

NEWMARK 3310

Turning the System On

- Touch the Screen to turn on the system.
Using a Laptop

Using the Wireless Presenter

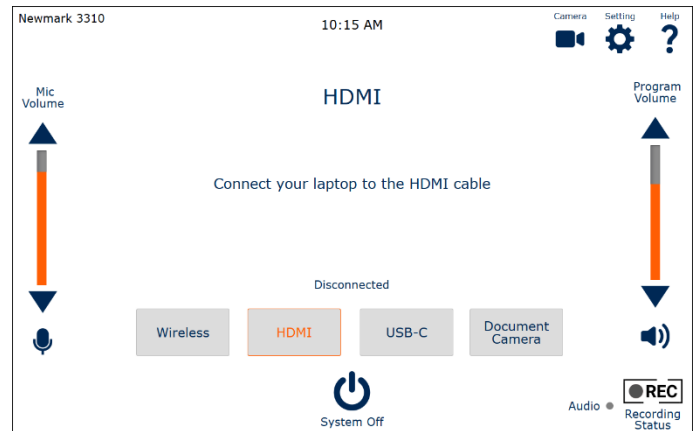
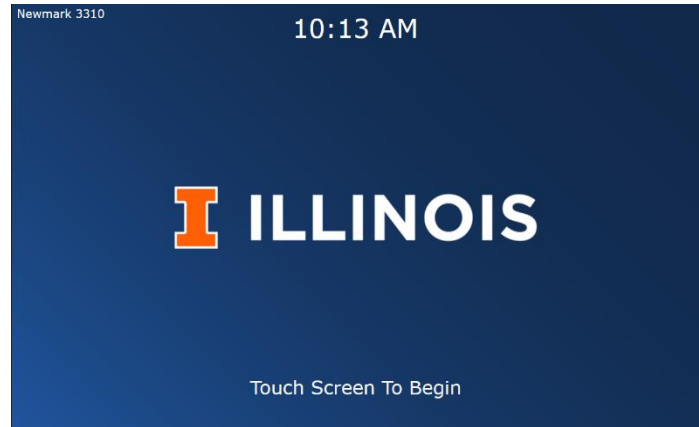
- Press the [**Wireless Presenter**] button to switch to the wireless
 - Follow the **On-Screen** instructions on how to connect.

Using the HDMI and/or USB-C

- 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 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

Turning the System Off

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

Video Conferencing in NEWMARK 3310

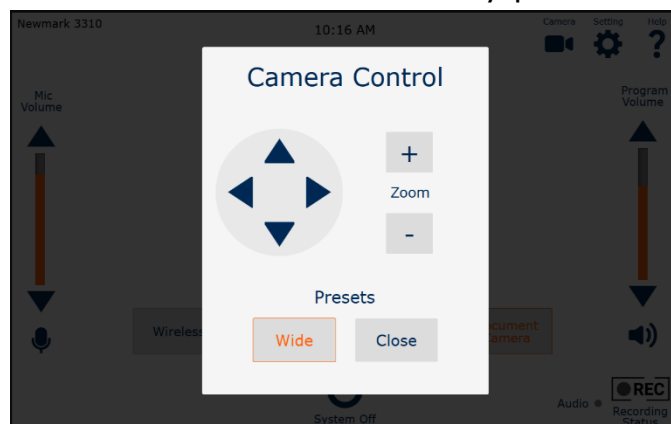
- The room's microphone is available for video conferencing. Depending on your laptop connection:
 - HDMI**: Plug in the USB-A cable to connect the microphone.
 - USB-C**: No additional cables are needed USB-C automatically provides both video and audio.

Switching Camera Presets

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

Using Microsoft Teams

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

- Open Zoom** and sign in using SSO (Illinois.zoom.us).
- 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
Extron MediaPort 300	ExtronScalerD	Echo Cancelling Speakerphone (TesiraFORTE)

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