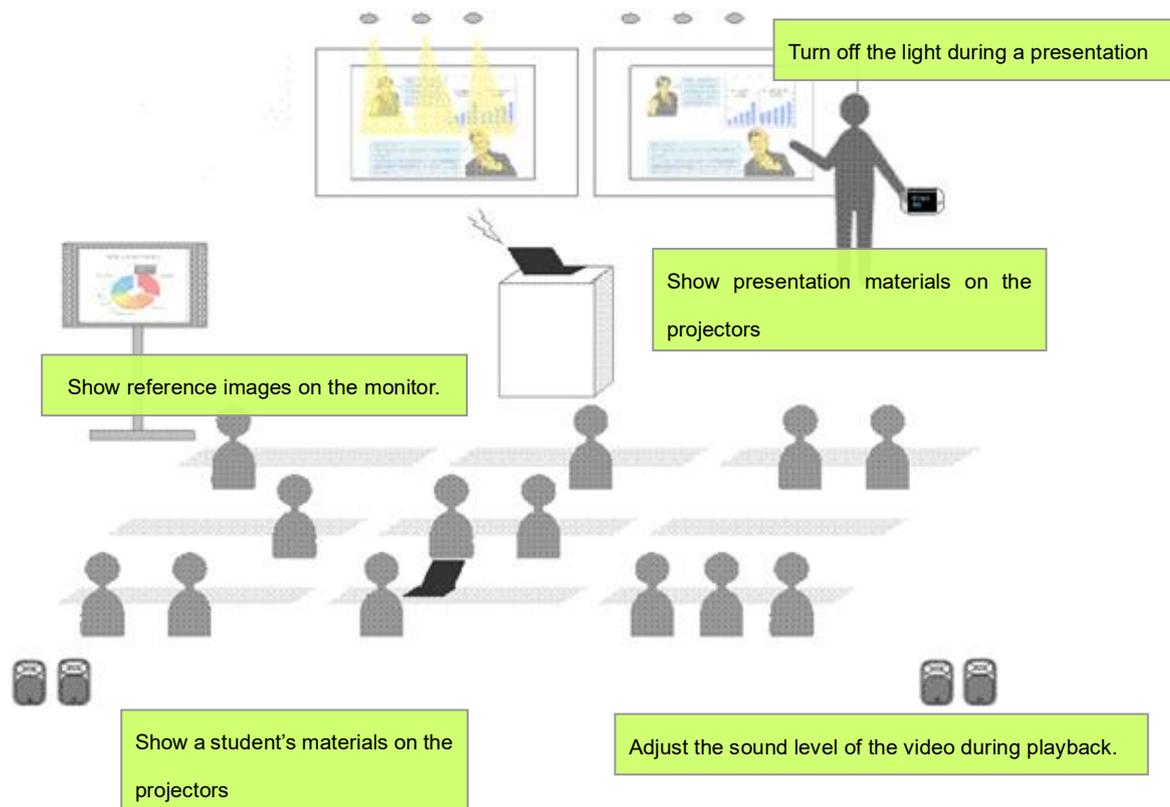
### Create a room environment with a single click

Startup and setup of the required devices can be done with a simple operation.

### Switching projected images

Projected images can be switched without changing cables.

### Adjusting equipment

Volume, lighting, and projector power ON/OFF can be controlled from the devices.

## How to Use

## Control from iPad

1.  Make sure the iPad is ready for use.
2.  If the iPad is logged out when the screen is restored, select " codemari Cloud (codemari クラウド)" saved in the bookmarks to display the " Sophia University Login (上智大学 ログイン)" window.
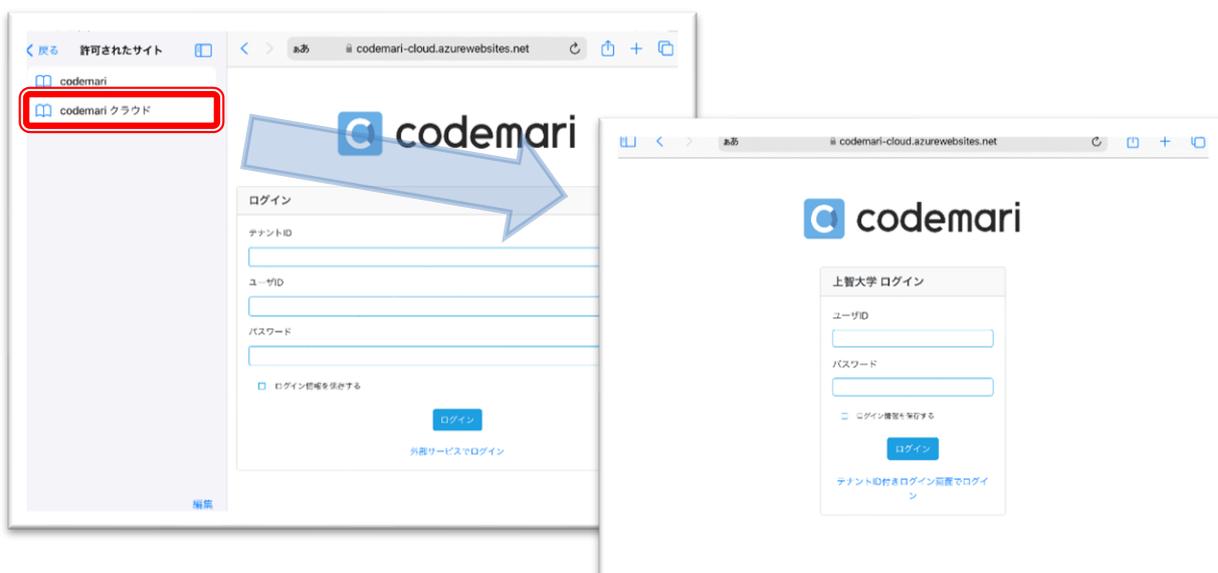


