

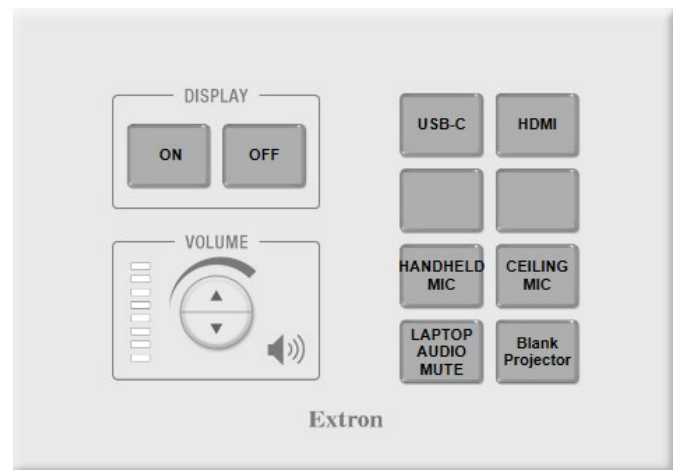
Loomis 236

Turning the System On

- Press the display **[On]** button to turn on to power on.
- The system also automatically turns on if you connect your laptop via **[HDMI]** or **[USB-C]** cable on the podium

Adjusting Volume

- Turn the volume knob:
 1. Right to **increase** volume.
 2. Left to **decrease** volume.



Using a Laptop

- Connect your laptop to the available **[HDMI]** or **[USB-C]** cable.
 - The system will automatically detect active input.

Audio Muting Controls

- **Handheld & Lapel Mic:** Press the **[HANDHELD MIC]** button to **mute/unmute**.
- **Ceiling Microphone:** Press the **[CEILING MIC]** button to **mute/unmute**.
- **Laptop Audio:** Press the **[LAPTOP AUDIO MUTE]** button to **mute/unmute**.

Projector Blanking

- Press the **[Blank Projector]** button to **blank** the projection (hide the video feed).

Turning the System Off

- Press the display **[OFF]** button to power down the system.
- **Microphone Use While Off:** Press **[MIC MUTE]** to **unmute** microphones while system is off.

Video Conferencing in Loomis 236

Connecting for Video Conferencing

- **HDMI Connection:** Plug in the **USB-A cable** to connect the microphone.
- **USB-C Connection:** No extra cables needed; USB-C provides both video and audio.

Using Microsoft Teams

1. **Open Microsoft Teams** and join your meeting.
2. To select the room's **microphone and speakers:**
 - Click the **three dots** in the top right corner of the Teams window, then select **Settings**.
 - Go to the **Devices** tab.
 - Under **Audio devices**, select the appropriate **Microphone** and **Speaker**.

Using Zoom

1. **Open Zoom** and sign in using SSO (Illinois.zoom.us).
2. To select the room's **microphone and speakers:**
 - In the Zoom meeting window, move your cursor to the bottom to open the toolbar.
 - Click the **Microphone icon** in the bottom left corner.
 - Expand the menu to select the appropriate **Microphone** and **Speaker**

Devices to select for Video Conferencing

Camera Device	Speaker Device	Microphone Device
N/A	ExtronScalerD	Shure P300