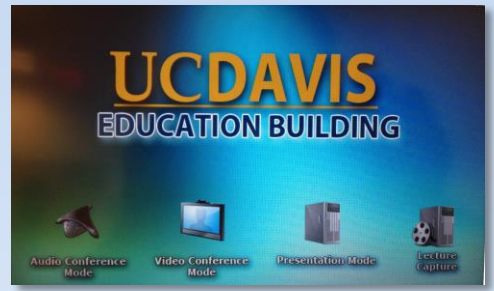# Upgraded Conference Room Quick Reference Guide
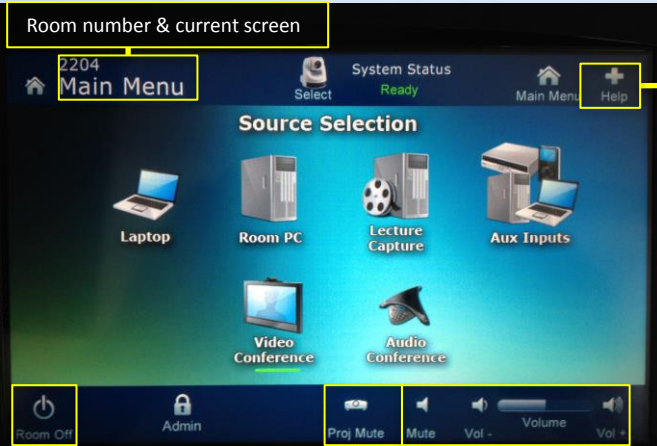
- Each Upgraded room has a touch panel mounted to the wall.
- Room 3103 has a 2nd large touch panel on the conference table.
- Touch the screen to awaken the system if the screen is blank.
- The Initial page lists a few quick task modes to minimize setup time.

<u>Audio Conference</u>, <u>Presentation,</u> <u>Lecture Capture</u> and <u>Video Conference</u>

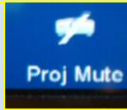*Unsure what to pick? Touch the screen avoiding the icons to go to the main menu)*

On the Main Menu all system functions are available for selection.

Room number & current screen

Help Screen

Request a coordinator or technician. By selecting the Advancer Request check box the tech will know to bring a slide advancer to the room.
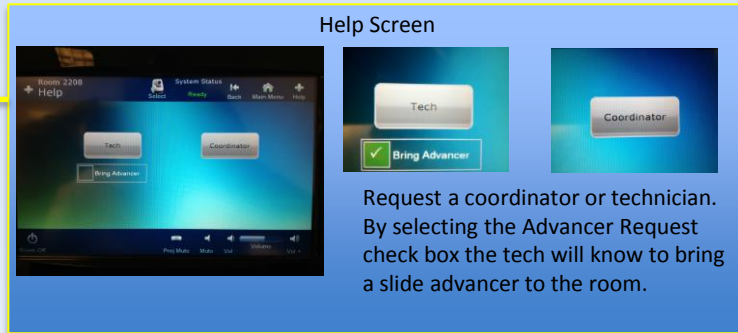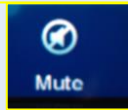
Press Room Off & select Yes to power down the system.

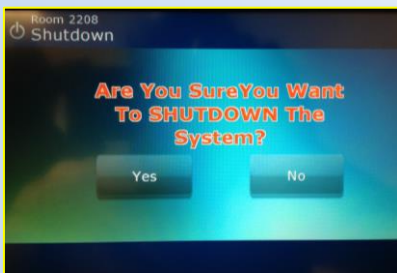Blanks projector screen when needed The icon will show a blinking slash when muted.

Main Volume and Mute controls. The mute button will show a blinking slash when muted.

- **Laptop**: Activates the VGA, HDMI and audio cables for projection
- **Room PC**: Displays the rack computer on the projector
- **Lecture Capture**: Enables positioning of the camera for recording or video conference. Camera will display on the podium monitor.
- **Aux Inputs**: Enables either the HDMI input *or* Component Video input and the associated audio connection in front of the rack.
- **Video Conference**: Two-way audio/video call to another VTC unit.
- **Audio Conference**: Up to 2 voice calls can be combined for normal conference call use.

- To make an audio call you must dial 9 first, enter the desired telephone number and press the dial button.
- Remember to hang up the call after completion.
- The room's telephone number is listed on the screen if you need to accept an incoming call.
- The Volume and controls within the Audio Conference menu control the call volume.
- The Mute button within the Audio Conference menu silences the room microphone for privacy during a call.
- The privacy button disables the room's microphones so the caller cannot hear the conversation within the room
- If you are expecting an incoming call press the auto answer button and the call will be connected when it comes in automatically.

Contact A/V Support for assistance with Video Conference.

Be sure to completely shut down the system after use.

11/1/2013