Conference Room Technology

Rooms 119, 121G, and 121H

Conference Room Technology
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Lights and blinds control panel for Conference Room 119

Lights and blinds panels are located on the wall next to each door

1 Turn on all lights and raise blinds

2 Lower blinds, turn on all lights except the front wall light

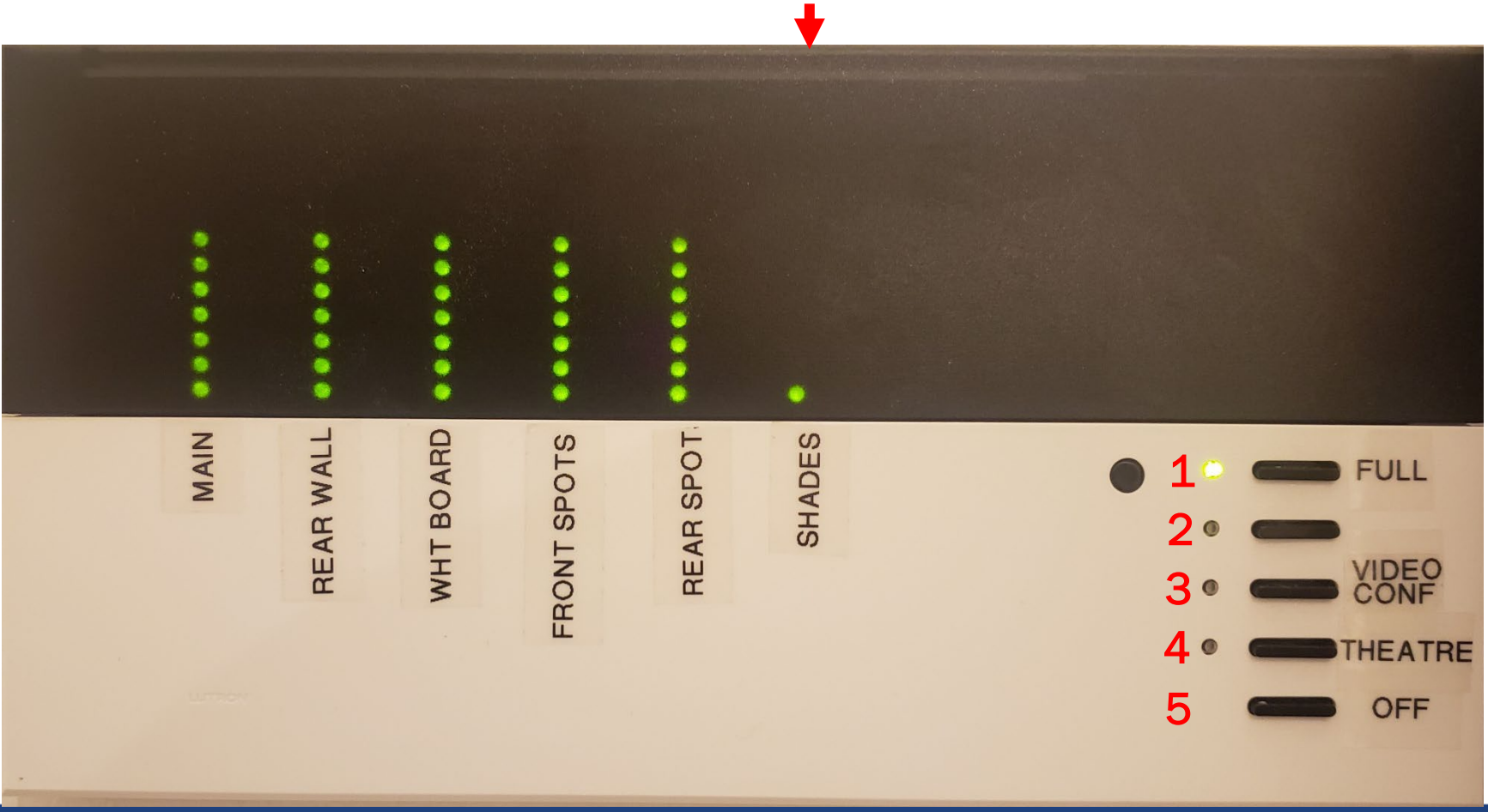
3 Lower blinds, turn on all lights except the front wall light (repeat of 2)

4 Lower blinds, turn off all lights except back wall light

5 Turn all lights off, raises blinds

Lights and blinds control panel for Conference Room 119

This Lights and blinds panel is located on the wall behind the podium
(same as the wall panels)



1 Turn on all lights and raise blinds

2 Lower blinds and turn on all lights except front wall light

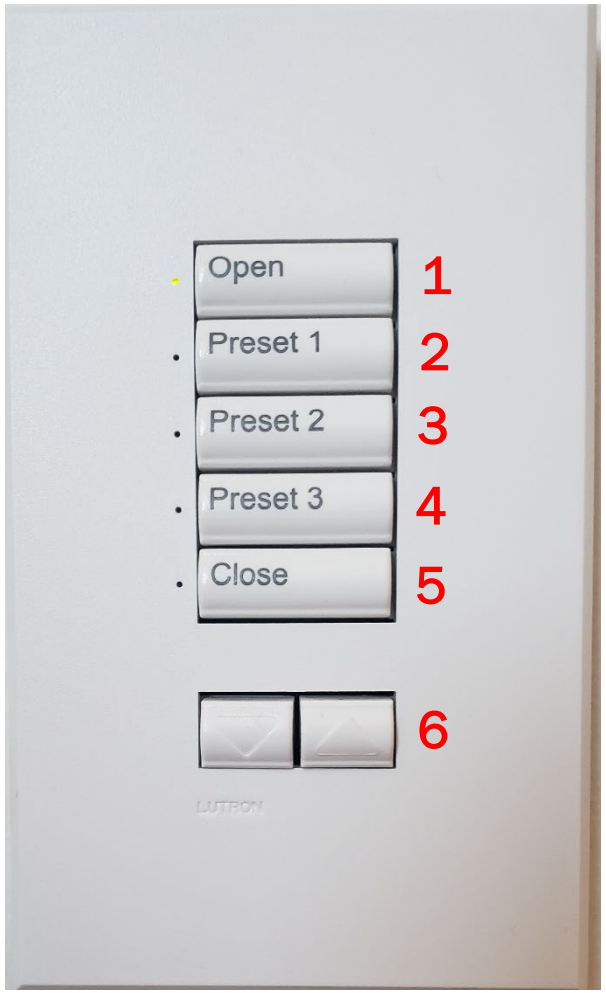
3 Lower blinds and turn on all lights except front wall light

4 Lower blinds and turn off all lights except back wall light

5 Raise blinds and turn off all lights

Window blinds control panel for Conference Room 119

Blind controller is located on the wall behind the podium



1 Raise blinds

2 Lower blinds a quarter of the way

3 Lower blinds a quarter of the way (repeat of 2)

4 Lower blinds halfway

5 Lower blinds

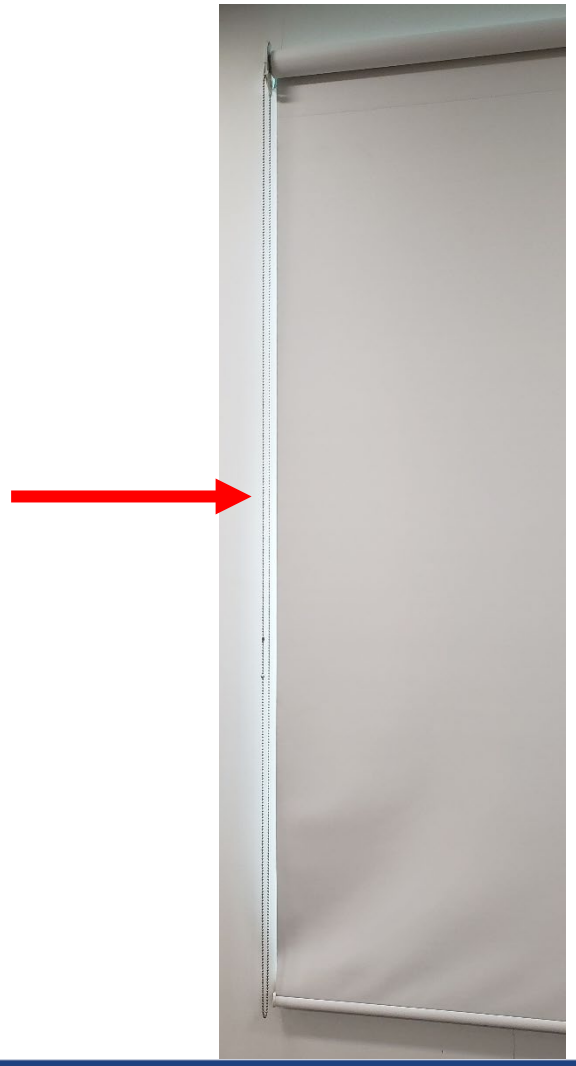
6 Manually adjust blinds

Light panel for Conference Room 121G

Light panel is located on the wall next to the door

Window blinds for Conference Room 121G

Blinds are manually operated. You will need to pull the chain to raise or lower the blinds



Light panel for Conference Room 121H

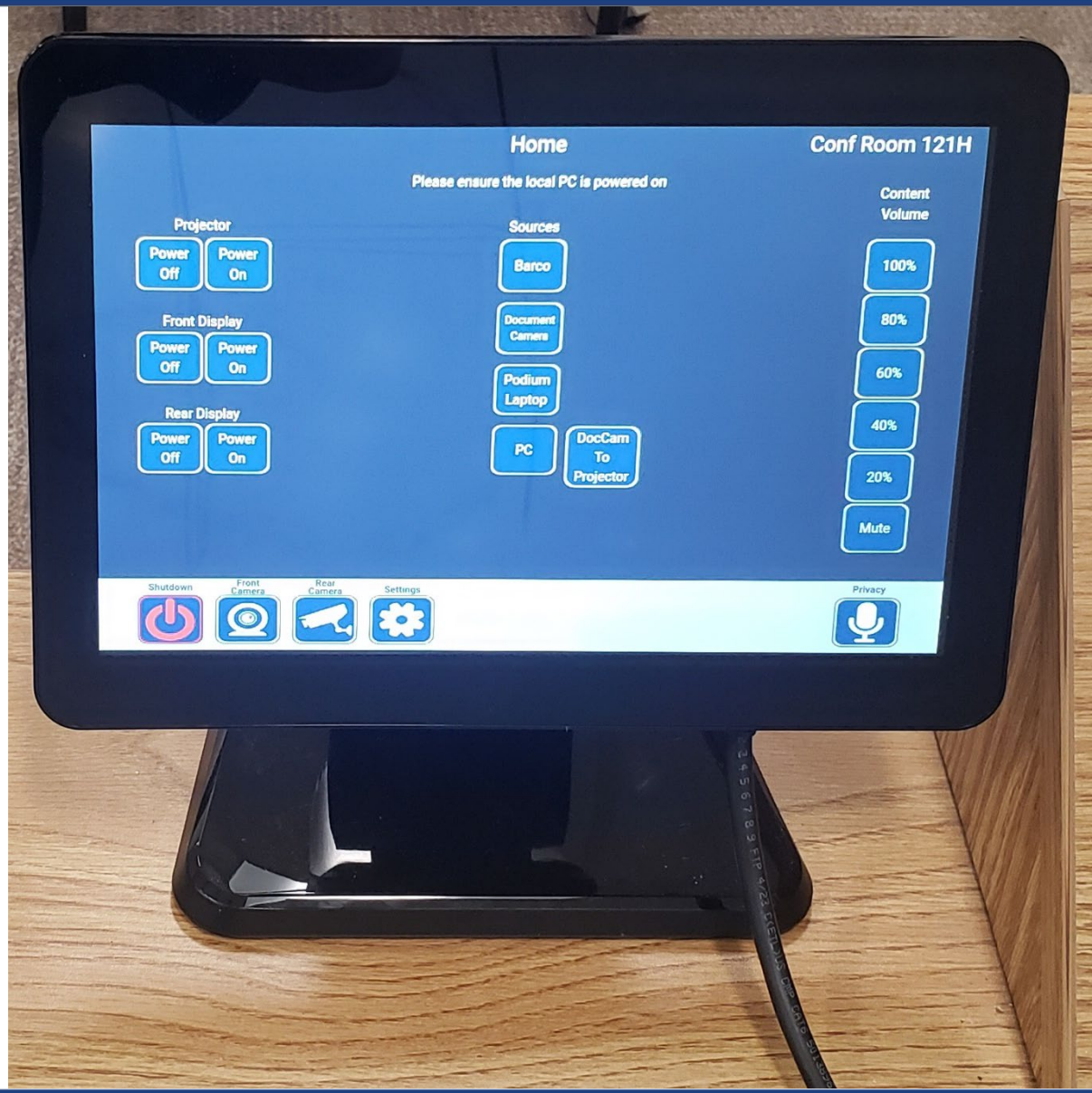
Light panel is located on the wall next to the door

Manual projector screen controls

In conference rooms 121H & 121G, you can manually raise and lower the projector screen with the control panel mounted on the wall behind the podium

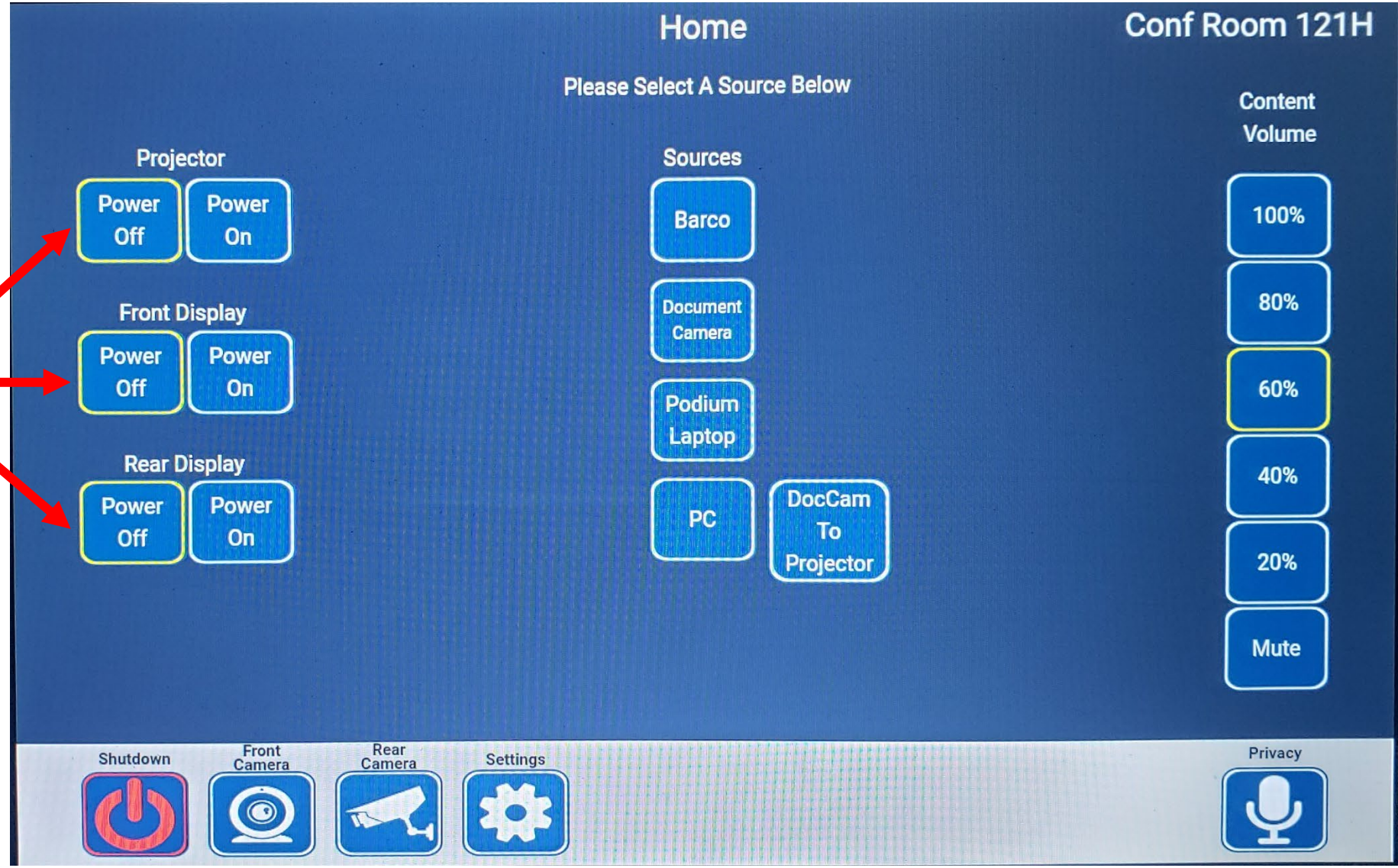
Podium Control Panel - Location

Locate the conference room control panel on the podium



Podium Control Panel - Displays

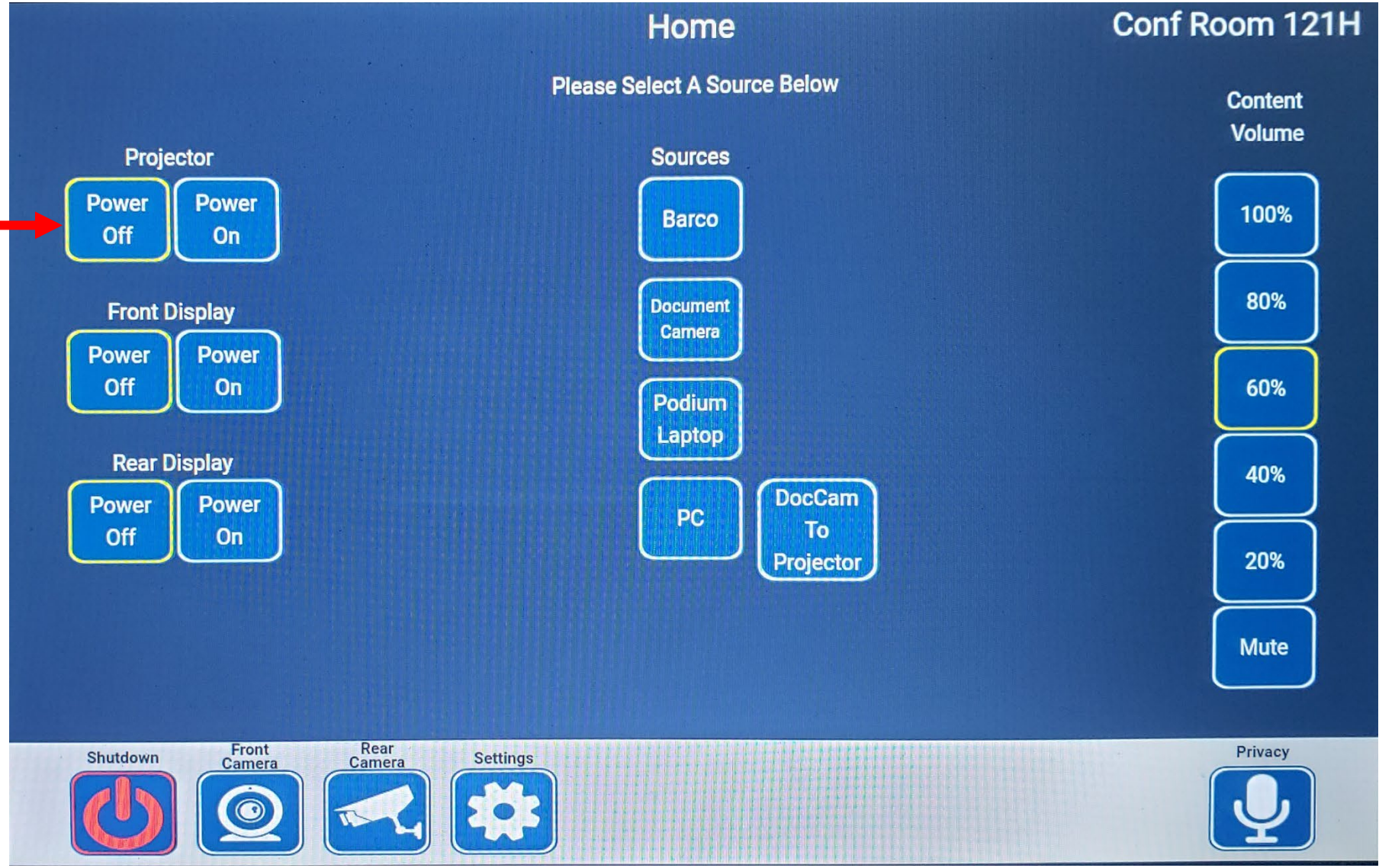
Select the displays you wish to use for the meeting



Podium Control Panel - Projector

Turn Projector On or Off

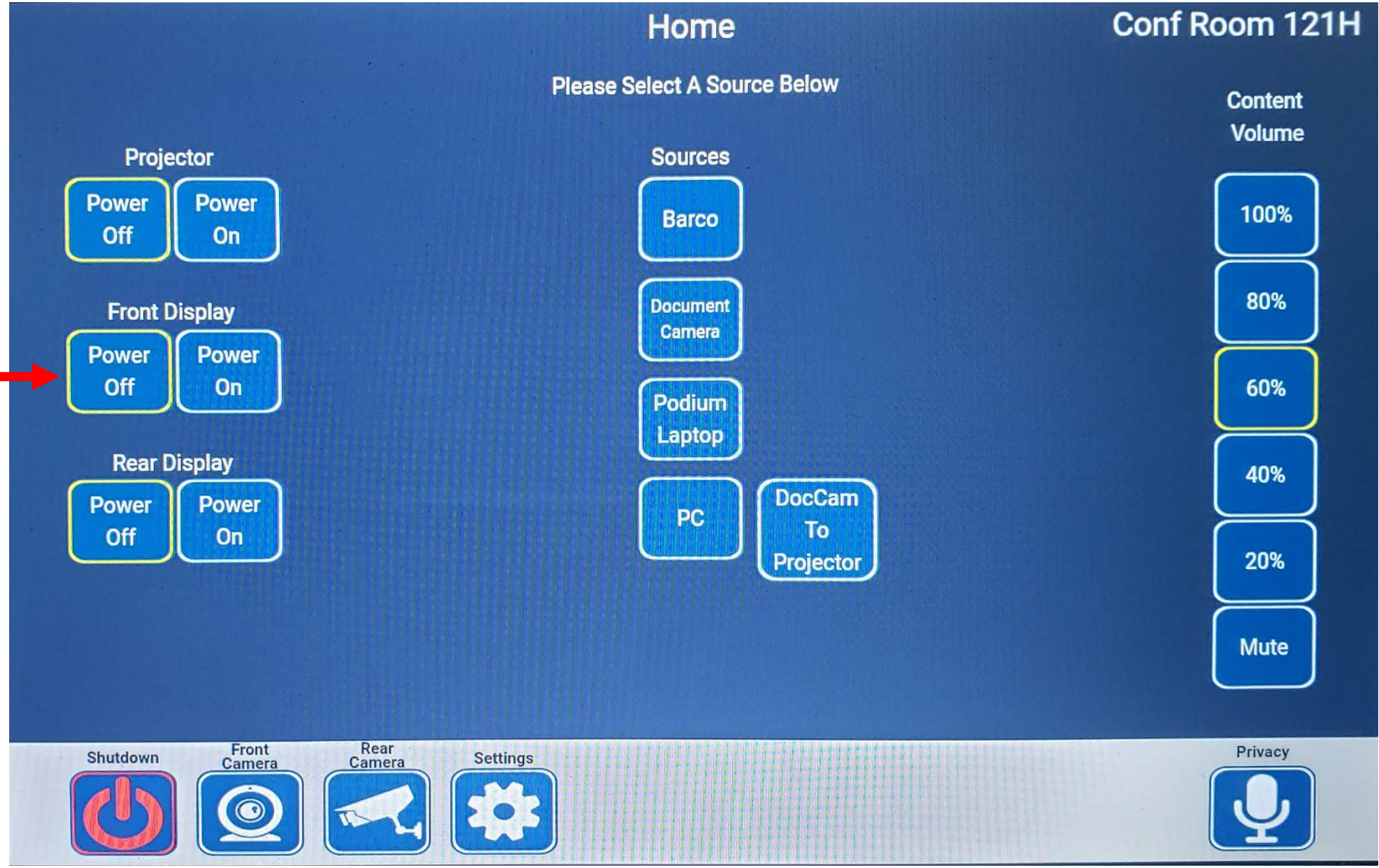
Projector screen will automatically lower when turned on, and will automatically raise when turned off



Podium Control Panel – Front TV

Turn Front Display (TV) On or Off

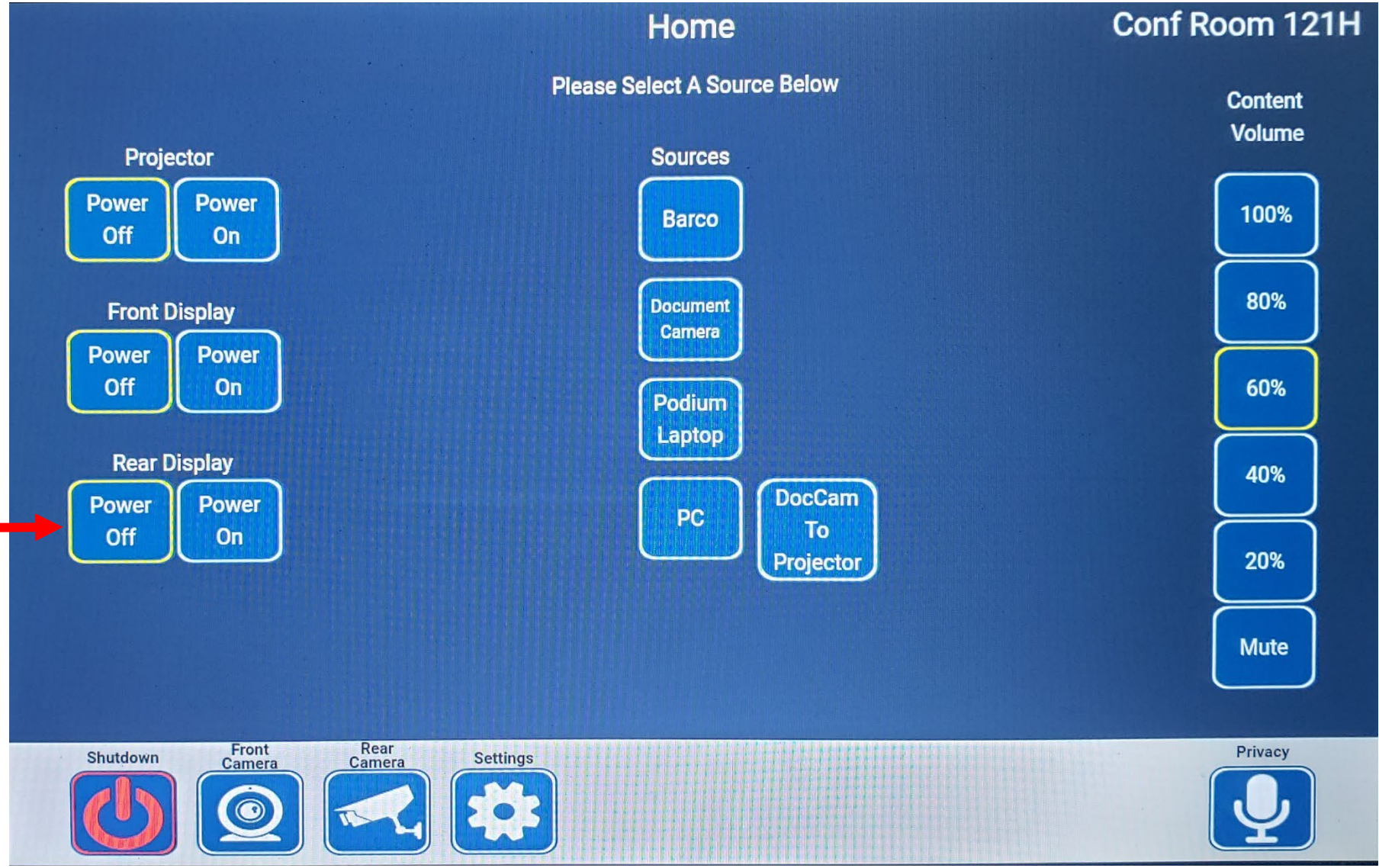
Note: Front and Rear Display mirror each other



Podium Control Panel – Rear TV

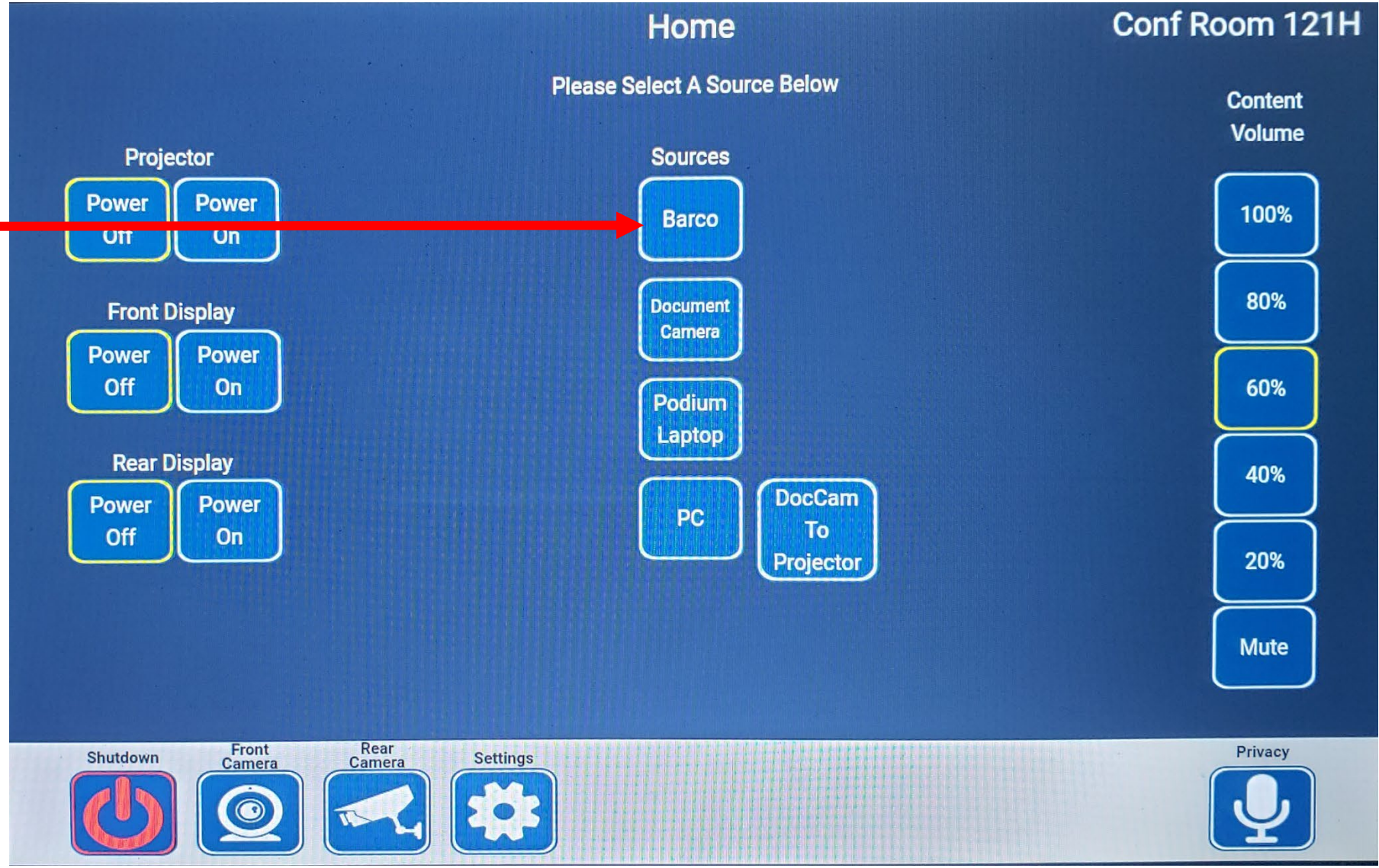
Turn Rear Display (TV) On or Off

Note: Front and Rear Display mirror each other



Podium Control Panel – Barco

Select to use the Barco device



Barco allows you to share a screen by plugging in the Barco device to your laptop and clicking a button to share the screen.

