

## Engineering Hall 312

### Turning the System On

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

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

### Using the Wireless Presenter

- If the Wireless Presenter (AppleTV+Ditto) is not already selected, press the **[Wireless]** button on the control panel.
- Follow the on-screen instructions to connect your device to the Wireless Presenter. You will be prompted to enter a 4-digit passcode displayed on the screen.

### Using the Conference PC

- In the Conference PC is not already selected, press the **[PC]** button on the control panel.
- You may now present using the Conference PC and installed conferencing hardware.

**Note: The PC mouse and keyboard are kept at the front desk of 306.**

**Note: If nothing is displayed when this is selected, please make sure that the PC is powered on and not in sleep mode.**

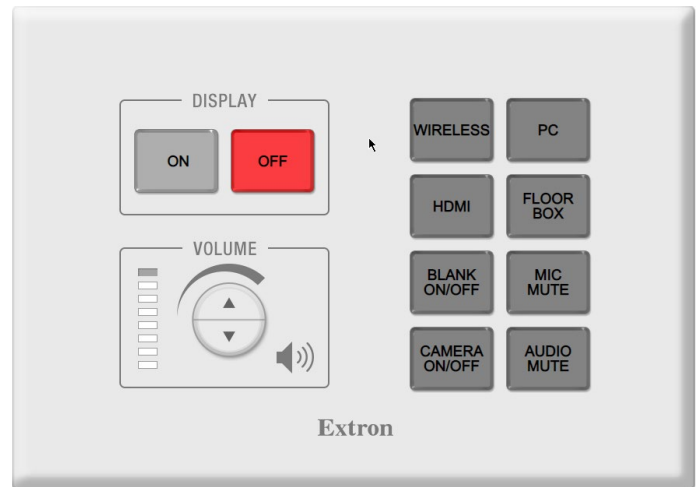
### Using a Laptop at the AV Cabinet

- Connect your laptop to the Input HDMI port on the cabinet AV rack.
- If Cabinet HDMI is not already selected, press the **[HDMI]** button on the control panel.

### Using a Laptop at the Floor Box

- Connect your laptop to either the HDMI or VGA port in the floor box.
- If the Floor Box input is not already selected, press the **[Floor Box]** button on the control panel.

**Note: The floor box input automatically switches between HDMI and VGA ports, with HDMI taking priority. Input mode can be changed by pressing and holding the **[Floor Box]** button for 2 seconds. This will cycle to VGA only mode, HDMI only mode, then back to Auto mode with each long press.**



*Control Panel*

## Turning the System Off

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

## Using the HDMI Output

- Connect the HDMI display to the Output HDMI port on the cabinet AV rack.
- The video signal will match what is being sent to the projector.

# Using the EH 312 Conferencing System

The EH 312 Conferencing system is built into the room to operate on the Conference PC. Please ensure that the computer is selected, powered on, and logged in.

## Using the conference system with Skype for Business

- Open Skype for Business if it is not already running and sign-in if not automatic.
- Verify the audio and video settings:
  1. Click the Cog in Skype for Business toolbar
  2. In the Options window, select **Audio Device** from the left menu
  3. Select **Custom Device** from the **Select Device** drop-down
  4. Under the customization options, select the appropriate devices for the room – see the device table below
  5. In the Options window, select **Video Device** from the left menu
  6. Select the appropriate video devices for the room – see the device table
- Place your call or join your meeting

**Note: Generally, Skype for Business logs in automatically to your account if you logged into the computer or a shared account if the computer uses a generic account.**

## Using the conference system with Zoom

- Open Zoom and sign-in using SSO (Illinois.zoom.us)
- Verify the audio and video settings:
  1. Click on your user icon in the upper right corner of Zoom, then select **Settings**
  2. In the Settings window, select **Video** from the left menu
  3. Select the appropriate primary video device for the room – see the device table below
  4. Ensure that the other video settings match your preferences
  5. In the Settings window, select **Audio** from the left menu
  6. Select the appropriate **Speaker** and **Microphone** for the room – see the device table below
  7. Uncheck **Automatically adjust volume** under microphone settings
  8. Ensure that the other audio settings match your preferences
- Place your call or join your meeting

Camera Device	Speaker Device	Microphone Device
Black Magic Web Presenter	Extron HDMI	Microphone (Black Magic Web Presenter)