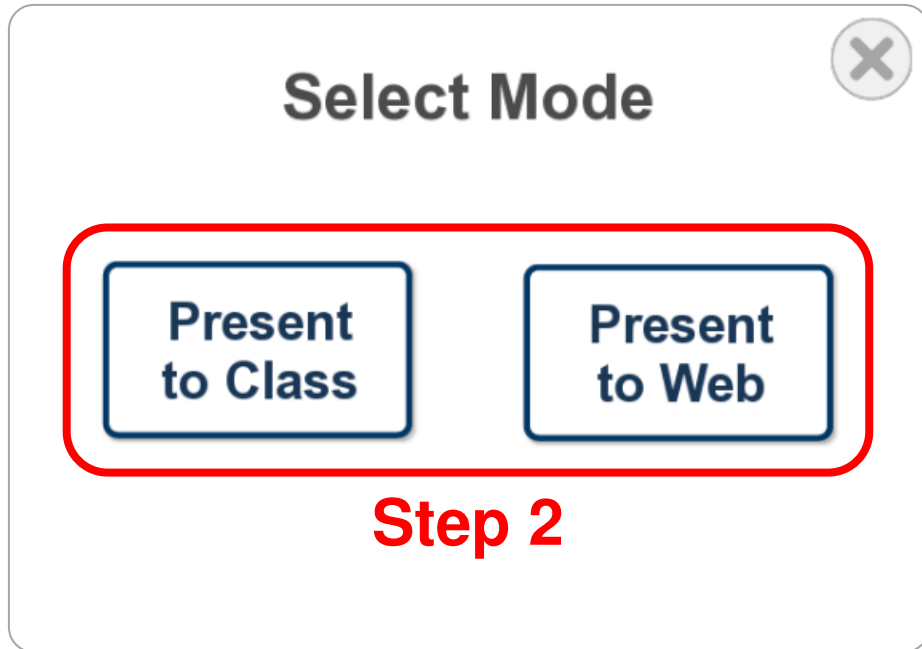


Turning the System On



Step 1: Open *Mode Select* Menu

Touch anywhere on welcome screen

Step 2: Choose Operating Mode

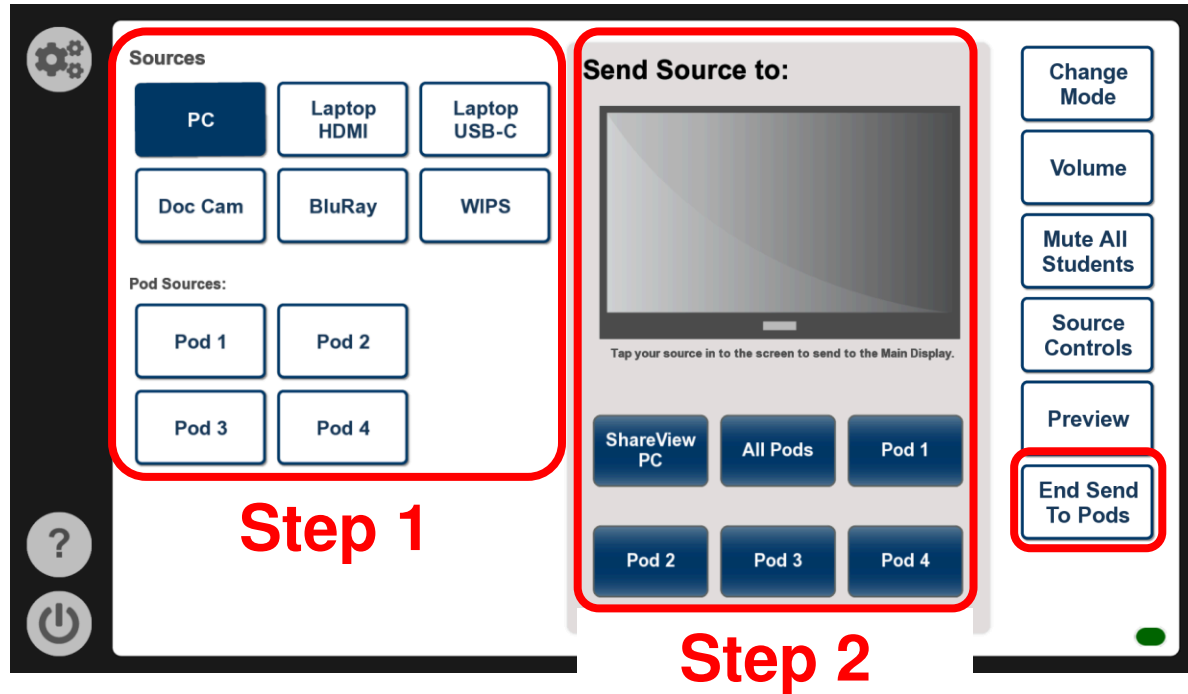
Present Locally (Class In-Room)