3.  The iPad saves the login information.   Please recall the login information to log in.
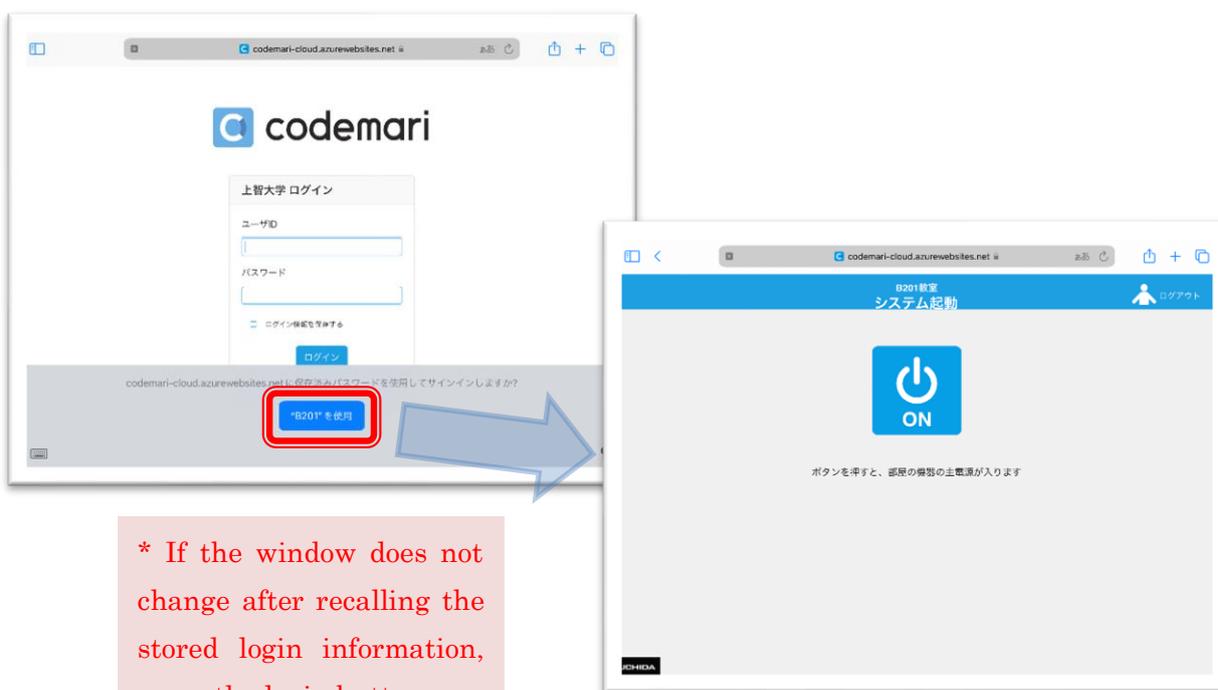


\* If the window does not change after recalling the stored login information, press the login button.

4. When the main power is OFF, press ON to start the system.

   After a few moments, the home window will appear, and the AV equipment will be ready to use. First, perform the "**Easy Setup (かんたん設定)"** procedure.



System startup when the main power is **OFF**



"Home" when the main power is **ON**
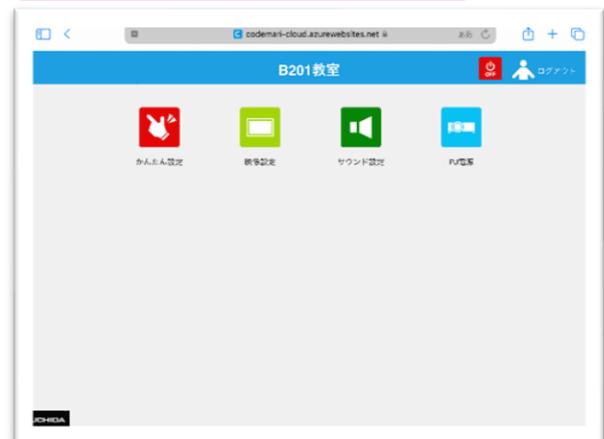
5. In "Easy Setup (かんたん設定)", there are scenes for each usage. Select the scene that best fits your needs.



6. After the lecture, press the power OFF in the upper-right corner to exit.



**\* After using codemari, please be sure to charge the iPad in the AV rack.**

# Overview of each operation window

## 1．System Startup

This screen is displayed only when the power is OFF in the power ON screen of AV-related equipment.
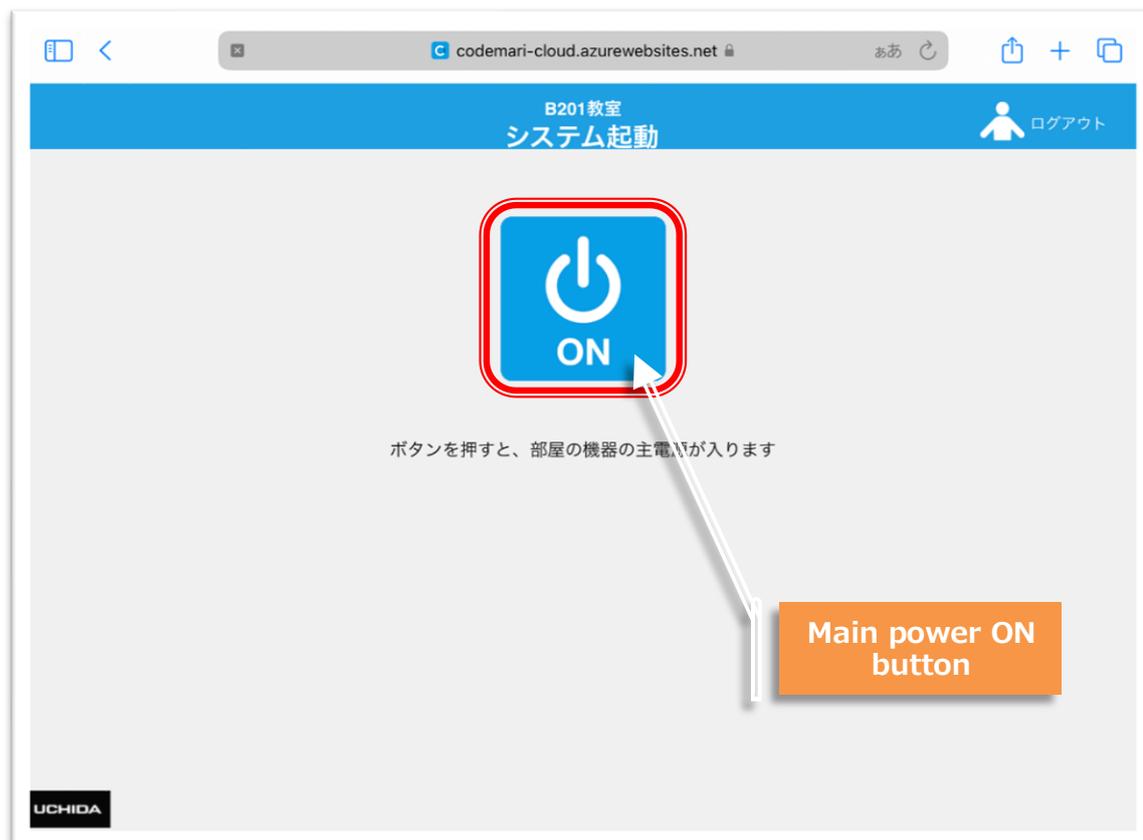


## ■ Operation Method

Turn on the main power.

