

Everitt 3100

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

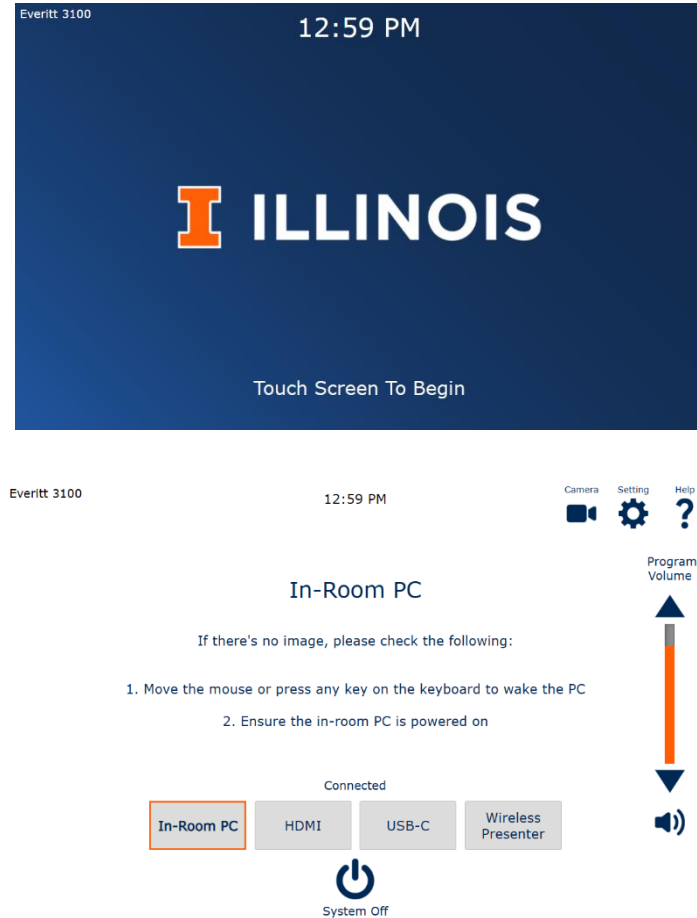
- Press the **[In-Room PC]** button to switch to the Room PC

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 3100

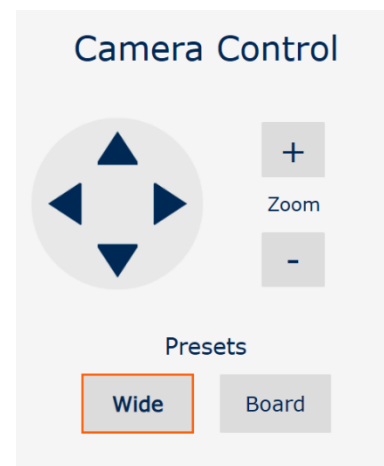
- The room's microphone is available for video conferencing. Depending on your laptop connection:
 - **HDMI**: Plug in the USB-A cable to connect the microphone.
 - **USB-C**: No additional cables are needed USB-C automatically provides both video and audio.

Switching Camera Presets

- Press the **[Wide]** or **[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**:
 - 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
Extron MediaPort 300	ExtronScalerD	Echo Cancelling Speakerphone (TesiraFORTE)