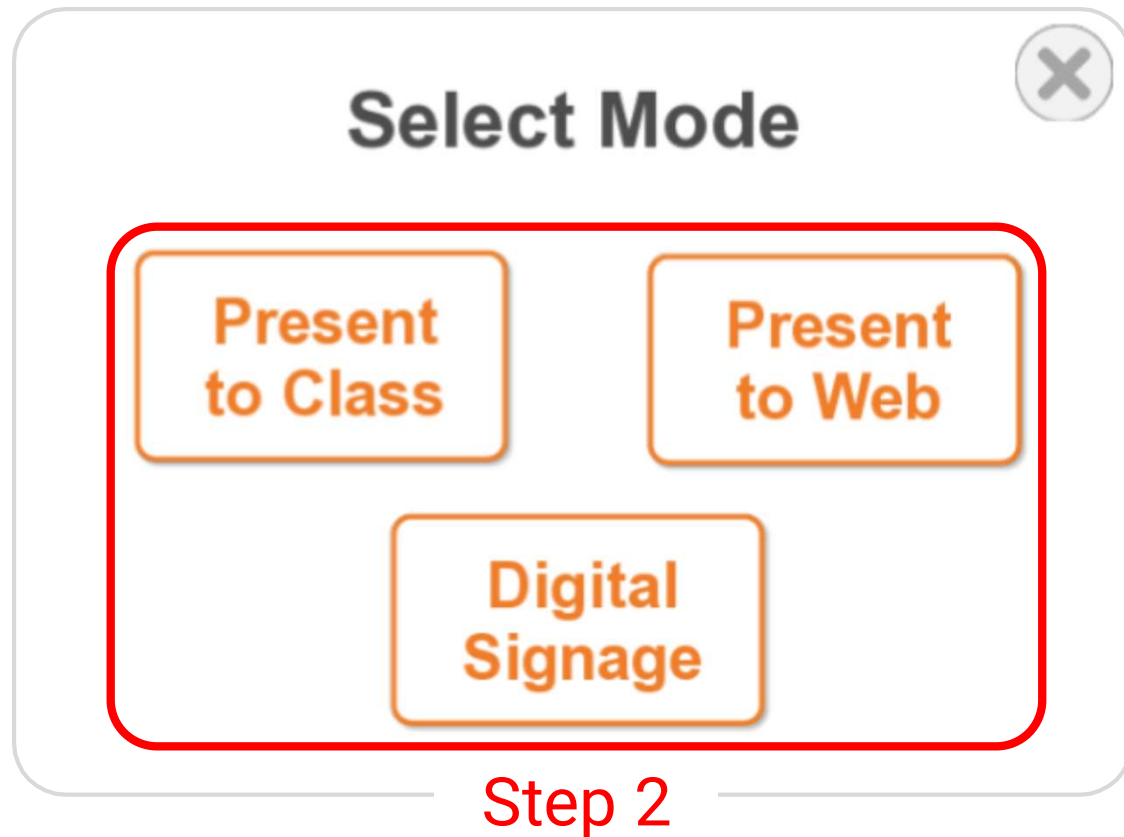


# Turning the System On



## **Step 1: Open *Mode Selection* Menu**

Touch anywhere on welcome screen

## **Step 2: Select Operating Mode**

### **Start a Local Presentation**

Press "Present to Class"