Press "Present to Class"

Present Remotely (Video Conference)

Press "Present to Web"

Selecting a Source



Step 1: Select a Source

Press a source's name to select it

Step 2: Select a Destination

Send to Main Display

Press TV image

Send as Input to ShareView PC

Press "ShareView PC"

Send to Student Pods

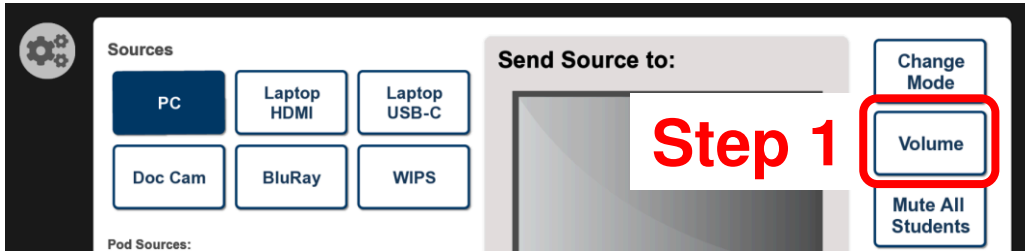
Press name of desired pod

OR

Press "All Pods"

To stop sending all sources to the student pods, press "End Send to Pods"

Volume Controls



Step 1: Open *Volume Controls* Menu

Press “Volume” on right side of page

