

Conference Room Technology

Rooms 119, 121G, and 121H



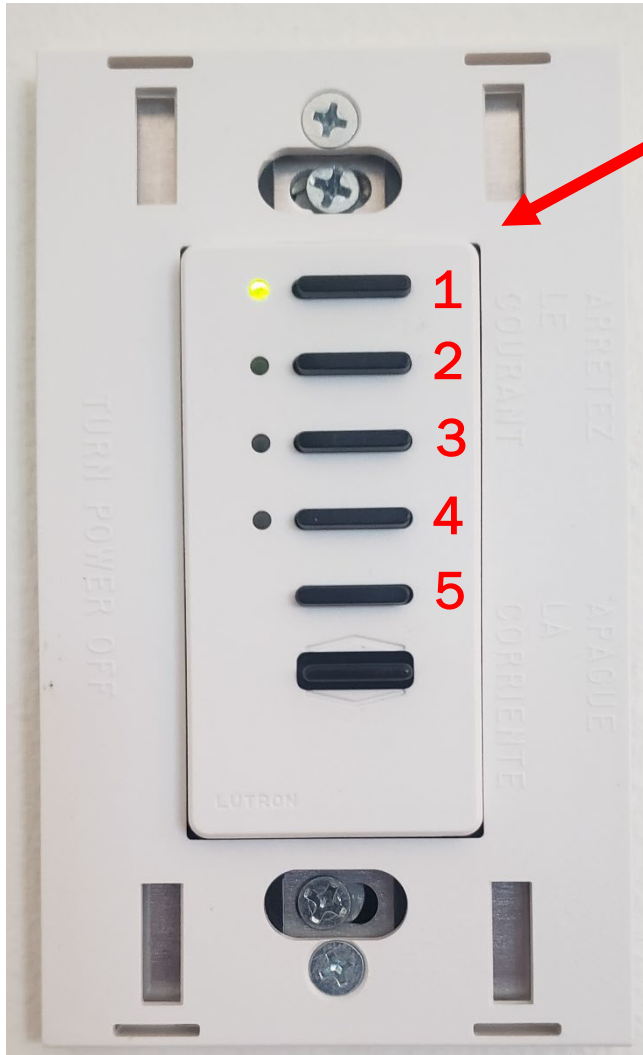
Conference Room Technology

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Lights and blinds control panel for Conference Room 119



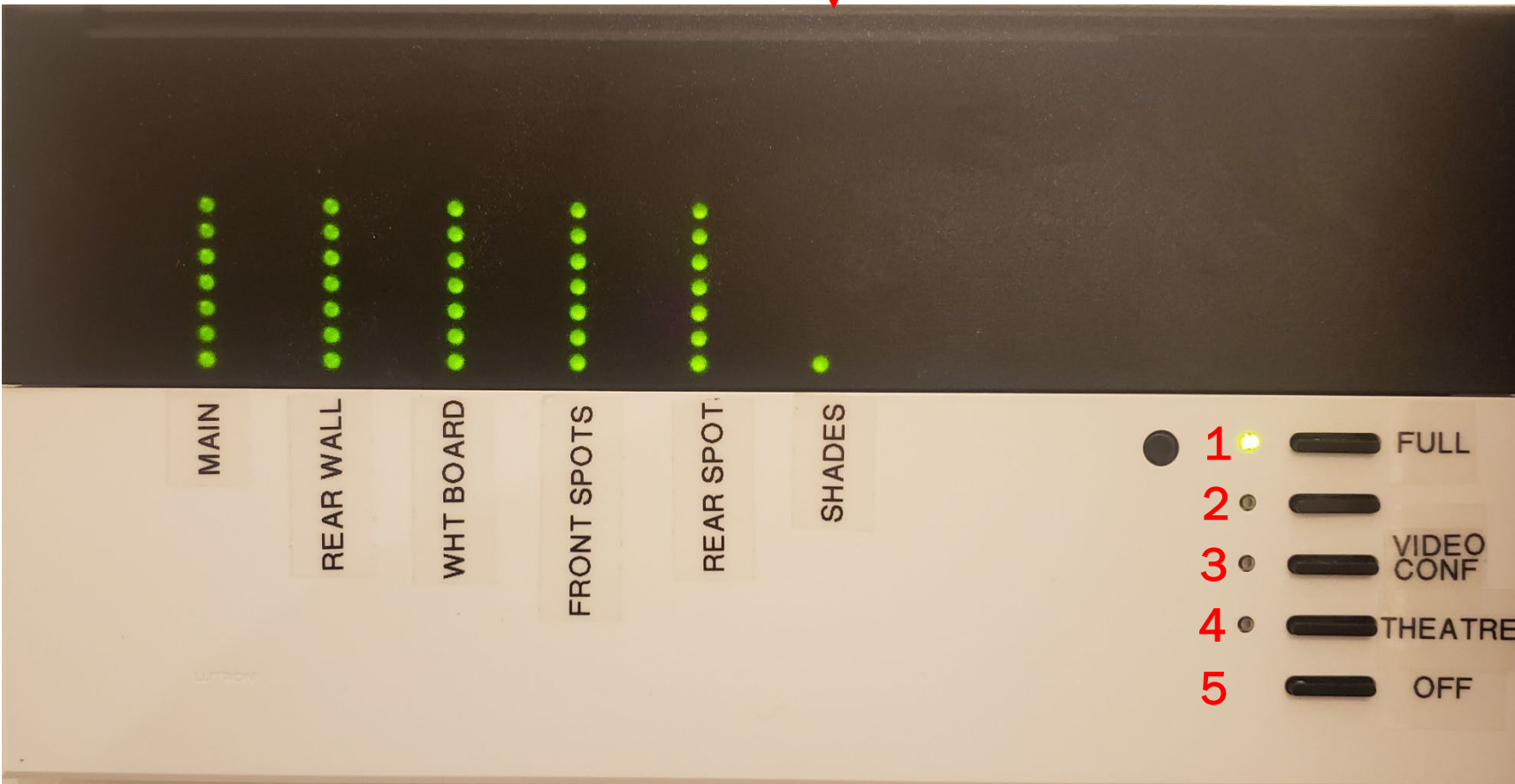
Lights and blinds panels are located on the wall next to each door

