The Electronic Conference Room consists of these basic units: 1) **Wall Monitor**; 2) **Computer** and **Monitor**; 3) **Touch Panel**; 4) **Lecture Capture** package includes: Ceiling and Lapel Microphones and Camera; and 5) **Equipment Rack** includes: Auxiliary Power, Auxiliary Plate and Cables, Computer, and Blu-ray/DVD Player.

### To Activate System:

![Touch Panel and Computer Diagram]

Locate the **Touch Panel**, and select the source you wish to use with the hard buttons on the right hand side.

**Please note** – If the system is not powered down properly you may have to shut down the system properly (Explained below; see **System Shutdown**)

### To Display from the Computer Workstation:

1. Turn on the computer and monitor, if not already on.
2. Press the **COMP** button on the Touch Panel.
3. If you do not see the computer image, *(you may have to wait for Projector to warm up ~1 min)*: Press **PC** once more.

For immediate assistance, please call *901* from a classroom phone.

Revised: 1/20/2017
Operating Instructions for Electronic Conference
Room: Cuneo Hall 318

For immediate assistance, please call *901 from a classroom phone.
Using the Lecture Capture System:
This room is equipped with a lecture capture package which consists of three (3) ceiling microphones, one (1) lapel microphone, and an HD camera.

1. Select **Camera** to view the camera controls

2. Select **Near**, **Mid**, or **Wide** for preset camera positions. Select **4**, **5**, or **6** for a personalized preset. To save a preset, select **Camera Control**.

3. This screen allows you to move the camera in any direction with the buttons. Use the to zoom in or out. To exit out of this screen, press the **Back** soft button.