Barco

When you select Barco, you will see the Barco screen on the room displays

Projector display

TV display

Barco

Locate the Barco device on the podium desk

Plug it into your laptop

Barco

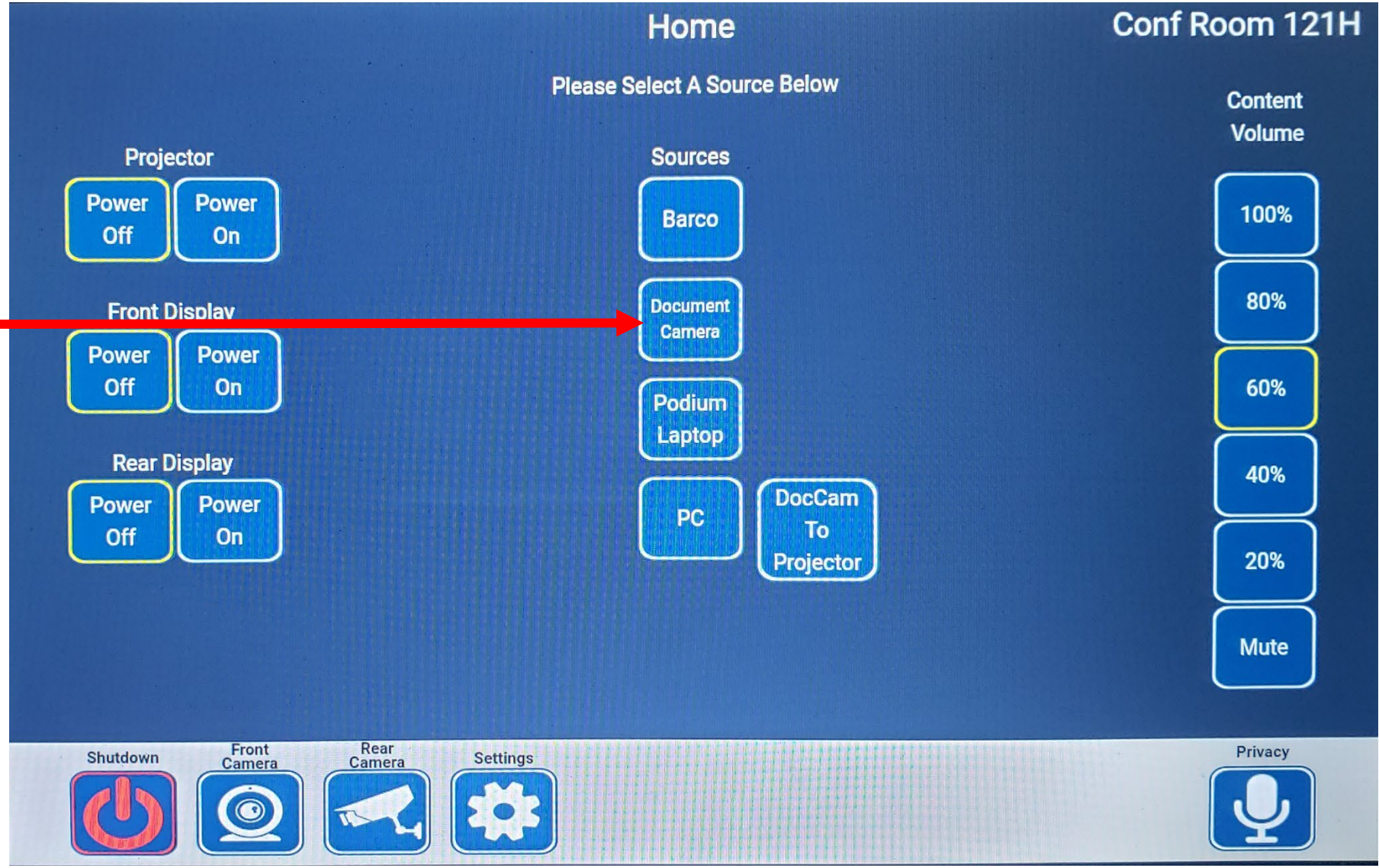
Solid ring will form when Barco device is ready.
Click inside the ring to share the screen.

Ring will turn red while sharing.
Click inside the ring again to stop sharing

Podium Control Panel
Document Camera

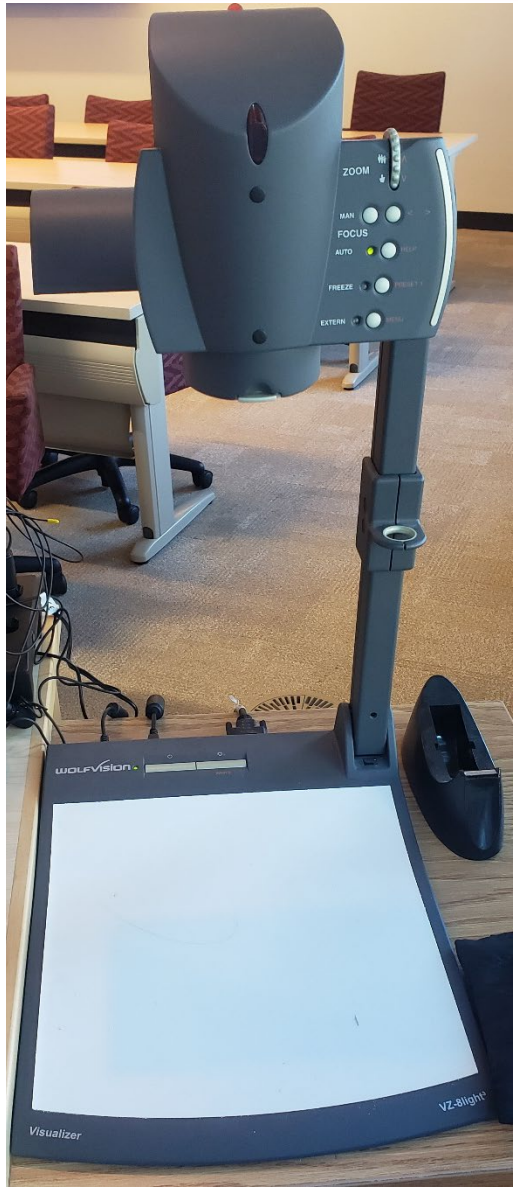
Select to use the Document Camera. Document will appear on the projector and front and rear displays.

No document camera in 121G so this option isn't available on the 121G control panel.



Document Camera

Locate the Document Camera on the desk

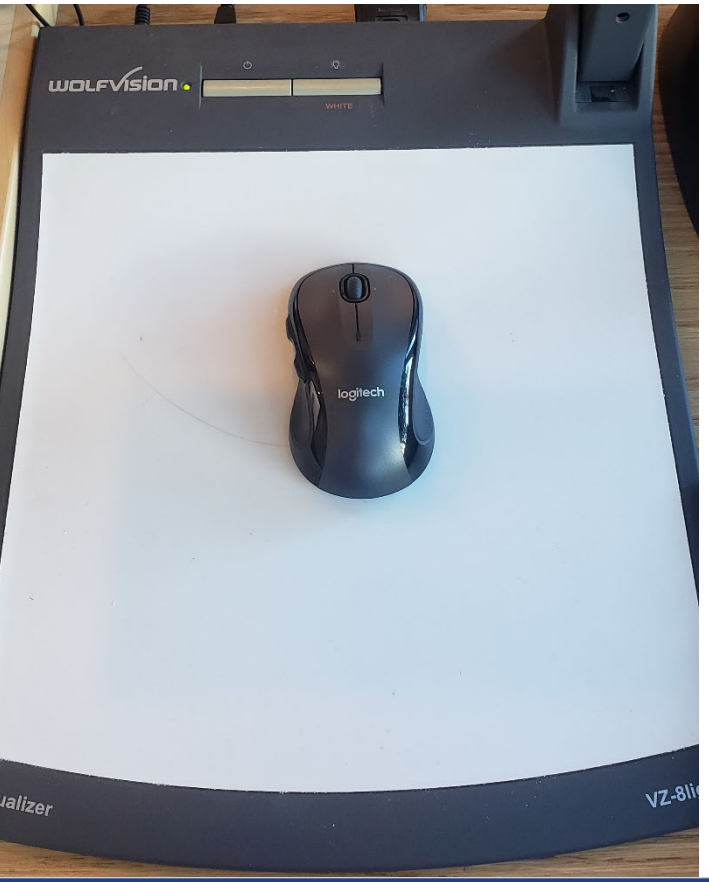


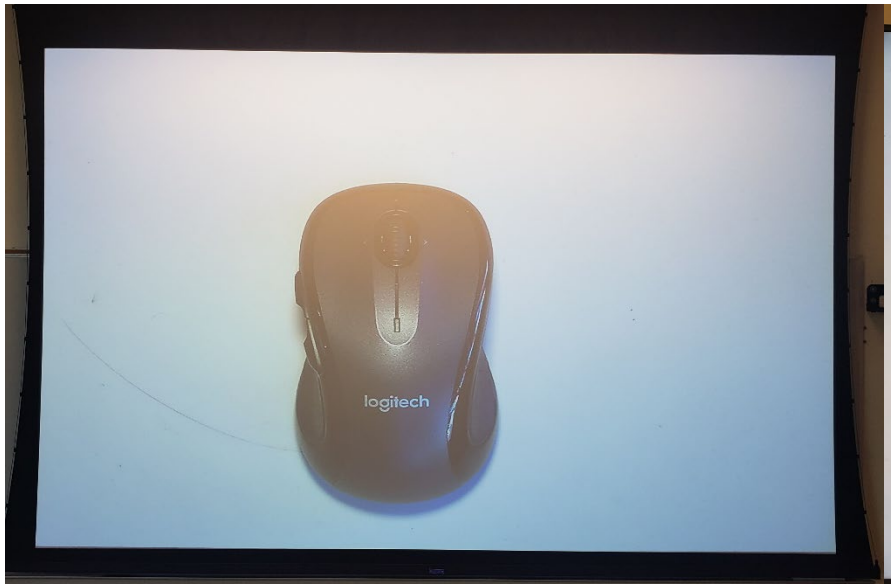
Press the Document Camera
Power button located at the top of the scanner bed

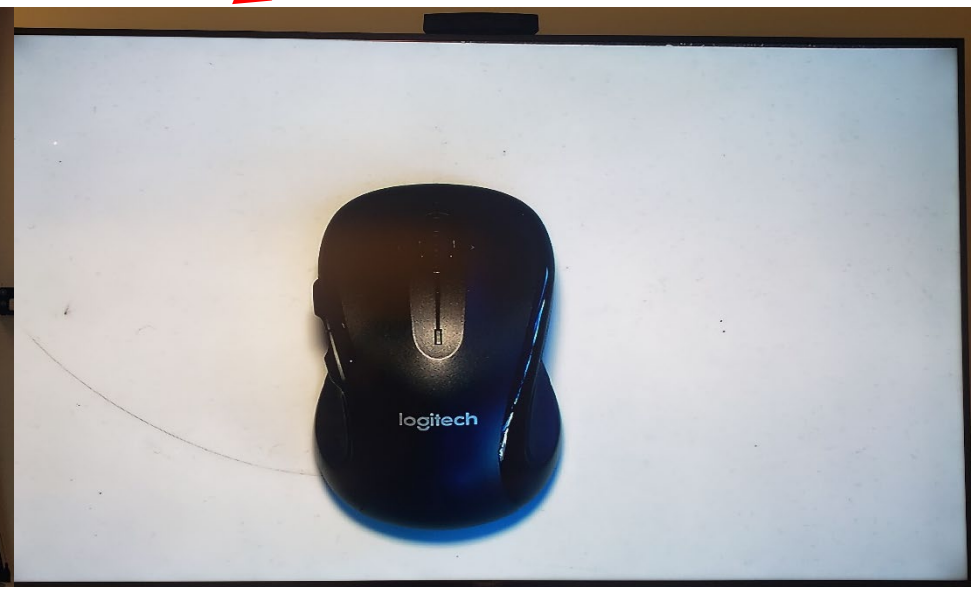
Document Camera

Place item on the scanner bed

Image will appear on the projector and the TV's

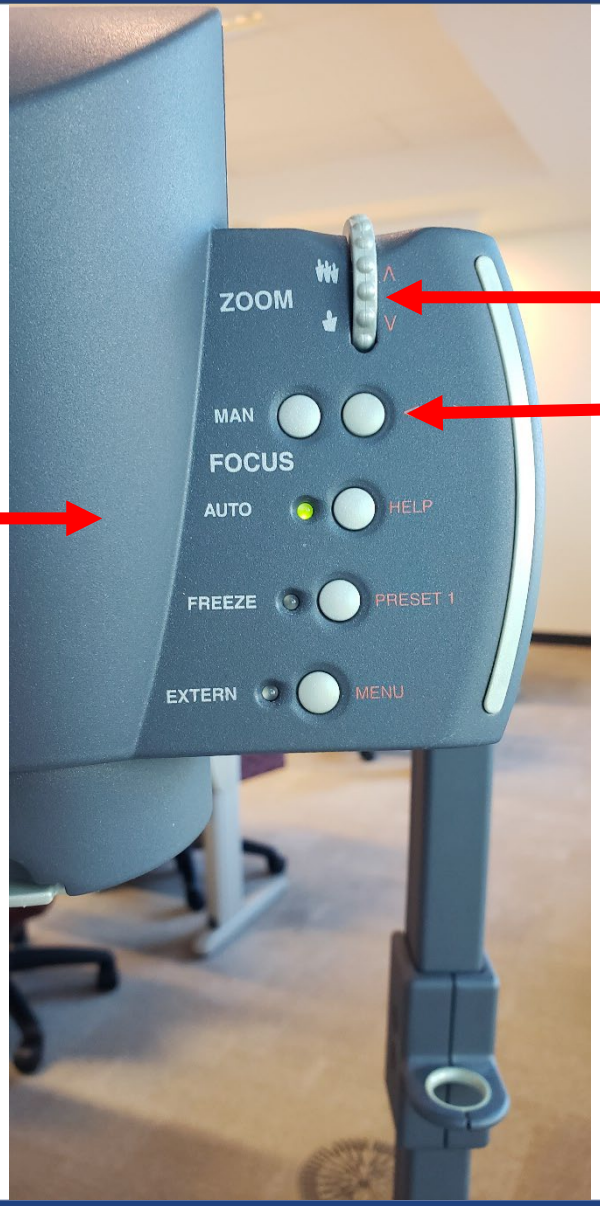






Document Camera

Adjust the document camera from the controls on the right-hand side

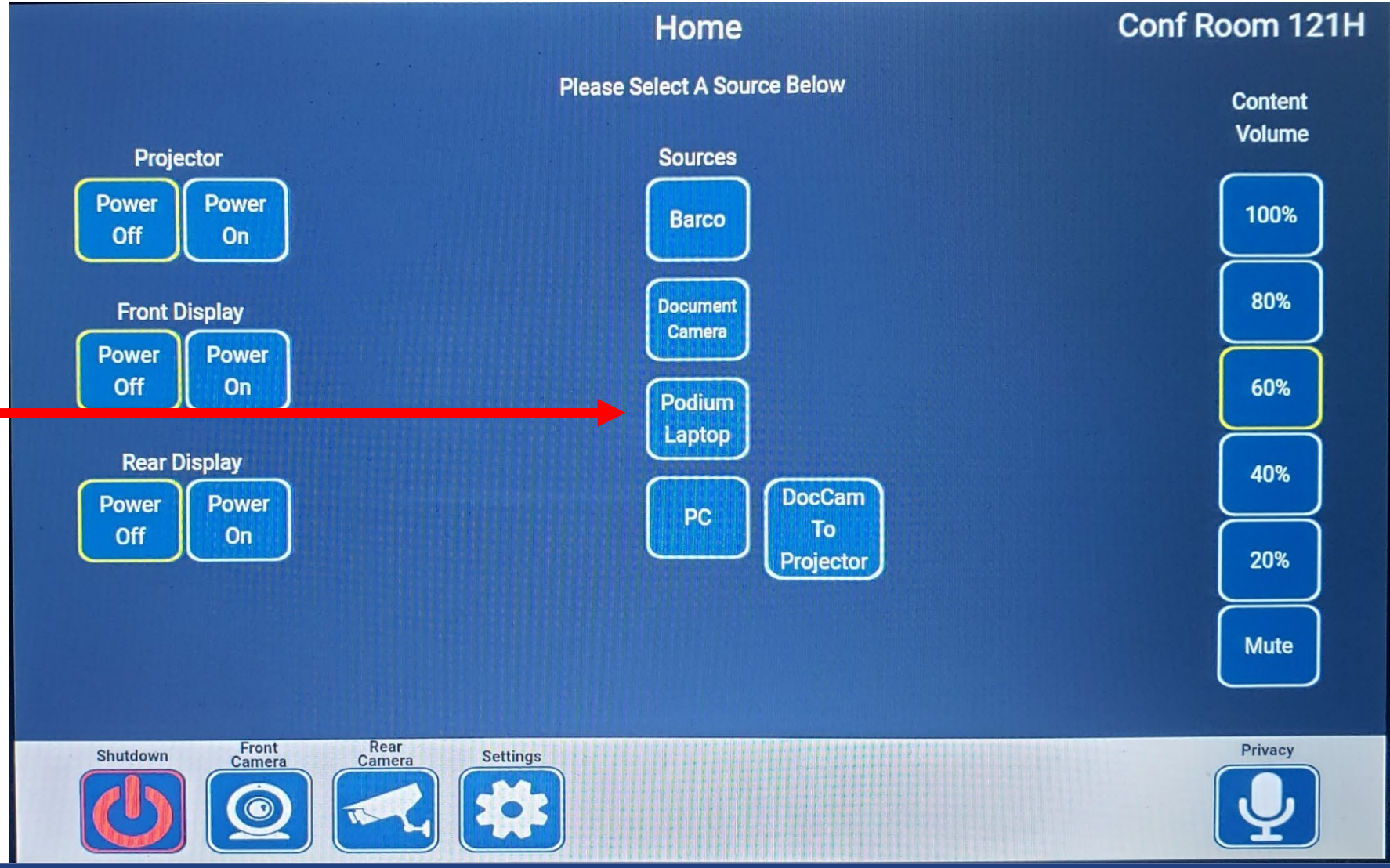


Zoom wheel to zoom in and out

Manually adjust the focus

Podium Control Panel
Podium Laptop

To present from your laptop, select Podium Laptop



Podium Laptop

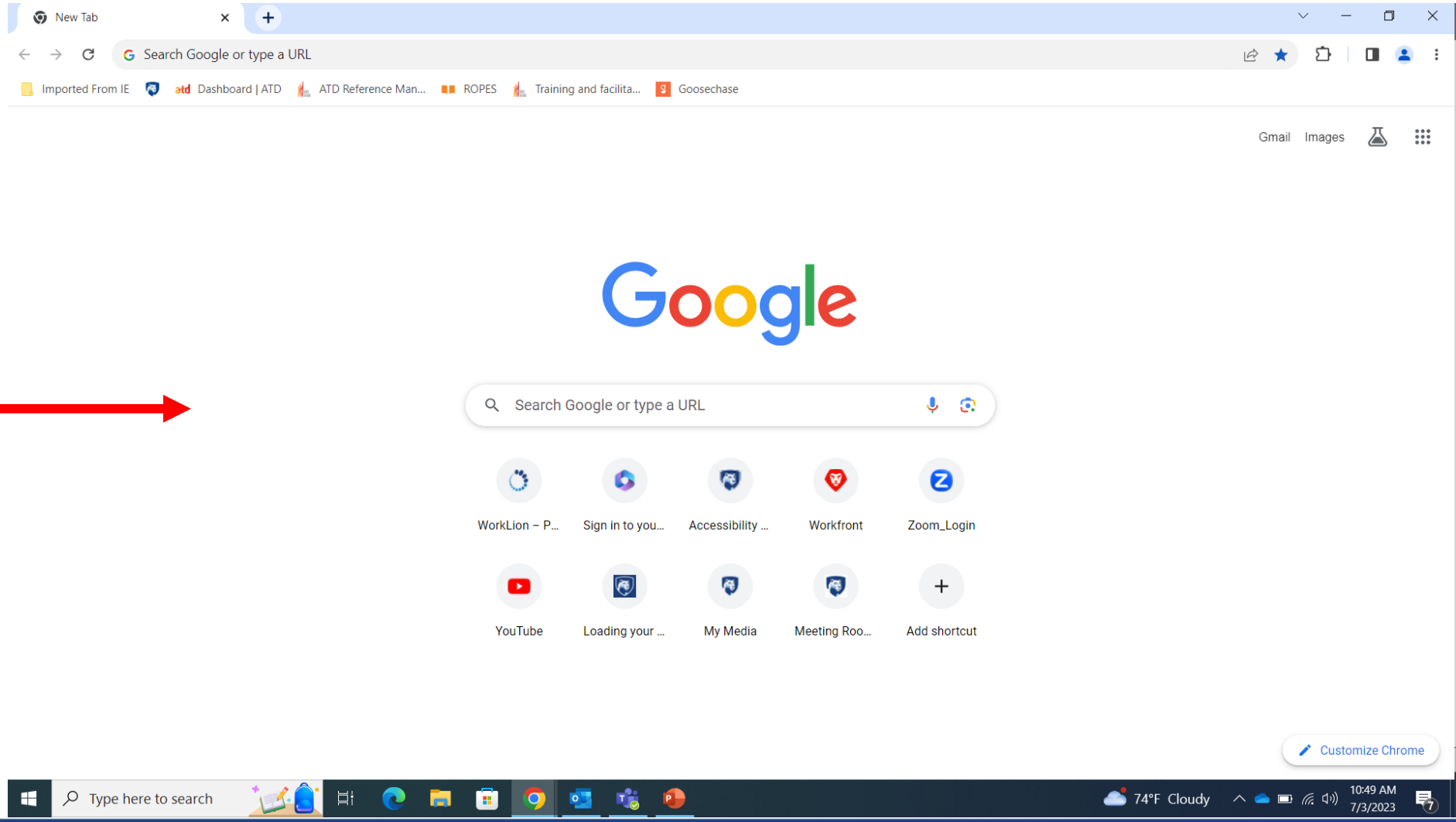
1. Locate the HDMI and USB cable on the podium

2. Plug the HDMI and USB cable into your laptop

Adapters are available on the desk if you do not have a USB or HDMI port.

Podium Laptop

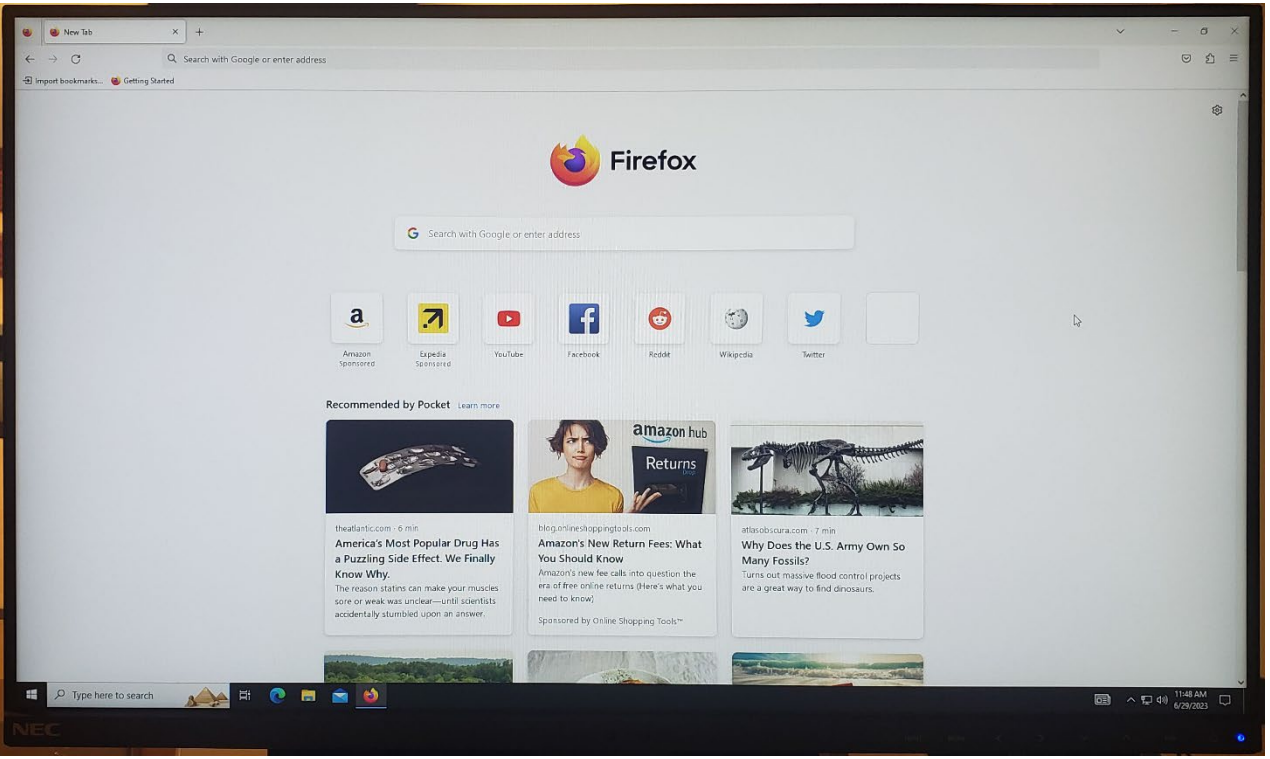
1. You are now sharing your laptop screen



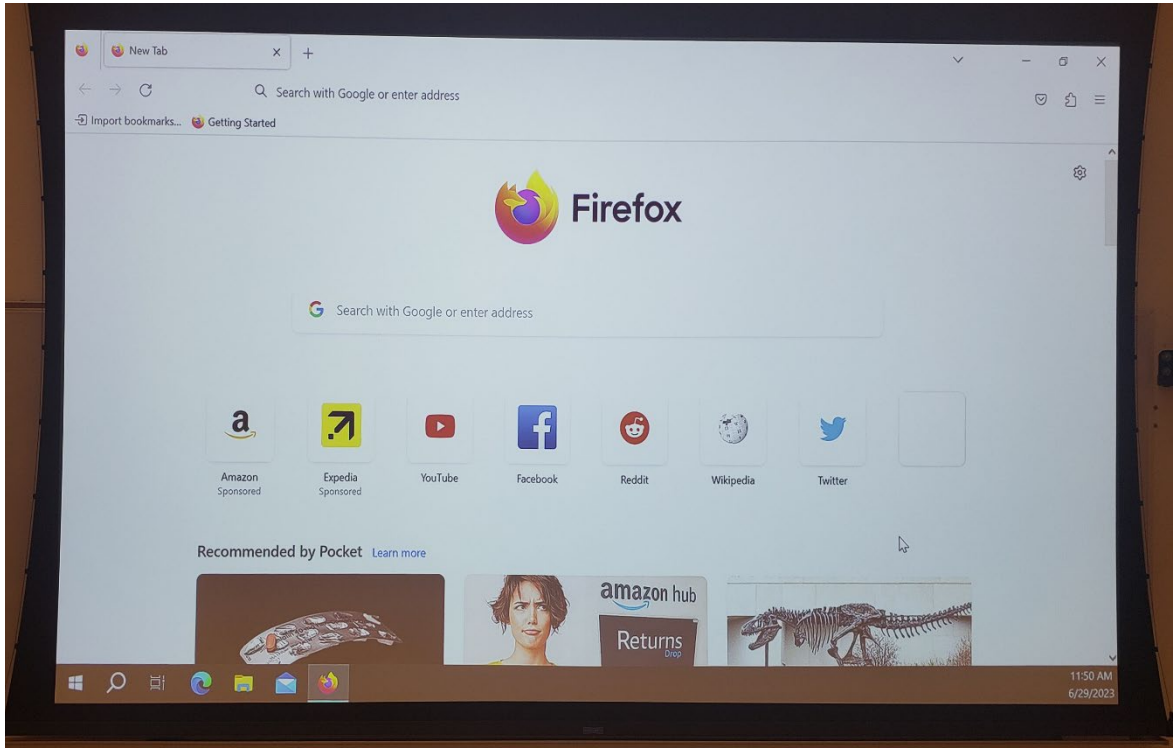
Podium Laptop

You can drag your open file, web browser, or application to the desired display. See below for an example.