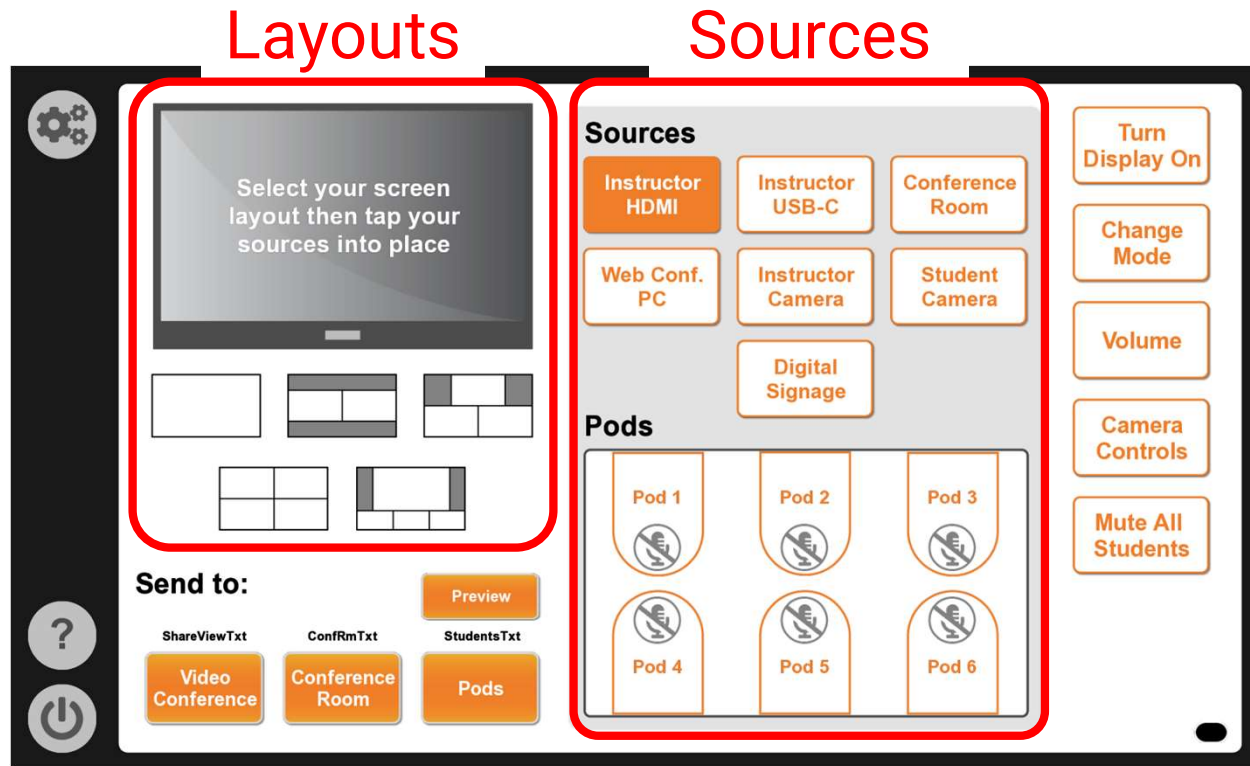
### **Run a Web Conference**

Press "Present to Web"

### **Show the Digital Signage**

Press "Digital Signage"

# Using the Main Menu



## Choose a Screen Layout

Press any of the five screen layouts shown on the left side of the screen

## Select a Video Source

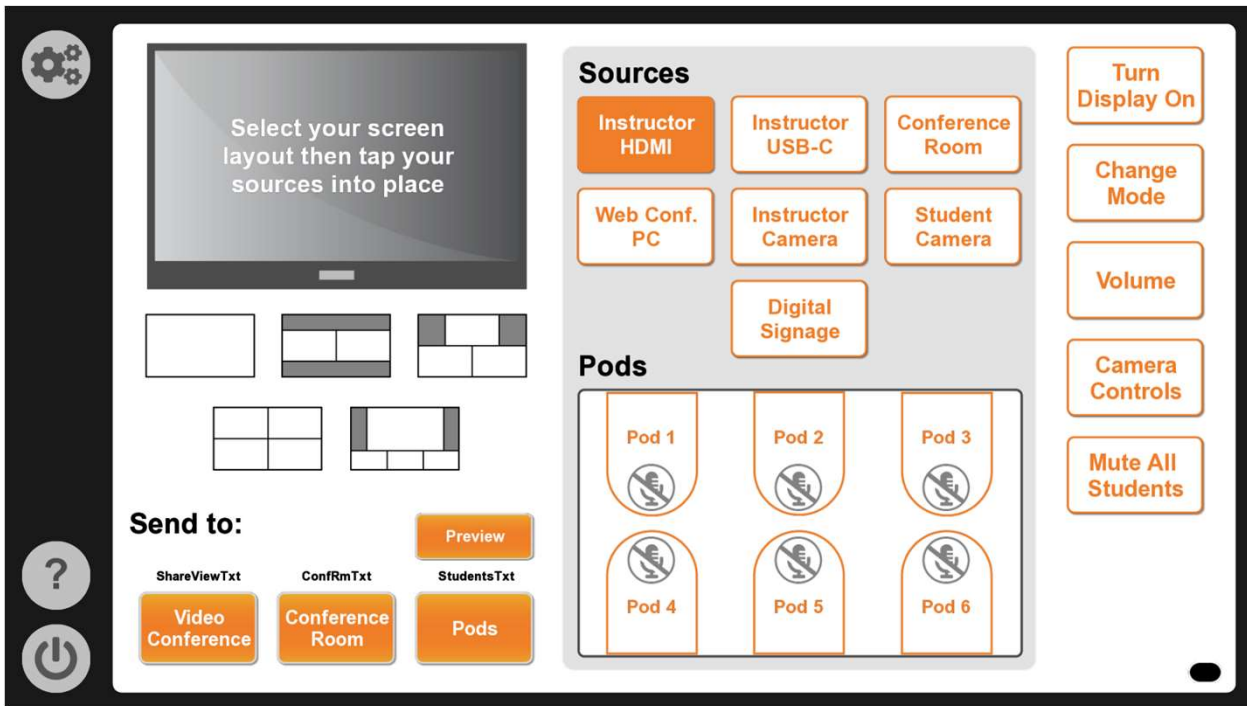
Press the desired device under “Sources” \*

