

# Everitt 0215

## 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 Room PC

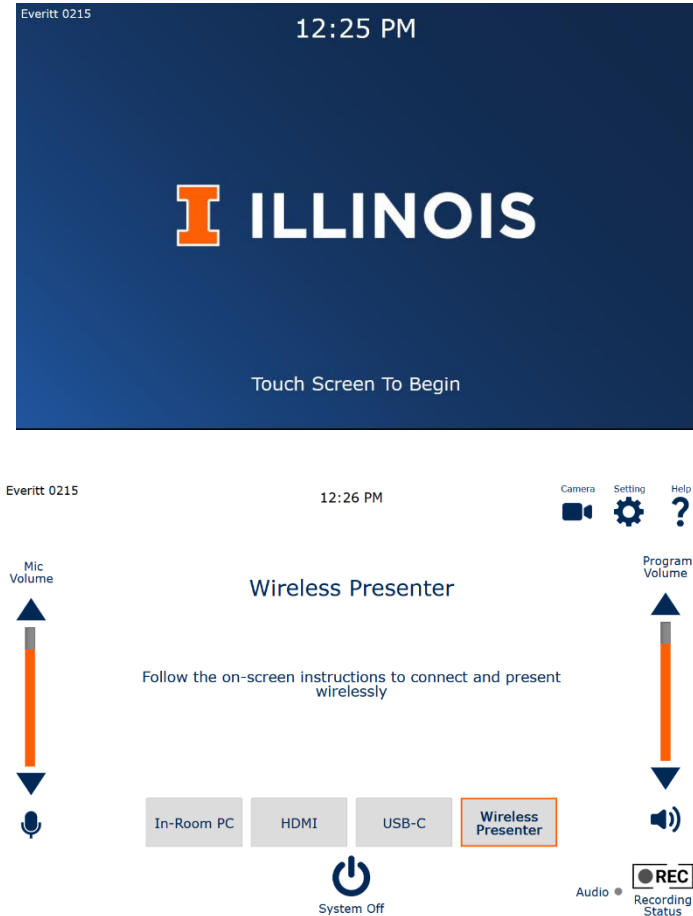
- Press the **[In-Room PC]** button to switch to the Room PC

## 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

## Turning the System Off

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



## Video Conferencing in Everitt 0215

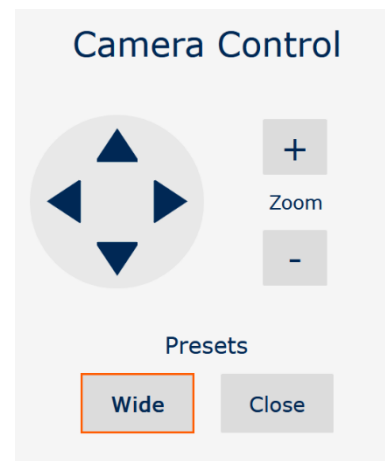
- The room's microphone is available for video conferencing. Depending on your laptop connection:
  - **HDMI**: Plug in the USB-A cable to connect the microphone.
  - **USB-C**: No additional cables are needed USB-C automatically provides both video and audio.

## Switching Camera Presets

- Press the **[Wide]** or **[Close]** 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**:
  - 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
<b>Extron MediaPort 300</b>	<b>ExtronScalerD</b>	<b>Echo Cancelling Speakerphone (TesiraFORTE)</b>