Firefox browser window opened on laptop screen

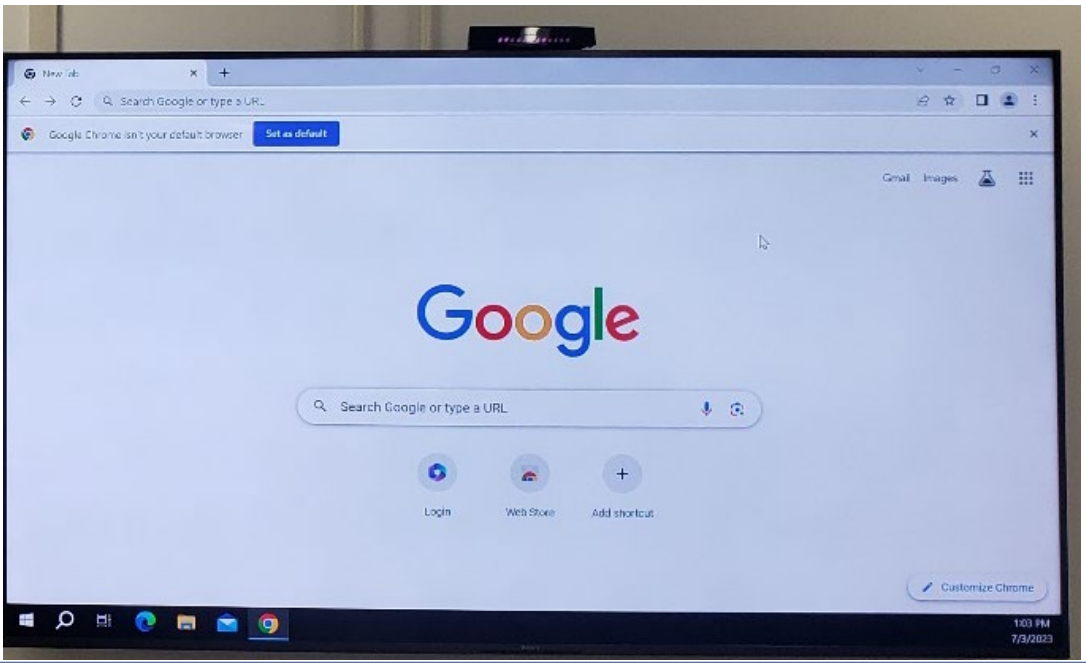


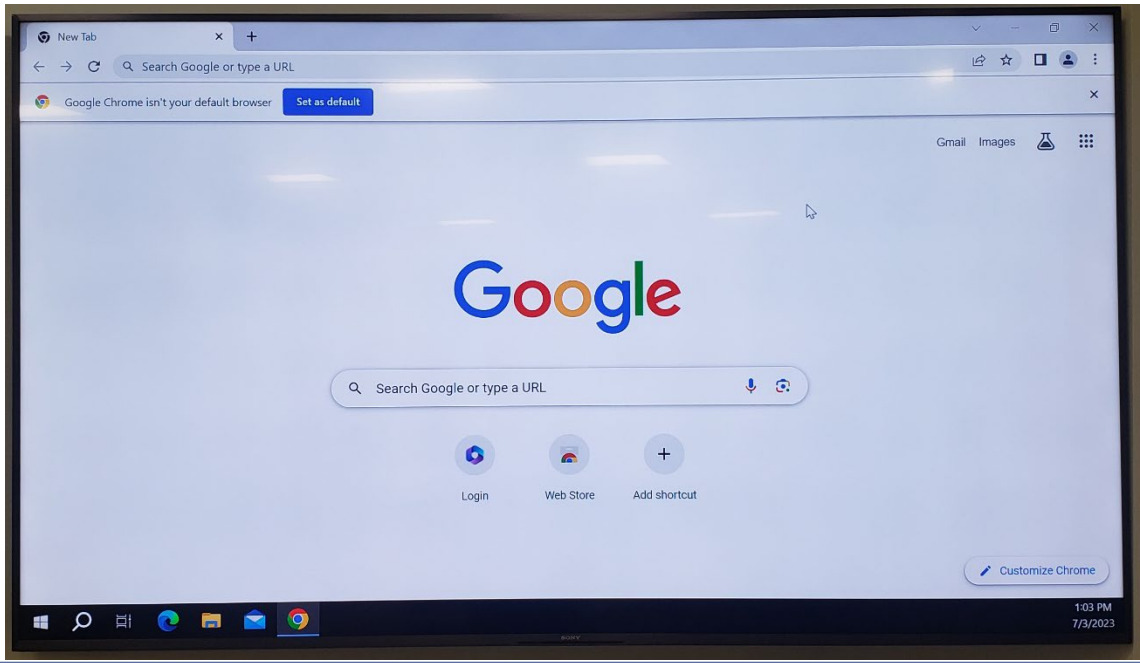
You can drag the browser window to the projector screen



Podium Laptop

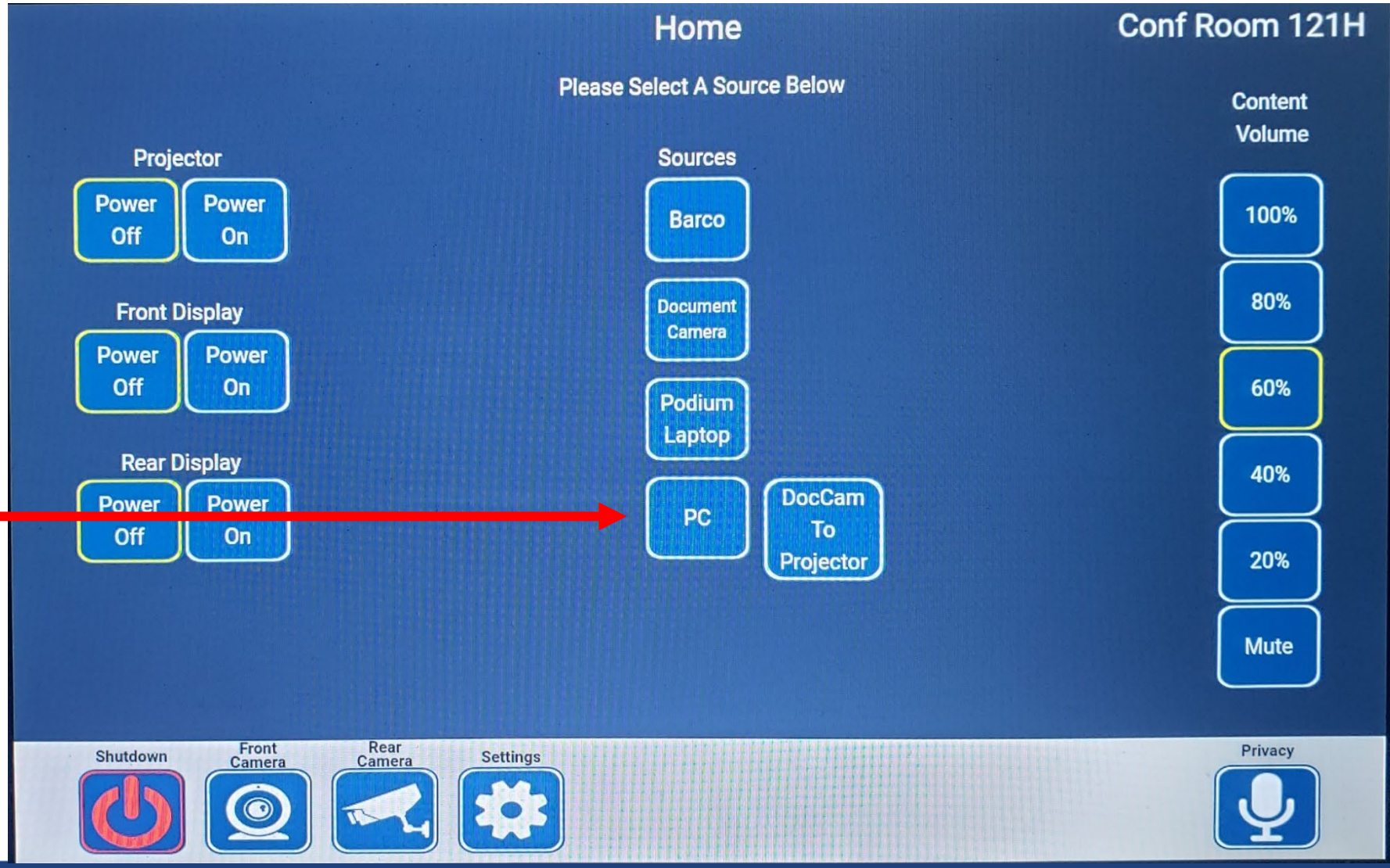
The front and rear displays (TV's) will mirror each other





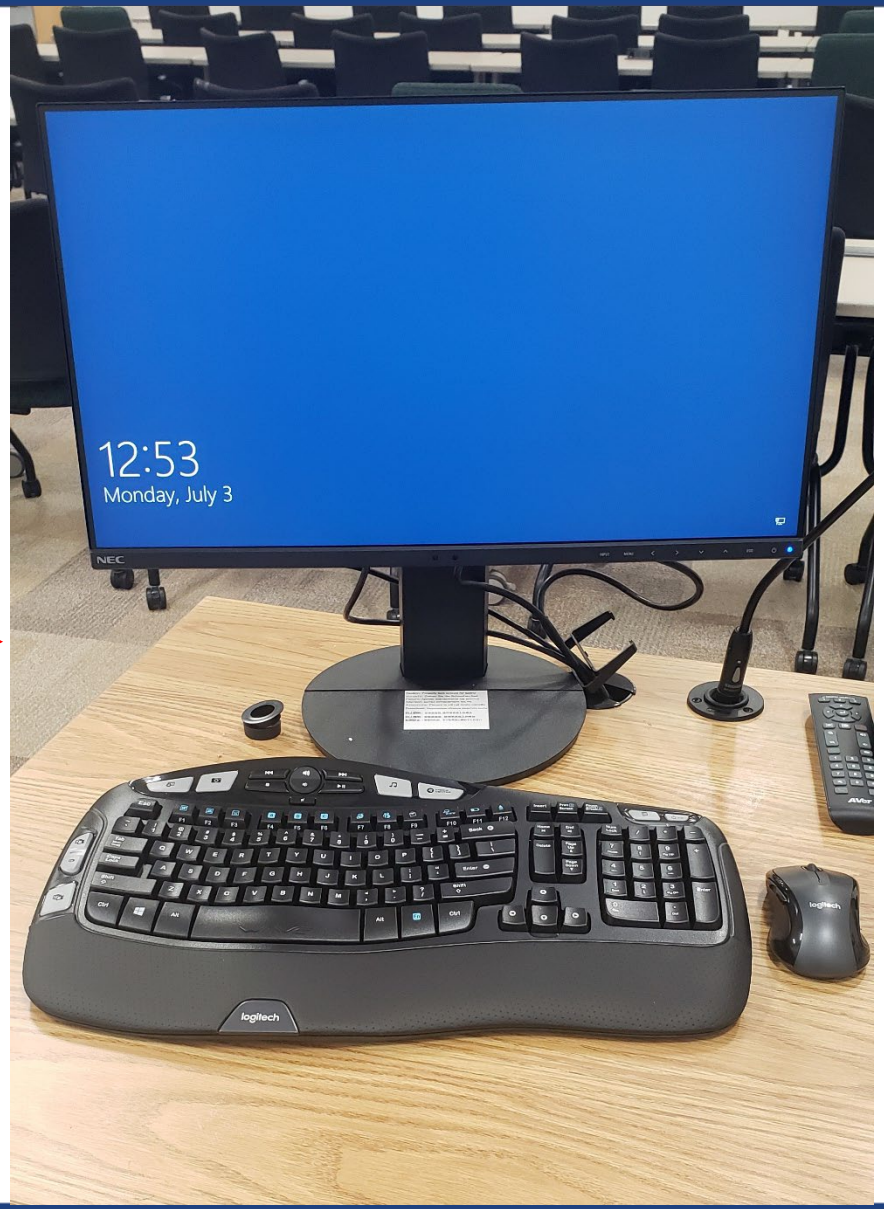
Podium Control Panel
Podium PC

To share from the podium PC, select PC



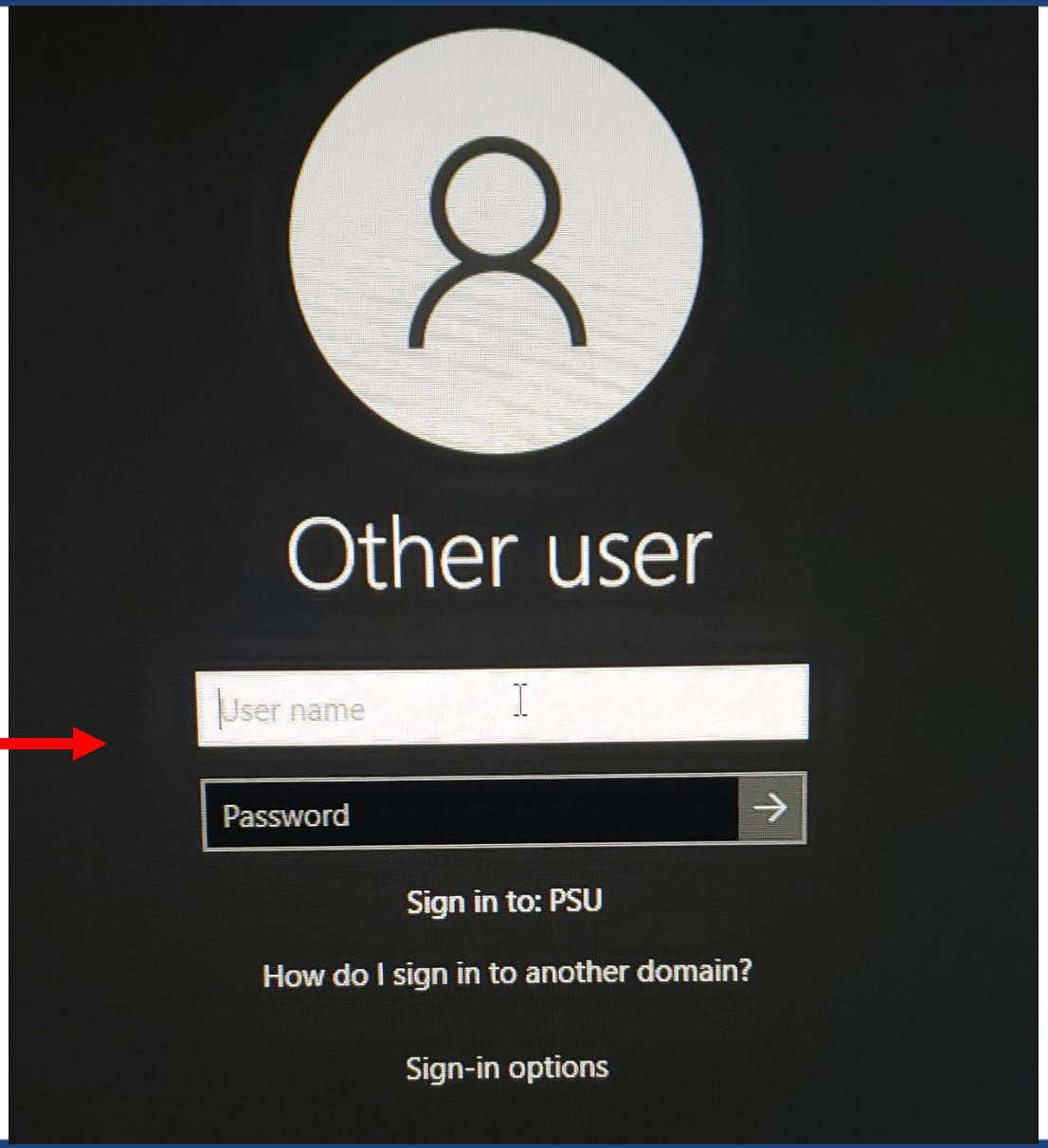
Podium PC

Locate the podium keyboard and monitor



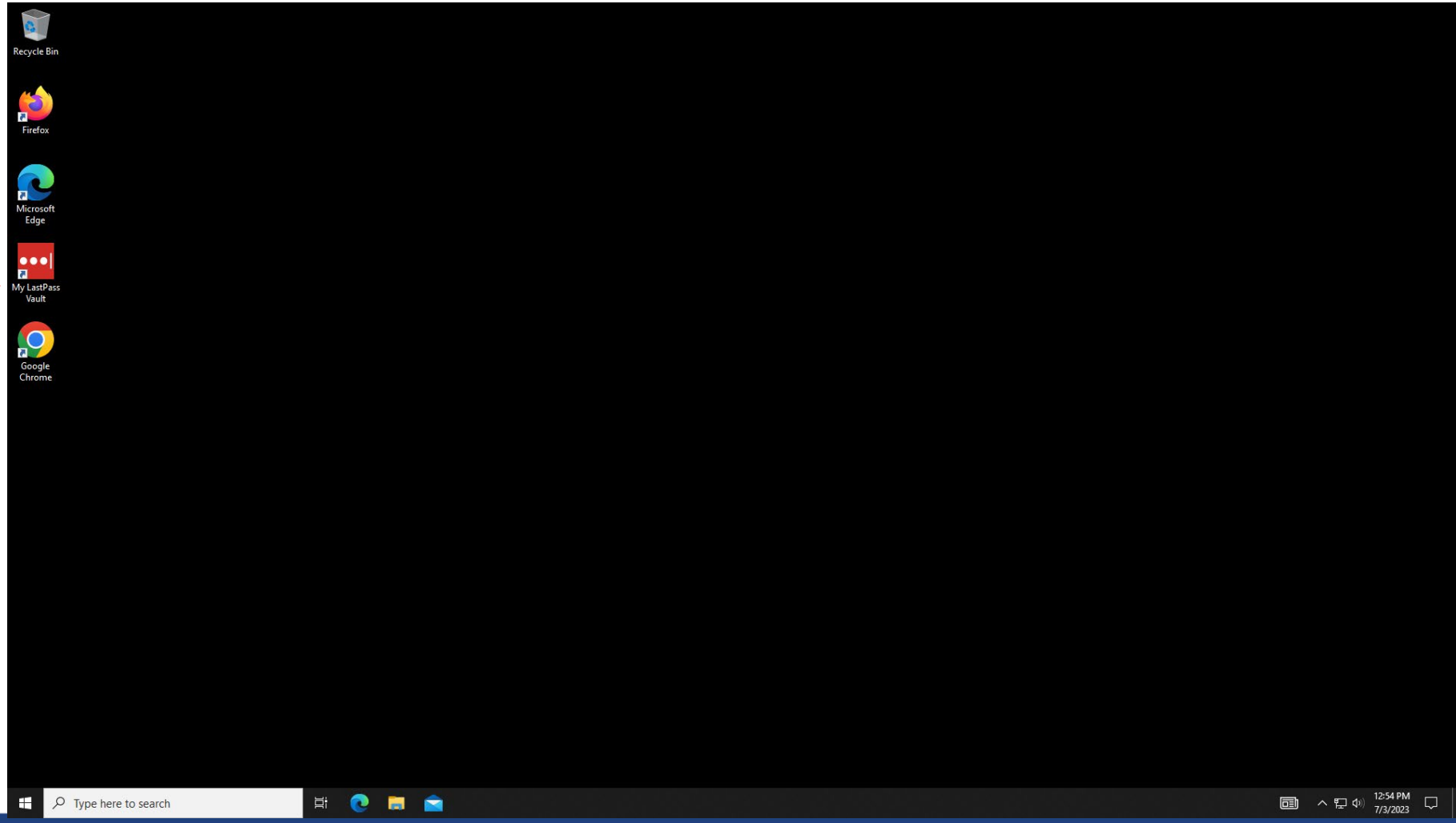
Podium PC

Sign into the podium PC with your PSU account



Podium PC

You are now signed into the Podium PC

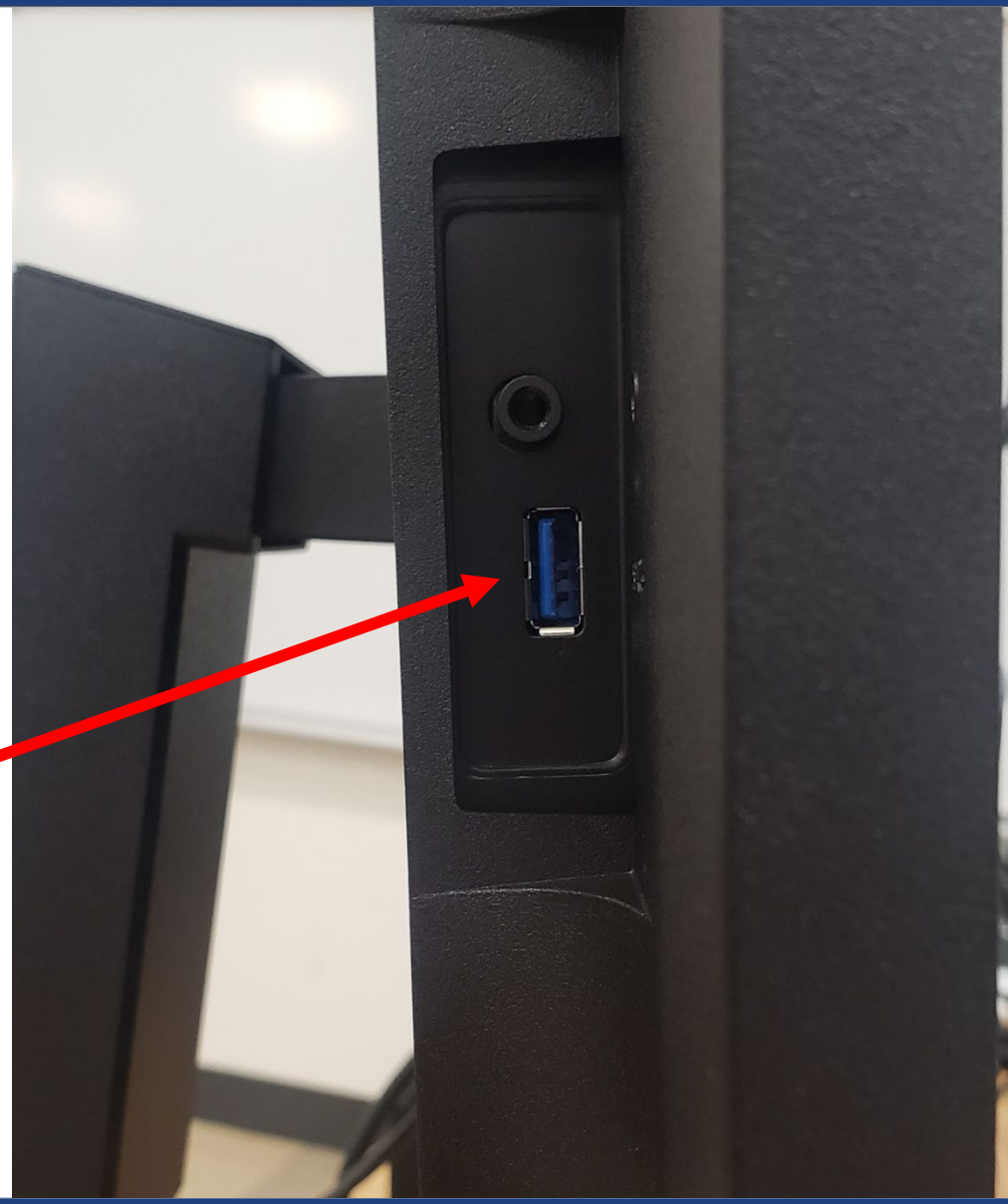


Podium PC

Open your file from the cloud (One Drive, SharePoint, Email, etc)

Or

From a flash drive. Insert your flash drive on the left back side of the podium monitor

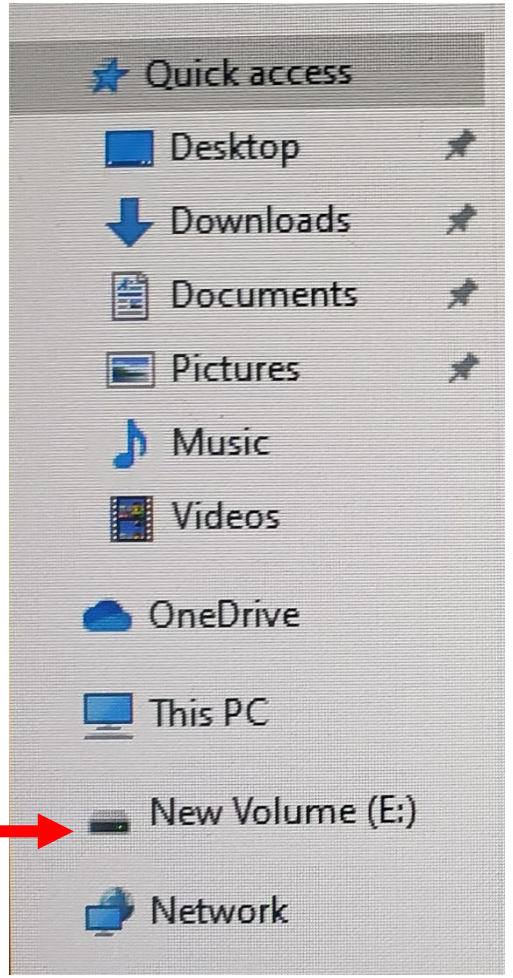


Podium PC

To access your file from the inserted flash drive

1. Click on the File Explorer folder in the bottom left of the screen

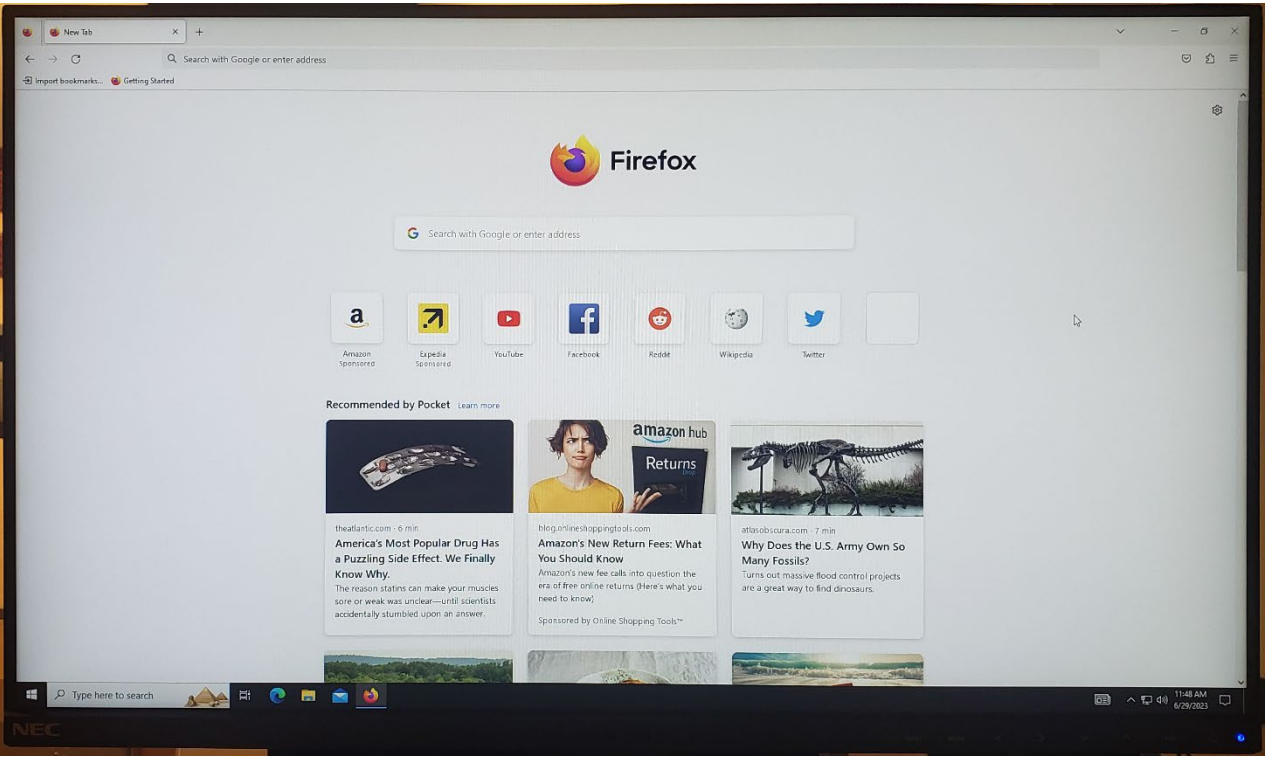
2. Select the E: drive to access your flash drive and open your files