OR

Press any of the six student pods

*\* Selecting “Instructor Camera” or “Student Camera” will open the Camera Controls Menu automatically*

# Using the Main Menu (contd.)



*\* Press “End Send to Pods” to stop sharing selected source (button is only visible when sharing a source to the student pods)*

## **Display Selected Source**

Press a view window in the current screen layout to show the selected source in that window

## **Share Source in Video Conference**

Press “Video Conference”

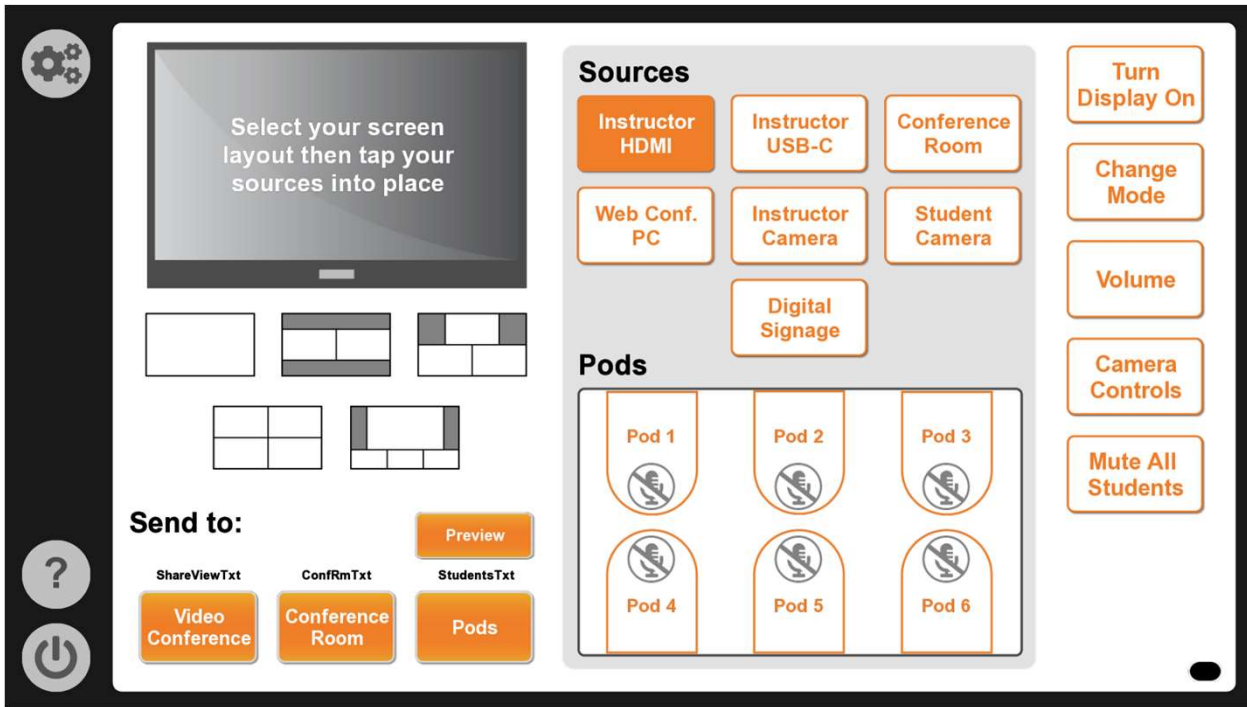
## **Send Source to Conference Room**

Press “Conference Room”