- 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

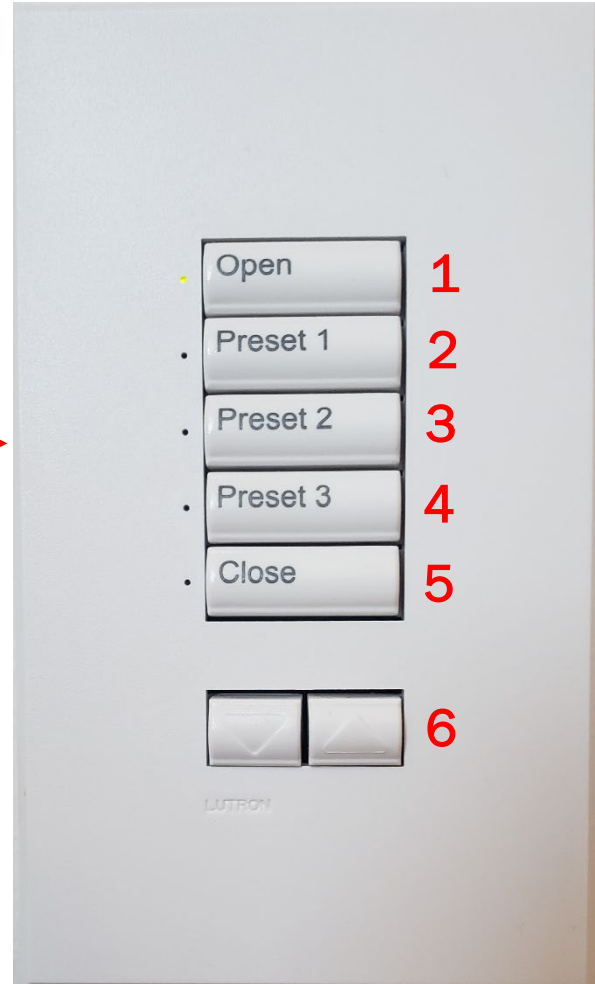
4 Lower blinds and turn off all lights except back wall light