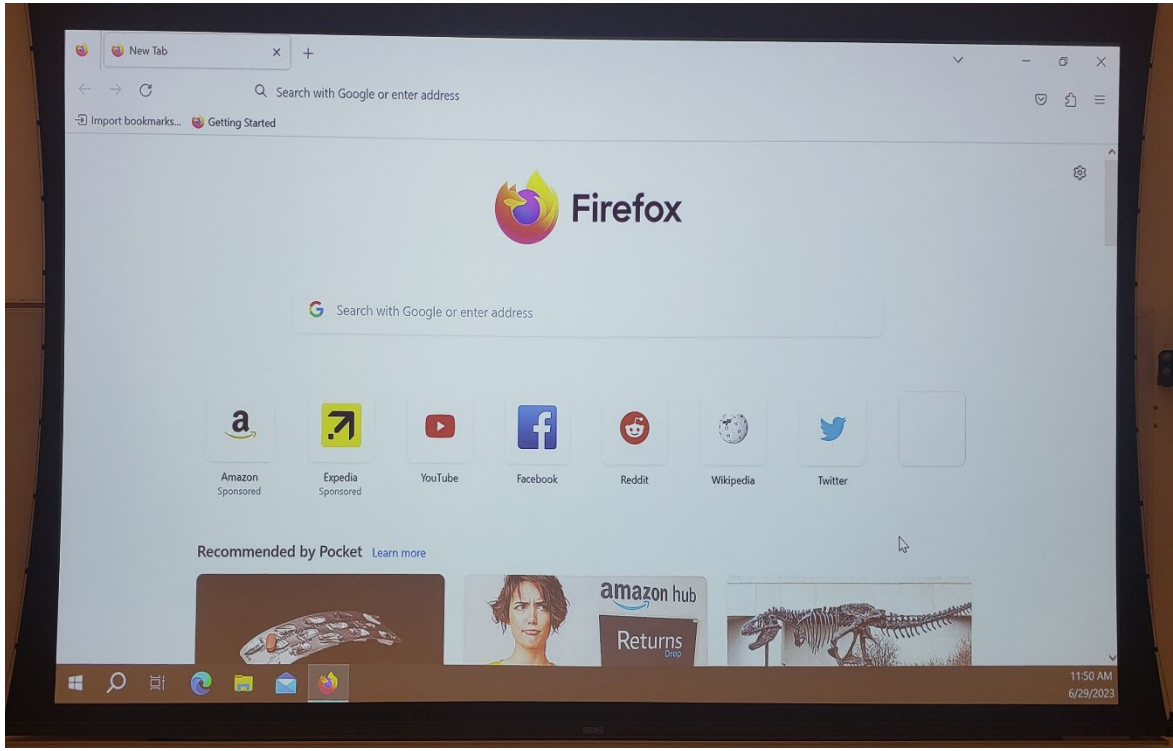
Podium PC

You can drag your open file, web browser, or application to the desired display. See below for an example.

Firefox browser window opened on PC monitor



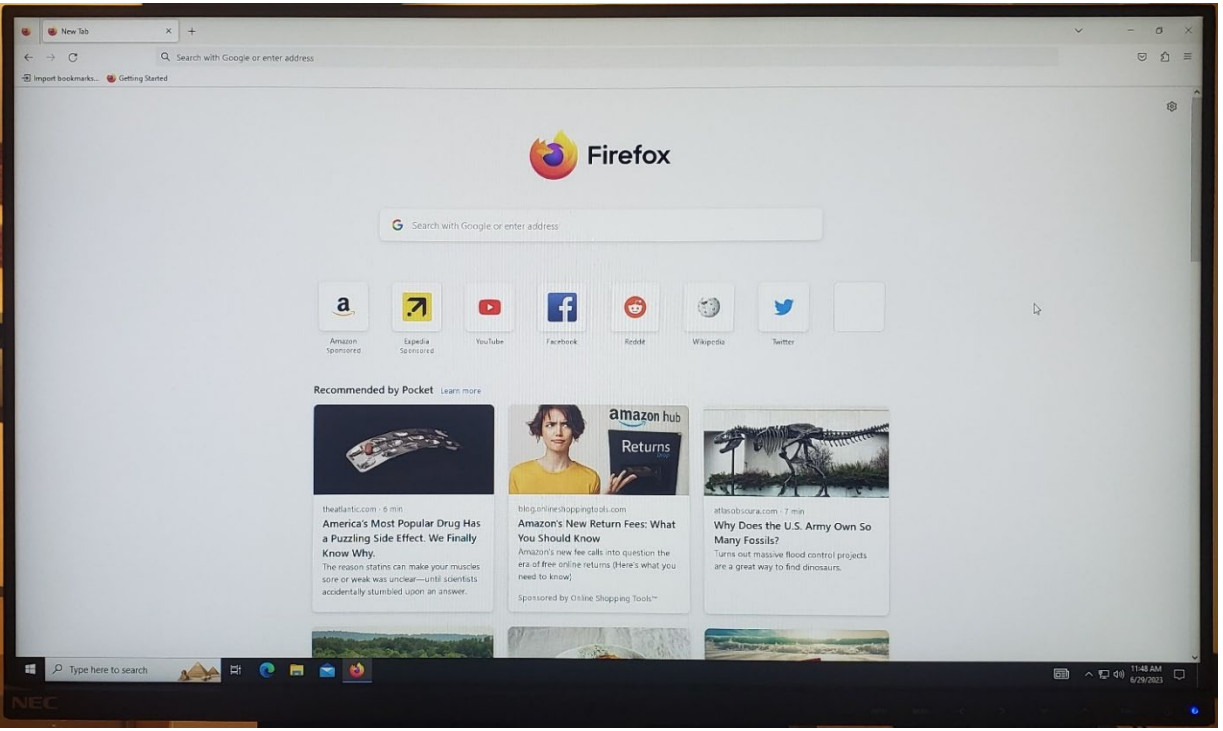
You can drag the browser window to the projector screen



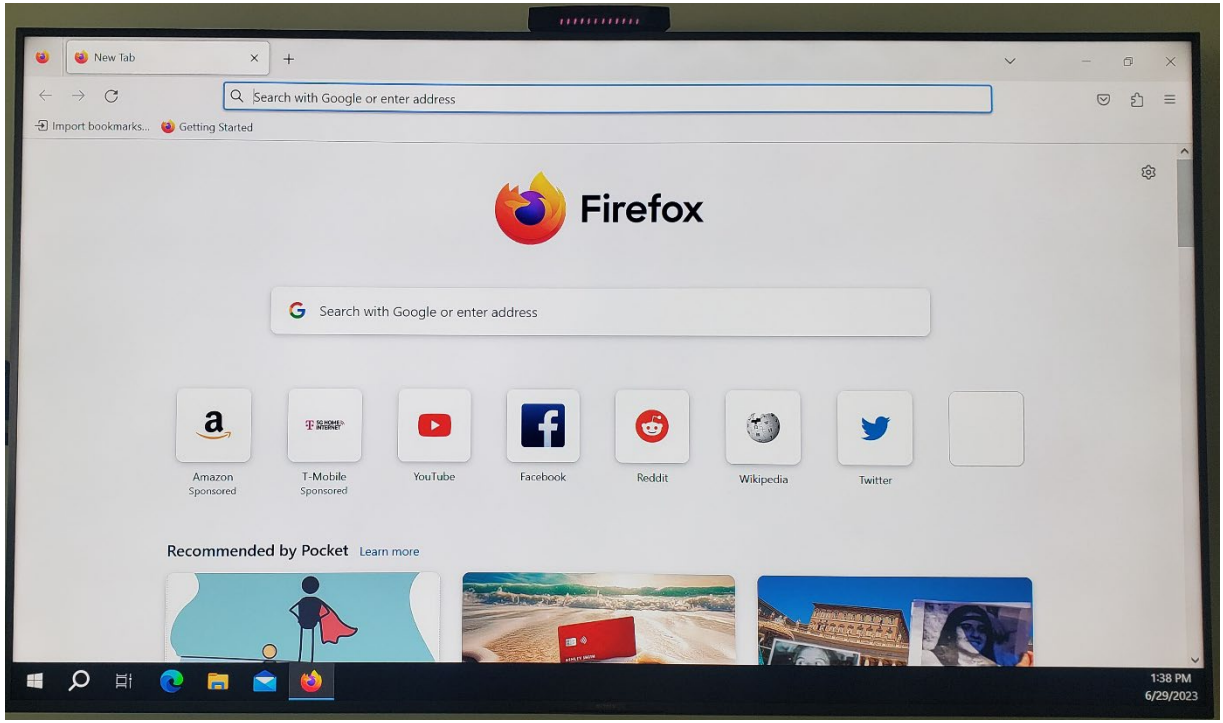
Podium PC

You can drag your open file, web browser, or application to the desired display. See below for an example.

Firefox browser window opened on PC monitor

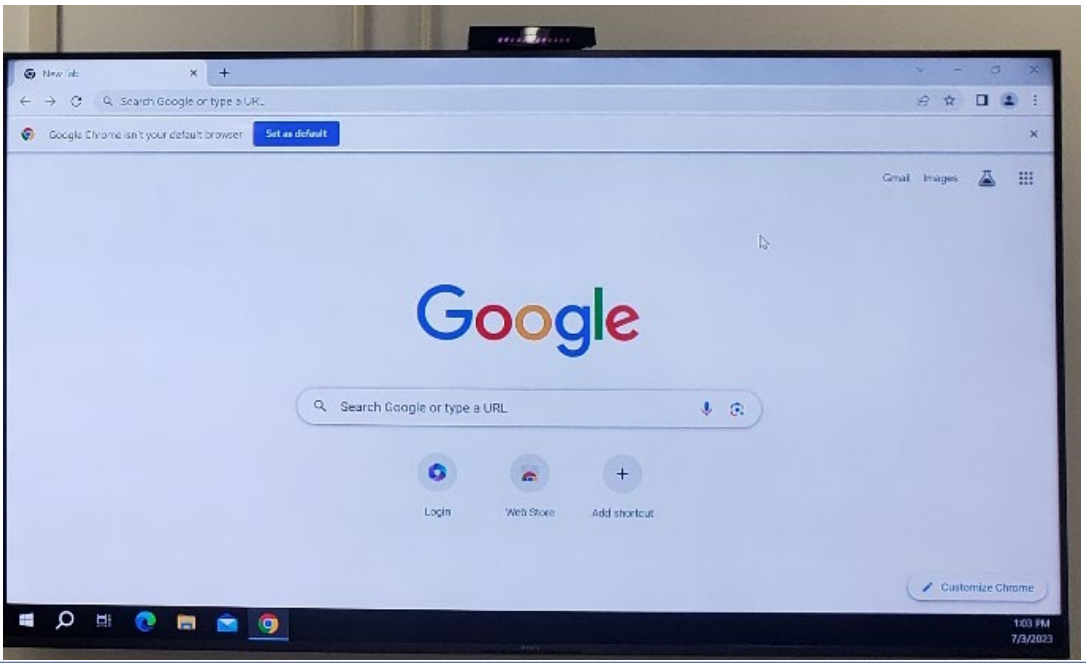


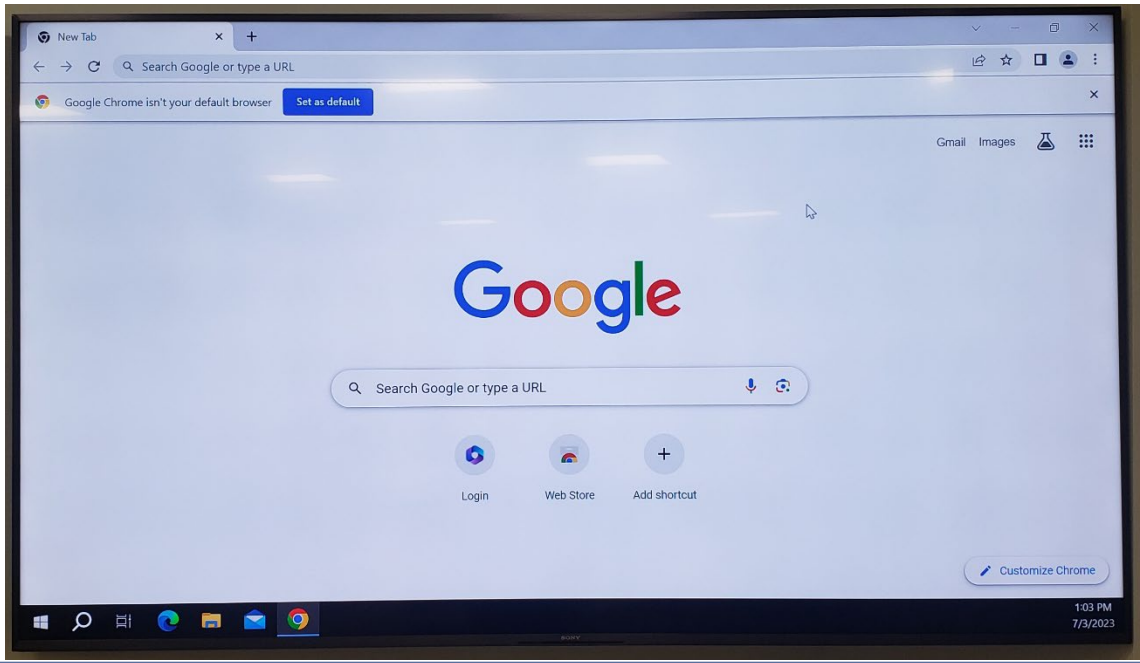
You can drag the browser window to the TV



Podium PC

The front and rear displays (TV's) will mirror each other

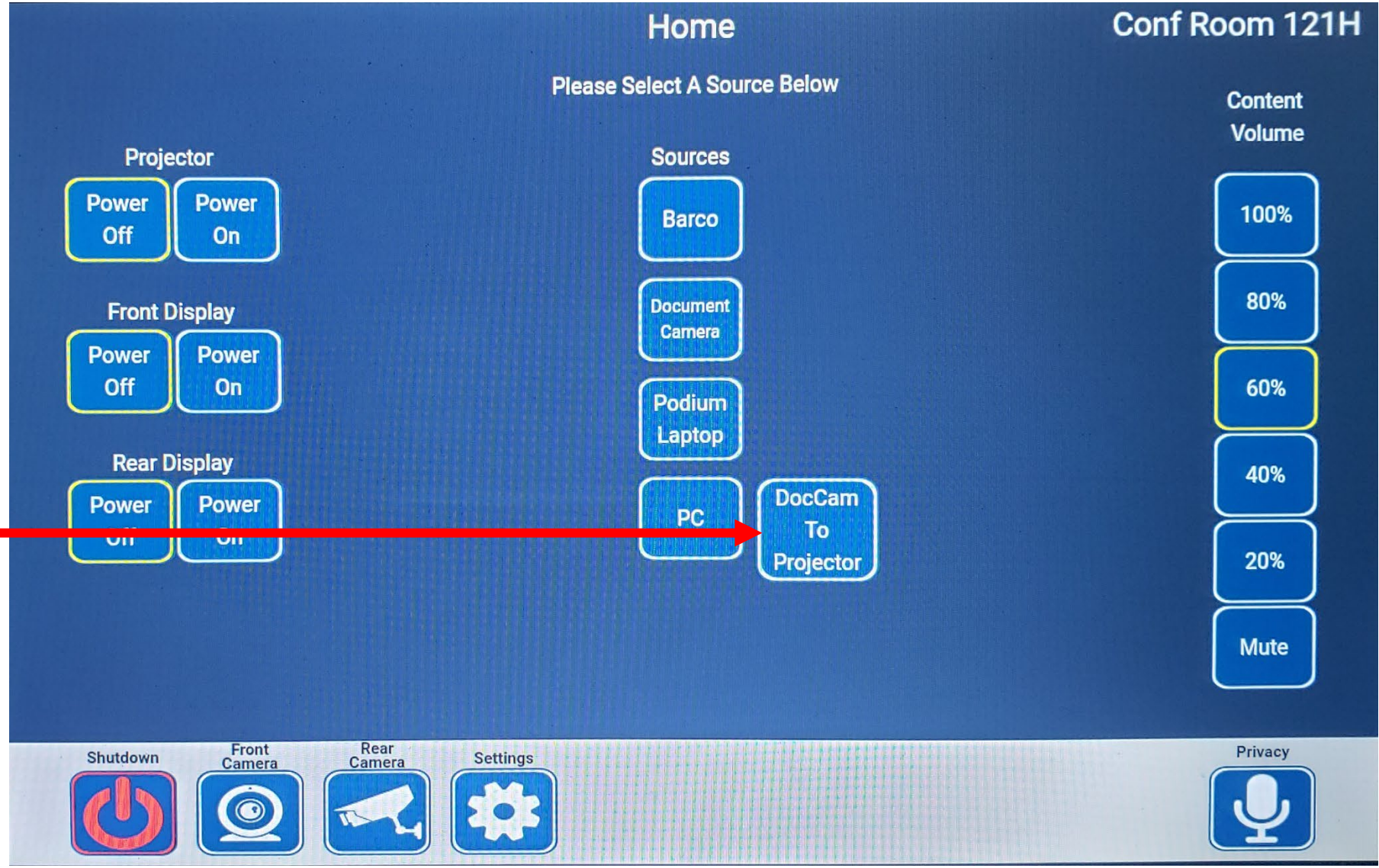




Podium Control Panel
DocCam to Projector

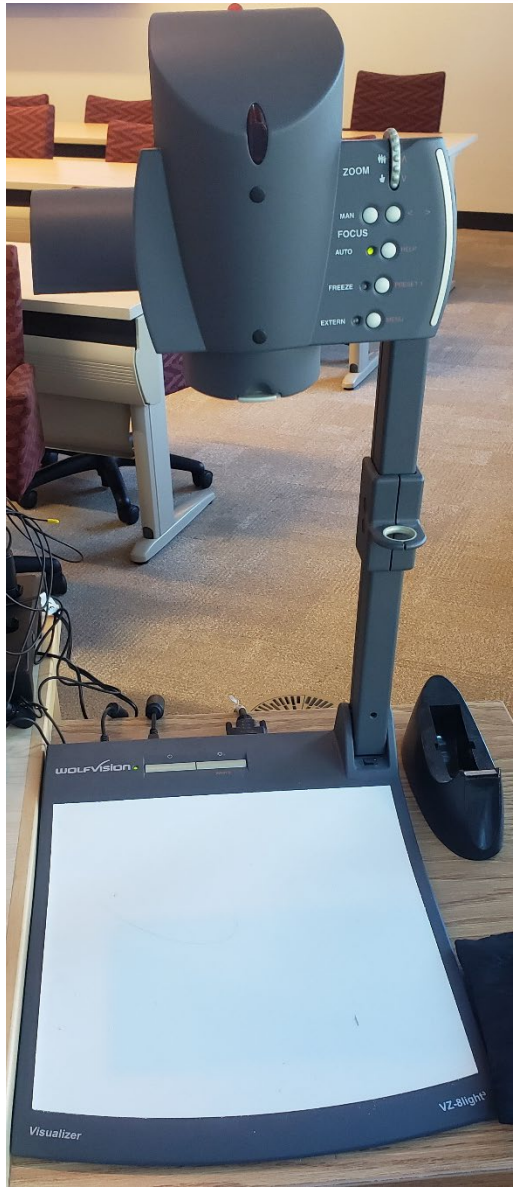
Select to display the Document camera on the projector

No document camera in 121G so this option isn't available on the 121G control panel.



Document Camera

Locate the Document Camera on the desk

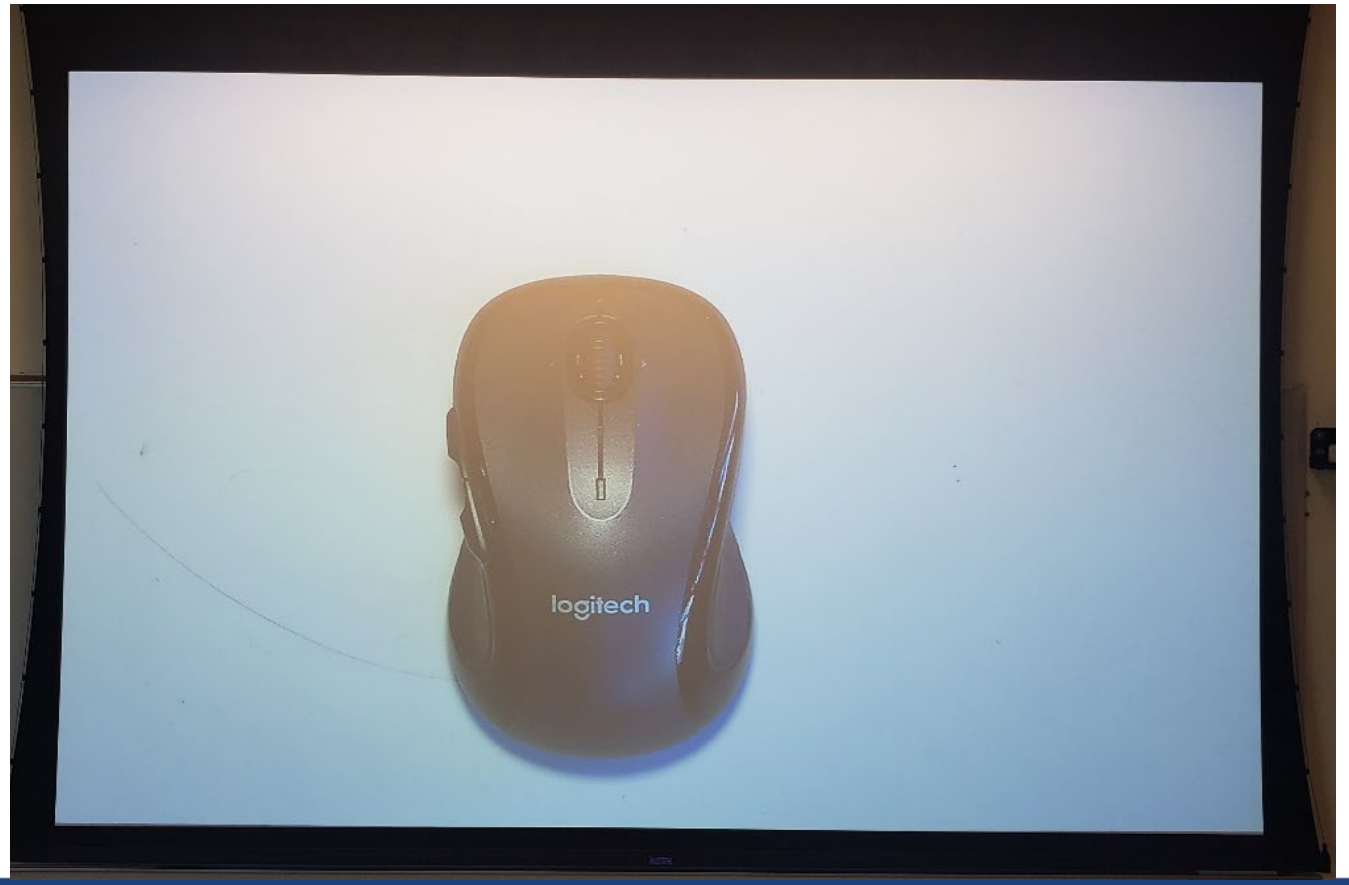


To turn on the Document Camera, press the power button located at the top of the scanner bed

