

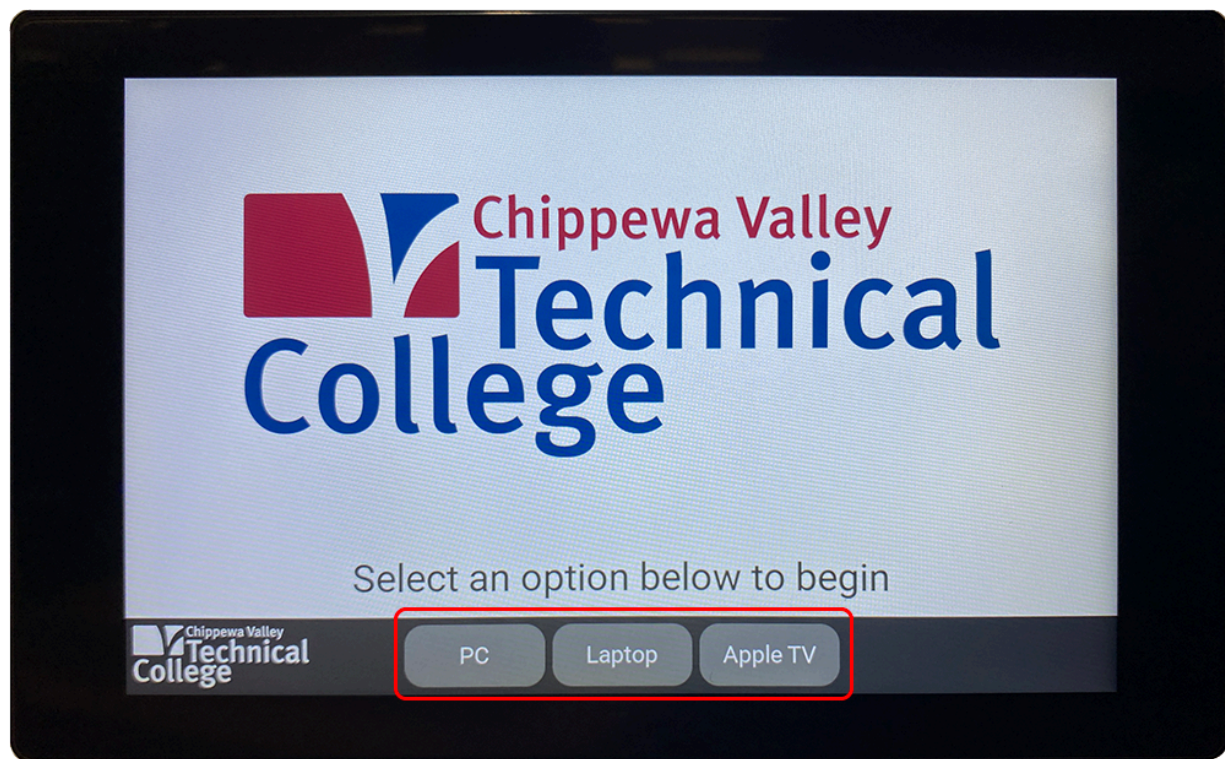
Overview

This room is equipped with cameras and microphones that can be used to connect to a video conferencing system of your choice. Any software that uses webcam and microphone input can be utilized with this system; Microsoft Teams and Zoom, among others, are supported on this system.

To begin, log in to the computer and navigate to the video call as normal. If needed, select the appropriate camera and microphone inputs in the video call's video and audio settings. The *camera* will be labeled '**Room System**' and the *microphone* will be labeled '**Echo Cancelling Speakerphone (Room System)**'. See below for information on how to turn on the video system and adjust camera and audio settings as needed.

