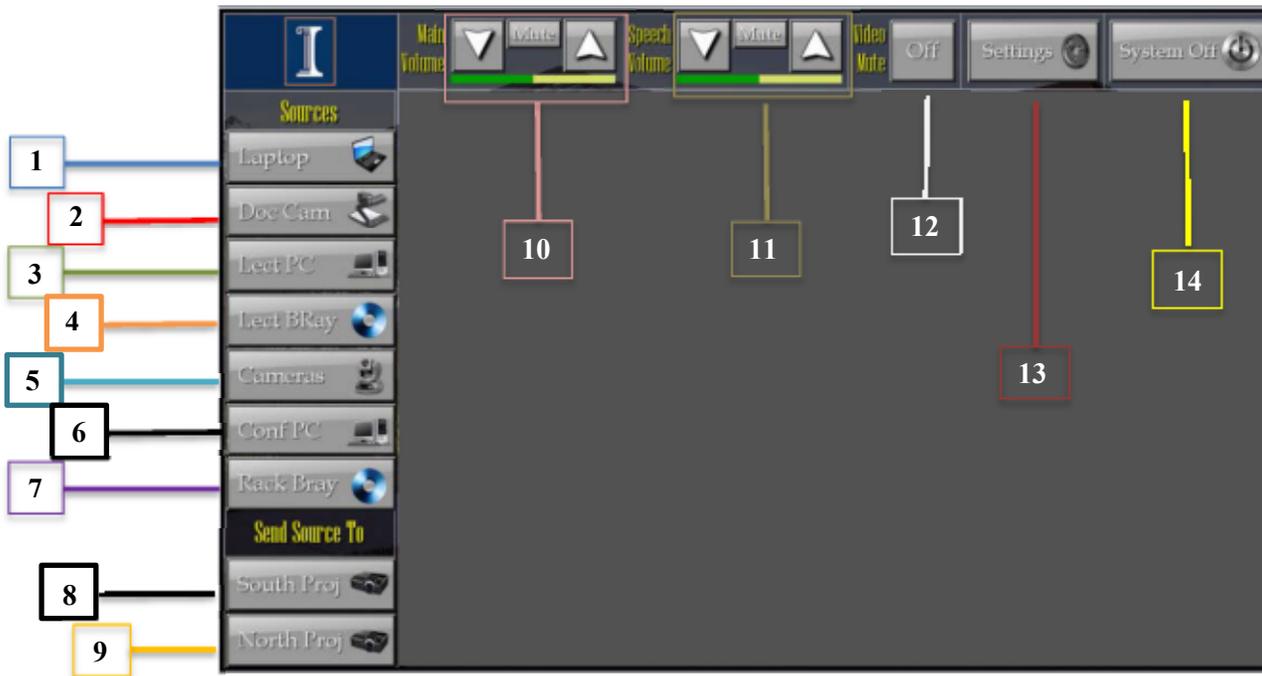


**Room #1002**



**Item Description:**

1. Selects Laptop as source to be sent to projector(s) via HDMI or VGA cable connection.
2. Selects Doc Cam as source to be sent to projector(s).
3. Selects Lectern PC as source to be sent to projector(s).
4. Brings up controls for Blu-Ray player in lectern including play, pause, fast forward, and rewind.
5. Brings up the controls for the camera located in the room. North, South & Rear Camera.
6. Allows you to use the PC located in the back of the room. To utilize video conferencing capabilities in this room, this source must be selected.
7. Brings up controls for Blu-Ray player in rear console including play, pause, fast forward, and rewind.
8. After selecting a source (1-7), this will send the source to the South Proj. (only in dual screen mode)
9. After selecting a source (1-7), this will send the source to the North Proj. (only in dual screen mode)
10. Controls master volume of the system. Up arrow increases volume, down arrow decreases volume, and mute button silences audio.
11. Controls volume of microphones only. Up arrow increases volume, the down arrow decreases volume, and mute button silences microphone audio.
12. Video Mute blacks out screen image, but does not turn system off. *“The projectors are still on when this is engaged”*.
13. Enters, with password, an advanced page for control of displays, audio inputs, lighting, routing of sources, etc.
14. Begins the shutdown process of system.

**To present from laptop at lectern in Dual Mode:**

On the splash screen, select 'dual' projector mode → Select the Laptop button on left hand side of touch panel → Wait for system to initialize (a progress bar will load) → Select either the North or South (or both) projector(s) to send source to → Control your volume with the "Main Volume" control → If using a wireless microphone, turn on the microphone and wait 3 seconds to begin talking → Control wired and wireless microphone volume with the "Speech Volume" buttons.

**To present from laptop at lectern in Center Mode:**

On the splash screen, select 'Center' mode → Select the Laptop Button on left hand side of touch panel → Wait for system to initialize (a progress bar will load) → Control your volume with the "Main Volume" control → If using a wireless microphone, turn on the microphone and wait 3 seconds to begin talking → Control wired and wireless microphone volume with the "Speech Volume" buttons.

**To use Document Camera (Doc Cam) as a source** – select doc cam button on left side of touch panel, open up doc cam drawer on right side of lectern, place paper on viewing surface of document camera, and make sure to send the source to projector of your choosing.

**To use Lectern PC (Lect PC) as a source** – select Lect PC button on left side of touch panel, ensure PC inside the lectern is powered on, use provided mouse and keyboard to navigate on screen, and make sure to send source to projector of your choosing.

**To use Lectern Blu-Ray (Lect BRay) as a source** – select Lect BRay button on left side of touch panel, insert disc into player inside lectern, use buttons on touchpanel to navigate menu, and make sure to send source to projector of your choosing.

**To use Rear Console Blu-Ray (Rack BRay) as a source** – select Rack BRay button on left side of touch panel, insert disc into player inside rear console, use buttons on touchpanel to navigate menu, and make sure to send source to projector of your choosing.

**To shut down system:**

Select the System Off button → Select "Yes" when it asks if you are sure you want to shut down → Progress bar will load as system shuts down → No other system functionality can be completed until the system has completely shut down → If you used any wireless microphones, make sure you turn the microphone off and return to its proper holding place.