When the main power is turned ON, the screen moves to the "Usage Selection" screen.

* It may take some time to turn on the main power of all AV equipment.

## 2．Home

The selected available codemari functions are listed. Selecting each function icon will move to the operation window.
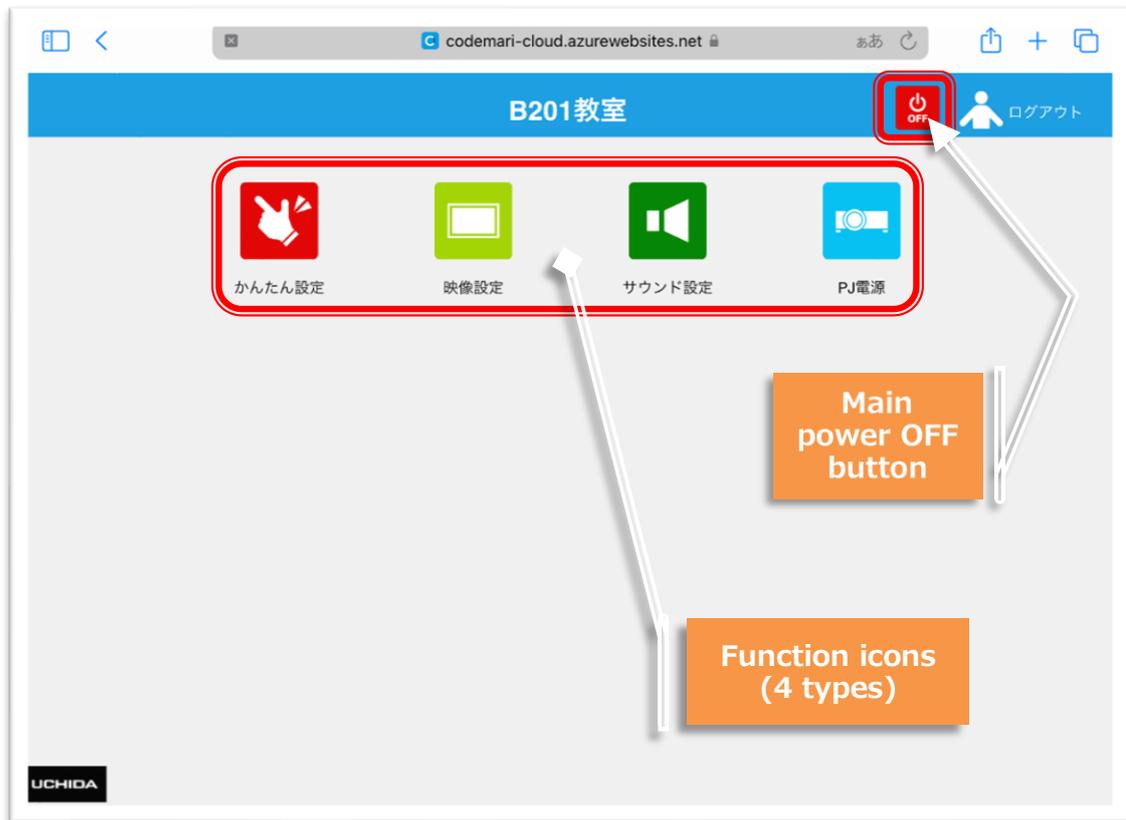


Selecting the "Main Power OFF" in the screen's upper-right corner will stop all the AV equipment.

Please select this option after confirming that the equipment will not be used afterward, such as at the end of the day.

## 3. Easy Setup (かんたん設定)

Batch operation of devices according to pre-defined usage scenarios. Press the "Home" in the upper left corner to move to the home.



## ■ Operation Method

Select the execute button for the scene to be used from the list. Multiple device control will start according to the pre-defined settings. Click the Help button to view a description of the scene in English.

The registered "Easy Setups(かんたん設定)" list is shown on the following pages.

## For room B201

| | Scenario name | Video | Sound source | Projectors |
|---|---|---|---|---|
| 1 | Start the lecture on your PC (Return) | PJ1: For your PC<br>PJ2: For your PC<br>PJ3: For your PC<br>PJ4: For your PC<br>Teacher's desk PC output: No Input<br>Check monitor: For your PC | For your PC | PJ1: ON<br>PJ2: ON<br>PJ3: ON<br>PJ4: ON |
| 2 | Start the lecture on Teacher's desk PC (Return) | PJ1: Teacher's desk PC<br>PJ2: Teacher's desk PC<br>PJ3: Teacher's desk PC<br>PJ4: Teacher's desk PC<br>Teacher's desk PC output: No Input<br>Check monitor: Teacher's desk PC | Teacher's desk PC | PJ1: ON<br>PJ2: ON<br>PJ3: ON<br>PJ4: ON |
| 3 | Student presentations on their PCs (1 to 4 students) | PJ1: Wivia(PJ1)<br>PJ2: Wivia(PJ2)<br>PJ3: Wivia(PJ3)<br>PJ4: Wivia(PJ4)<br>Teacher's desk PC output: (Retain previous source)<br>Check monitor: (Retain previous source) | (Retain previous source) | PJ1: ON<br>PJ2: ON<br>PJ3: ON<br>PJ4: ON |
| 4 | Student presentations on their PCs (1 to 2 students) | PJ1: (Retain previous source)<br>PJ2: (Retain previous source)<br>PJ3: Wivia(PJ3)<br>PJ4: Wivia(PJ4)<br>Teacher's desk PC output: (Retain the previous source)<br>Check monitor: (Retain the previous source) | (Retain previous source) | PJ1: ON<br>PJ2: ON<br>PJ3: ON<br>PJ4: ON |
| 5 | Activate the camera for web conferencing | PJ1: (Retain previous source)<br>PJ2: (Retain previous source)<br>PJ3: (Retain previous source)<br>PJ4: (Retain previous source)<br>Teacher's desk PC output: Ceiling Camera | (Retain previous source) | PJ1: ON<br>PJ2: ON<br>PJ3: ON<br>PJ4: ON |

\* Please check that Zoom settings are as follows.

　・Camera: USB Capture HDMI
　・Speaker: CRO-UIL2AT (Audio for Intel(R) display)
　・Microphone: Echo canceling speakerphone (DIGITAL SMARTMIXER...)

