Middlebury College
Davis Library User Guide

Seminar Rooms 1 & 2 Combined Mode
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1. **Touch** anywhere on the touch panel to turn on the system.
2. **Enter** the password to proceed.
HOME MENU PAGE

1. Once the system is fully powered on, the **Mode Select** page will display.
2. Choose one of the 4 modes by selecting the appropriate icon for Presentation, Quick-Start Presentation, Video Call or Video Call via Room. Select the arrow if you want to proceed without selecting a Mode.

**PRESENTATION ROOM PC COMBINED**
**ROOM COMBINE POPUP**

1. Select Standalone Room or **Combined Room**.

**DISPLAYS POPUP COMBINED**

1. Select the Displays to be used in each room.
2. Turn Displays On and Off

**Volume & Mics Popup Combined**

1. Volume can be raised and lowered in individual rooms or can be muted.
1. Select the desired Camera Preset or manually control cameras
Video Call via Lync

Camera Controls Page

a. **Camera control** allows the user to control the in room camera. Some codecs will also allow for far-end camera control. The control options are:
   
   i. Select the **near** or **far** camera to control.
   ii. **Zoom in** and **out** via the magnifying glass.
   iii. The **directional pad** allows for the user to move the camera (up/down/left/right) for the desired camera angle.
   iv. There are **three presets** available to store preferred camera locations. Once the desired camera shot is set-up then press the **Save** button and then the **Preset** button number. The shot will be stored.

**SYSTEM SHUT DOWN**

1. When you are done using the meeting room, press the **Home Menu** button on the top left; this will bring you back to the top level landing page.
2. **Select Power Off** to begin. This selection will begin a 30 second shut down process.
3. **Selecting Proceed without Making a Selection** will return the user to the Sources Main page.
4. **Selecting Shut System Down Now** will shut the full system down immediately.
BEST PRACTICES

Presentation
- For the best quality image use the HDMI cable at the laptop locations.
- If both the VGA w/ Audio and HDMI are both plugged in, the HDMI will take priority.
- 1280 X 720 is a good widescreen resolution to present with. It will allow text and icons to be easily read from the back of the room.

Video Calls
- Be sure the front LCD monitor and camera are set up prior to selecting Video conference.
- Schedule a test video call with the far side in advance of the meeting to ensure both sides are properly set up and communicating.
- When the table LEDs and touch panel mic icon are red then no audio is being sent to the far end. If the LEDs and mic icon are green, the room conversations will be heard on the far end.
- Most calls can be initiated from the touch panel by selecting Video Conference - Menu Control– Directory – than scrolling through the list of sites and selecting the desired location.
- If calling into a Video Conference bridge any conference ID number must be entered from the “Menu Control” keypad.

Audio Calls
- When the table LEDs and touch panel mic icon are red than no audio is being sent to the far end. If the LEDs and mic icon are green the room conversations will be heard on the far end.
- To dial an outside number press 9 prior to dialing the number.
- If calling into an audio conference bridge or any call that requires touch tone options, they can be entered on the touch panel audio conference page by pressing “Clear” to remove any numbers from the text field than pressing the desired numbers and selecting “Call” to send the associated touch tones.

Mics and Audio
- All room volume and mic controls can be found on the “Volumes and Mics” touch panel page.
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