# Table of Contents

## Quick How-To

- i

## Presentation

- Selecting a Source ................................................................. 1
- Sound Controls ........................................................................ 2
- Manual Controls ..................................................................... 2
- System Off .............................................................................. 3

## Video Conference

- To make a conference call ....................................................... 4
- Sharing content ....................................................................... 6
- Manual controls ...................................................................... 7
- Ending a call ........................................................................... 8
- System Off .............................................................................. 8

## Manual

- Projector/Screen controls ....................................................... 10
- Source selection ..................................................................... 10
Quick how to:

- **Present content**
  - Press desired source from the *Select Source* column
  - Video Conference Mode
    - **Presentation Sources**
      - While in a conference, press the *Presentation Sources* button
      - Select source
  - Manual Mode
    - If the displays are not powered on select *Monitor Control*
    - Press the corresponding button to the desired display
    - Press the *Sources* button
    - Select desired source from the pop-up
    - Select from the list of destinations

- **Place a call**
  - Select *Quick Start Video Conference*
    - Dial destination number using the number pad
    - Press *Connect*
    - Press on the Keyboard button
    - Type the address of the destination
    - Press *OK*
    - Press the *Phonebook* button to display phonebook options
    - Press the down arrow until desired phonebook is reached
    - Press *OK*
    - Press the down arrow until desired contact is reached
    - Press *OK* to place the call
    - Press the *HOME* button to display the *Call* menu
    - Press the down arrow until *Recent Calls* menu is reached
    - Press *OK*
    - Press the down arrow until desired contact is reached
    - Press *OK* to place the call
Quick Start Presentation

- From main screen press **PRESENTATION** button.

This button automatically turns the projector on and drops the main (front) projection screen

- Select the desired source to be displayed

  - **PC** – displays content from the House PC
  - **Laptop** – displays content from a device attached to the additional PC connector
- **Side Laptop** – displays content from device connected to wall jack beneath white boards
- **Rear Laptop** – displays content from device connected to wall jack at the rear of the room
- **Blu-Ray** – displays the video from the Blu-Ray player
  - This source offers controls for player operation

- **Doc Camera** – displays content from the document camera located above lectern
  - This source offers controls for camera operation

- **Sound controls**
  - **Mic Volume** – changes the volume produced by the microphones
  - **Program Volume** – changes volume levels of the speakers

- (Optional) Select **MANU** button. This offers the ability to manually manipulate the operations of the PRESENTATION mode.
o Dictate which projector to use (main – on, off, mute / sec – on, off, mute)
o Raise and lower Main projection screen
o Sources –
  ▪ Pick the content’s source
  ▪ Pick where the content is to be presented
o Monitor Control
  ▪ Turns front and/or rear displays on or off
o Various audio controls
o Press the BACK button to return to PRESENTATION

– Press SYSTEM OFF and YES to return room to off status (automatically raise projector screen and turn off projector)
Quick Start Video Conference

- From main screen press **VIDEO CONFERENCE** button.

  ![Quick Start Video Conference](image)

  *This button automatically turns on all four (4) screens and connects to the conferencing codec.*

- To make a conference call:
  - Option 1: Dial by number using Conference Dialing number pad
    - Enable or disable camera presets based on desired capture
    - Dial number
    - Press **Connect**
- Option 2: Dial by name using the keyboard
  - Enable or disable camera presets based on desired capture
  - Press **Keyboard** button
  - Type address using keys (information will not be displayed on main screens)
  - Click **OK**

- Option 3: Dial using Phonebook or History
• Phonebook
  • Press the PHONEBOOK button
  • Press the down arrow until desired phonebook is reached and press OK
  • Press the down arrow until desired contact is reached and press OK to place the call

• History
  • Press the HOME button
  • Press OK to enter the Call menu
  • Press the down arrow until Recent Calls menu is reached and press OK
  • Press the down arrow until desired contact is reached and press OK to place the call

  – To share content during a conference call:

    o Press the PRESENTATION SOURCES button
- House PC – displays content from the lectern PC
- Laptop – displays content from a device attached to the additional PC connector
- Rear Laptop – displays content from device connected to wall jack at the rear of the room
- Side Laptop – displays content from device connected to wall jack beneath white boards
- Doc Camera – displays content from the document camera located above lectern
  - This source offers controls for camera operation

  - When finished sharing, press the RED “X” to close the sources menu and select STOP PRESENTATION

  - (Optional) Select MANU button. This offers the ability to manually manipulate the operations of the VIDEO CONFERENCE mode.

  - Dictate which projector to use (main – on, off, mute / sec – on, off, mute)
  - Raise and lower Main projection screen
  - Sources –
    - Pick the content’s source
    - Pick where the content is to be presented
  - Monitor Control
    - Turns front and/or rear displays on or off
- Various audio controls
- Press the **BACK** button to return to **VIDEO CONFERENCE**

- To end the conference call select **HANG UP**

- Press **SYSTEM OFF** to return room to **OFF** status (automatically turn off displays and disconnect from codec)
Manual Controls

- From main screen press MANUAL CONTROLS button.

This button provides the option of individually controlling any piece of equipment independent of any other piece.

- Projector Controls
  - Main – on, off, mute
  - Sec – on, off, mute

- Main Projector screen
  - Raise
  - Lower
- Various audio controls
- Monitor Control
  - Power on individual displays as required
- Sources
  - Offers content sharing source and desired display location

- **House PC** – displays content from the lectern PC
- **Laptop** – displays content from a device attached to the additional PC connector
- **Rear Laptop** – displays content from device connected to wall jack at the rear of the room
- **Side Laptop** – displays content from device connected to wall jack beneath white boards
- **Doc Camera** – displays content from the document camera located above lectern
  - This source offers controls for camera operation