# For room B202

| | Scenario name | Video | Sound source | Projectors |
|---|---|---|---|---|
| 1 | Start the lecture on your PC (Return) | PJ1: For your PC<br>PJ2: For your PC<br>PJ3: For your PC<br>PJ4: For your PC<br>PJ5: For your PC<br>Teacher's desk PC output: No Input | For your PC | PJ1: ON<br>PJ2: ON<br>PJ3: ON<br>PJ4: ON<br>PJ5: ON |
| 2 | Start the lecture on Teacher's desk PC (Return) | PJ1: Teacher's desk PC<br>PJ2: Teacher's desk PC<br>PJ3: Teacher's desk PC<br>PJ4: Teacher's desk PC<br>PJ5: Teacher's desk PC<br>Teacher's desk PC output: No Input<br>Check monitor: Teacher's desk PC | Teacher's desk PC | PJ1: ON<br>PJ2: ON<br>PJ3: ON<br>PJ4: ON<br>PJ5: ON |
| 3 | Student presentations on their PCs (1 to 5 students) | PJ1: Wivia(PJ1)<br>PJ2: Wivia(PJ2)<br>PJ3: Wivia(PJ3)<br>PJ4: Wivia(PJ4)<br>PJ5: Wivia(PJ5)<br>Teacher's desk PC output: (Retain previous source)<br>Check monitor: (Retain previous source) | (Retain previous source) | PJ1: ON<br>PJ2: ON<br>PJ3: ON<br>PJ4: ON<br>PJ5: ON |
| 4 | Student presentations on their PCs (1 to 4 students) | PJ1: (Retain previous source)<br>PJ2: Wivia(PJ2)<br>PJ3: Wivia(PJ3)<br>PJ4: Wivia(PJ4)<br>PJ5: Wivia(PJ5)<br>Teacher's desk PC output: (Retain previous source)<br>Check monitor: (Retain previous source) | (Retain previous source) | PJ1: ON<br>PJ2: ON<br>PJ3: ON<br>PJ4: ON<br>PJ5: ON |

| | Scenario name | Video | Sound | Projectors |
|---|---|---|---|---|
| 5 | Activate the camera for web conferencing. | PJ1: (Retain previous source)<br>PJ2: (Retain previous source)<br>PJ3: (Retain previous source)<br>PJ4: (Retain previous source)<br>PJ5: (Retain previous source)<br>Teacher's desk PC output: Ceiling Camera<br>Check monitor: Ceiling Camera | (Retain previous source) | PJ1: ON<br>PJ2: ON<br>PJ3: ON<br>PJ4: ON<br>PJ5: ON |
| 6 | Use RealsizePresenterPC | PJ1: (Retain previous source)<br>PJ2: Dual-screen PC-L<br>PJ3: Dual-screen PC-R<br>PJ4: Dual-screen PC-L<br>PJ5: Dual-screen PC-R<br>Teacher's desk PC output: (Retain previous source) | (Retain previous source) | PJ1: ON<br>PJ2: ON<br>PJ3: ON<br>PJ4: ON<br>PJ5: ON |

* Please check that Zoom settings are as follows.

 ・Camera: USB Capture HDMI
 ・Speaker: CRO-UIL2AT (Audio for Intel(R) display)
 ・Microphone: Echo canceling speakerphone (DIGITAL SMARTMIXER...)

# For room B203

| | Scenario name | Video | Sound | Projectors |
|---|---|---|---|---|
| 1 | Start the lecture on your PC (Return) | PJ1: For your PC<br>Teacher's desk PC output: No Input<br>Check monitor: For your PC | For your PC | PJ1: ON |
| 2 | Start the lecture on Teacher's desk PC (Return) | PJ1: Teacher's desk PC<br>Teacher's desk PC output: No Input<br>Check monitor: Teacher's desk PC | Teacher's desk PC | PJ1: ON |
| 3 | Student presentations using his/her PC (1 student) | PJ1: Wivia(PJ1)<br>Teacher's desk PC output: (Retain previous source)<br>Check monitor: (Retain previous source) | (Retain previous source) | PJ1: ON |
| 4 | Activate the camera for web conferencing. | PJ1: (Retain previous source)<br>Teacher's desk PC output: Ceiling Camera<br>Check monitor: Ceiling Camera | (Retain previous source) | PJ1: ON |

\* Please check that Zoom settings are as follows.

・Camera: USB Capture HDMI
・Speaker: CRO-UIL2AT (Audio for Intel(R) display)
・Microphone: Echo canceling speakerphone (DIGITAL SMARTMIXER...)

# For room B205

| | Scenario name | Video | Sound | Projectors |
|---|---|---|---|---|
| 1 | Start the lecture on your PC (Return) | PJ1: For your PC<br>PJ2: For your PC<br>PJ3: For your PC<br>PJ4: For your PC<br>Teacher's desk PC output: No Input<br>Check monitor: For your PC | For your PC | PJ1: ON<br>PJ2: ON<br>PJ3: ON<br>PJ4: ON |
| 2 | Start the lecture on Teacher's desk PC (Return) | PJ1: Teacher's desk PC<br>PJ2: Teacher's desk PC<br>PJ3: Teacher's desk PC<br>PJ4: Teacher's desk PC<br>Teacher's desk PC output: No Input<br>Check monitor: Teacher's desk PC | Teacher's desk PC | PJ1: ON<br>PJ2: ON<br>PJ3: ON<br>PJ4: ON |
| 3 | Student presentations on their PCs (1 to 4 students) | PJ1: Wivia(PJ1)<br>PJ2: Wivia(PJ2)<br>PJ3: Wivia(PJ3)<br>PJ4: Wivia(PJ4)<br>Teacher's desk PC output: (Retain previous source)<br>Check monitor: (Retain previous source) | (Retain previous source) | PJ1: ON<br>PJ2: ON<br>PJ3: ON<br>PJ4: ON |
| 4 | Student presentations on their PCs (1 to 2 students) | PJ1: (Retain previous source)<br>PJ2: (Retain previous source)<br>PJ3: Wivia(PJ3)<br>PJ4: Wivia(PJ4)<br>Teacher's desk PC output: (Retain previous source) | (Retain previous source) | PJ1: ON<br>PJ2: ON<br>PJ3: ON<br>PJ4: ON |
| 5 | Activate the camera for web conferencing. | PJ1: (Retain previous source)<br>PJ2: (Retain previous source)<br>PJ3: (Retain previous source)<br>PJ4: (Retain previous source)<br>Teacher's desk PC output: Ceiling Camera<br>Check monitor: Ceiling Camera | (Retain previous source) | PJ1: ON<br>PJ2: ON<br>PJ3: ON<br>PJ4: ON |

\* Please check that Zoom settings are as follows.
  ・Camera: USB Capture HDMI
  ・Speaker: CRO-UIL2AT (Audio for Intel(R) display)
  ・Microphone: Echo canceling speakerphone (DIGITAL SMARTMIXER...)