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



100% Brightness

75% Brightness

50% Brightness

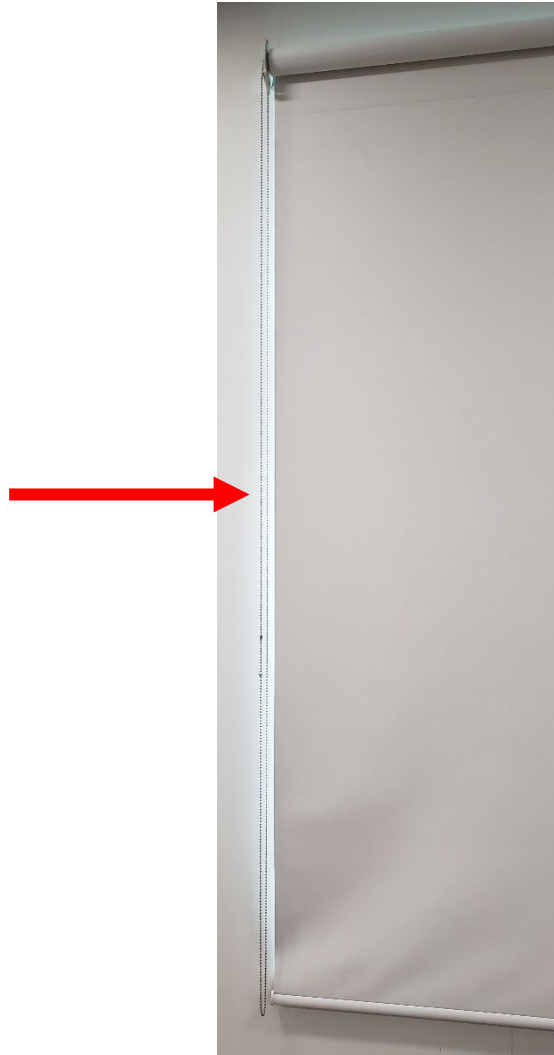
25% Brightness

Off



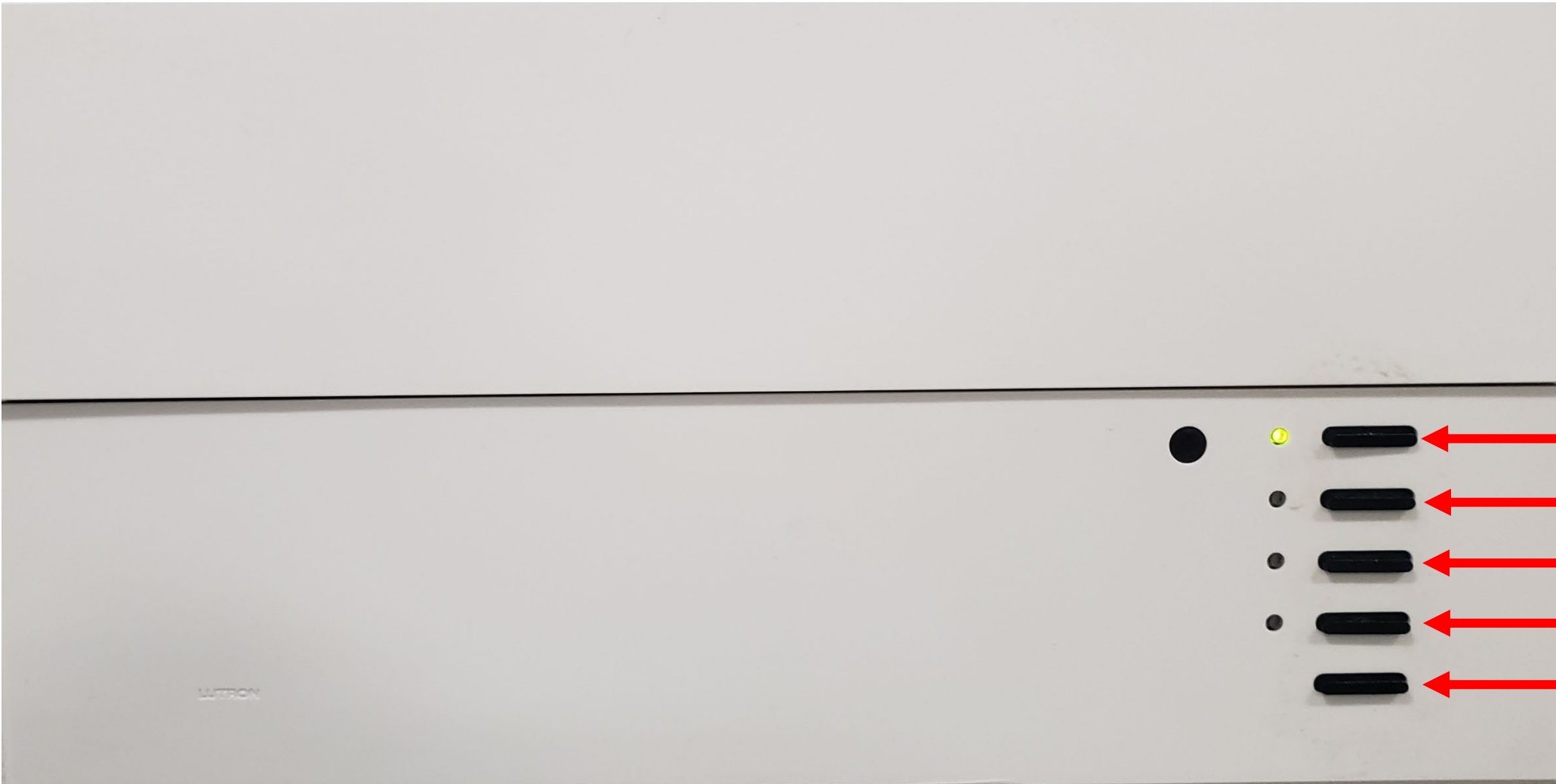
Window blinds for Conference Room 121G

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