Document Camera

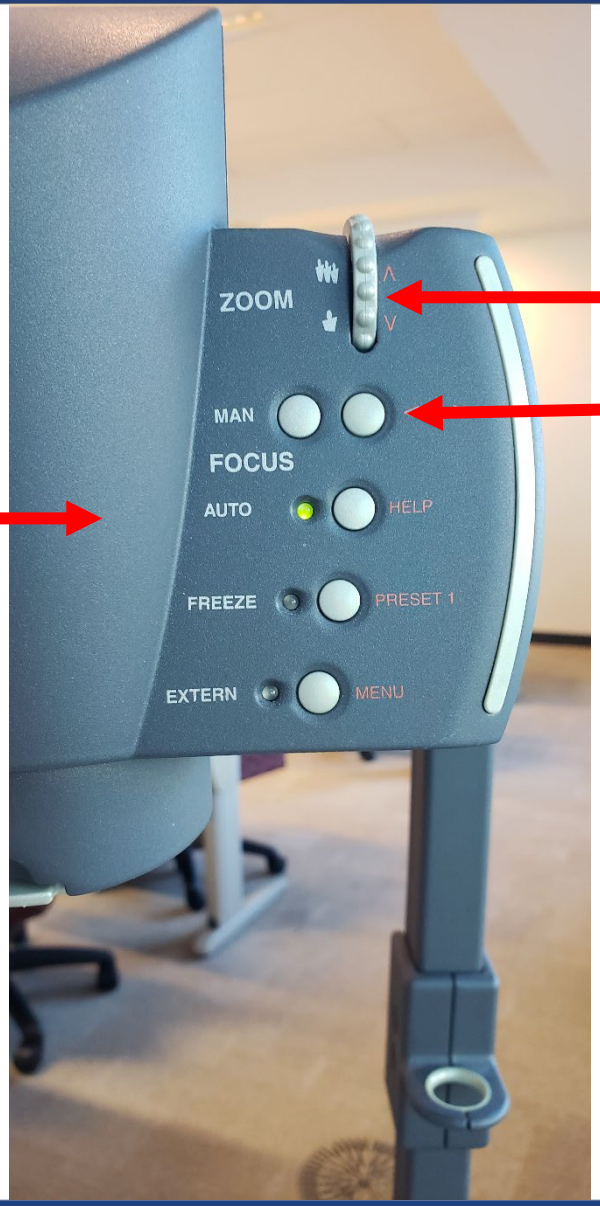
Place item on the scanner bed

Image will appear on the projector



Document Camera

Adjust the document camera from the controls on the right-hand side

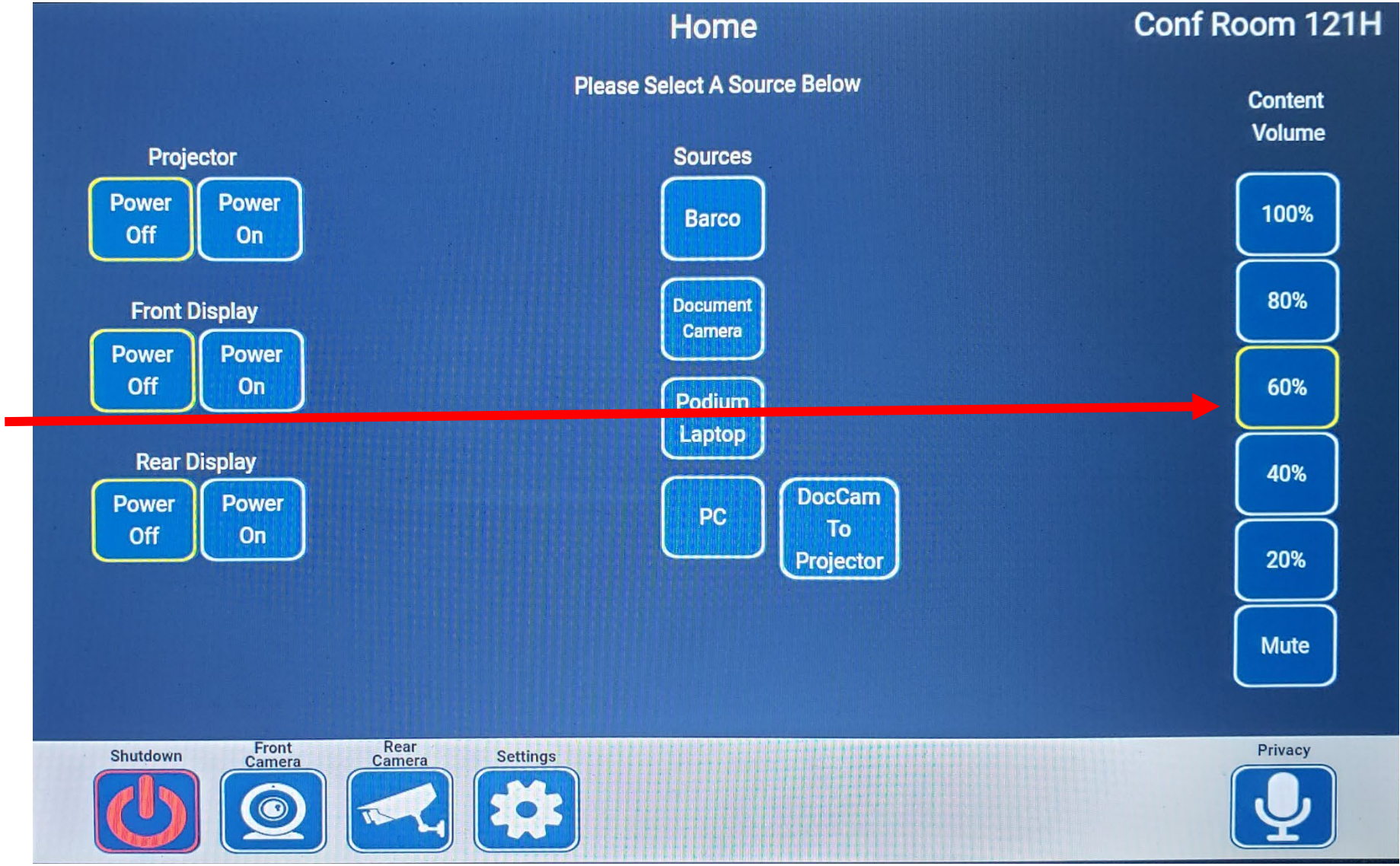


Zoom wheel to zoom in and out

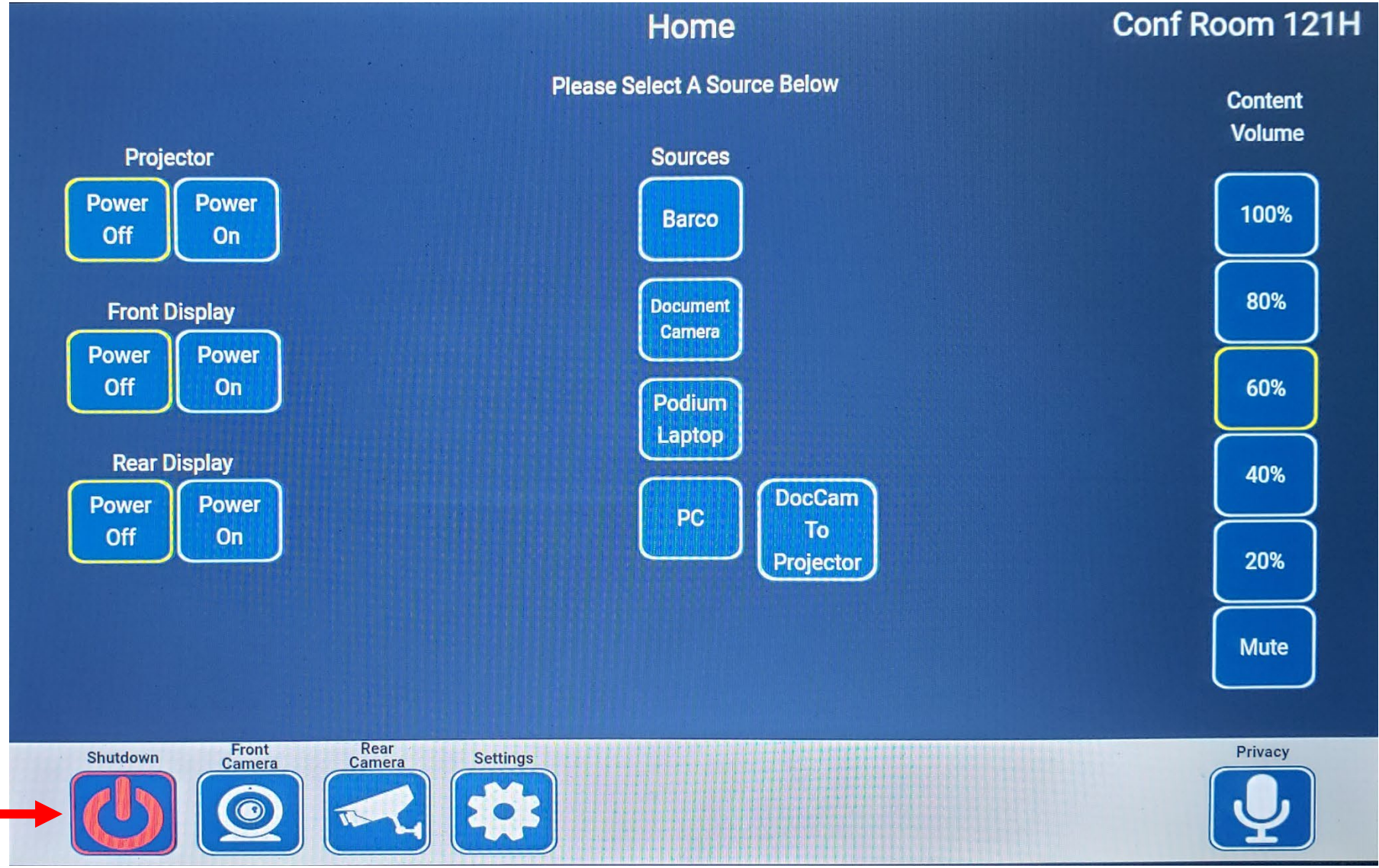
Manually adjust the focus

Podium Control Panel Content Volume

Adjust the volume of the room speakers for audio coming from the connected PC or laptop.



Podium Control Panel Shutdown

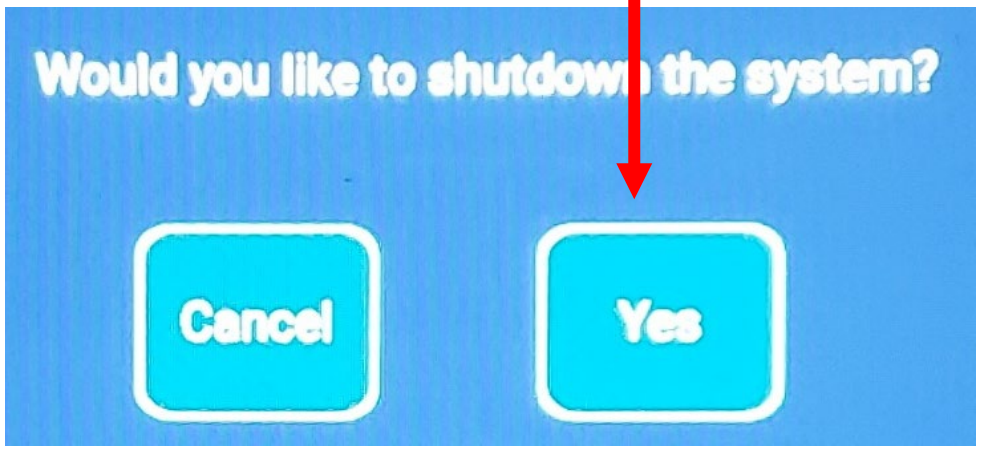


Select to Shutdown conference room system

Podium Control Panel Shutdown

Select Shutdown

You will receive a prompt



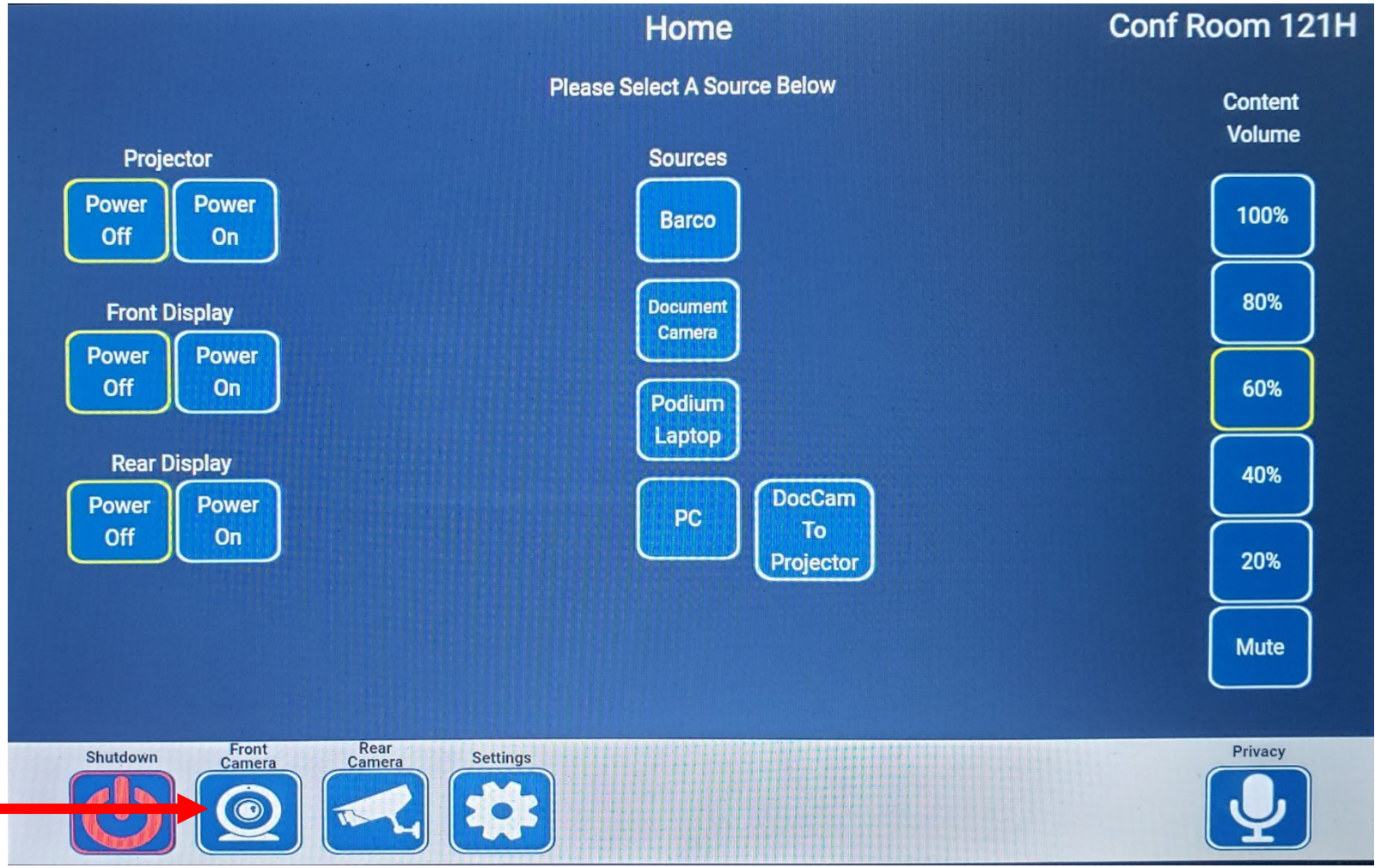
Select Yes to complete shutdown. This will turn off all displays and turn off the microphones.