## For room B206

| | Scenario name | Video | Sound | Projectors |
|---|---|---|---|---|
| 1 | Start the lecture on your PC (Return) | PJ1: For your PC<br>PJ2: For your PC<br>PJ3: For your PC<br>PJ4: For your PC<br>Teacher's desk PC output: No Input<br>Check monitor: For your PC | For your PC | PJ1: ON<br>PJ2: ON<br>PJ3: ON<br>PJ4: ON |
| 2 | Start the lecture on Teacher's desk PC (Return) | PJ1: Teacher's desk PC<br>PJ2: Teacher's desk PC<br>PJ3: Teacher's desk PC<br>PJ4: Teacher's desk PC<br>Teacher's desk PC output: No Input<br>Check monitor: Teacher's desk PC | Teacher's desk PC | PJ1: ON<br>PJ2: ON<br>PJ3: ON<br>PJ4: ON |
| 3 | Student presentations on their PCs (1 to 4 students) | PJ1: Wivia(PJ1)<br>PJ2: Wivia(PJ2)<br>PJ3: Wivia(PJ3)<br>PJ4: Wivia(PJ4)<br>Teacher's desk PC output: (Retain previous source) | (Retain previous source) | PJ1: ON<br>PJ2: ON<br>PJ3: ON<br>PJ4: ON |
| 4 | Student presentations on their PCs (1 to 3 students) | PJ1: (Retain previous source)<br>PJ2: Wivia(PJ2)<br>PJ3: Wivia(PJ3)<br>PJ4: Wivia(PJ4)<br>Teacher's desk PC output: (Retain previous source) | (Retain previous source) | PJ1: ON<br>PJ2: ON<br>PJ3: ON<br>PJ4: ON |
| 5 | Activate the camera for web conferencing. | PJ1: (Retain previous source)<br>PJ2: (Retain previous source)<br>PJ3: (Retain previous source)<br>PJ4: (Retain previous source)<br>Teacher's desk PC output: Ceiling Camera<br>Check monitor: Ceiling Camera | (Retain previous source) | PJ1: ON<br>PJ2: ON<br>PJ3: ON<br>PJ4: ON |

* Please check that Zoom settings are as follows.

　・Camera: USB Capture HDMI
　・Speaker: CRO-UIL2AT (Audio for Intel(R) display)
　・Microphone: Echo canceling speakerphone (DIGITAL SMARTMIXER...)

# For room B207

| | Scenario name | Video | Sound | Projectors |
|---|---|---|---|---|
| 1 | Start the lecture on your PC (Return) | PJ1: For your PC<br>Teacher's desk PC output: No Input<br>Check monitor: For your PC | For your PC | PJ1: ON |
| 2 | Start the lecture on Teacher's desk PC (Return) | PJ1: Teacher's desk PC<br>Teacher's desk PC output: No Input<br>Check monitor: Teacher's desk PC | Teacher's desk PC | PJ1: ON |
| 3 | Student presentations using his/her PC (1 student) | PJ1: Wivia(PJ1)<br>Teacher's desk PC output: (Retain previous source)<br>Check monitor: (Retain previous source) | (Retain previous source) | PJ1: ON |
| 4 | Activate the camera for web conferencing. | PJ1: (Retain previous source)<br>Teacher's desk PC output: Ceiling Camera<br>Check monitor: Ceiling Camera | (Retain previous source) | PJ1: ON |

\* Please check that Zoom settings are as follows.

・Camera: USB Capture HDMI
・Speaker: CRO-UIL2AT (Audio for Intel(R) display)
・Microphone: Echo canceling speakerphone (DIGITAL SMARTMIXER...)

# For room B208

| | Scenario name | Video | Sound | Projectors |
|---|---|---|---|---|
| 1 | Start the lecture on your PC (Return) | PJ1: For your PC<br>Ceiling monitor: For your PC<br>Teacher's desk PC output: No Input<br>Check monitor: For your PC | For your PC | PJ1: ON<br>Ceiling monitor: ON |
| 2 | Start the lecture on Teacher's desk PC (Return) | PJ1: Teacher's desk PC<br>Ceiling monitor: Teacher's desk PC<br>Teacher's desk PC output: No Input<br>Check monitor: Teacher's desk PC | Teacher's desk PC | PJ1: ON<br>Ceiling monitor: ON |
| 3 | Student presentations using his/her PC (1 student) | PJ1: Wivia(whole room)<br>Ceiling monitor: Wivia (whole room)<br>Teacher's desk PC output: (Retain previous source)<br>Check monitor: (Retain previous source) | (Retain previous source) | PJ1: ON<br>Ceiling monitor: ON |
| 4 | Activate the camera for web conferencing. | PJ1: (Retain previous source)<br>Ceiling monitor: (Retain previous source)<br>Teacher's desk PC output: Ceiling Camera<br>Check monitor: Ceiling Camera | (Retain previous source) | PJ1: ON<br>Ceiling monitor: ON |

\* Please check that Zoom settings are as follows.
・Camera: USB Capture HDMI
・Speaker: CRO-UIL2AT (Audio for Intel(R) display)
・Microphone: Echo canceling speakerphone (DIGITAL SMARTMIXER...)

## For room B209

| | Scenario name | Video | Sound | Projectors |
|---|---|---|---|---|
| 1 | Start the lecture on your PC (Return) | PJ1: For your PC<br>Ceiling monitor: For your PC<br>Teacher's desk PC output: No Input<br>Check monitor: For your PC | For your PC | PJ1: ON<br>Ceiling monitor: ON |
| 2 | Start the lecture on Teacher's desk PC (Return) | PJ1: Teacher's desk PC<br>Ceiling monitor: Teacher's desk PC<br>Teacher's desk PC output: No Input<br>Check monitor: Teacher's desk PC | Teacher's desk PC | PJ1: ON<br>Ceiling monitor: ON |
| 3 | Student presentations using his/her PC (1 student) | PJ1: Wivia(whole room)<br>Ceiling monitor: Wivia(whole room)<br>Teacher's desk PC output: (Retain previous source)<br>Check monitor: (Retain previous source) | (Retain previous source) | PJ1: ON<br>Ceiling monitor: ON |
| 4 | Activate the camera for web conferencing. | PJ1: (Retain previous source)<br>Ceiling monitor: (Retain previous source)<br>Teacher's desk PC output: Ceiling Camera<br>Check monitor: Ceiling Camera | (Retain previous source) | PJ1: ON<br>Ceiling monitor: ON |

* Please check that Zoom settings are as follows.
　・Camera: USB Capture HDMI
　・Speaker: CRO-UIL2AT (Audio for Intel(R) display)
　・Microphone: Echo canceling speakerphone (DIGITAL SMARTMIXER...)

