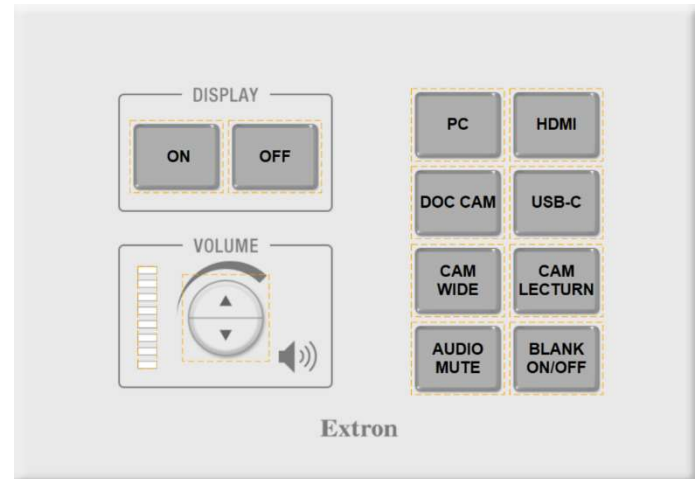# Siebel 0220

Turning the System On

- Press the display **[On]** button to turn on the system.
    - o   The system and projector will turn on.
    - o   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.

Adjusting Volume

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

Camera Control

- On the button panel:
    - o   CAM R WIDE
        - ▪   Sets the rear camera on the WIDE preset.
    - o   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 Siebel 0220 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.