Operating Instructions for Electronic Conference Room:
Lewis Towers 1704

To Activate System:
1. Locate the Samsung remote control and press the power button to turn on the monitor.
2. Use the wired keyboard and mouse at the equipment rack, or the wireless mouse and keyboard at the table, to wake up the computer.

To Display from the Computer Workstation:
1. The rack computer is the default source displayed on the monitor if you have not connected a laptop or other device.
2. Once you’ve activated the system as instructed above, you should see the computer image on the monitor and can use the keyboard and mouse to log in.

To Display from your Laptop:
1. Using the VGA with audio or HDMI cables in the table reservoir, connect your laptop.
2. Once you’ve connected, your laptop will automatically display on the monitor. When you disconnect, the monitor will revert back to displaying the rack computer.
3. If you don’t see the laptop’s image on the screen, toggle the laptop’s Function LCD/CRT (Display) button.

For immediate assistance, please call *901 from a classroom phone.
To Use the Video Conferencing System:

1. The video camera and speakerphone in this room are connected to the rack computer and will automatically be used for any web conferencing application you are using (e.g. Zoom, Adobe Connect, or Skype for Business).
2. To adjust the pan/tilt/zoom of the camera, use the AVer remote control. Pan and tilt can be adjusted with the left/right and up/down arrows. Zoom in or zoom out with the +/- buttons.
3. You can adjust the volume of the remote participants directly from the speakerphone by pressing the speaker icons.
4. You can mute and unmute your local microphone using the microphone icon on the speakerphone. The LED light will be red if you are muted, and blue if you are unmuted.

Please note - You must be using the rack computer to access the video conferencing system. The camera and speakerphone will not connect to your laptop.

Please Power Down the System Before You Leave the Room

System Shutdown:
Log out of the computer and use the Samsung remote control to turn the monitor off. The computer and conferencing system will automatically enter standby mode.