# 4．**Video Settings**

In this section, images are displayed on the destination device. Select the video source to be projected on the screen from the video source selection buttons at the top of the window and allocate it to the projector to the destination device frame by dragging and dropping.
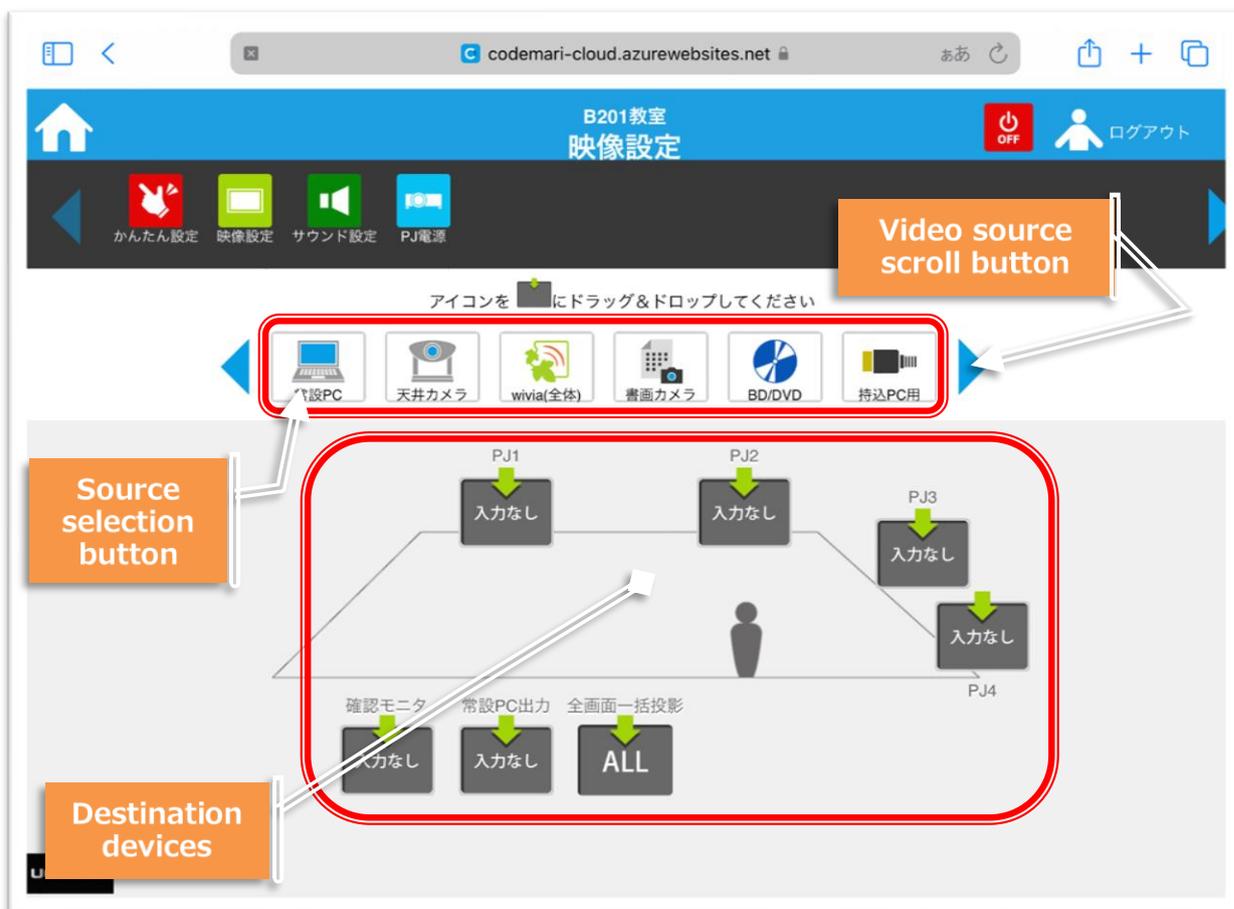


* "Teacher's desk PC output (常設 PC 出力)" is to specify the video to be sent to the USB capture HDMI for Web conference.

  It does not switch the display of the Teacher's desk PC.

* When the projector is OFF, the power automatically turns on when the video source is specified.

* Users must manually turn on the Blu-ray player, insert a disc, and operate the remote control for playback and stop.

# ■ Operation Method

## 1．Projecting video images

Drag and drop the "Projection Source Selection Button" to be displayed on the "Destination Devices" such as a projector, and the video image will be displayed according to the selected button. To find a projection source that is not shown, press the "Projection Source Scroll Button" to scroll through the sources.

## 2．Switching videos

Drag and drop the new projection source selection button to display onto the "Destination Devices" where the projection source icon is already displayed, and the image will be switched according to the selected button.

## 3．End of projection

Drag and drop the "No Input (入力なし)" button from the projection source selection button onto the destination window where the projection source icon is already displayed, and nothing will be projected to the projector or monitor.

* The "No Input (入力なし)" projection source selection button is located at the right end of the projection source selection.

# 5. Sound Settings

Select the speaker source and adjust the volume of the speakers and microphones.

