ECEB 1015

Turning the System On
- Touch the Screen to turn on the system.

Using a Laptop
- Connect your laptop to the available [HDMI] or [USB-C] cable on the podium.
  - ○ The system will automatically detect the active input.
  - ○ Or press the respective icon to switch manually.

Using the Wireless Presenter
- Press the [Wireless Presenter] button to switch to the wireless
  - ○ Follow the **On-Screen** instructions on how to connect.

Using the Document Camera
- Press the [Document Camera] button to switch to the Document Camera
  - ○ Turn on the document camera by pressing the power button on the document camera

Adjusting Volume
- Use the arrow icons under [Program Volume] or [Microphone Volume] to increase or decrease the respective volumes.
- Press the [Speaker Icon] to **mute**/**unmute** the program audio
- Press the [Microphone Icon] to **mute**/**unmute** the microphone volume in the room

Using Advanced Mode
(Advanced Mode allows you to assign different sources to each projector)
- First, select the source, then choose the destination display where you want it to appear.

Turning the System Off
- Press the display [System Off] button to power down the system.

Video Conferencing in ECEB 1015

- The room's microphone is available for video conferencing. Depending on your laptop connection:
  - o **HDMI**: Plug in the USB-A cable to connect the microphone.
  - o **USB-C**: No additional cables are needed USB-C automatically provides both video and audio.

Switching Camera Presets

- Press the **[Wide] or [Lectern] or [Board]** preset button to switch between the camera presets.

Using Microsoft Teams

1. **Open Microsoft Teams** and join your meeting.

2. To select the room's **microphone and speakers**:

   - o Click the **three dots** in the top right corner of the Teams window, then select **Settings**.

   - o Go to the **Devices** tab.

   - o Under **Audio devices**, select the appropriate **Microphone** and **Speaker**.

Camera Control

Zoom

Presets

| Wide | Lectern | Board |
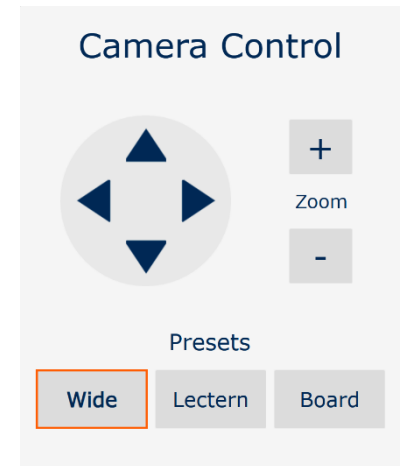
Using Zoom

1. **Open Zoom** and sign in using SSO (Illinois.zoom.us).

2. To select the room's **microphone and speakers**:

   - o In the Zoom meeting window, move your cursor to the bottom to open the toolbar.

   - o Click the **Microphone icon** in the bottom left corner.

   - o Expand the menu to select the appropriate **Microphone** and **Speaker**

Devices to select for Video Conferencing

Camera Device	Speaker Device	Microphone Device
Extron MediaPort 300	ExtronScalerD	Echo Cancelling Speakerphone (TesiraFORTE)