Step 2: Choose Operation

Adjust Audio Volume

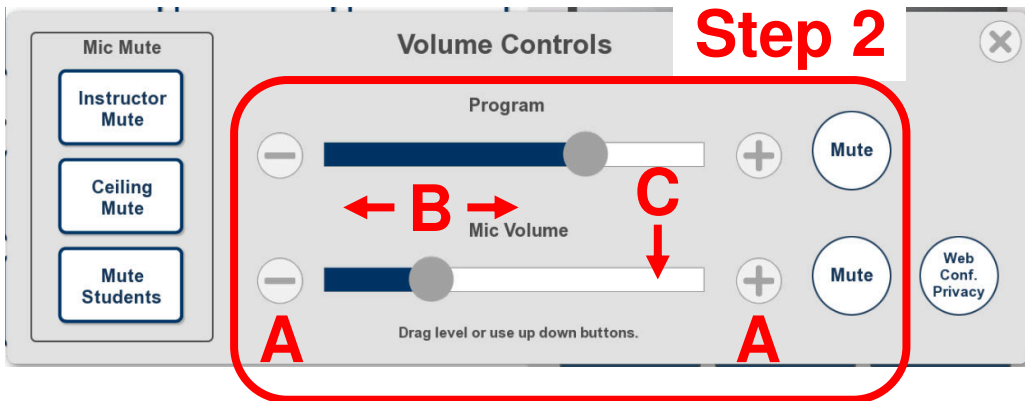
A: Press or

OR

B: Drag slider to desired volume

OR

C: Touch desired level on volume bar



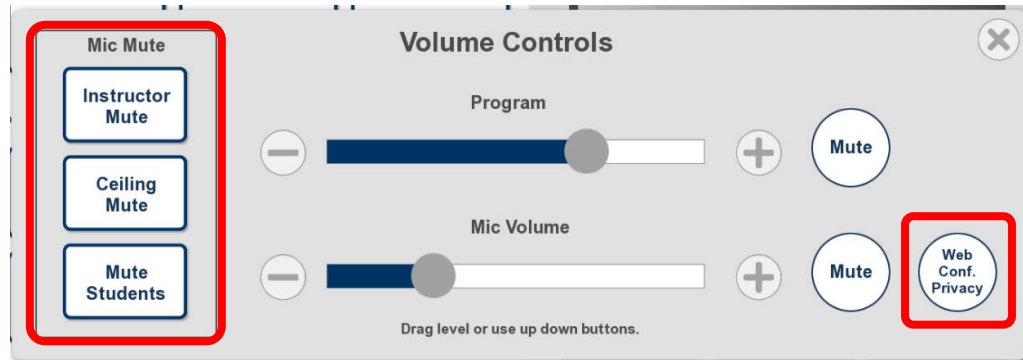
Program: Selected source volume

Speech: Microphone volume

Mute System Audio

Press “Mute” next to desired channel

Volume Controls (contd.)



Mute Instructor Microphone

Press "Instructor Mute"

Mute All Ceiling Microphones

Press "Ceiling Mute"

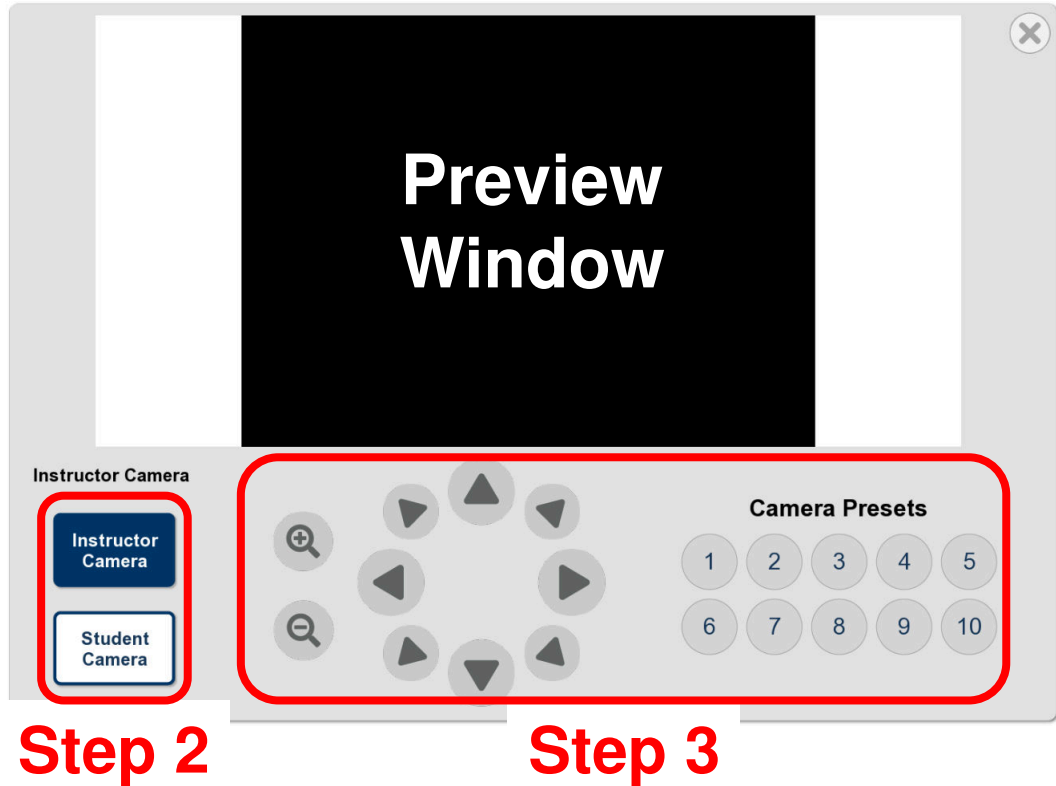
Mute All Student Microphones

Press "Mute Students"