# ■ Operation Method

## 1．Switching input sources

Press the sound source selection button to display the sound source window. Select the sound source to output to the speakers. After selecting it, press the "Close" button to close the window.
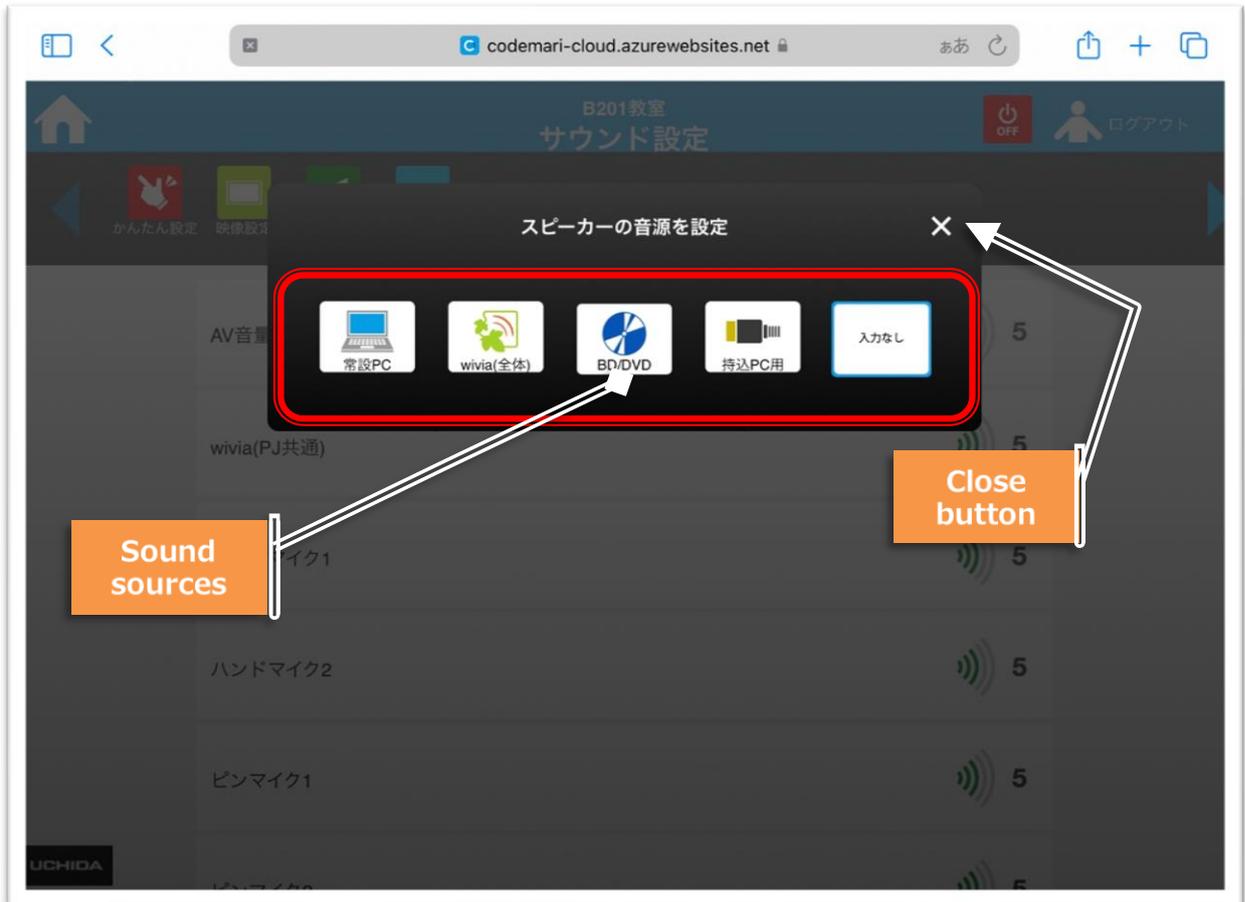
## 2．**Adjusting the volume**

Press the volume control button to display the adjustment window. The volume can be adjusted in 10 levels, and the Mute(ミュート) ON/OFF can be used to turn on or off the sound played from the speakers. After adjusting, press the "Close" button to close the window.
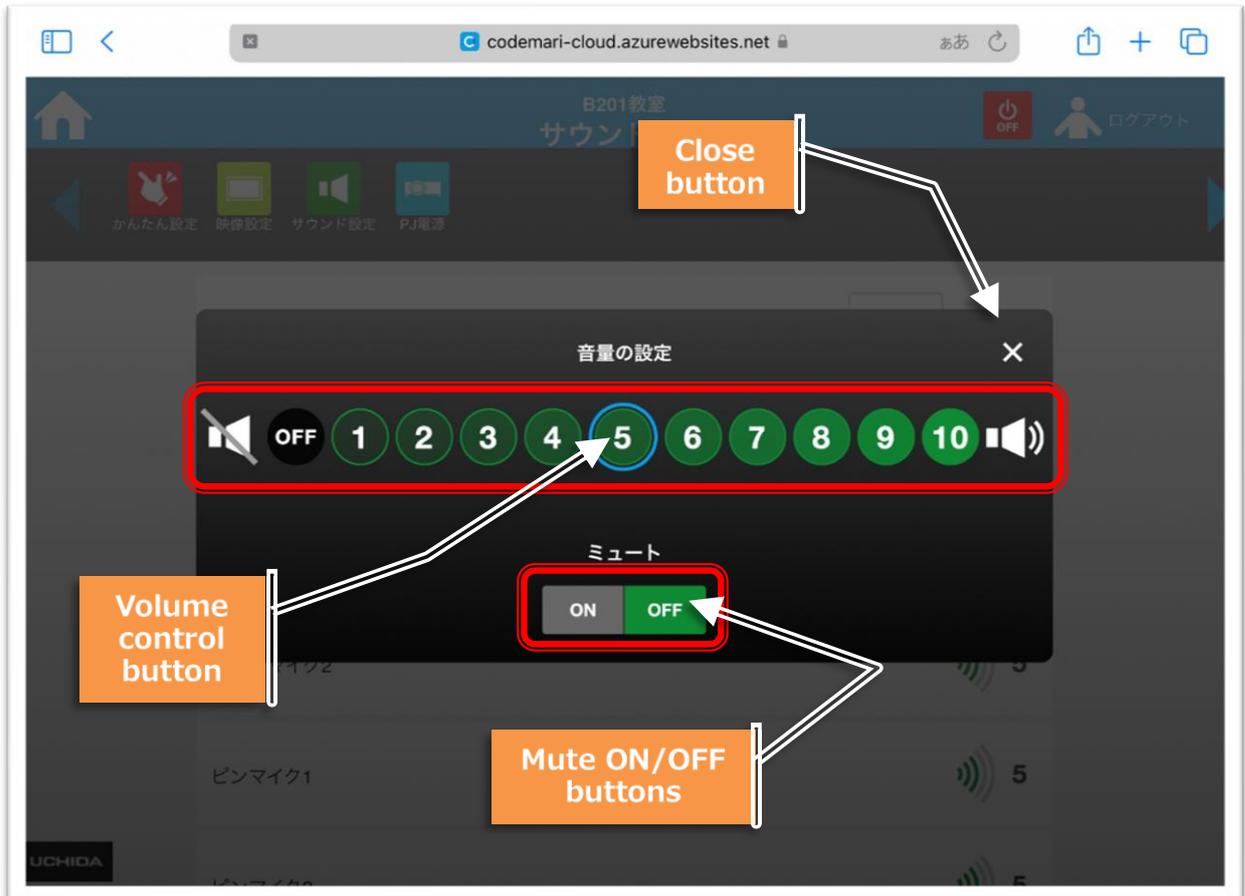
# 6．  Projector Operation

