



CONFERENCE ROOM C
“CLEVELAND HEIGHTS”
USER GUIDE

Getting Started

- Activating the system

(See Conference Room User Guide section below for detailed instruction)

- To activate the system, go to the wall mounted control panel (“Start Screen”) to the left of the 98” display and touch the screen to activate.

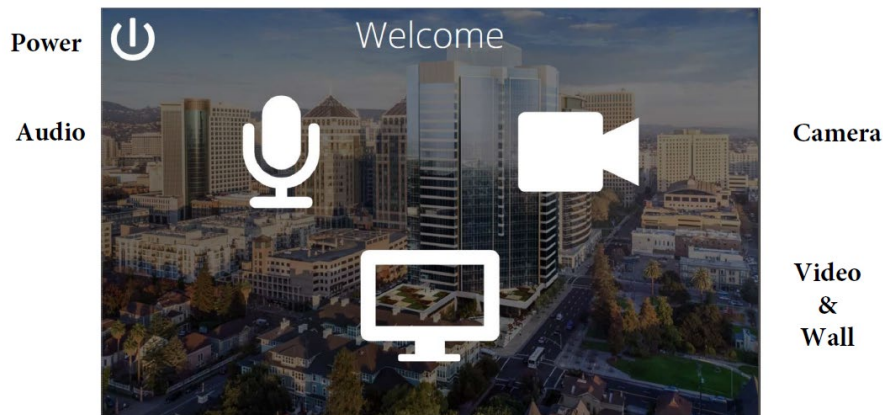


- Please be patient, as it may take up to 20 seconds for the system and display screens to warm up.

LOADING...



- Select function you would like to use from the Control Panel:



- **Audio:** Controls/adjusts microphone levels
- **Camera:** Controls/adjusts position of camera
- **Video & Wall:** Turns on TV screen & allows for video source selection.

For **Internal Presentations**, you will need to use one of the following:

Wireless Connection

OR

Wired Connection

BARCO

HDMI



- Microphones & Mic Packs can be used for internal presentations ONLY.



For **External Presentations** (Zoom, Teams, etc.) you will need to use either the HDMI cable or BARCO listed above, **in addition to the USB cable** (wired connection only available):



USB Cable

- Microphone for external presentations will use in ceiling microphone ONLY.



○ **In your personal computer program's "Microphone Settings" and "Speaker Settings" it is important to selected "Echo Cancelling"**

- **General notes for connecting your laptop and using the system to present.**

(See Conference Room User Guide section below for detailed instructions)

- Using the HDMI or BARCO does **NOT** automatically connect you to the audio and camera functions of the rooms. To do so you must also connect to the USB cable.
 - Once you connect the **USB cable**, use the detailed instructions in the section below to operate the microphones, cameras and video functionality of the system.



Conference Room User Guide

1) Activating the System

- To Use the In-room Video Conferencing System go to the wall mounted Control Panel to the left of the 98" display.
- To turn the **System "ON"** from the Splash Screen, touch the screen.
 - If the Control Panel is not displayed on the Splash Screen, please turn off the system by returning to the start page by pressing home button at the top left corner from any active page.
 - From the start screen press the power button in the top left corner and choose "Yes."

2) Video Display Instructions

- Press the "**video & wall button**" to go to the video page:
 - From here you will turn on the display
 - **It will take ~20 seconds for the 98" display to completely turn on**
 - After turning on the display choose which video source you want to use:
 - "**HDMI**" source will come from your laptop when connected to the HDMI wall plate located between the control panel and the display at outlet height.
 - "**Barco**" "ClickShare" Source is when you insert a Barco USB dongle into your laptop's USB port that gives you the ability to present video wirelessly.
 - Connect the ClickShare USB dongle to your laptop. The light on the dongle will flash.
 - If you're using a Windows device, open 'File Explorer' > 'ClickShare' > 'ClickShare for_Windows'.
 - If you're using a Mac, open 'Finder' > 'ClickShare' > 'ClickShare_for_Mac'.
 - When ClickShare is ready, the light on the dongle will stop flashing. To share your screen on the display, click the button on the dongle. The light on the dongle will change to solid red.
 - To stop sharing your screen, click the button on the dongle again.

3) Audio Instructions

- To use the built-in room audio functions for external presentations you will need to connect your laptop via the in-wall USB cable.
 - From there you will go into your personal computer settings and change:
 - Audio > Speaker and Microphone settings to I/O USB Bridge:
 - *Room (A or B) -IO-USB-Bridge*
 - Video > Camera settings and choose I/O USB Bridge:
 - *Room (A or B) -IO-USB-Bridge*
 - ***Note: The Audio and Video settings will always need to be changed for all software-based Video Conferencing program applications.***
 - By connecting your laptop to the in-wall USB cable, you will now be able to use the in-room AV/video conferencing hardware.
 - There is a microphone located in the ceiling at the center of the room.
 - Ceiling speakers are evenly spaced throughout the room.
 - Video conference camera is located to the upper left of the 98" Display.
 - After the video connection and USB connections are made to your laptop, you will use the video conferencing software application of your choosing.
 - In your personal computer programs "Microphone Settings" it is important to selected "Echo Cancelling"
 - In your personal computer programs "Speaker Settings" it is important to selected "Echo Cancelling"

4) Camera Instructions

- **"Camera Button"** will take you to the camera page where you can select a pre-set position, zoom in/zoom out, adjust camera position, and turn privacy/video mute on/off.
 - If your laptop is connected to the in-room camera and the lens is facing the wall, press the "Home Button" on the touch screen and the camera lens will turn around to face the room.
 - Use the direction buttons to adjust the view angle and zoom of the camera.