Mute All Microphones

Press "Web Conf. Privacy"

Camera Controls



Step 1: Open *Camera Controls* Menu

Press “Camera Controls”

Step 2: Select a Camera to Control

Press “Instructor Camera” or “Student Camera”, as desired

Step 3: Choose Operation

Zoom In or Out

Press  or 

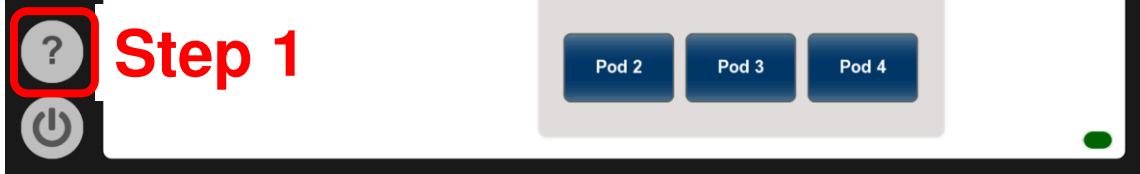
Pan or Tilt

Press directional arrow keys

Go to Preset Position

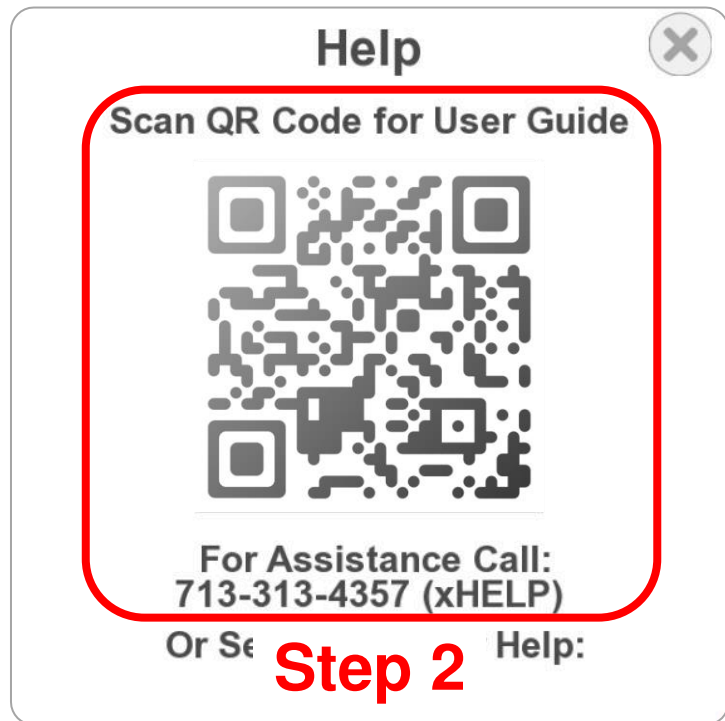
Press desired preset number

Requesting Help



Step 1: Open *Help* Menu

Press Question Mark icon in bottom left



Step 2: Choose Option

Open Digital Version of User Guide

Scan QR code

Speak with Help Desk

Call listed phone number

Other Controls



Option 1: Turn the System Off

Press Power icon in bottom left

Option 2: Change Operating Mode

Present Locally (Class In-Room)

Press "Present to Class"

Present Remotely (Video Conference)

Press "Present to Web"

Option 3: Additional Source Controls

Press "Source Controls"

Some sources have no additional controls

Option 4: Preview Selected Source

Press "Preview"