# A close-up of a control panel Description automatically generatedCSL 141

## Turning the System On

* Press the display **[On]** button to turn on the system.
  + The system and projector will turn on.
  + The **[MUTE]** button is projector mute.

## Using the Resident PC

* If PC is not already selected, press the **[PC]** button on the button panel. (Move mouse)

## Using a Laptop

* Connect your laptop to the free end of the **[HDMI]** or **[USB-C]** cable on the podium.
* Select the corresponding input that you connected to your laptop on the button panel.

**Note: Depending on your laptop model, you may need an adapter. Adapters can be borrowed on short term loan (4hrs.) from an Engineering IT Help Desk.**

## Using the wireless presenting

* Select **[WIRELESS]** on the button panel.
* Follow the instructions on the screen.

## Adjusting Volume

* Turn the volume knob on the button panel:
  + To the right for louder volume,
  + To the left for quieter volume.

## Camera Control

* On the button panel:
  + CAM R WIDE
    - Sets the rear camera on the WIDE preset.
  + CAM R TIGHT
    - Sets the rear camera on the TIGHT preset (close up on speaker at AV podium).

## Turning the System Off

* Press the display **[OFF]** button on the top left of the button panel.

## Using the CSL 141 Conferencing System

The CSL 141 conferencing system is built into the room to operate on the **Resident PC** and **Laptops**. If using the conferencing system with your **laptop**, please ensure that the labeled **USB** cord (labeled **MIC CAM**) on the podium is plugged into your device and the correct device is selected on the touch screen.

## Using the conference system with Microsoft Teams

* Open a Microsoft Teams invite (if it’s not already running), and sign in (if it’s not automatic).
* Before you click “Join Now”:
  1. Click on **Custom Setup**.
  2. Select the appropriate **Speakers** and **Microphone** for the room – see the devices table below.
  3. Scroll down and select the appropriate primary **Video** device – see the devices table below.
* Or, if you’ve already joined the meeting:
* Verify the audio and video settings:
  1. Click the three dots in the top right (above “More”), then select **Settings**.
  2. In the Settings Window, select **Device Settings**  from the left menu.
  3. Select the appropriate **Speakers** and **Microphone** for the room – see the devices table below.
  4. Scroll down and select the appropriate primary **Video** device – see the devices table below.

## Using the conference system with Zoom

* Open Zoom and sign in using SSO (Illinois.zoom.us)
* Verify the audio and video settings:
  1. Click on your user icon in the upper right corner of Zoom, then select **Settings**.
  2. In the Settings window, select **Video** from the left menu.
  3. Select the appropriate primary video device for the room – see the device table below.
  4. Ensure that the other video settings match your preferences.
  5. In the Settings window, select **Audio** from the left menu.
  6. Select the appropriate **Speaker** and **Microphone** for the room – see the device table below.
  7. Ensure that the other audio settings match your preferences.
* Place your call or join your meeting.

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| Camera Device | Speaker Device | Microphone Device |
| USB Capture SDI 4K + | **ExtronScalerD (Extron HDMI (3- HD Audio Driver for Display Audio)** | **Echo Cancelling Speakerphone (TesiraFORTE)** |