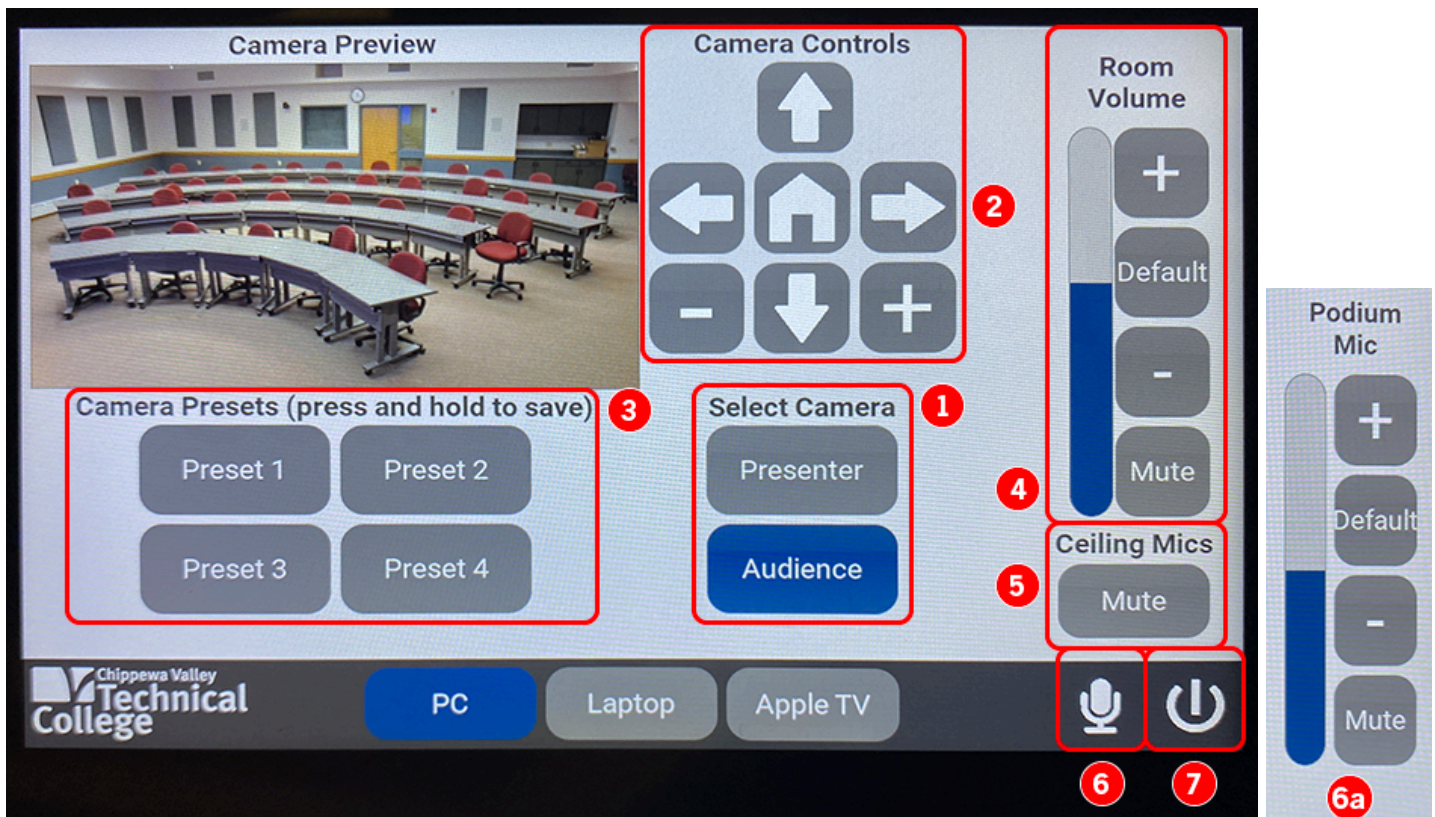
Turning On the System

To turn on the system, tap the screen and select one of the source buttons on the home screen. Select **PC** and log into the computer using CVTC credentials. Select **Laptop** to display to the room projector using the HDMI cable. *Note: a laptop cannot connect to the room cameras and microphone and is for in-person meetings only.* The **Apple TV** can be used to mirror iOS devices to the projector following the on-screen instructions.



Adjusting Camera and Microphone Settings

To adjust the camera position and microphone settings in the room, select the **PC** button at the bottom of the screen. The control screen is used to select which camera is being used in a virtual meeting and to adjust the ceiling and podium microphones.



- 1) Selects the camera aimed at the presenter or the audience to display.
- 2) Use the arrows to move the selected camera up/down and left/right. The + and - buttons will zoom the camera in and out. The home button will move the camera to the default position.
- 3) Moves the selected camera to a variety of preset angles.
- 4) Controls the volume or mutes the room's speakers. The Default button will reset the volume.
- 5) Mutes the ceiling microphones when in a video conference. The button will appear *red* when the microphone is *muted*. This does **not** mute the podium microphone.
- 6) Displays buttons to control the Podium Microphone (6a) volume and to mute.
- 7) Turn off the system.

