



CONFERENCE CENTER A & B Rooms Combined (dividing wall removed)

The conference center has an integrated touch-screen display dedicated to the Audio Visual (**AV**) system located behind the podium on the wall in Room A. To control the AV system in both **Rooms A and B combined** as one space, press **Power and Setup > Room Setup > Press Rooms Combined**. To control the rooms separately, press **Rooms Separated** button. Video routing is handled by Room A and Room B tabs individually when room audio is combined.

Room A & B Setup with desktop

- ➊ Turn on the podium computer (located on the bottom right side of the podium – DO NOT open cabinet door).
- ➋ Touch panel screen on wall behind you (wall behind the podium) to start.
- ➌ Press **Room A Projector** tab.
- ➍ Press **Lectern Desktop**: projector screen drops and projector turns on automatically. Keyboard and mouse are wireless and located in the keyboard drawer (see additional instructions if using laptop).
- ➎ Computer volume is controlled through the main volume button present at the top left corner of the screen.
- ➏ Repeat the above steps for the **Room B Projector** tab to achieve the same display on both projectors.
- ➐ To display something different on the Room B Projector tab, press a different input source, either Podium A or B laptop, or the DVD player.

Microphone Volume Control

- ➊ Press the **Power and Setup** tab on the right side of the screen.
- ➋ Press **Mic Volume button** (bottom left side of the Power and Setup tab).
- ➌ Press **▲ or ▼ arrow** to adjust volume up or down.
- ➍ Press **Speaker Icon** to mute or un-mute the microphone.
- ➎ If you intend to use the other microphone on the podium to moderate a web conference through the desktop computer, please pull the microphone handle slightly out of the podium and disconnect manually to prevent feedback on the computer (just muting it is not enough).

To Shut Down the System Power after Use

- ➊ Shut down the **desktop PC** via the start menu before you turn the projector off.
- ➋ Press **Power and Setup** tab.
- ➌ When using the rooms combined, please place the rooms back in **Rooms Separated** status before using the **All Power off** button to power down the entire system in both the A and B sides and both projectors will power down and the screens retract.

NOTE: **If the touch panel falls asleep**, touch the panel to wake it up and touch the logo to advance to the main page. There is a **5 hour time out** and it will start beeping if the projector remains on after 5 hours with no interaction. To keep the system from shutting down automatically after 5 hours, simply touch the touch screen to acknowledge that you are still using it and the beeping will stop / the 5 hour limit will reset.