



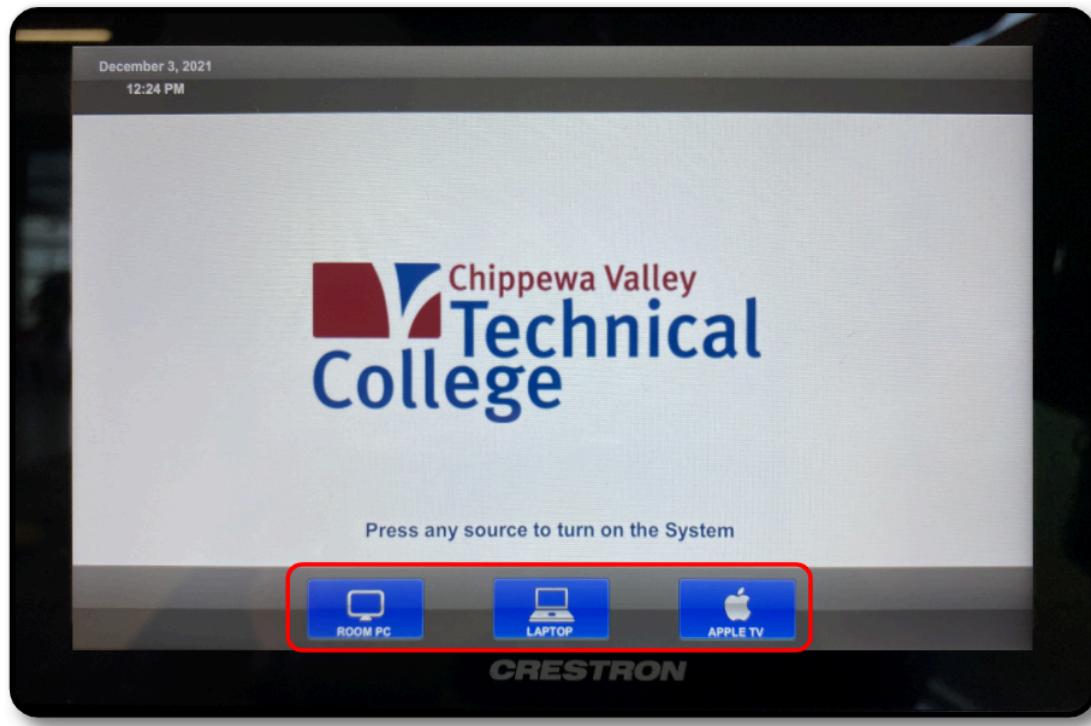
Overview

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, WebEx, 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 '**Core-ECC128**' and the microphone will be labeled '**Echo Cancelling Speakerphone (Core-ECC128)**'. 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 Crestron screen and select one of the source buttons on the welcome screen. '**Room PC**' is a good place to start unless you plan on connecting a laptop to display to the room TVs. In that case, select '**Laptop**'. Note that the laptop cannot connect to the room cameras and microphones and is for in-person meetings only.





Video Conferencing Reference Sheet

Adjusting Camera and Microphone Settings

To adjust the camera position and microphone settings in the room, select the 'Room PC' button at the bottom of the screen. This will bring you to the camera control screen.



- 1) Selects the camera at the front of the room or the camera at the rear of the room for display.
- 2) Manually moves the selected camera up/down and left/right.
- 3) Zooms the selected camera in and out.
- 4) Moves the selected camera to a variety of pre-selected angles.
- 5) Controls the volume or mutes the room's speakers.
- 6) Mutes the ceiling microphones when in a video conference. This does **not** mute the desk microphone nor the lapel microphone. These must be muted independently.
- 7) Turns off the system.

For training on using this room, contact Ed Tech (edtech@cvtc.edu).

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