

Everitt 1103

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

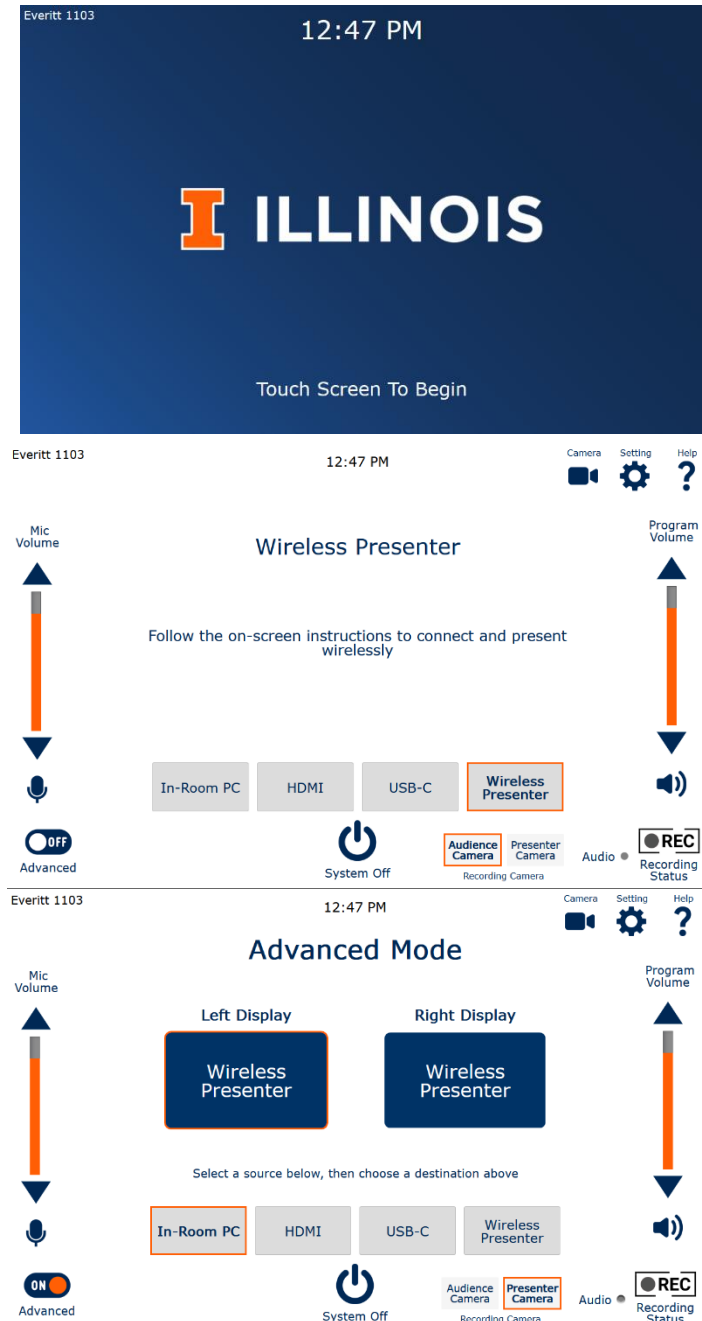
Using Advanced Mode

(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 Everitt 1103

- 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

- Select the desired camera from the available options.
- Choose the preset you'd like to use to adjust the camera's view.

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)



(217) 333-1313

engrit-av@illinois.edu

<http://it.engr.illinois.edu>

(217) 333-1313
engrit-av@illinois.edu
<http://it.engineering.illinois.edu>

For additional support please call the Engineering IT Help Desk at (217) 333-1313