## **Display Source on Student Pods**

Press “Pods” \*

# Using the Main Menu (contd.)



## Turn Main Display On or Off

Press “Turn Display On/Off”

## Change Operating Mode

Press “Change Mode,” refer to Page 7

## Adjust Audio Volume

Press “Volume,” refer to Pages 5-6

## Control the Cameras

Press “Camera Controls,” refer to Page 8

## Mute Student Microphones

Press “Mute All Students,” or press the microphone symbol on any pod to mute that pod’s microphone

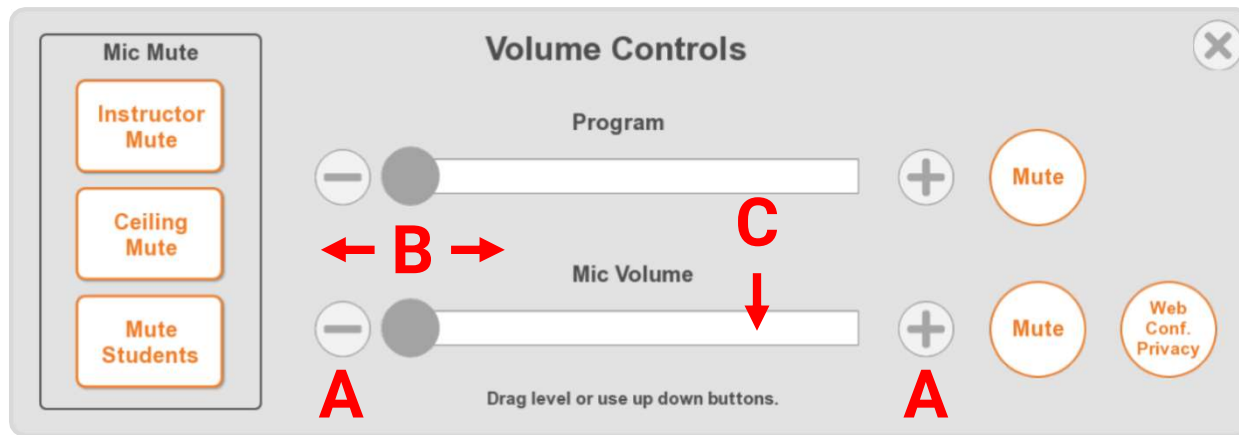


Pod microphone is muted



Pod microphone is active (un-muted)

# Volume Controls



## ***Program Audio Channel***

*Program* refers to the volume of the currently selected source

## ***Mic Volume Channel***

*Mic Volume* refers to room microphones

## **Adjust Audio Volume**

**A:** Press the “+” and “-” buttons to increase or decrease volume

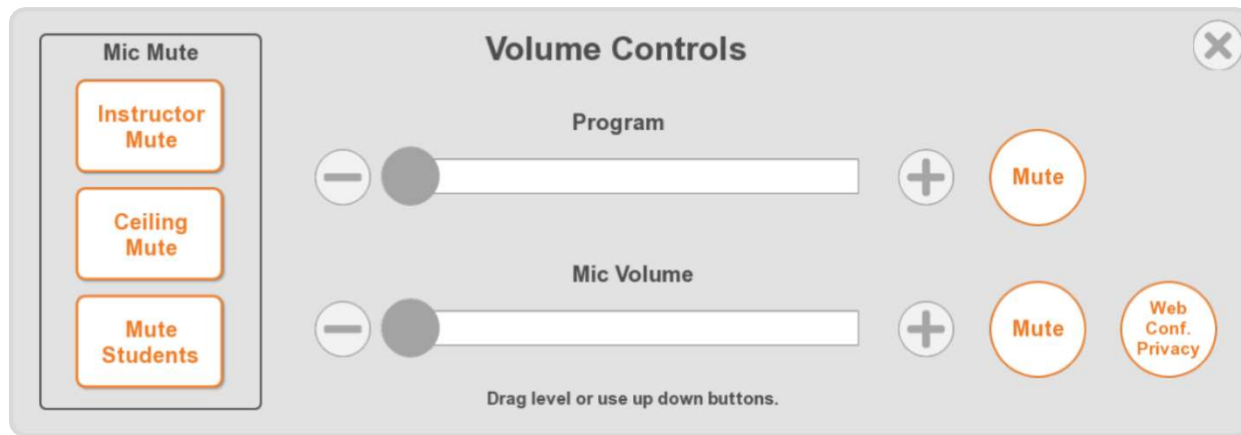
OR

**B:** Drag the slider to set the audio volume

OR

**C:** Touch desired level on volume bar

# Volume Controls (contd.)



## Mute an Audio Channel

Press "Mute" next to the desired channel (press again to un-mute)