Room Camera options

Adjust the room cameras with the remote control

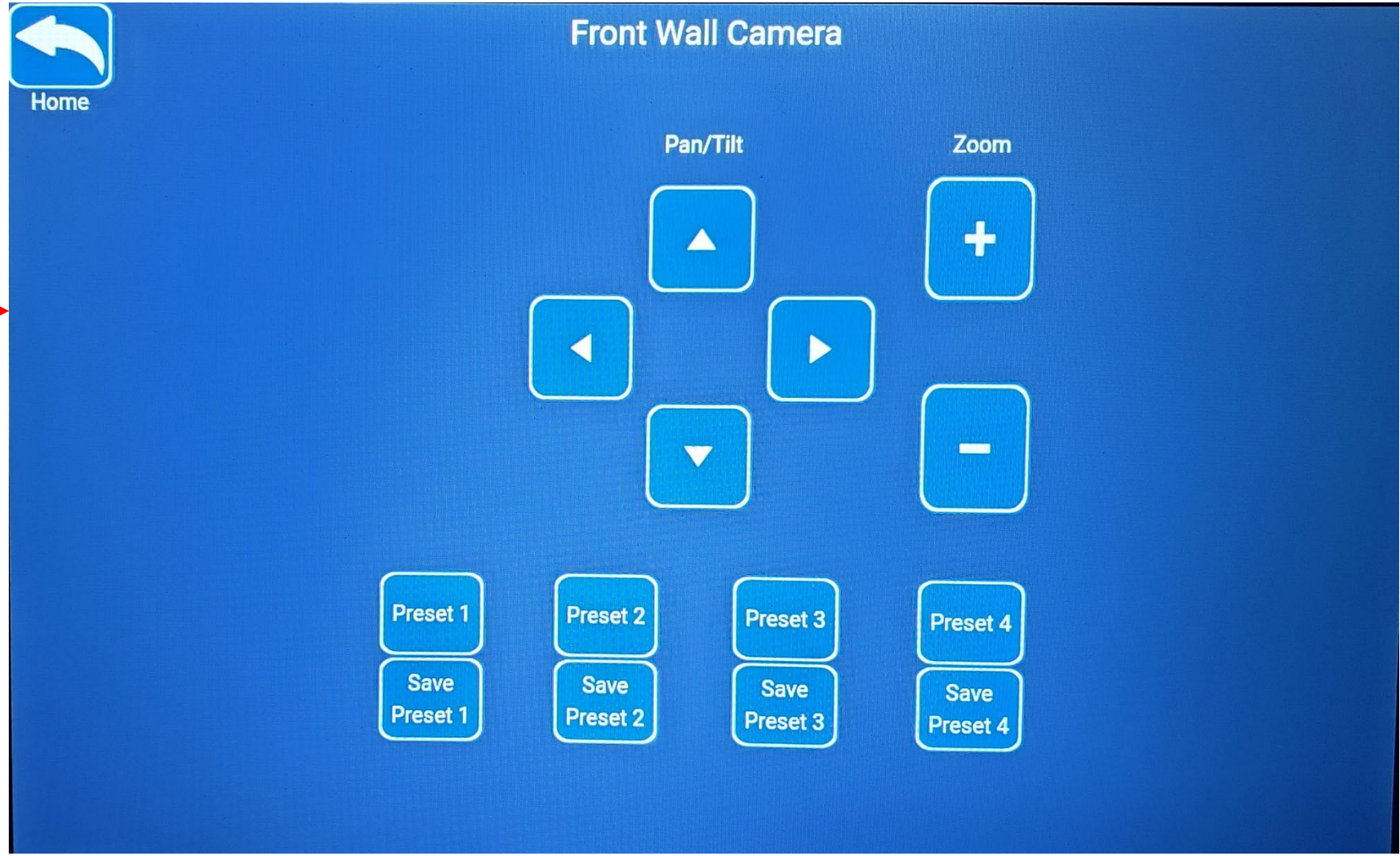
or

Select to adjust front and rear cameras from the control panel



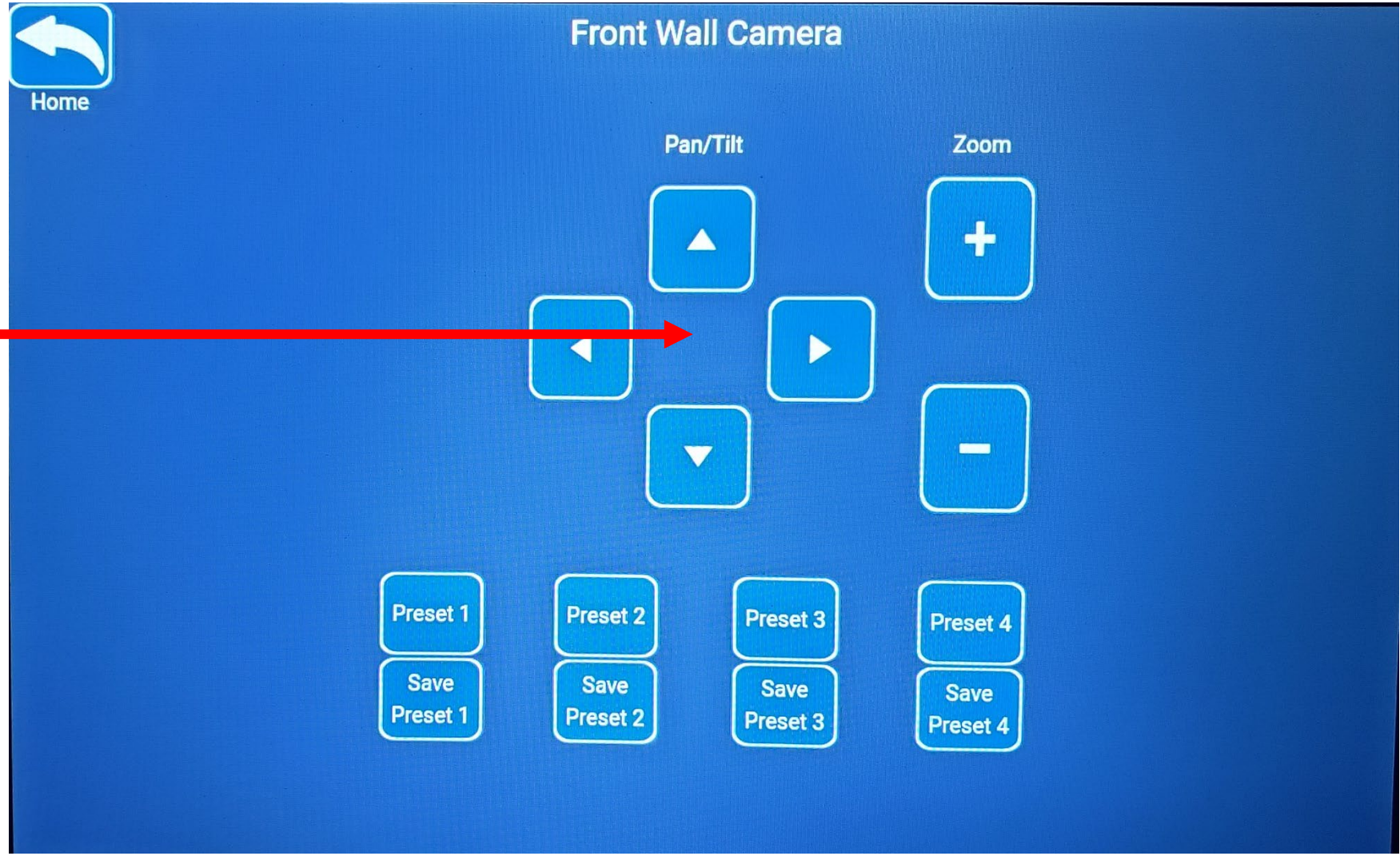
Podium Control Panel
Camera adjustment

Adjustment options for the Camera →



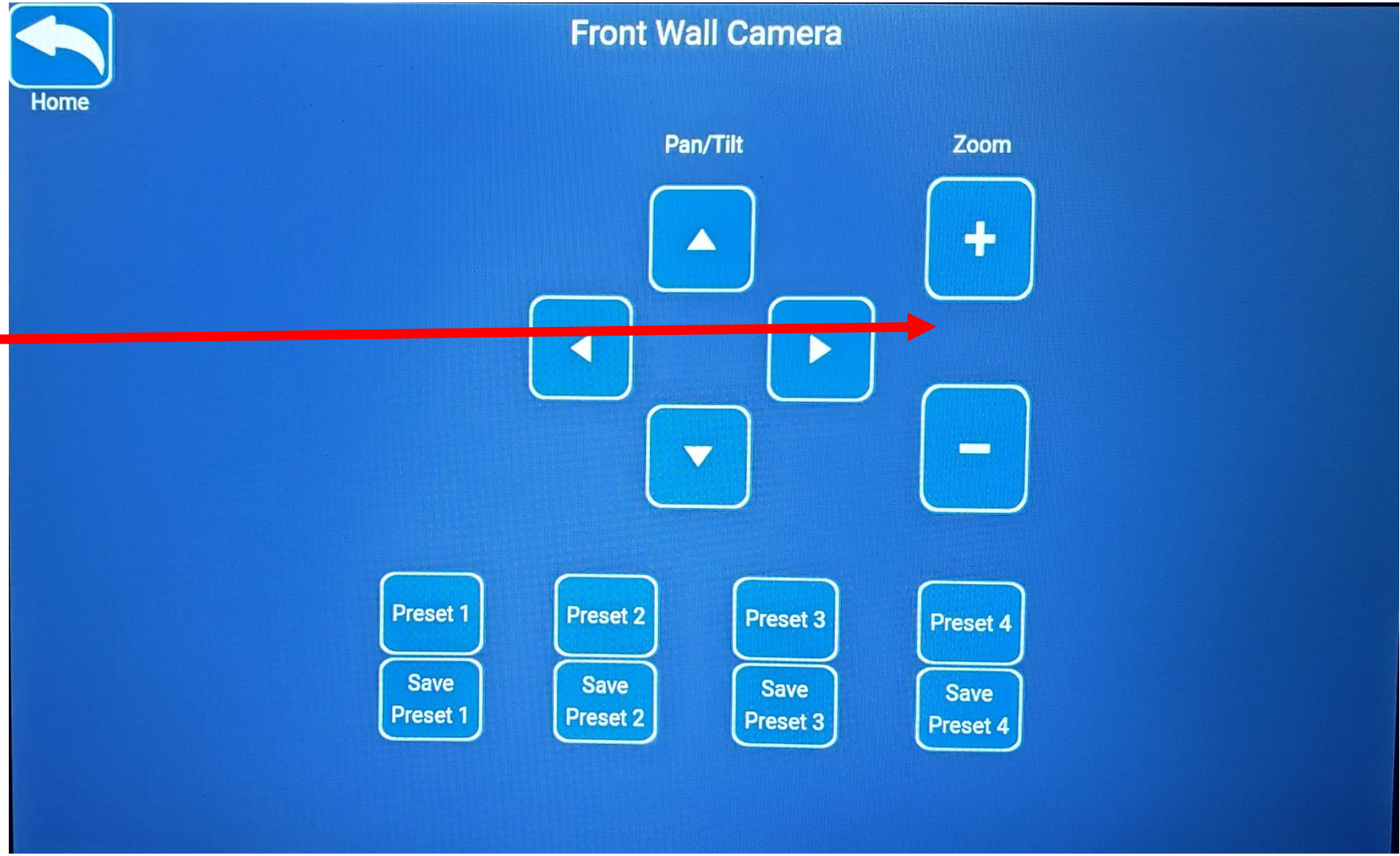
Podium Control Panel
Camera adjustment

Adjust Camera
Up/Down/Left/Right



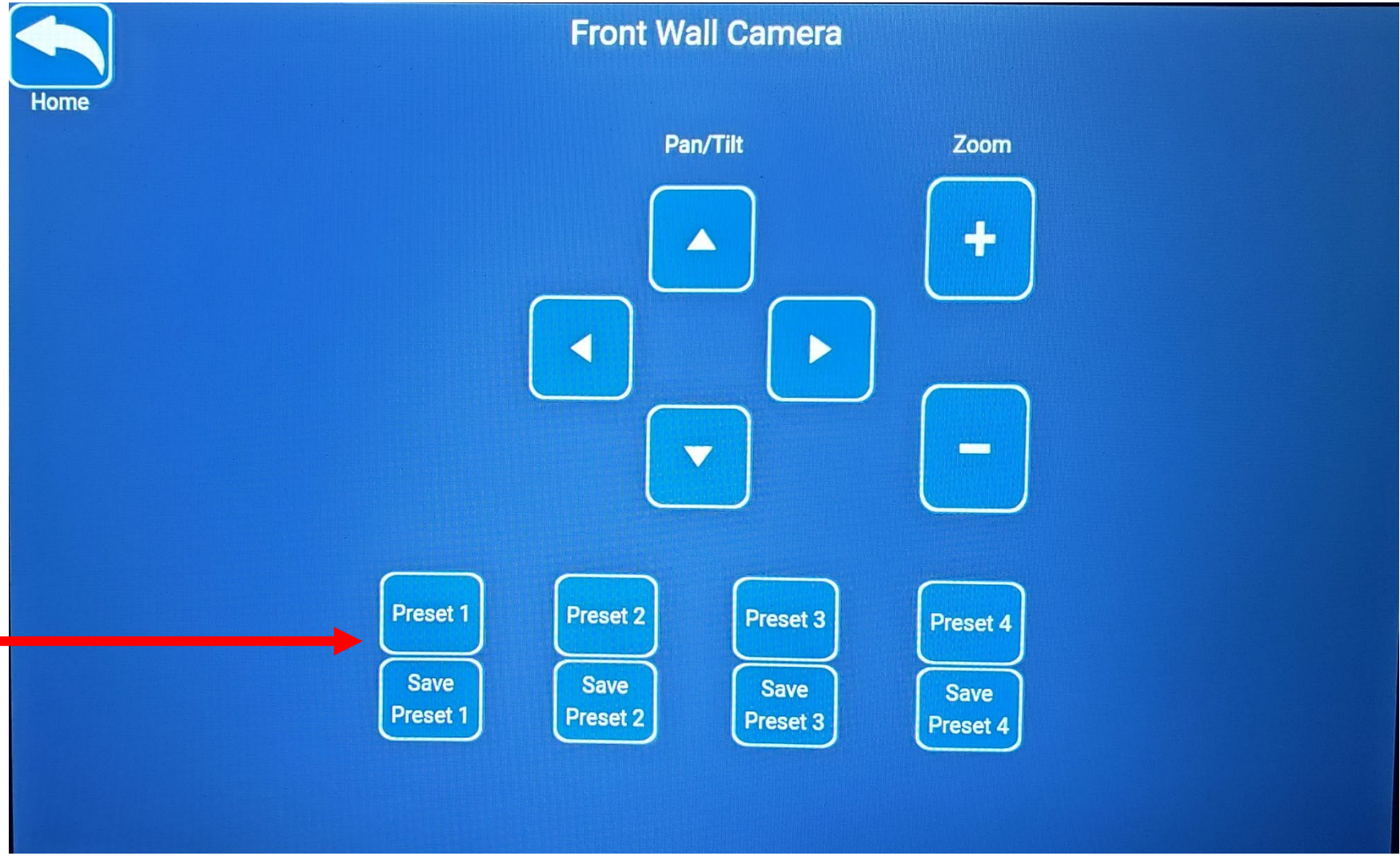
Podium Control Panel
Camera adjustment

Zoom Camera in and out



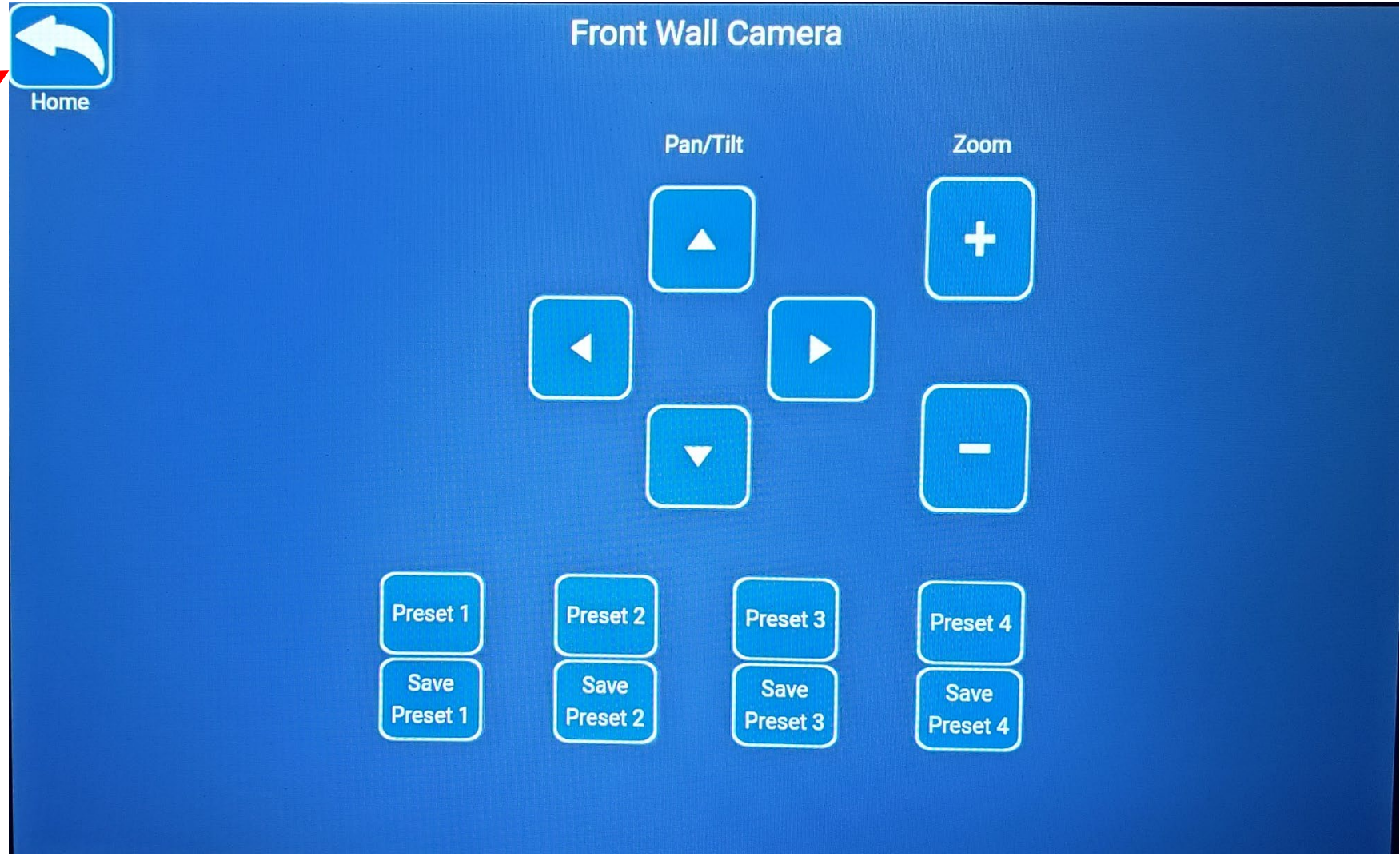
Podium Control Panel
Camera presets

You can save up to 4
Camera positions



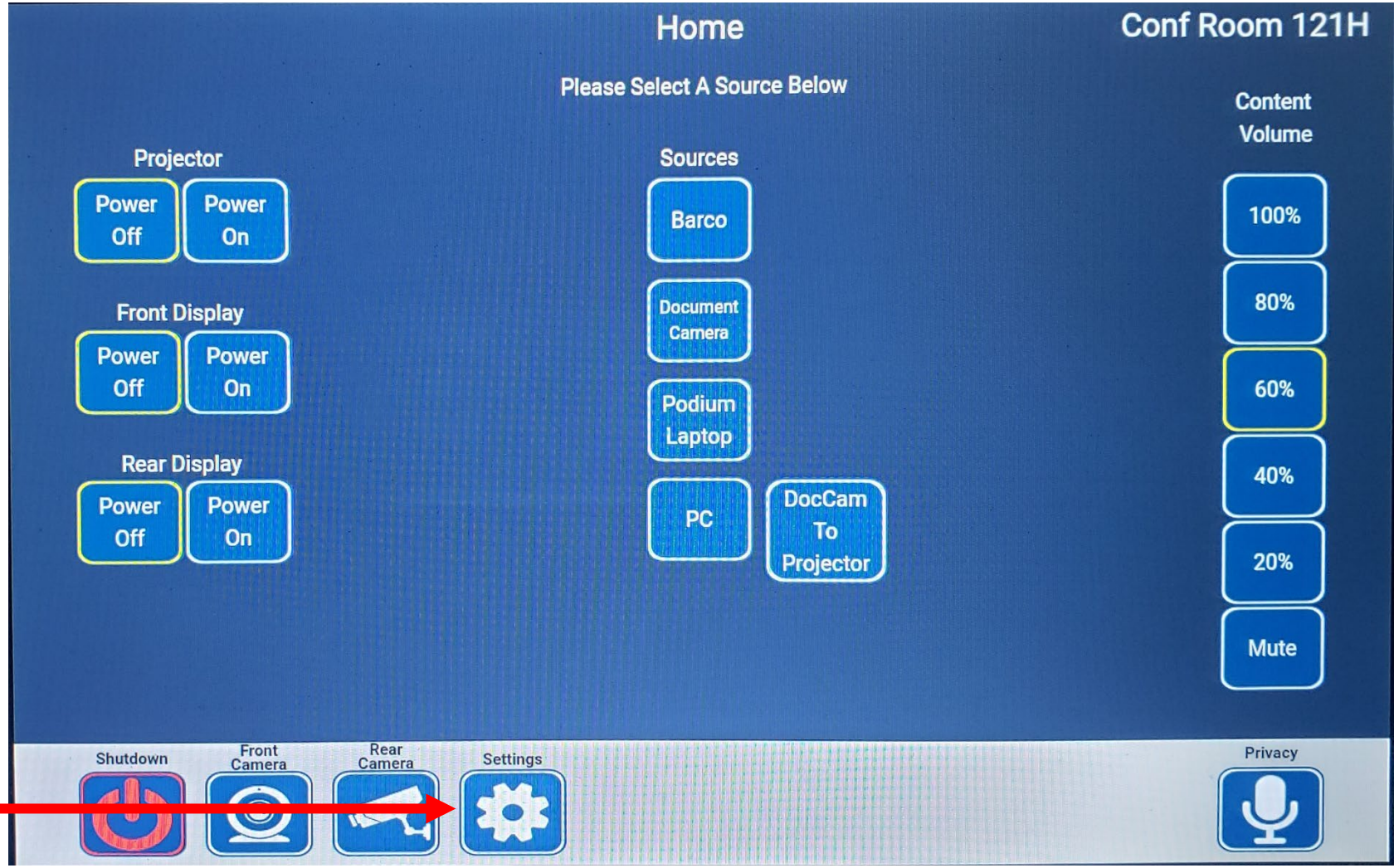
Podium Control Panel Settings

Select Home to return to previous screen



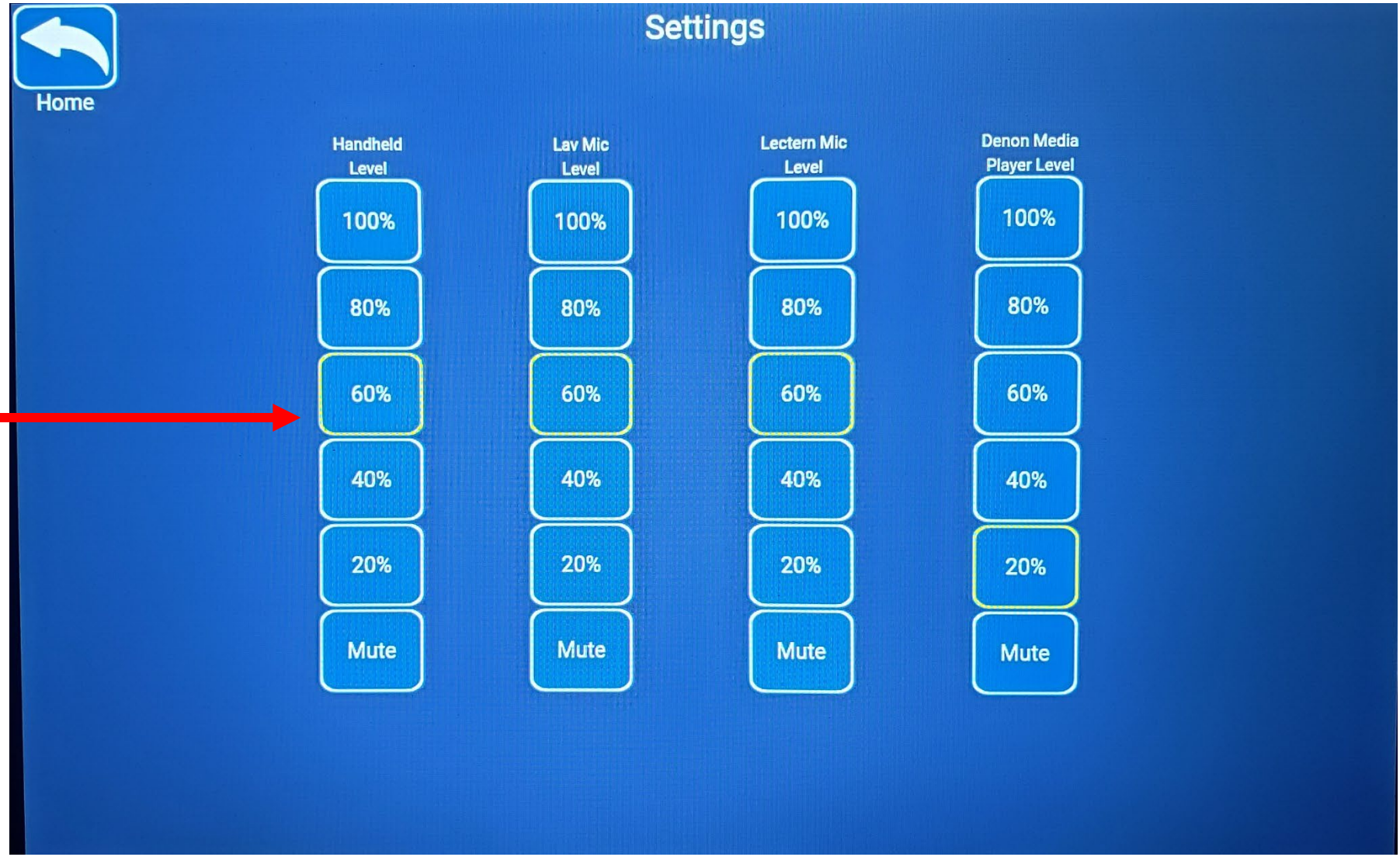
Podium Control Panel Settings (mic adjustment)

To adjust the microphone levels, select Settings from the control panel



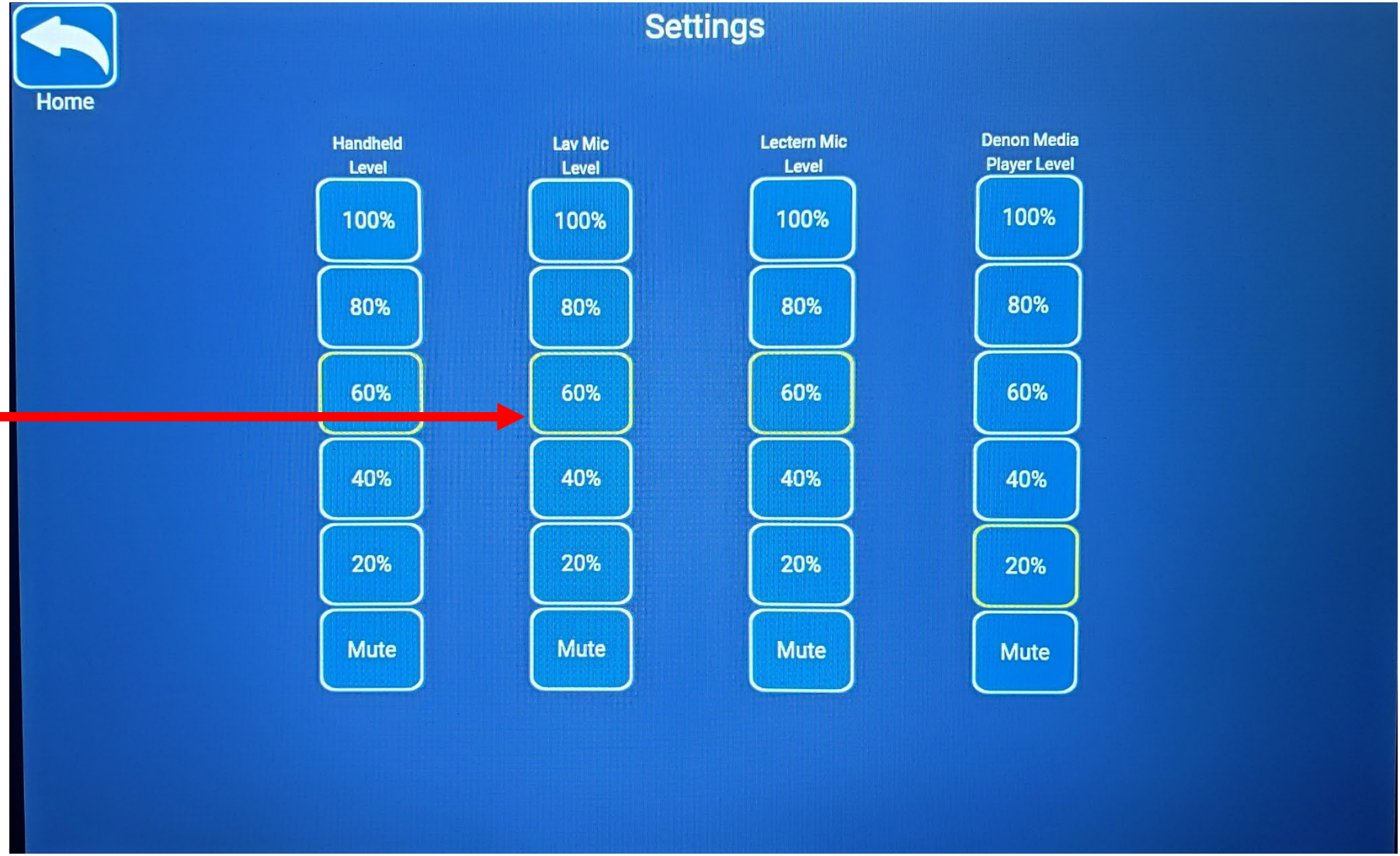
Podium Control Panel Settings (mic adjustment)

Adjust volume or mute Handheld Microphone



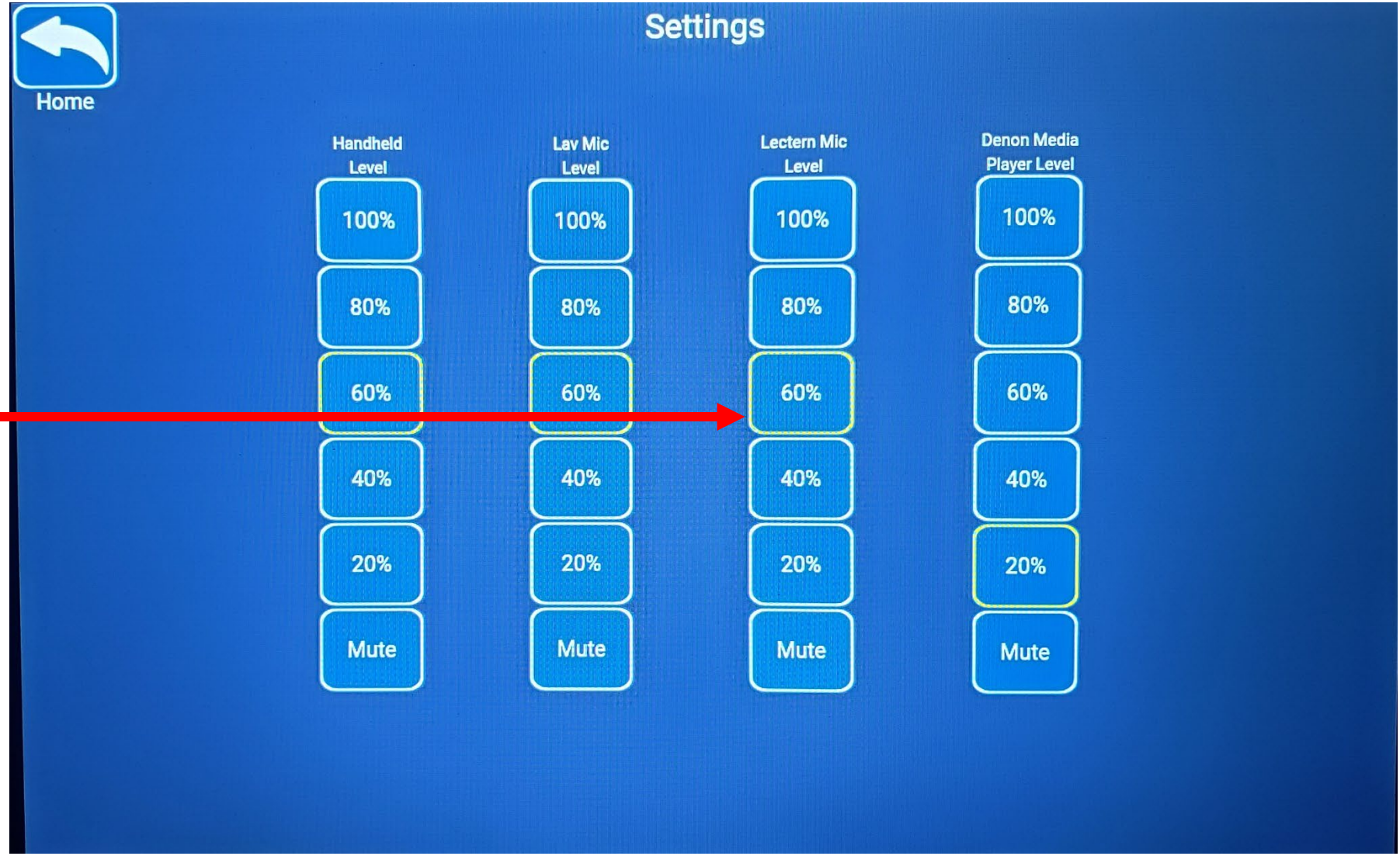
Podium Control Panel Settings (mic adjustment)

Adjust volume or mute Lapel Microphone



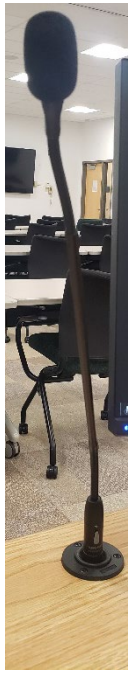
Podium Control Panel Settings (mic adjustment)

Adjust volume or mute podium microphone



Conference Room Microphones

3 microphone options located on the podium



Lectern Microphone

Lapel Microphone

Handheld microphone

Conference Room Microphones

3 microphone options

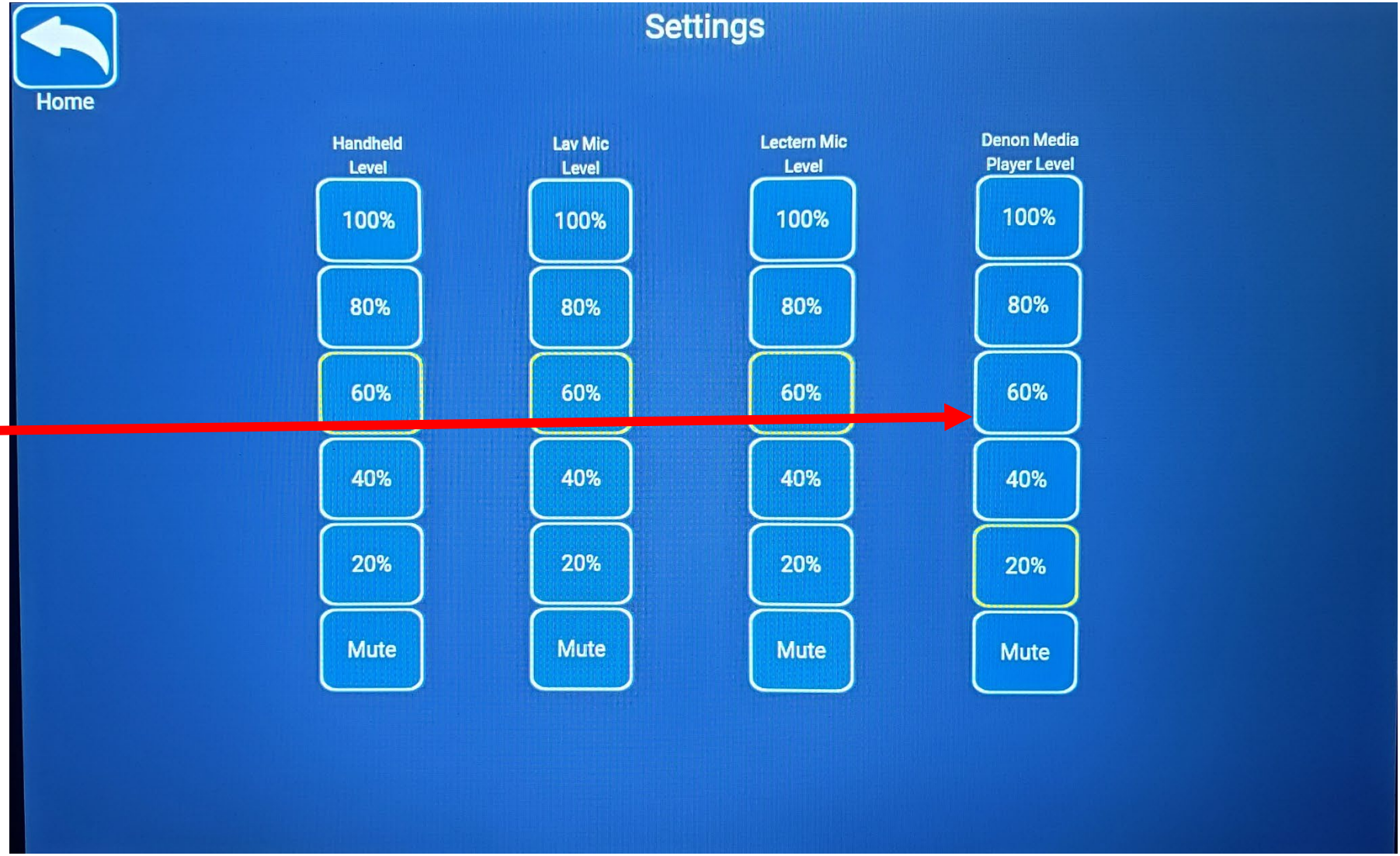
Lectern Microphone on/off switch

Lapel Microphone on/off switch

Handheld microphone on/off switch

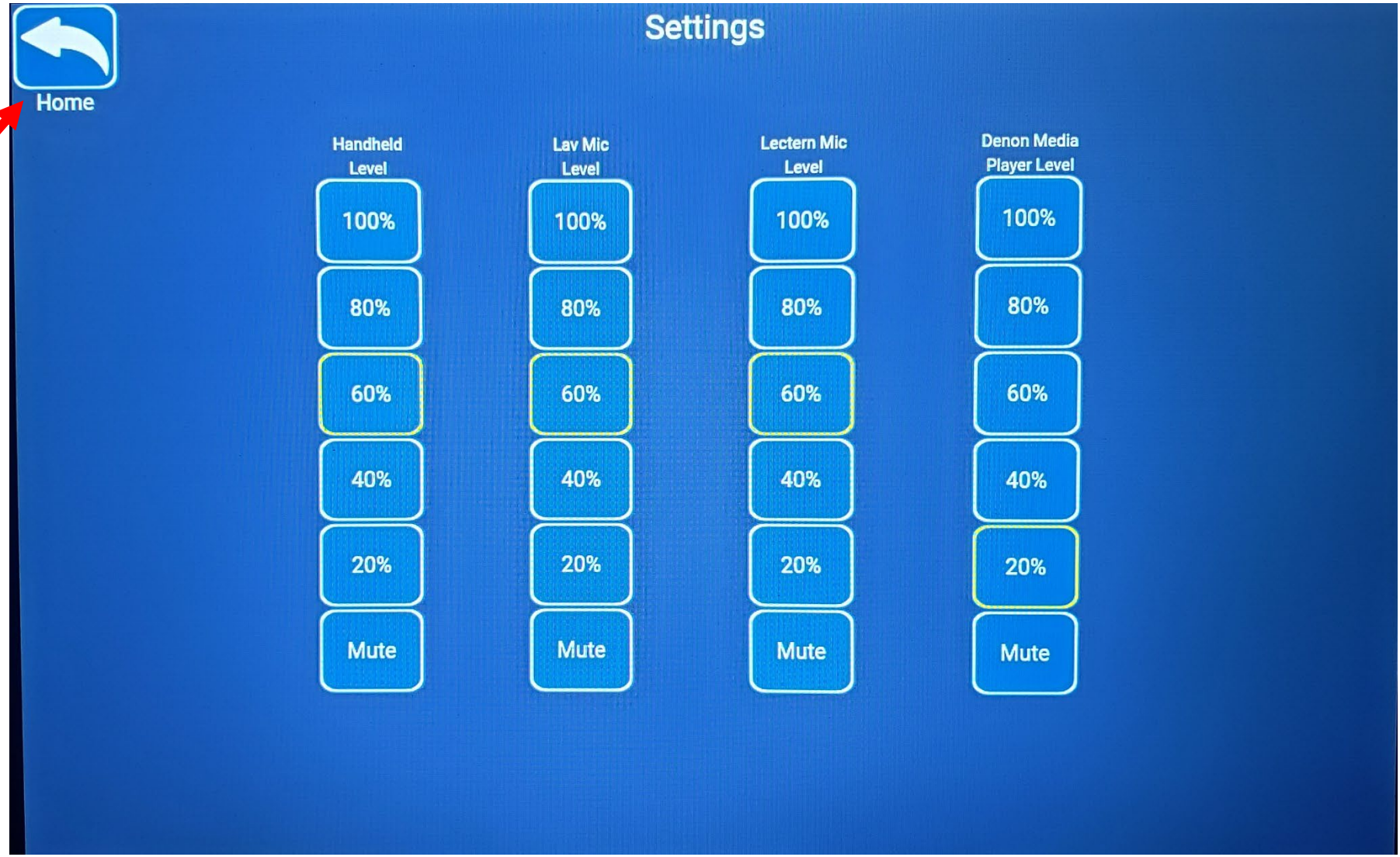
Podium Control Panel
CD Player volume control

Adjust volume or mute the CD Player located in the rack inside the cabinet

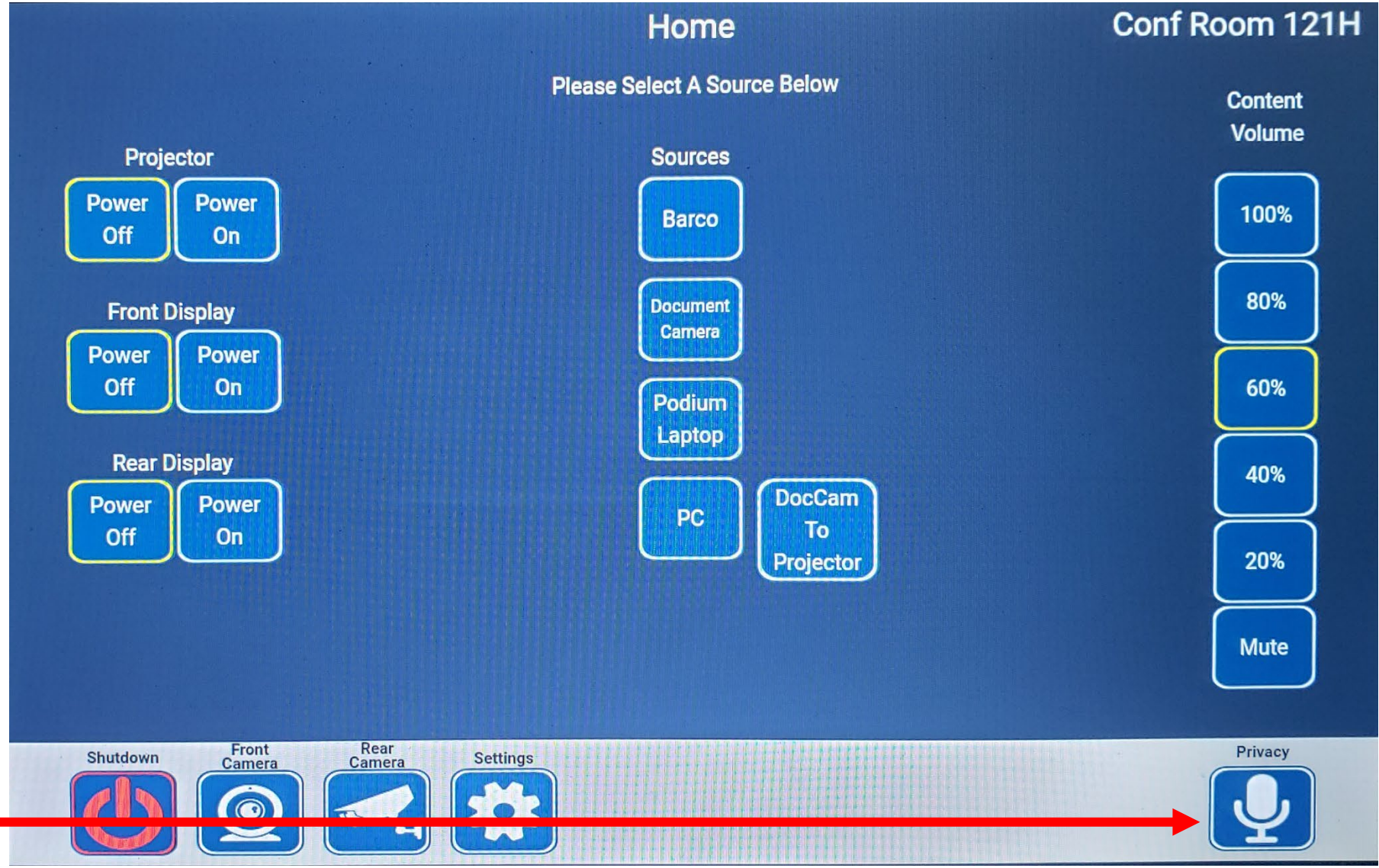


Podium Control Panel Settings

Select Home to return to previous screen



Podium Control Panel Privacy



Select to mute the microphones. Select again to unmute

Podium Control Panel Rooms Combined

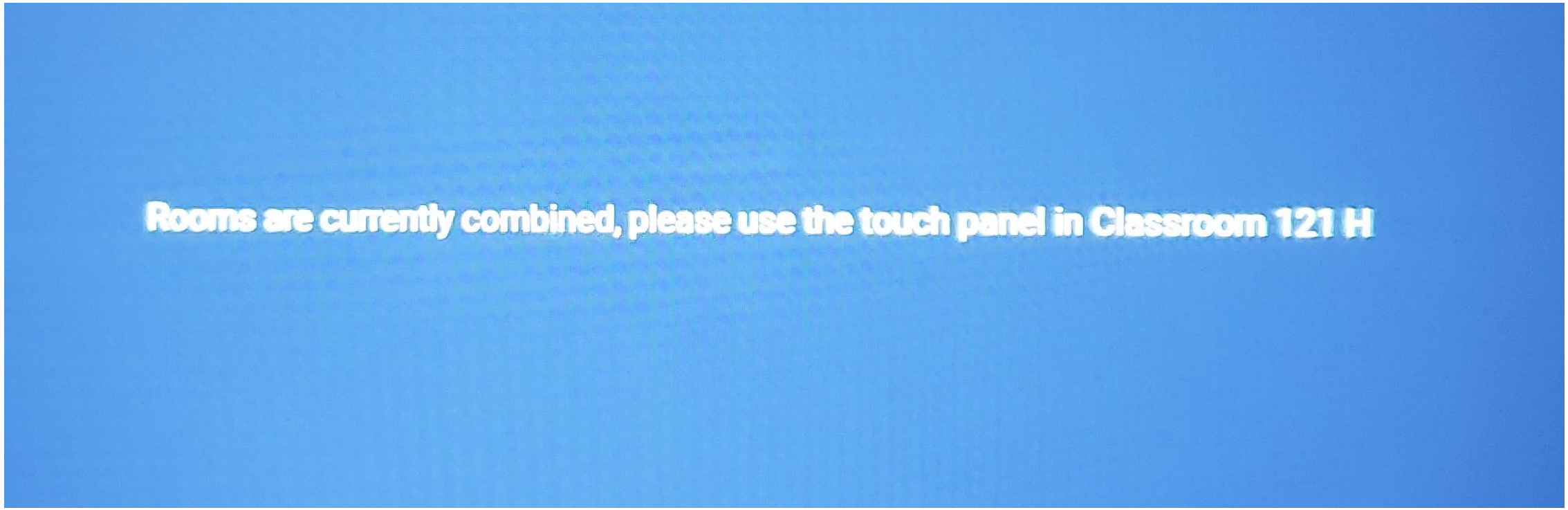
Control Panel Options for 121H & 121G combined

Room 121H & Room 121G can be combined into one conference room or split into two separate conference rooms. This image shows the control panel in combined mode using both rooms.