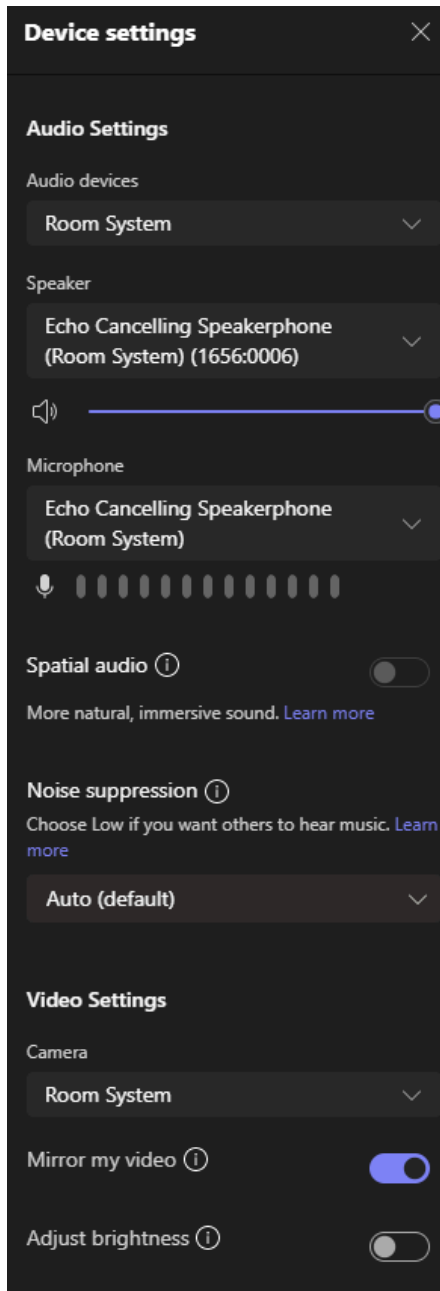
For training on using this room, contact Educational Technology (EdTech@cvtc.edu).

For technical support, contact the Service Desk (servicedesk@cvtc.edu).

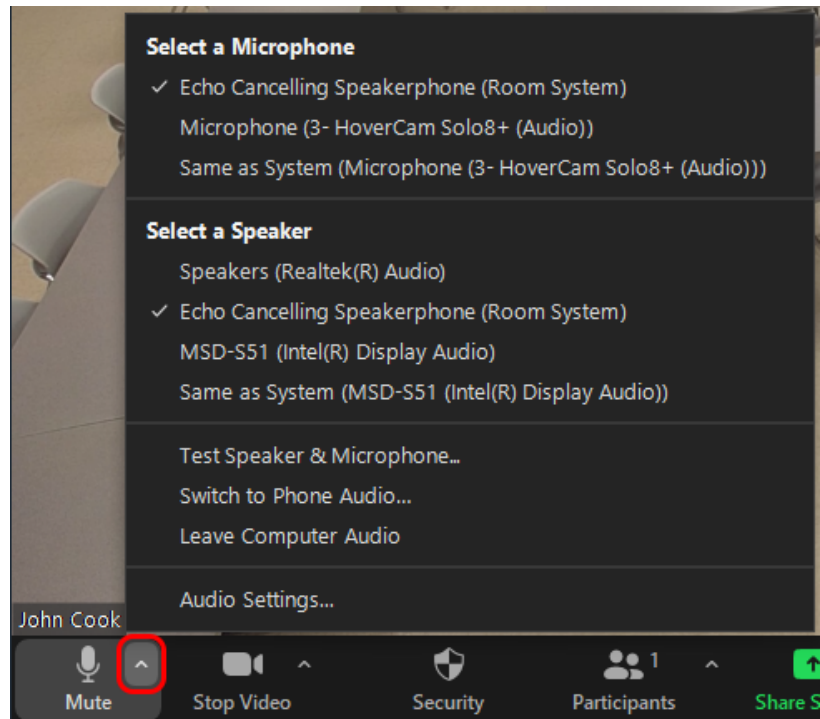
Video Conferencing Software

Match these settings in the video conferencing software to ensure the speakers and microphones connect to the software.

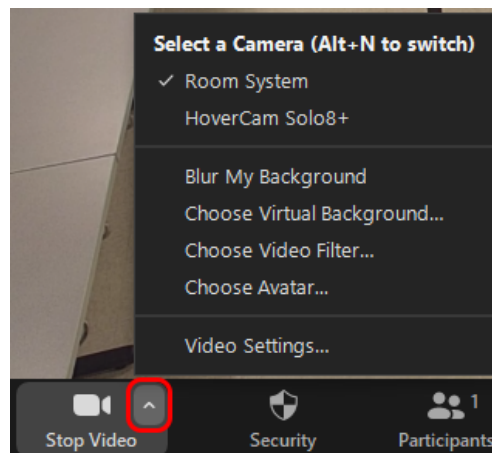
Microsoft Teams



Zoom



Video



Microphone

The podium microphone is connected to the **PC** and can be controlled using the button on the microphone or the touch panel. No changes are needed to the video conferencing settings to use the microphone.

Podium Microphone

The microphone is active and unmuted when the system has power. A *green light* indicates that the microphone is broadcasting audio (2).

Push to *mute* the microphone and again to unmute (1). *No light* indicates that the microphone is muted.

