Loomis 222/276/204

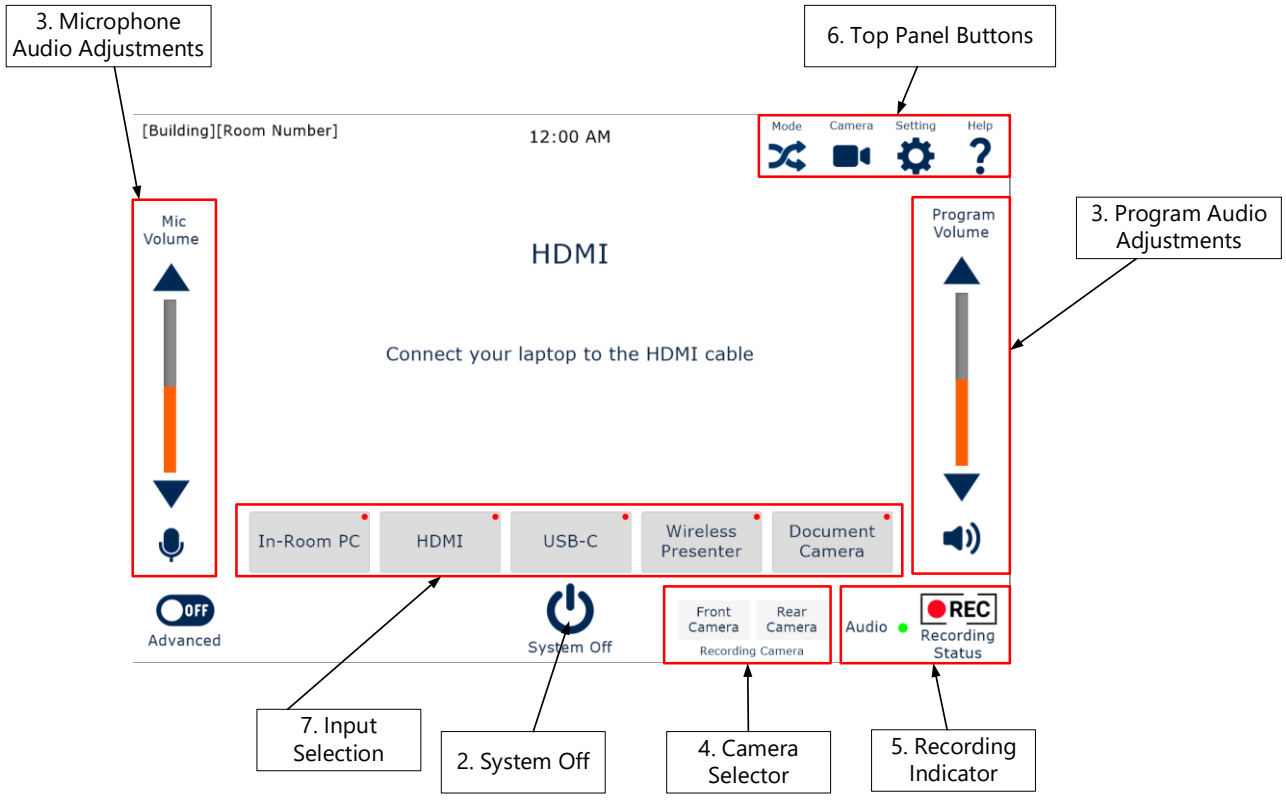
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System Basics – Touch Panel Overview

1. Turning the System On

- **Touch** the Screen to wake the system.
- Select one of the following modes: ***(Fig. 1)***
  - **[Combine Room] – Overflow Rooms**
    - Enables sending content to overflow rooms.
  - **[Audio Only] – Discussion**
    - Activates the room microphone and speakers without turning on the projector.
  - **[Audio & Video] – Presentation**
    - Enables microphones and displays for standard presentations.

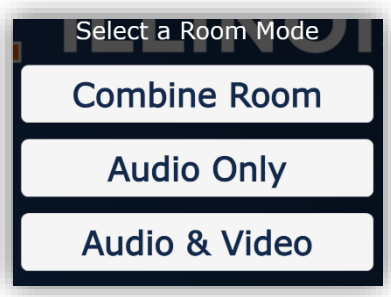


Figure 1: Room Mode Select

2. Turning the System Off

- Press the [⏻] button to power down the system.

3. Volume Adjustment *(Fig. 2)*

- Use the ▲ / ▼ arrow icons under **[Program Volume]** or **[Microphone Volume]** to adjust the respective volume levels.
- Press the [🔊] to **mute** or **unmute** the program audio
- Press the [🎤] to **mute** or **unmute** the microphones

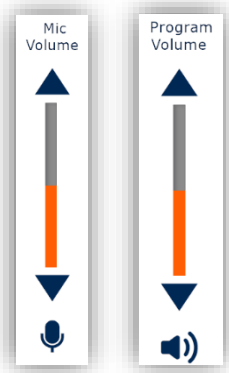


Figure 2: Volume Adjustment

4. Devices to select for Video Conferencing

Camera Device & Microphone Device	Speaker Device
Extron Mediaport **(Loomis 2XX Camera and Microphone)**	**Extron HDMI**

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5. Top Panel Buttons



Figure 3: Top Panel Buttons

- **[Mode] – System Mode** ***(Fig. 3)***
  - Opens **Mode Selection** to switch to a different system mode.
  - See section 1 for detailed mode descriptions.