Note: 121H is the main room and 121G is the secondary room

Podium Control Panel Rooms Combined

The below message “Rooms are currently combined, please use the touch panel in Classroom 121 H” will appear on the 121G control panel if conference room 121H is in combined mode. To unlock the 121G control panel, you will need to separate the rooms from Room 121 H control panel (see 121H combined control panel to separate rooms).

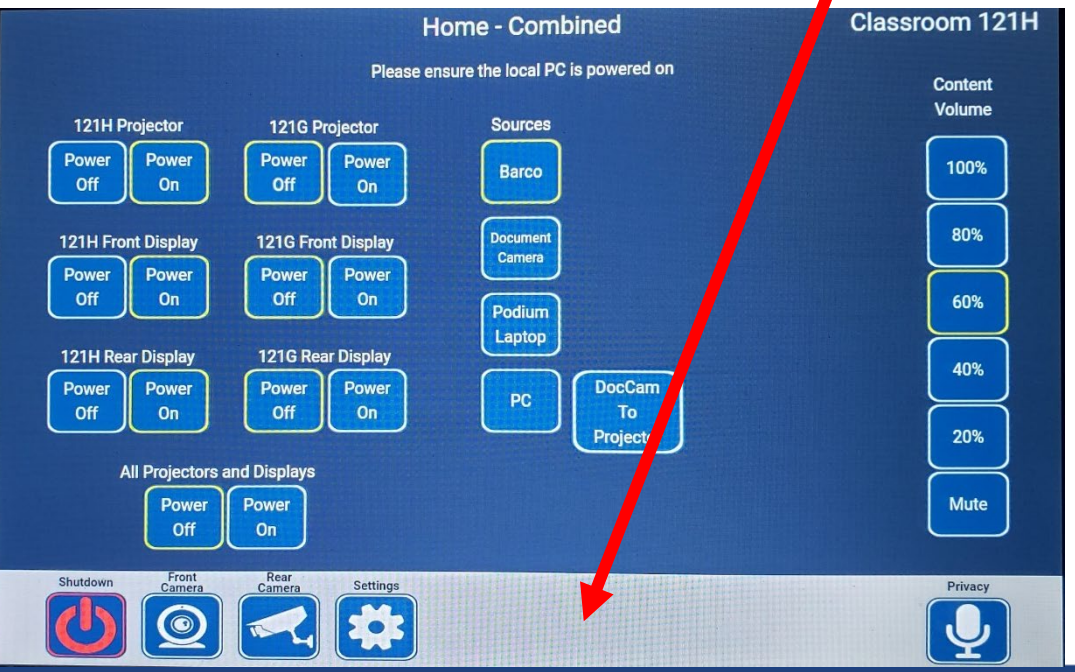


Podium Control Panel
Split/Combine 121

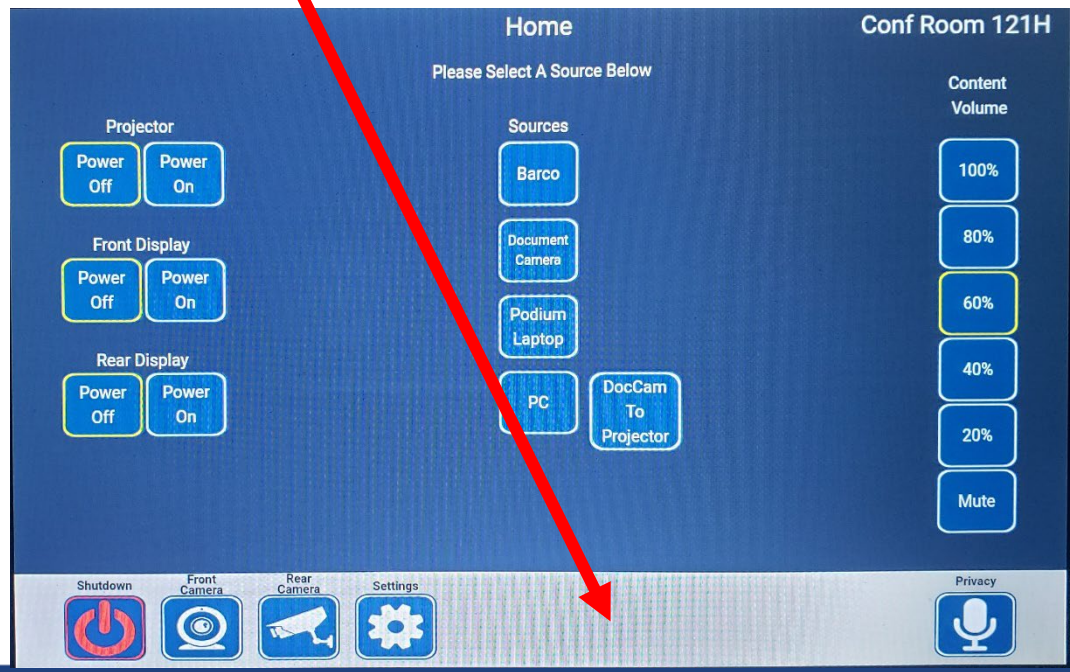
Note: Separating the room on the 121H control panel will unlock the control panel for 121G

Double tap this area of the 121H control panel to toggle between 121H combined and 121H separated

121H COMBINED

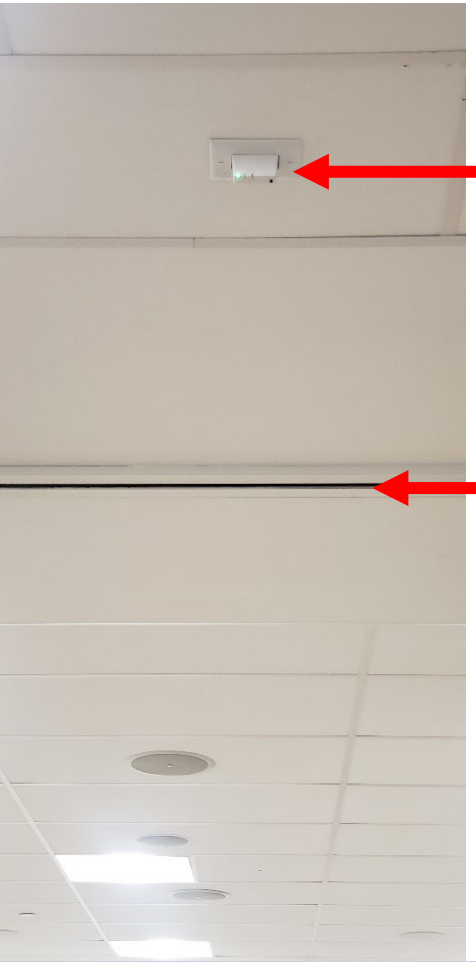


121H SEPARATED



Split/Combine 121 Ceiling sensor

Room 121H Control Panel will automatically separate the rooms if the ceiling sensor is blocked by the room dividers



Ceiling sensor showing a green light only and not detecting the room divider. Room is in combined mode

No room divider

Ceiling sensor showing a green and red light and is detecting the room divider. Room is in separate mode

Room divider

Podium Control Panel Rooms Combined Displays

Turn On individual displays and projectors for 121H & 121G

Or

Turn on all Displays and Projectors for 121H & 121G. This will turn on 2 projectors and 4 TVs

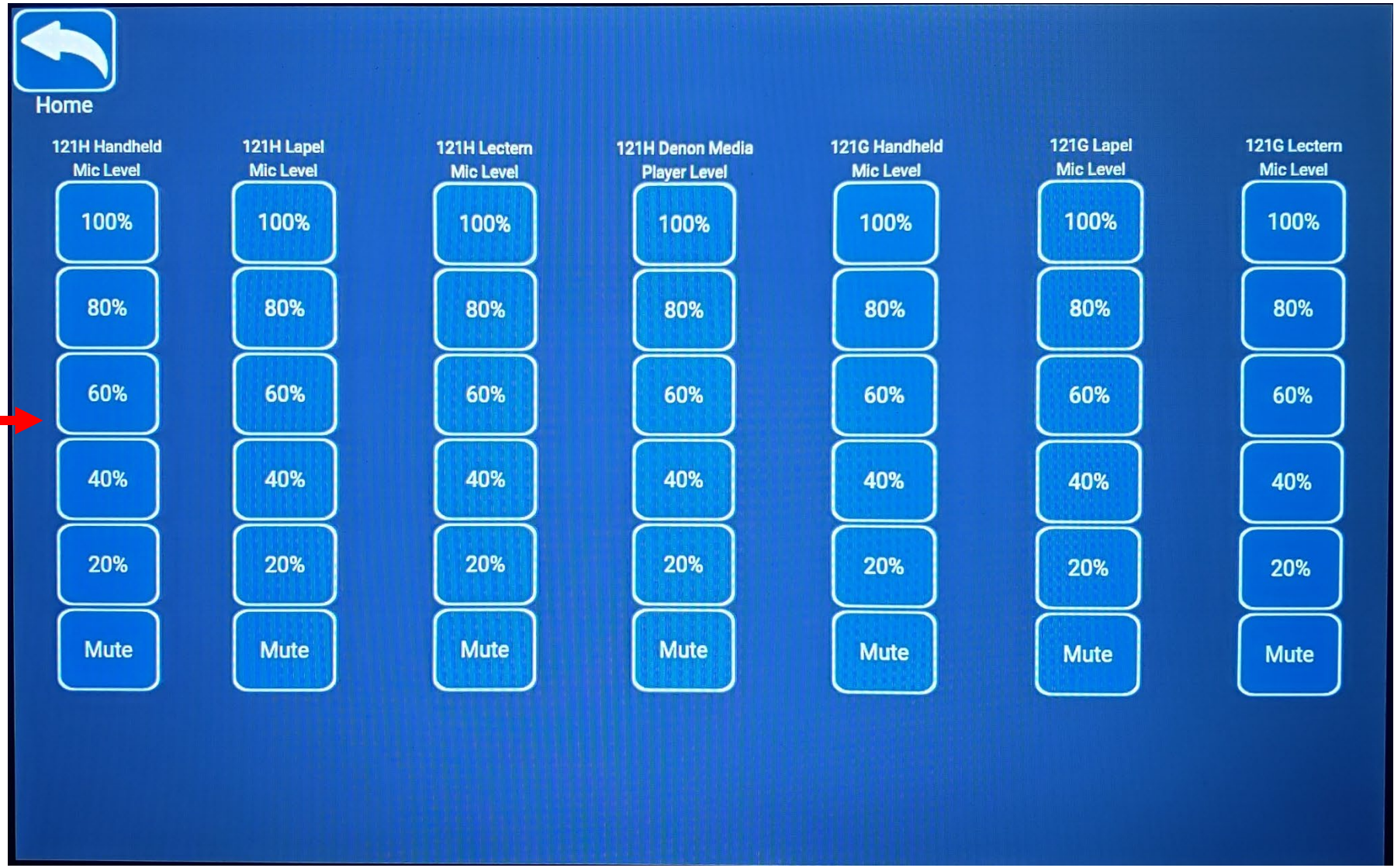
Note: Projector screen(s) will automatically lower when turned on, and will automatically raise when turned off

Podium Control Panel Rooms Combined Settings (Mic volume)

Select to adjust volume levels

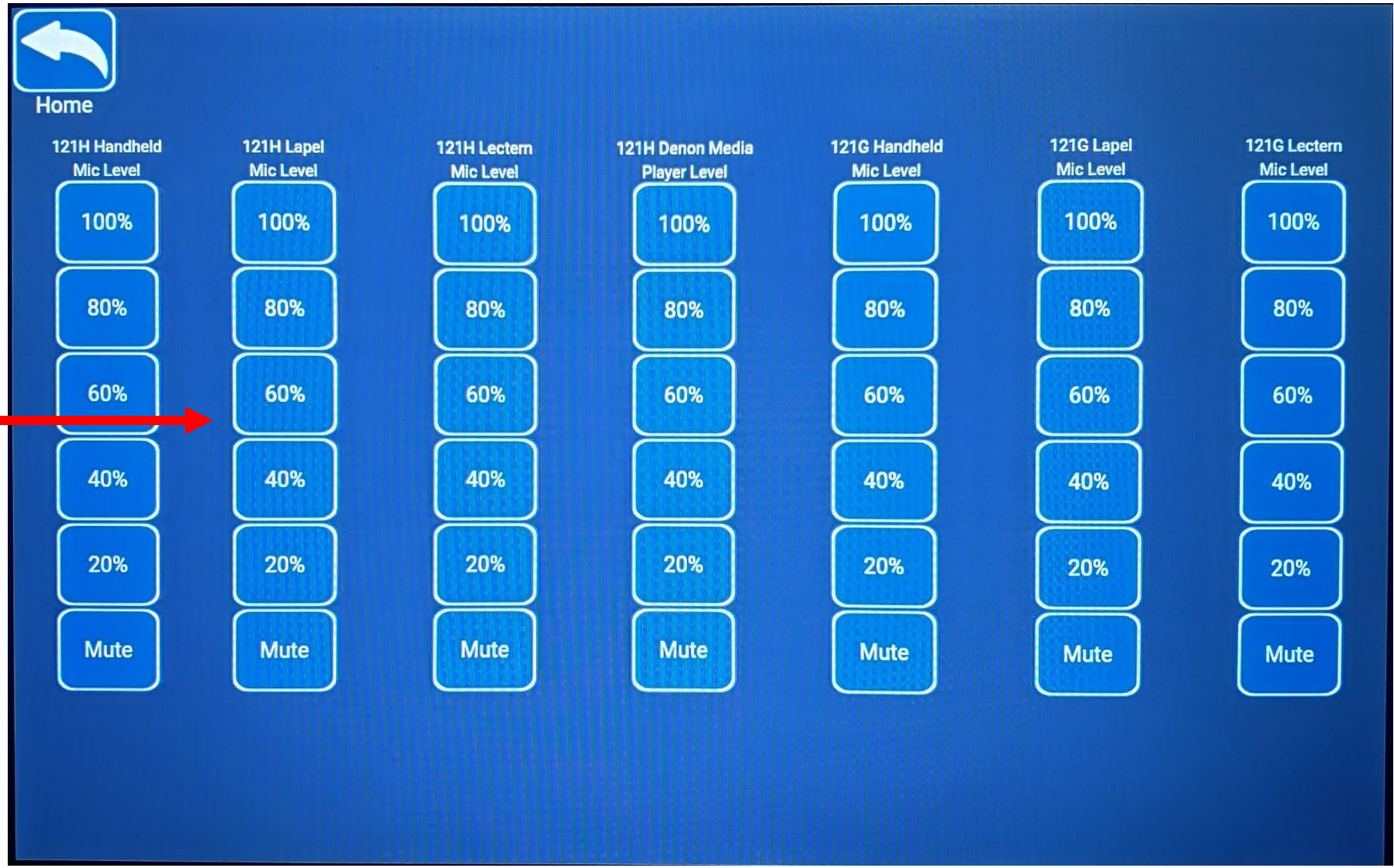
Podium Control Panel Rooms Combined Settings (Mic volume)

Adjust volume for Room 121H Handheld Microphone



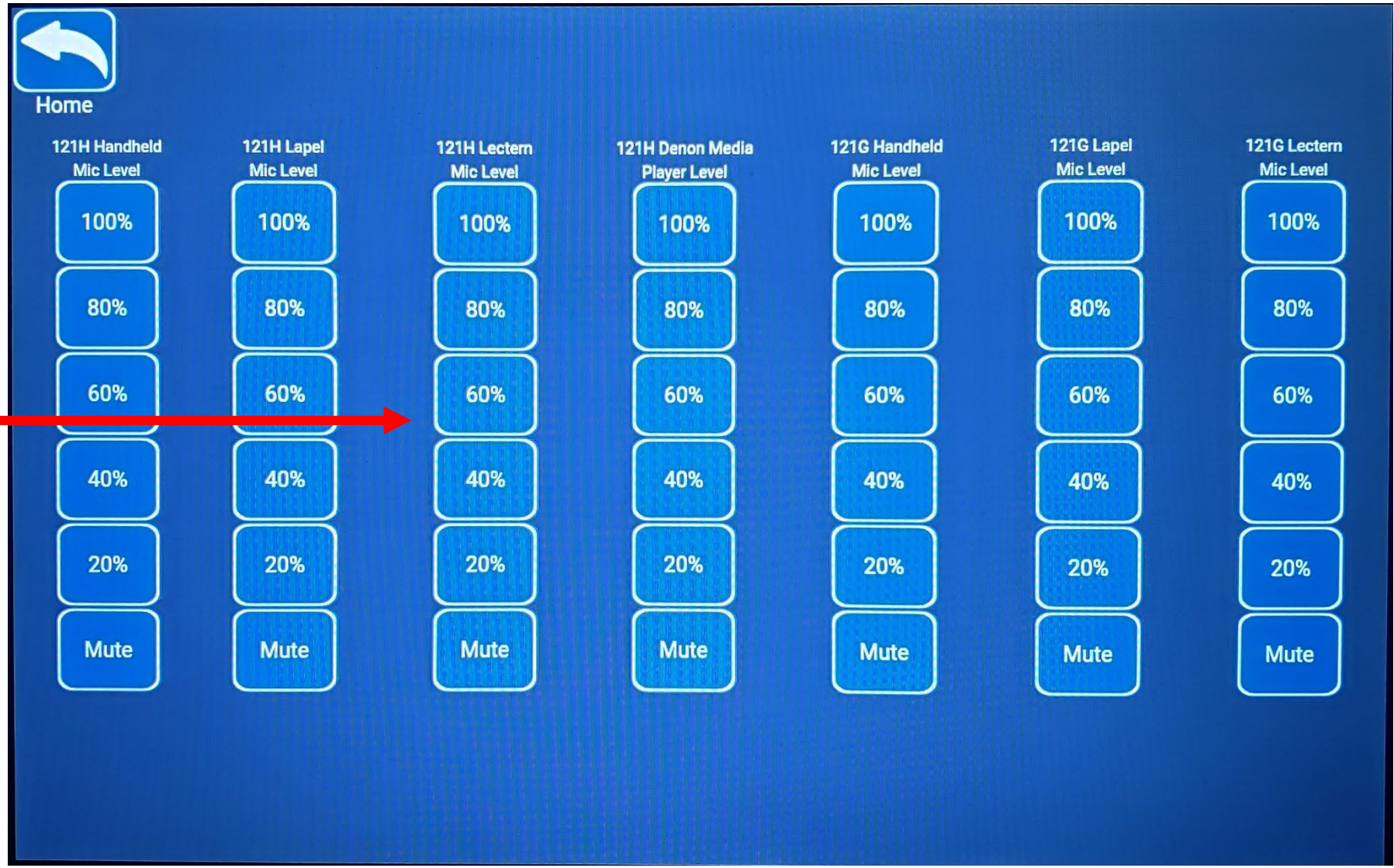
Podium Control Panel Rooms Combined Settings (Mic volume)

Adjust volume for Room 121H Lapel Microphone



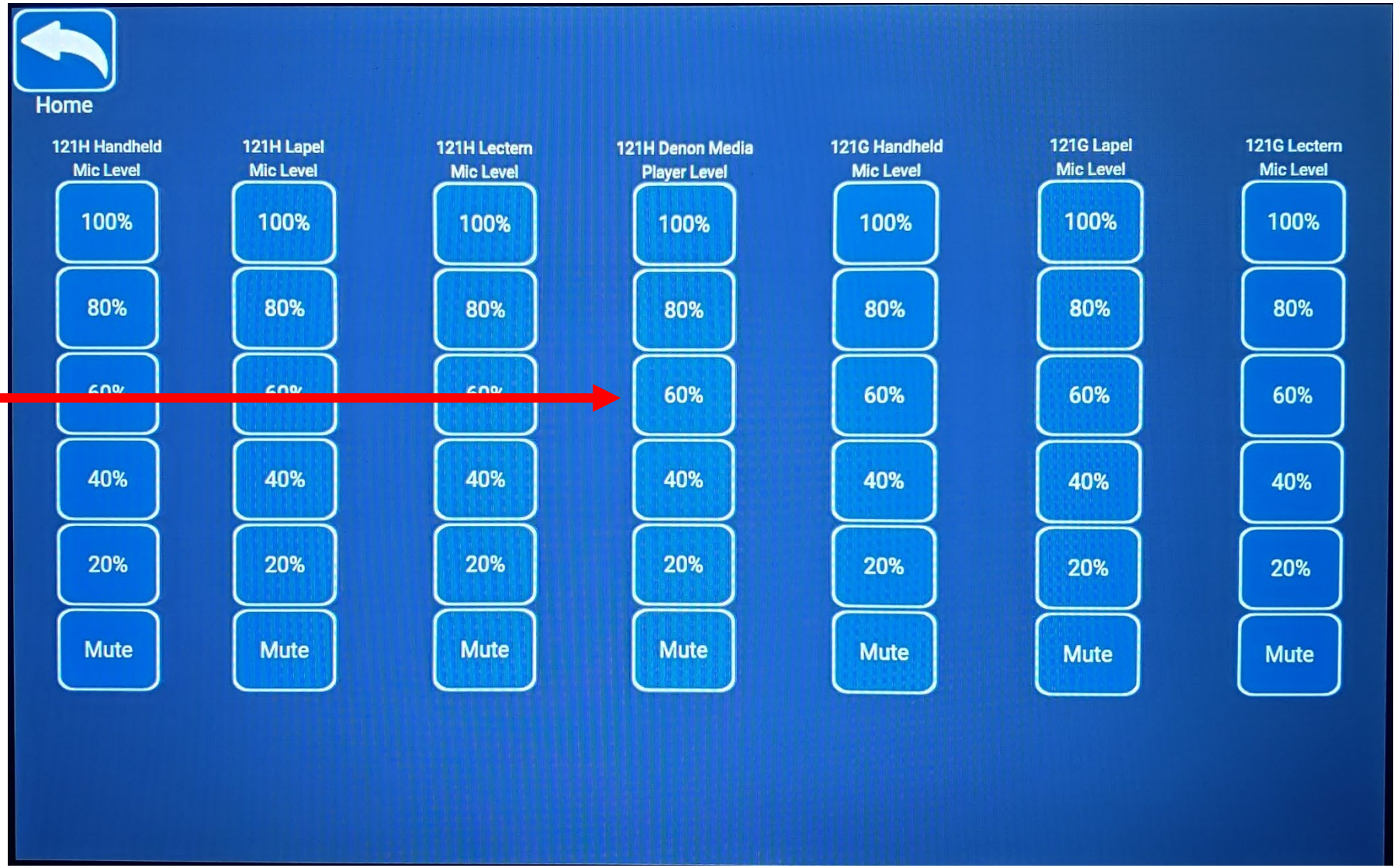
Podium Control Panel Rooms Combined Settings (Mic volume)

Adjust volume for Room 121H Lectern Microphone



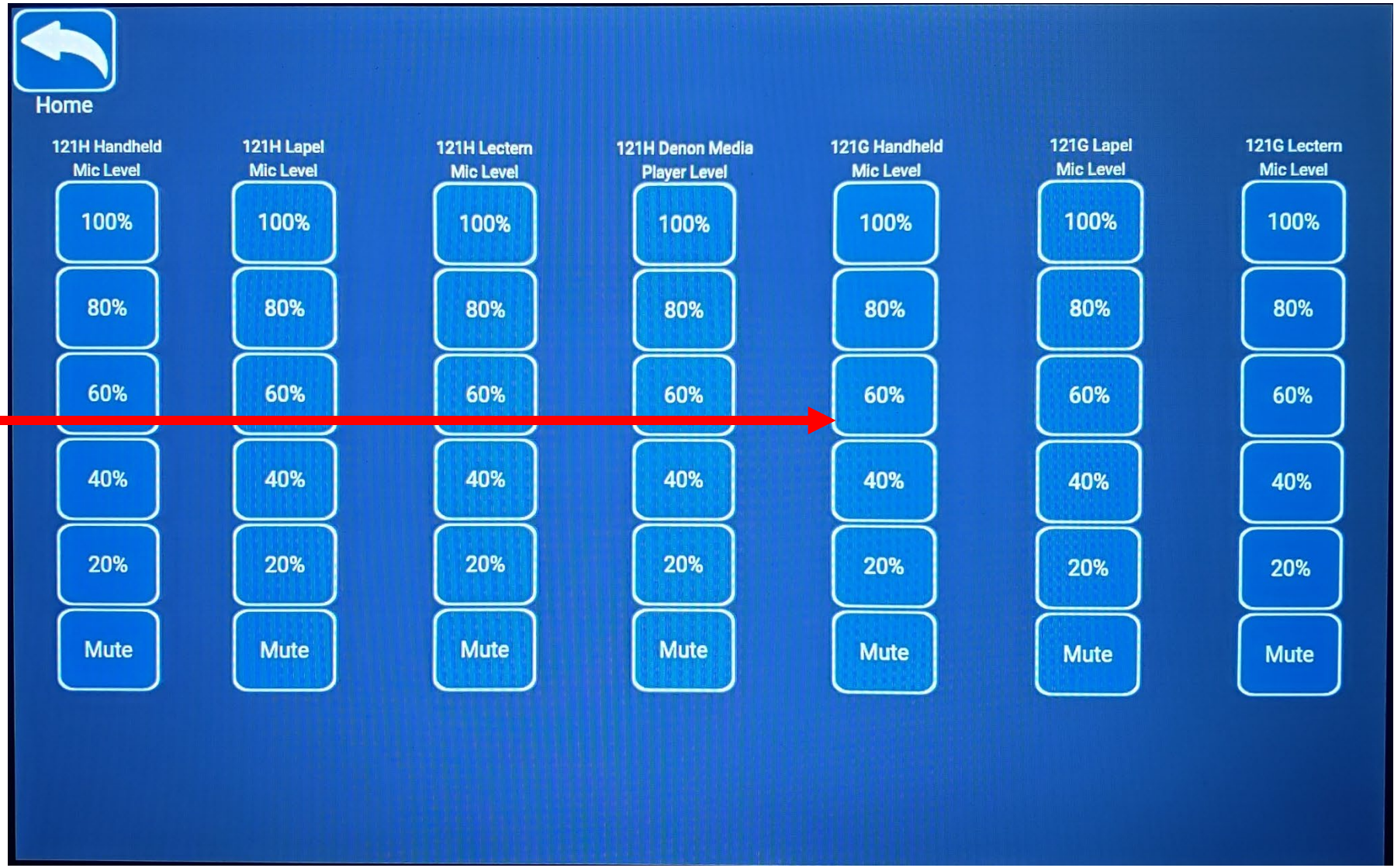
Podium Control Panel
Rooms Combined
CD Player volume control

