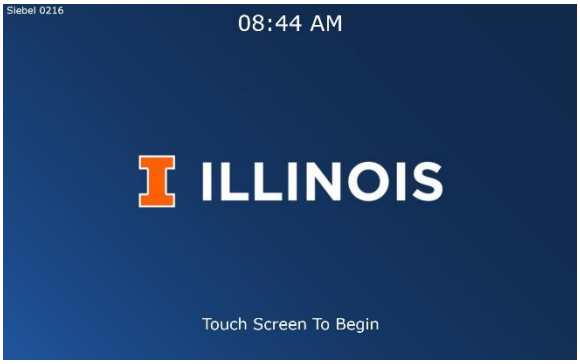
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Turning the System On



- Touch the Screen to turn on the system.
  - Select **[Audio Only]** to use the room's microphones without displaying video.
  - Select **[Audio & Video]** to activate both the microphones and the projector for full system use.

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.

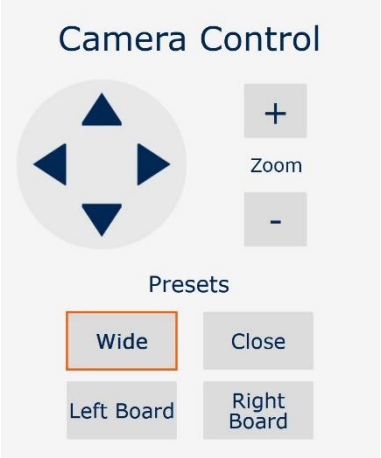
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Video Conferencing

- 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] or [Left Board] or [Right 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	**Extron**	**Echo Cancelling Speakerphone (TesiraFORTE)**

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