CSL 301

Turning the System On

- Press the [ON] button once.
- The buttons will flash for approximately 30 seconds as the system starts up. You may now select a source (The PC is the default source).

Note: The system must be turned on before sources can be selected.

Figure 1 - Control Panel

Using the Resident PC

- If the Resident PC is not already selected, press the [PC] button on the control panel.
- Ensure the PC is turned on and not asleep.

Using the Apple TV

- If the Apple TV is not already selected, press the [Apple TV] button on the control panel.
- To connect your device to the Apple TV, connect to IllinoisNet and from your AirPlay menu select **CSL 301**.
- Once you attempt to connect, a 4 digital passcode will be displayed. Enter this on your device when prompted.

Using a Laptop

- Connect your laptop to the end of the HDMI or VGA cable that is not connect to the input panel.
- Select the [Laptop HDMI] or [Laptop VGA] button on the control panel corresponding to the cable used to connect the laptop.

Note: Depending on your laptop model, you may need an adapter. Adapters can be borrowed on short term loan (4hrs.) from an Engineering IT Help Desk.

Turning the System Off

- Press the [Off] button once.
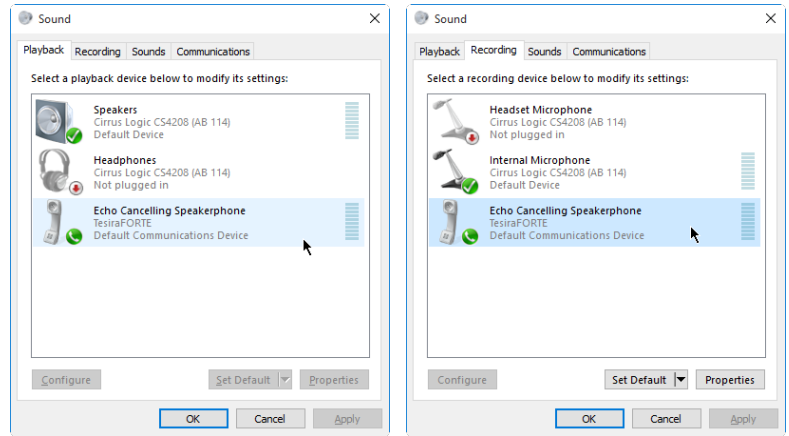- The buttons will flash for 30-90 seconds as the system shuts down.

Conference System

Connecting to the conference system

Note: These steps are not required on the Resident PC as it is already set up for video conferencing.

- Connect a USB cable between the active USB output and a USB port on your PC.
- On Windows:
  - Open **Control Panel** and select the **Sound** item.
  - On the **Playback** tab make sure **Echo Cancelling Speakerphone** is set as **Default Device** or **Default Communications Device**.
  - On the **Recording** tab make sure **Echo Cancelling Speakerphone** is set as **Default Device** or **Default Communications Device**.
  - Open **Skype for Business**.
  - Open the **Options** menu.
  - Select the **Audio Device Settings** view. Make sure **Speaker Phone, Tesira Forte** is selected.
  - Select the **Video Device Settings** view. Make sure **AV.io** is selected and the **Crop and Center** checkbox is **Unchecked**.
- On Mac:
  - Open **Lync**.
  - Open the **Preferences** menu.
  - On the **Audio** tab, make sure **TesiraFORTE** is selected as the audio device.
  - On the **Video** tab, make sure **Quick Connect USB** is selected as the video device.

Using the conference system

- Once connected, the built in mics will pick up speech anywhere in the room.
- Only the selected video source device has access to the conferencing system. Laptops and wireless devices must connect to the conferencing system using the USB output port on the lectern.
- It is important to make sure that the audio level in the room is adequate to hear the far end, but not too loud as to cause feedback. The output volume can be adjusted using the knob on the control panel.
- You can switch between the lectern camera and the audience camera using the **[Lect Cam]** and **[Aud Cam]** buttons respectively.

Muting the conference system

- **Video Mute**
  - This mute option blanks the video to the projector.
  - This does not mute the microphones.
- **Mic Mute**
  - The mute option mutes the ceiling mounted microphones.
  - This does not mute the output audio.