- **[Camera] – Camera Settings**
  - Opens **Camera Settings** menu to switch presets or adjust the camera position. ***(Fig. 4)***
    - Select the desired camera; the active camera will be **highlighted in orange**.
    - Manually adjust the camera OR select one of the available presets **(recommended)**.



Figure 4: Camera Control

- **[Settings] – Display & Screen Settings**
  - Opens **Display Control**. ***(Fig. 5)***
    - **On/Off** will turn on/ off the display
    - **Video Mute** will black out the selected display.



Figure 5: Display Control (Presentation Mode)

- **[Help] – Report an Issue**
  - Opens the **Help Menu**.
  - **Immediate Assistance –** Requests a technician to come assist. ***(Fig. 6)***
  - **Check After Class –** Provides a QR code to submit a problem for later review. ***(Fig. 7)***

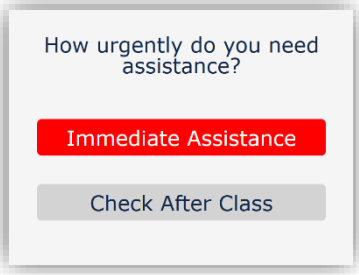


Figure 6: Help Menu



Figure 7: Report a Problem

6. Input Selection *(Fig. 8)*



Figure 8: Input Selection (Lectern)

Selected inputs are **highlighted in orange**.
Signal status **(top right):**

- **green** = active signal
- **red** = no signal.

Bring your own Device (BYOD)

- Connect your device using the cable at the podium:
  - **[USB-C]** – recommended when available
  - **[HDMI]** – use with USB-A if conferencing

The system will detect the **active** input or can be selected **manually** on the touch panel.

Using the Wireless Presenter

- Press the **[Wireless Presenter]** button to switch to the wireless
  - Follow the **On-Screen** instructions on how to connect.
  - To disconnect, press **[Disconnect Wireless Users]**. ***(Fig. 9)***
    - This option will be **highlighted** once a user is connected.



Figure 9: Disconnect Wireless Users

Using the Room PC

- Press the **[In-Room PC]** button to switch to the Room PC
  - Use the keyboard and mouse on the table

Using the Board Camera (Fig. 10)

- Press the **[Chalkboard Camera]** button to switch to the Document Camera
  - There are 3 available camera presets recommended for chalkboard use. Selecting a preset will automatically raise the screen for the selected board.

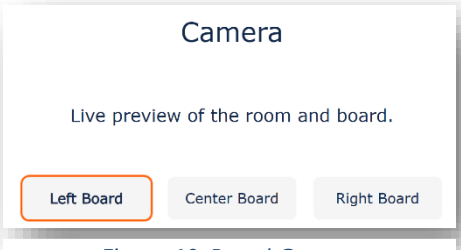


Figure 10: Board Camera

7. Devices to select for Video Conferencing

Camera Device & Microphone Device	Speaker Device
Extron Mediaport **(Loomis 2XX Camera and Microphone)**	**Extron HDMI**

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Presentation – (Advanced Mode)