## Mute all Room Microphones

Press "Web Conf. Privacy"

## Mute Instructor Microphone

Press "Instructor Mute"

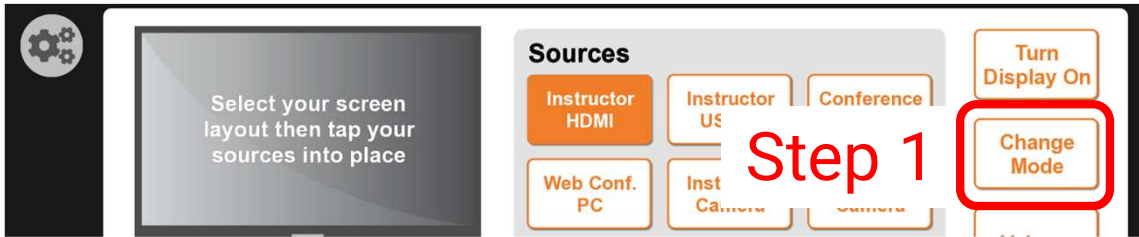
## Mute Ceiling Microphones

Press "Ceiling Mute"

## Mute all Student Microphones

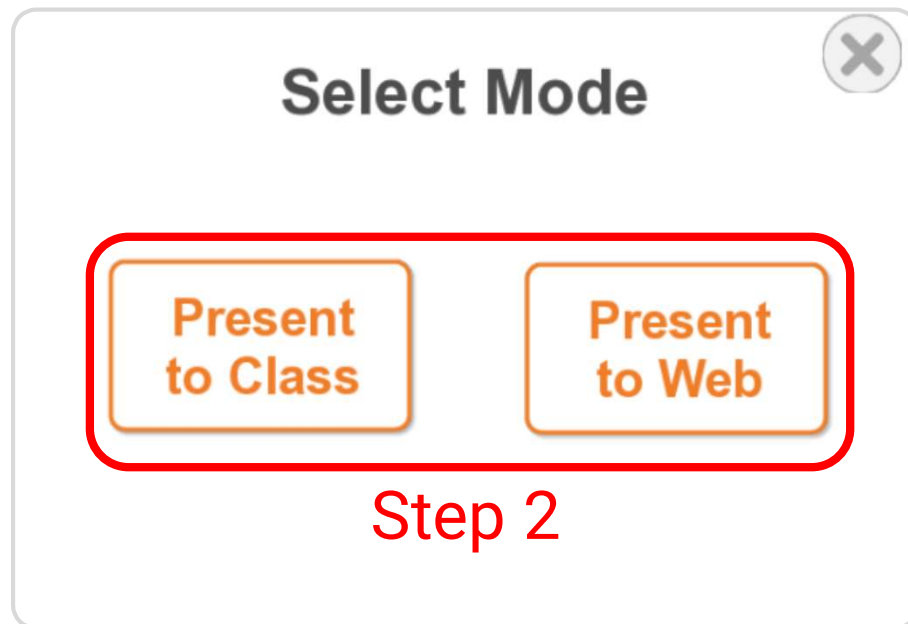
Press "Mute Students"