Adjust volume for media player



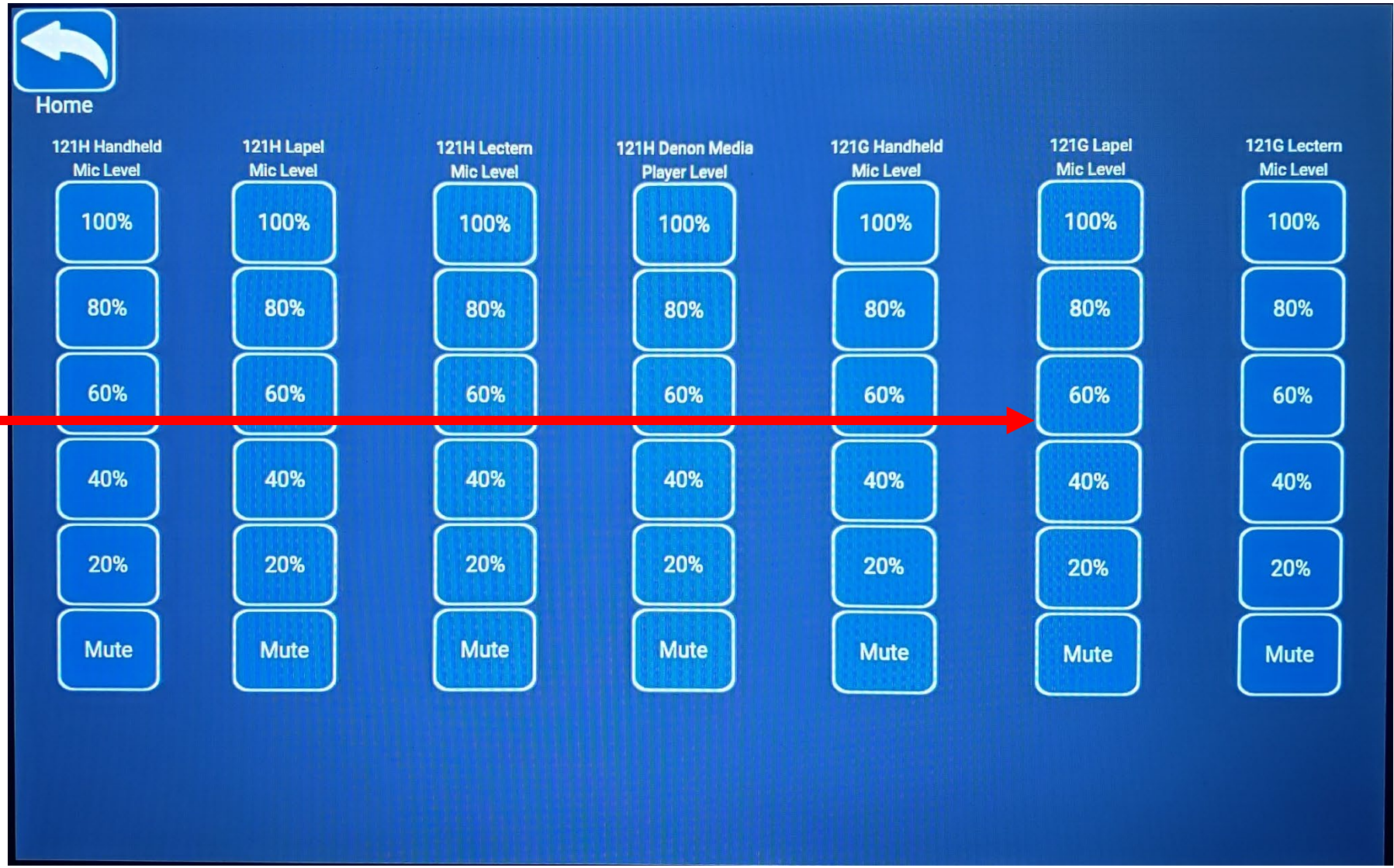
Podium Control Panel Rooms Combined Settings (Mic volume)

Adjust volume for Room 121G Handheld Microphone



Podium Control Panel Rooms Combined Settings (Mic volume)

Adjust volume for Room 121G Lapel Microphone

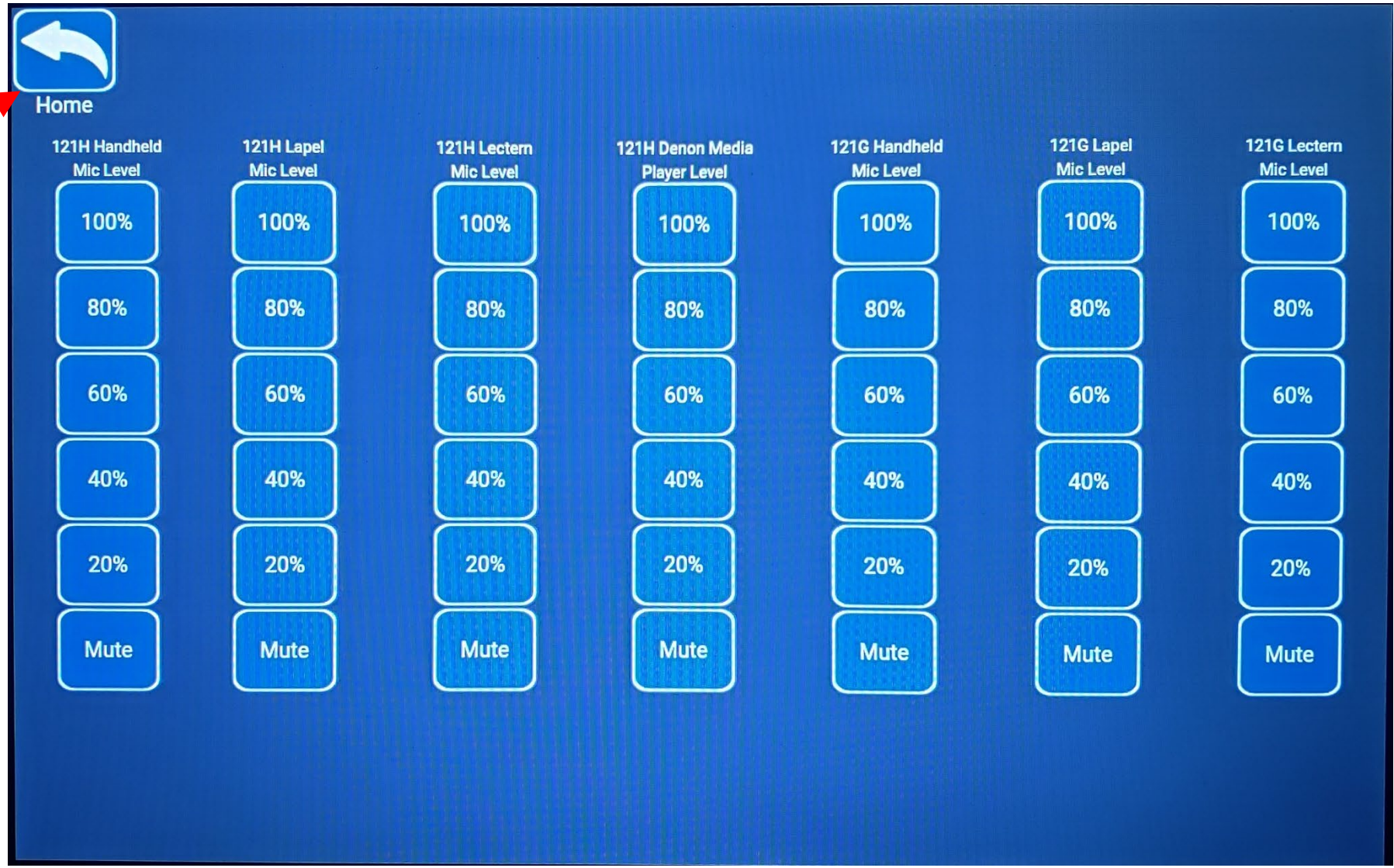


Podium Control Panel Rooms Combined Settings (Mic volume)

Adjust volume for Room 121G Lectern Microphone

Podium Control Panel Rooms Combined Settings

Select Home to return to previous screen

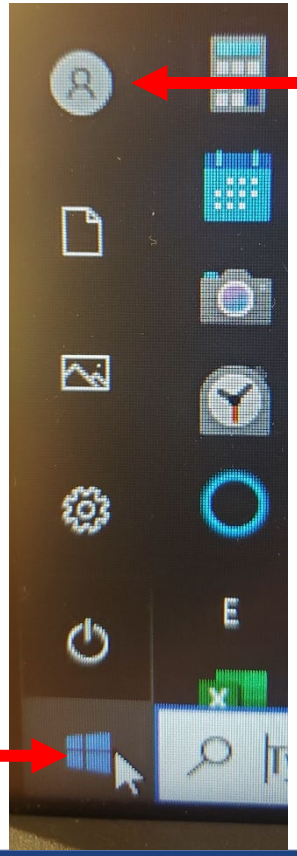


End of Meeting
Laptop

If you are using a laptop, unplug the HDMI cable and USB cable

End of Meeting
Podium PC

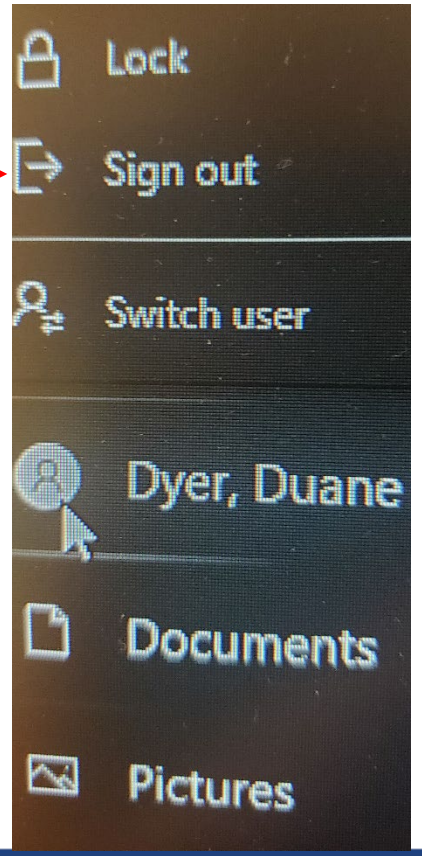
If you are using the Podium PC, sign out of the Podium PC when you are done with the meeting



2. Select the Profile icon

1. Select the Windows icon

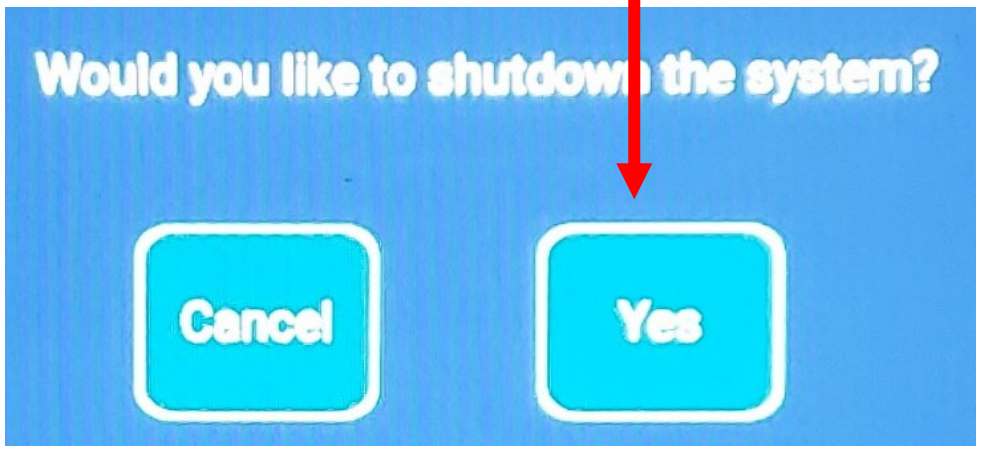
3. Select Sign out



End of Meeting Control Panel

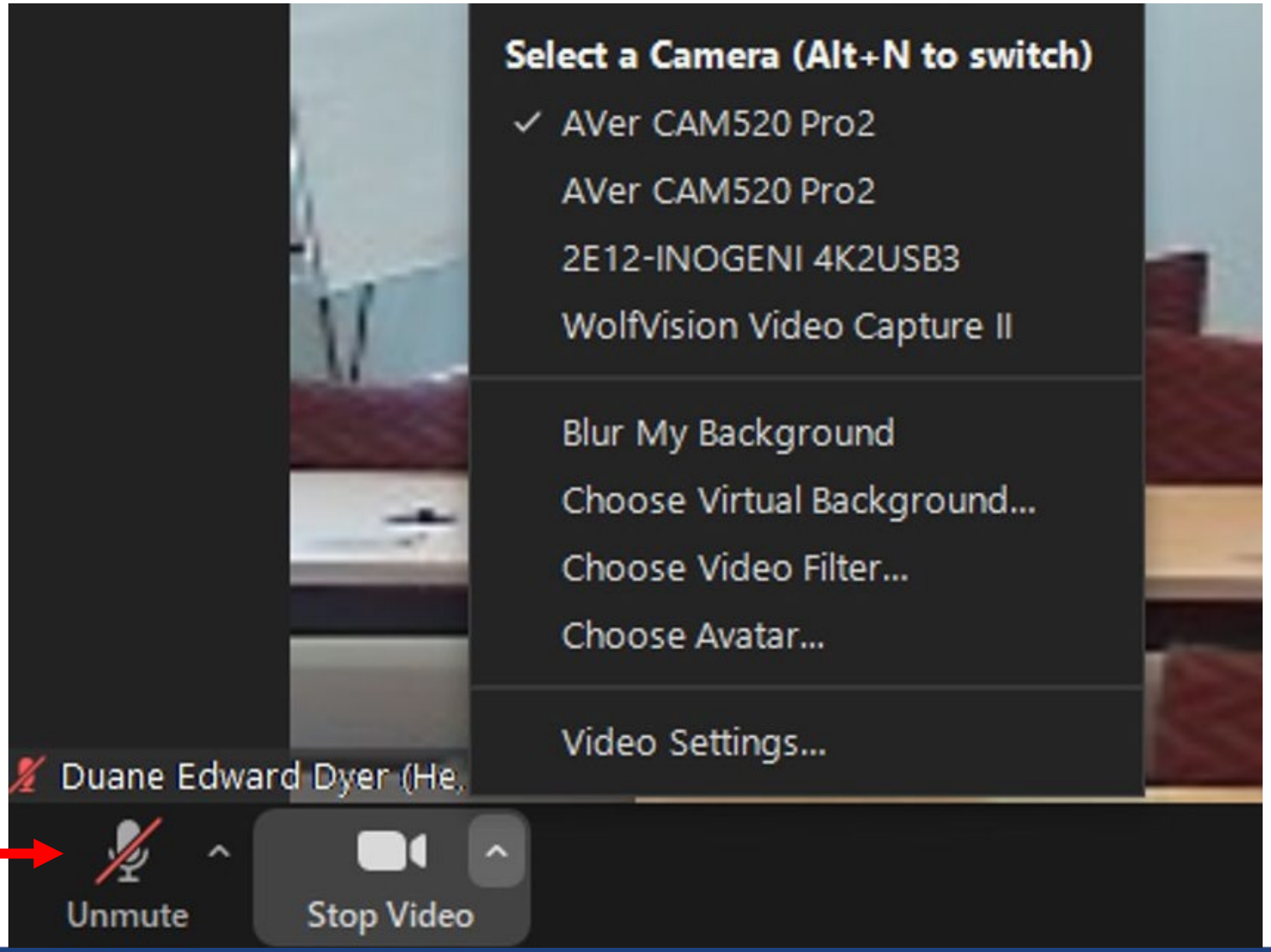
Select Shutdown

You will receive a prompt



Select Yes to complete shutdown. This will turn off all displays and turn off the microphones.

Zoom – Podium PC

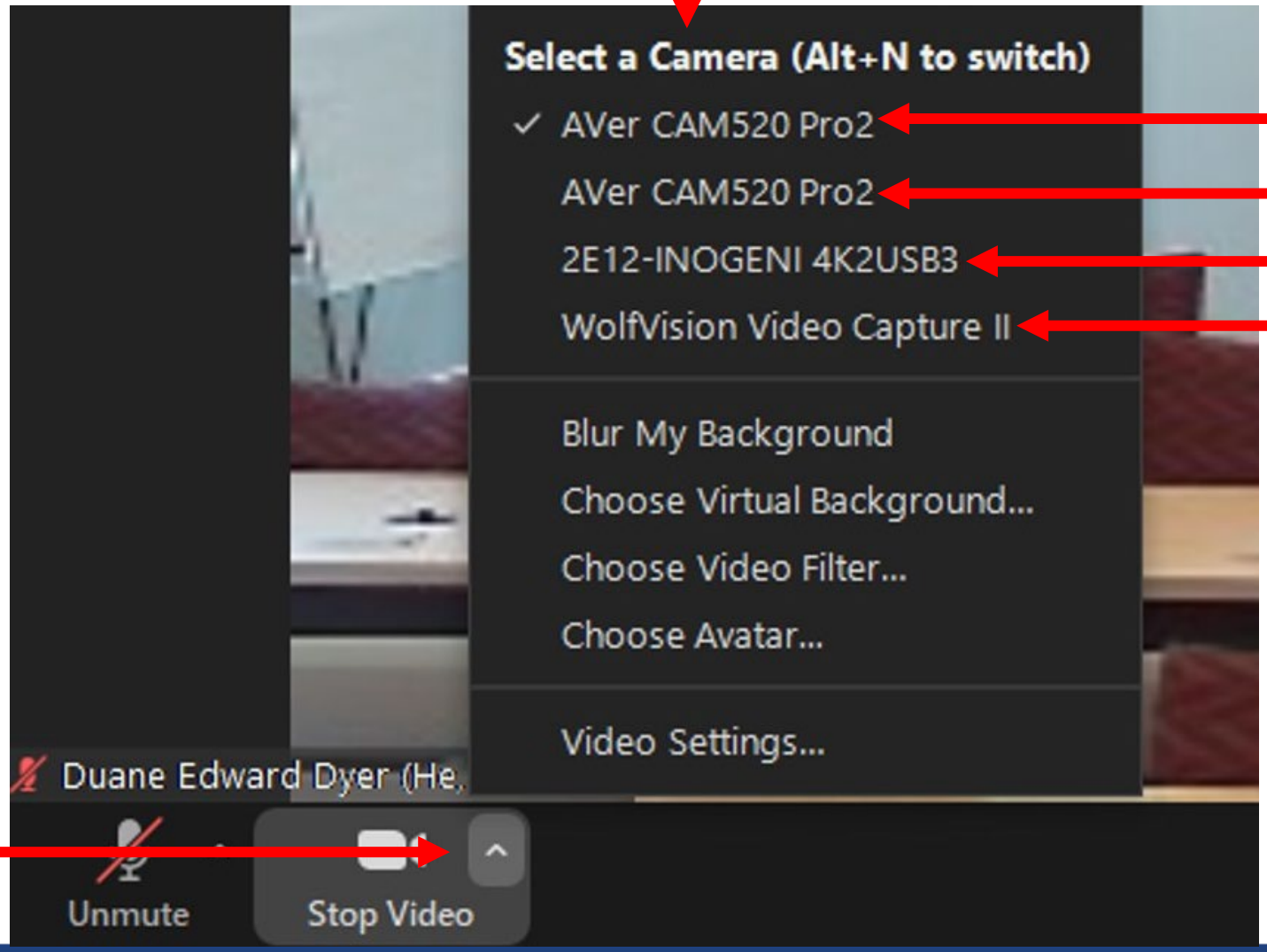


Zoom microphone is using the room microphone

Zoom – Podium PC

Select which camera to use

Zoom camera options connected to the podium PC



Front camera

Rear camera

Not a camera (ignore)

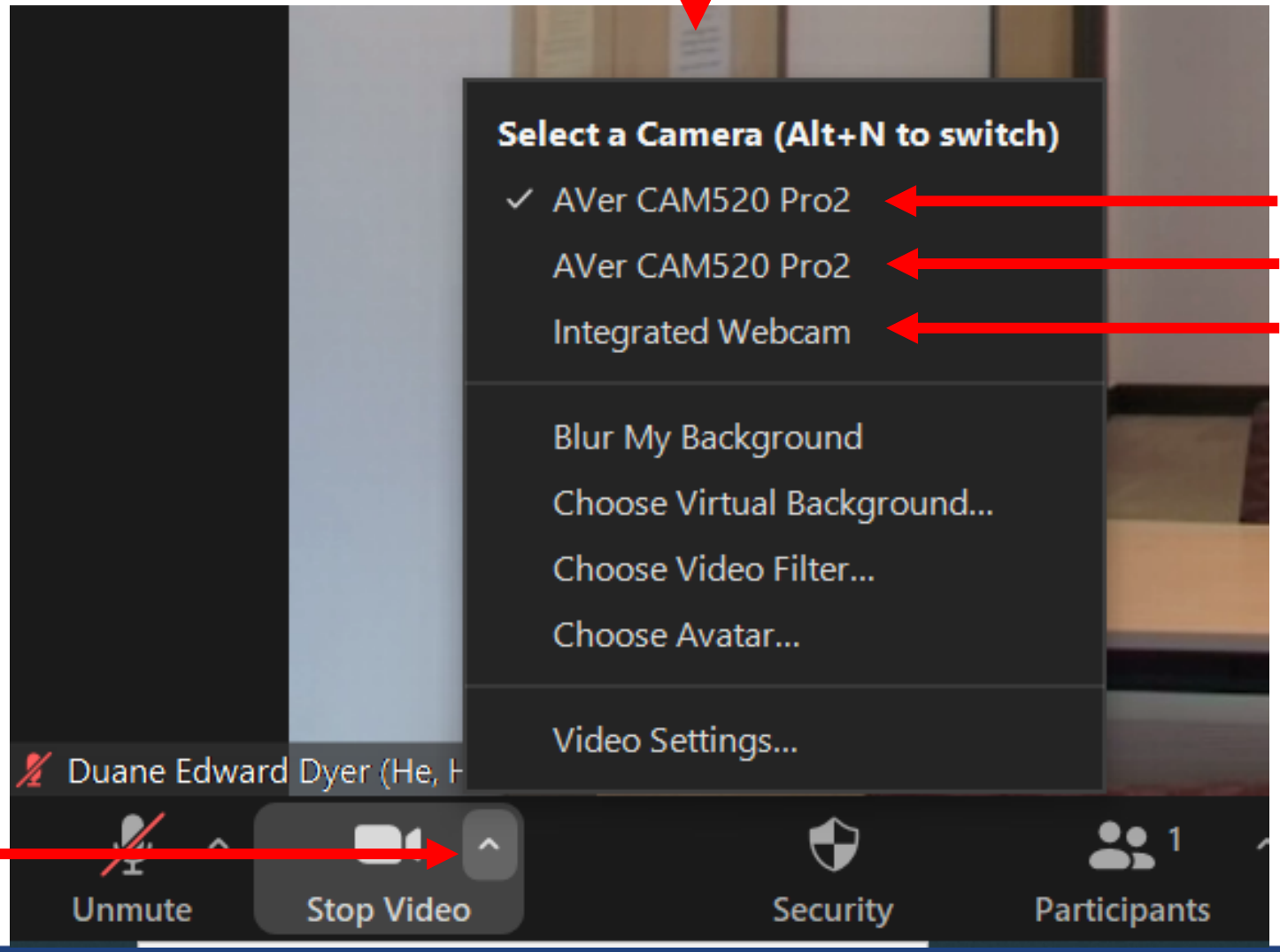
DocuCam

1. Select the camera arrow

Zoom – Podium Laptop

Zoom camera options connected to a laptop

Select which camera to use



Front camera

Rear camera

Laptop camera

1. Select the camera arrow

PowerPoint
Slide Show display

You can select which display your Slide Show will appear

1. Select Slide Show

2. Select the monitor drop down arrow

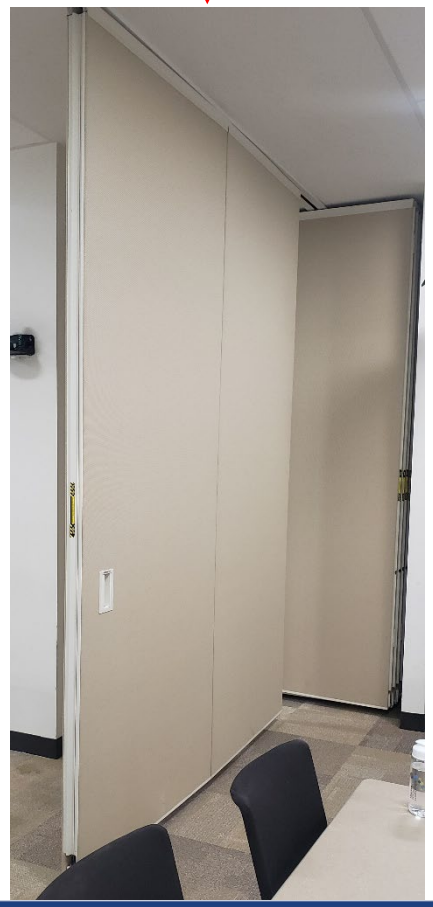
3. Select which monitor to display the Slide Show

Divider setup for Conference Room 121G & 121H

Locate the divider panels on the side wall in the middle of the room

Locate the crank hanging on the wall next to the divider panels

1. Pull out the first panel and unfold it



Divider setup for Conference Room 121G & 121H

2. Slide the panel into position so that it is flush at the far end of the wall

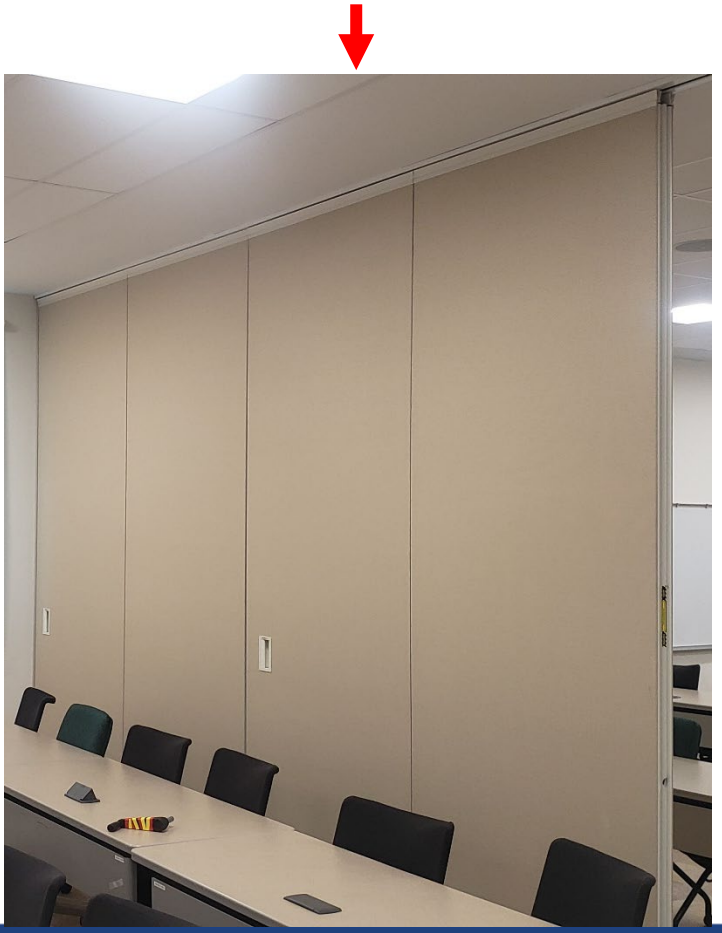
3. Locate the bolt at the back end of the divider panel

4. Place the crank over the bolt and turn clockwise until it stops

Turning the crank clockwise will lower the feet to the ground securing the panel

Divider setup for Conference Room 121G & 121H

5. Pull out and unfold the second panel and slide it into the first panel



6. Locate the bolt at the back end of the second divider panel

7. Place the crank over the bolt and turn clockwise until it stops

Turning the crank clockwise will lower the feet to the ground securing the panel

Divider setup for Conference Room 121G & 121H

8. Pull out and unfold the third panel and slide it into the second panel

9. Locate the bolt at the back end of the third divider panel

10. Place the crank over the bolt and turn clockwise until it stops

Turning the crank clockwise will lower the feet to the ground securing the panel

Divider setup for Conference Room 121G & 121H

11. Pull out and unfold the fourth panel and slide it into the third panel

9. Locate the bolt at the back end of the fourth divider panel

10. Place the crank over the bolt and turn clockwise until it stops

Turning the crank clockwise will lower the feet to the ground securing the panel

Divider setup for Conference Room 121G & 121H

11. Pull out and turn the final panel so that the tension bolt is facing you

12. Slide the final panel into the fourth divider panel

13. Place the crank over the bolt and turn clockwise to close the gap to the wall and secure the divider