This function controls the power and mute of the projector.
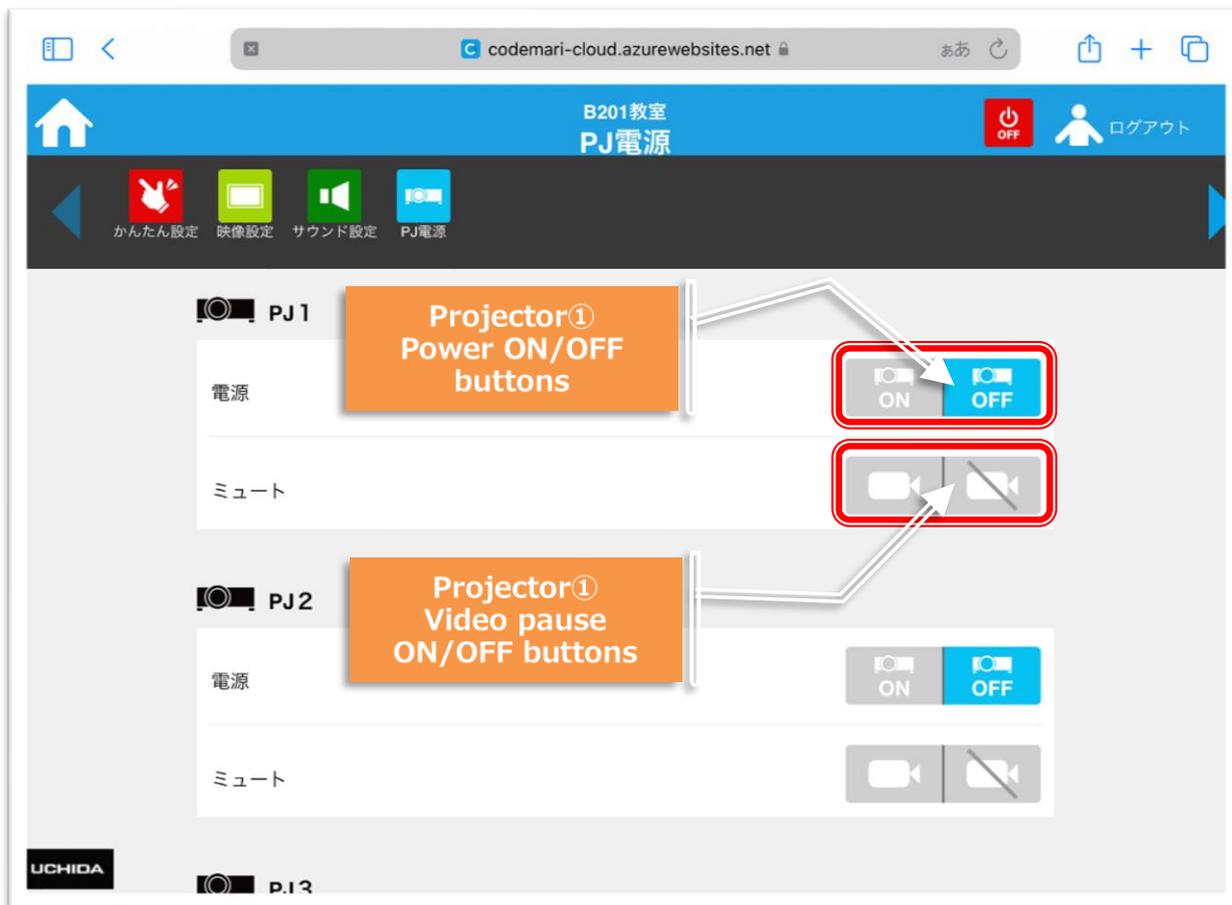


## ■ Operation Method

Press the ON/OFF button on the device to operate to turn it ON and OFF.

Press the Video Mute ON to temporarily pause the video while the projector power

remains ON. Press the Video Mute OFF to resume the video.

\* It may take a few minutes for the projector to start up and shut down.

## Troubleshooting:

### (1) FAQs

■ **The page is not displayed**

(1) Please check if the wireless LAN on your operating terminal is connected.

Note: The settings are configured to allow connections only to particular access points (APs).

(2) Try accessing using the bookmarks on the browser on the device.

Note: Use the bookmark name "codemari Cloud (codemari クラウド)"


■ **The screen display looks strange**

(1) Wait a moment and refresh the Safari.

(2) Return to the home screen and try re-accessing the same screen.

(3) Try reopening the page using the bookmark name "codemari Cloud (codemari クラウド)"


■ **The projector cannot be turned ON/OFF**

(1) Please check the status of the projector's power indicator light. If it is flashing, the projector is either turned ON or OFF and cannot be operated.

Note: Depending on the projector's specifications, it may not be possible to operate it for a few minutes after turning it on or off.

(2) If the projector is operated using the remote control instead of this system, there may be synchronization errors between the actual device status and this system. Please turn off the main power, then turn it back on and try again.


■ **An error message appears**

Check the [Error No.] at the end of the error message.

① If the [error code] ends with "03":

i. Another process is already operating the device you are trying to control, so it cannot accept any new commands (e.g., Turning the projector ON/OFF or the main power ON/OFF). In this case, please wait for about 2 minutes and then try again.

  ii.  If the error message continues to appear even after waiting more than 2 minutes, please contact the ICT Faculty Support Desk.

 ②  If the [error code] ends with "04":

  i.  Please contact the ICT Faculty Support Desk as the device may be malfunctioning or there may be an issue with the cables.

 ①  If the [error code] ends with "99":

  i.  Please contact the ICT Faculty Support Desk as there may be an issue with the program.

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### (2) Collecting Operation Logs

①  Collecting logs from the log folder

The operation log files are saved under:

C:¥codemari¥controller¥<Room Name>¥logs

Please collect the log file with the most recent update date.

(If some time has passed since the operation, check the update date and collect the file corresponding to the relevant date and time.)

**Note: This matter will be handled by the ICT Faculty Support Desk.**

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### (3) Contact

■ ICT Faculty Support Desk, Sophia University

 Phone: 03-3238-4311

 Ext: 4311

 Email: ict-av-co@sophia.ac.jp

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