# Changing Operating Mode



## Step 1: Open *Change Mode* Menu

Press "Change Mode" on right side of screen



## Step 2: Choose Option

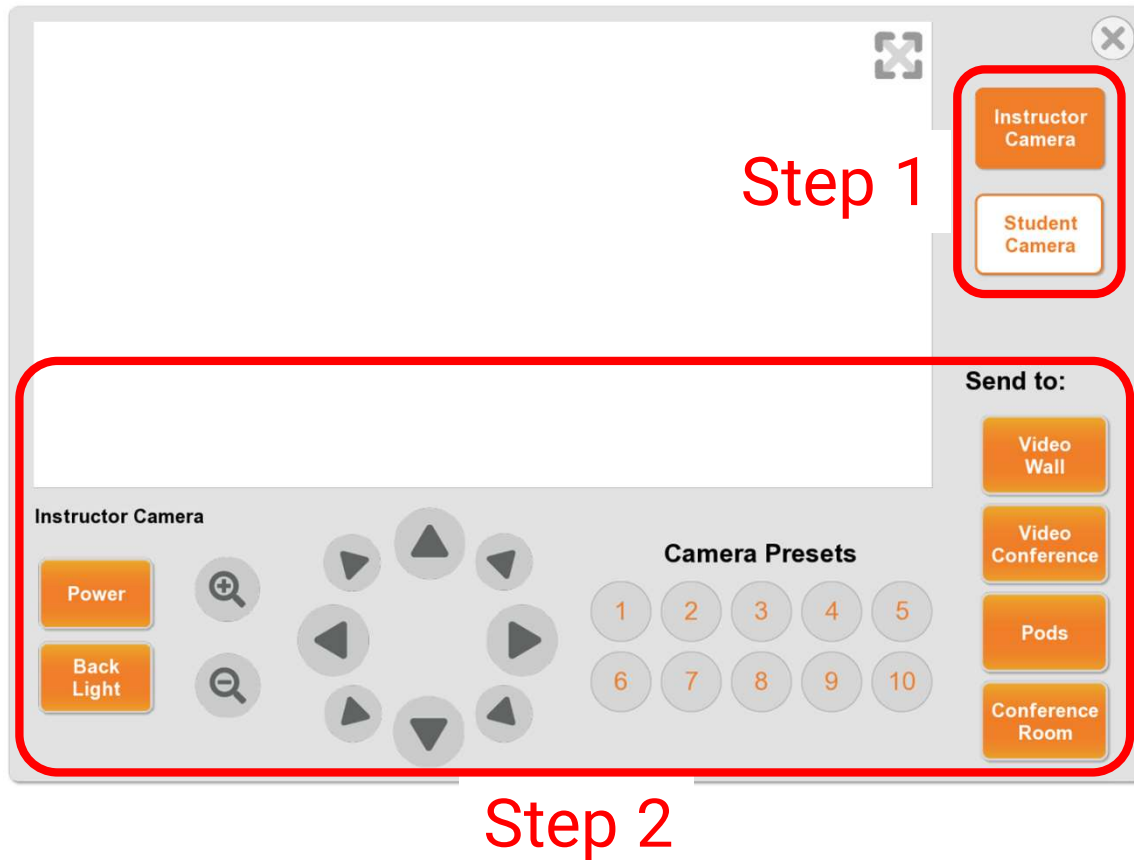
### Start a Local Presentation

Press "Present to Class"

### Run a Web Conference

Press "Present to Web"