*Use this mode when you need to display **multiple** sources at the same time.*

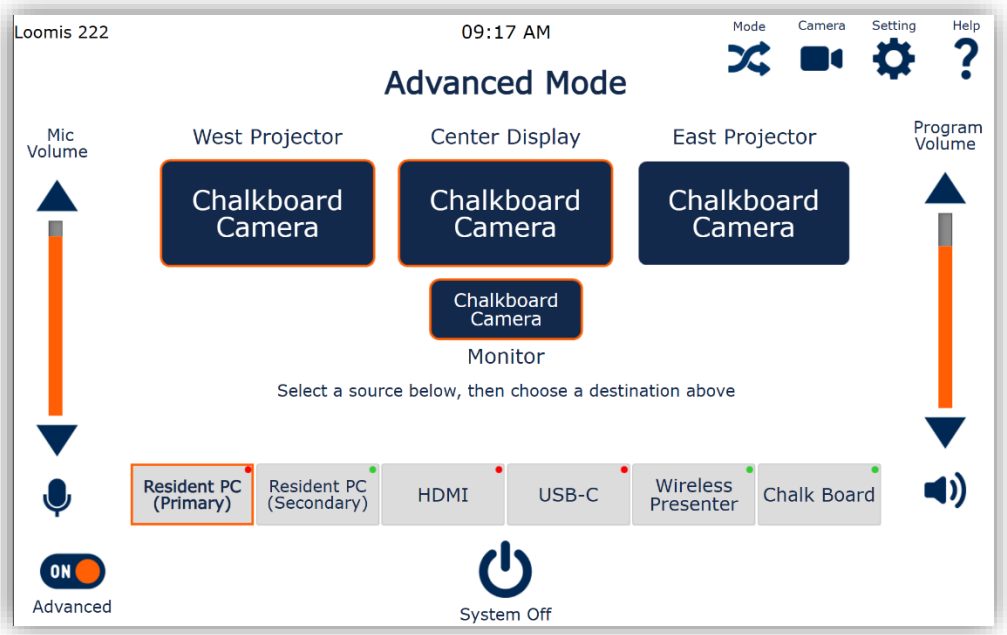


Figure 11: Advanced Mode

[Audio & Video] – Presentation (Advanced Mode)

- Toggle **Advanced Mode** using the button in the bottom left corner.
- Allow two different sources to be displayed simultaneously from the lectern.

Ex. Wireless Presenter is shown on the projector while the In-Room PC is shown on the room displays.

How to use:

1. Select the **source** you want to use.
2. Select the **destination** display where the content should appear.

Overflow – (Sender)

1. Start the room and place the system into **[Combined Room Mode]**.

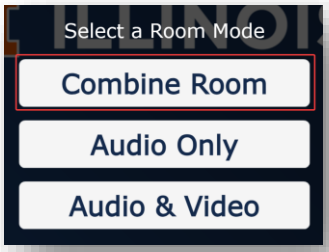


Figure 12: Room Mode Select

2. You will be prompted to enter the overflow passcode.

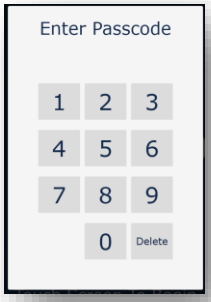


Figure 13: Overflow Passcode

3. After the correct passcode is entered, select the room you want to send content to from the list of available rooms.

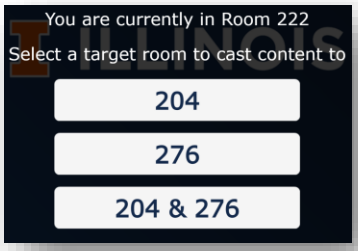


Figure 14: Overflow Room Selection

4. The touch panel in both rooms will display the current overflow status, indicating:
   - Which room is **sending** content.
   - Which room is **receiving** content.
   - The active connection between the rooms.

Overflow – (Receiver)

1. When another room begins SENDING content, the RECEIVING room will automatically power on and begin displaying the shared content and camera feed from the sender room.
2. The receiving room can customize what is displayed by selecting:
    a. **Content** Source or **Camera** Feed
    b. The display(s) on which each source will appear

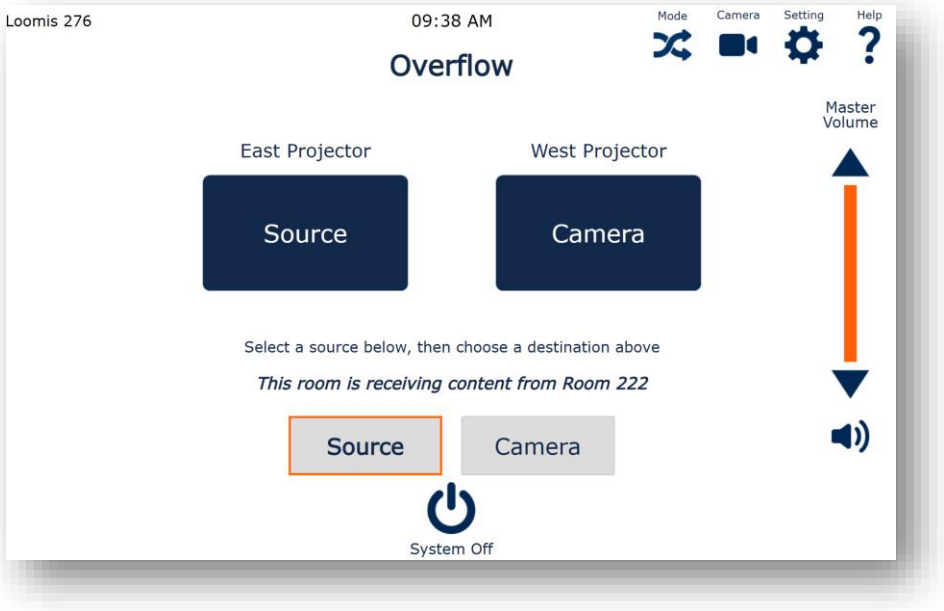


Figure 15: Receiving Room Touch panel

3. Audio in the receiving room can be adjusted using the **[Master Volume]** control on the local touch panel. This only affects audio in the RECEIVING room and does not impact the SENDER room.