# Camera Controls



## Step 1: Select Camera to Control

Press name of desired camera

## Step 2: Choose Operation

### Zoom Camera In or Out

Press “+” to zoom in, or “-” to zoom out

### Pan or Tilt Camera

Press arrow keys on circular keypad

### Move Camera to Preset Position

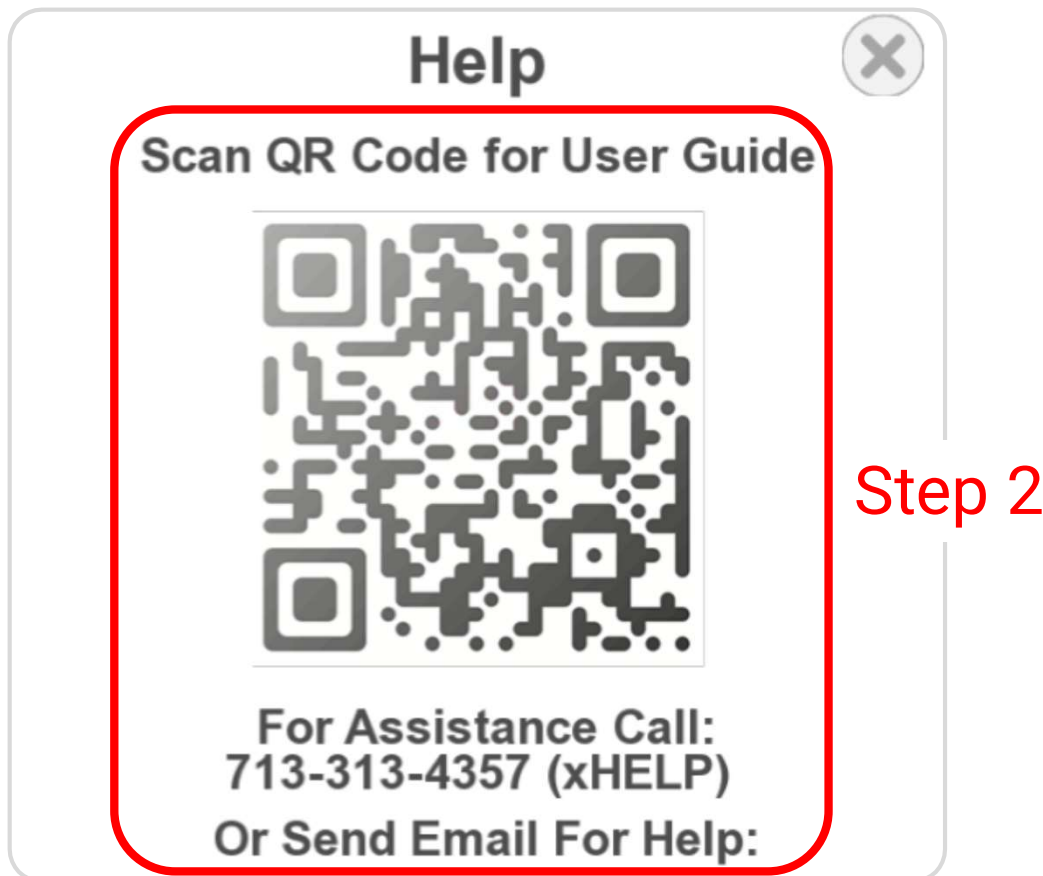
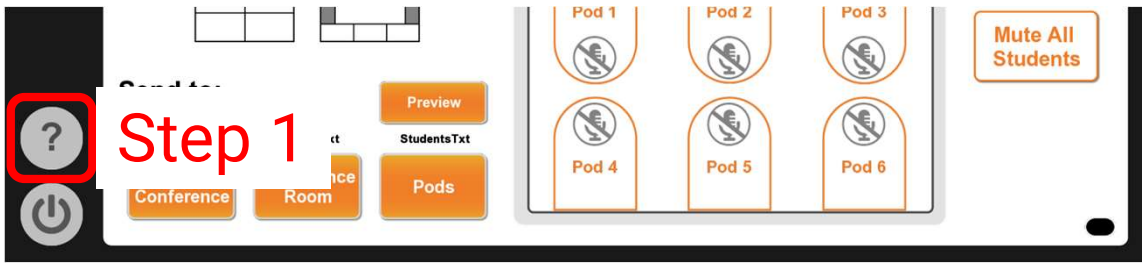
Press desired preset number

### Send Camera to Display(s)

Press desired destination from the menu on the right side of the screen



# Requesting Help



## Step 1: Open Help Menu

Press Question Mark button in bottom left corner of screen

## Step 2: Choose Help Option

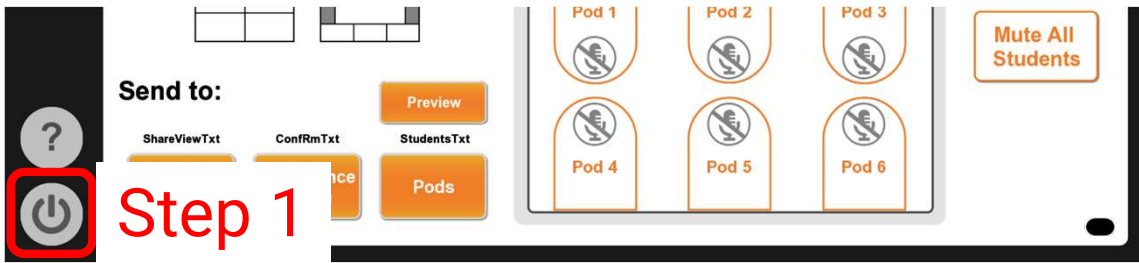
### Download Operating Instructions for the System

Scan QR code, refer to PDF

### Speak with a Service Representative

Call number listed under "For Assistance Call:"

# Turning the System Off



## Step 1: Open *System Off* Menu

Press Power button in bottom left corner of screen



Step 2

## Step 2: Choose Option

**Leave Digital Signage Playing on Video Wall**

Select "Video Wall"

**Leave Digital Signage Playing on Student Pod Displays**

Select "Pods"

**Turn System Off**

Press "Turn System Off"