100% Brightness

75% Brightness

50% Brightness

25% Brightness

Off



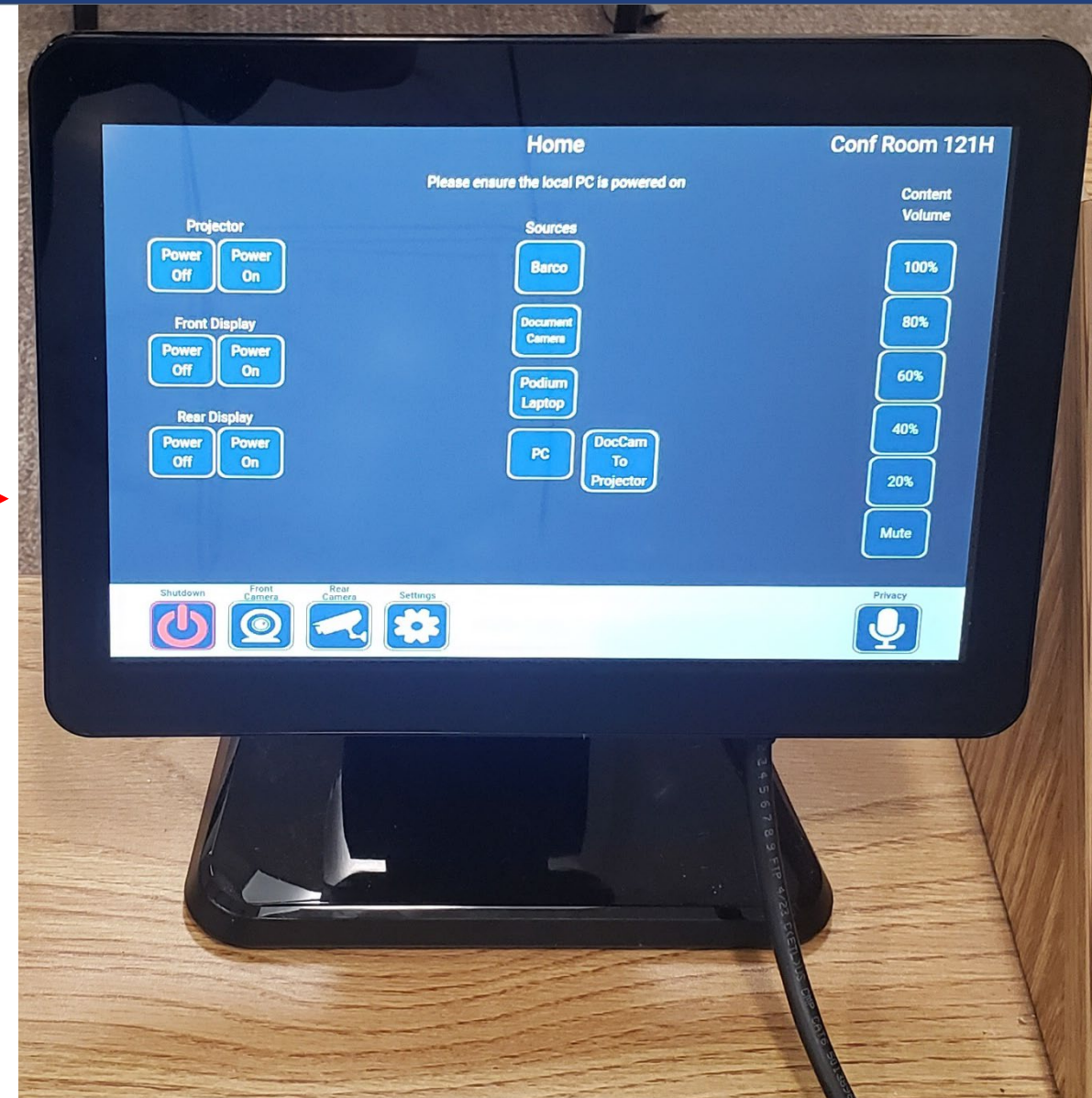
Manual projector screen controls

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



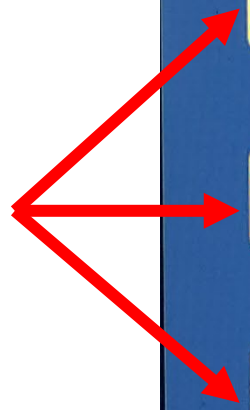
Podium Control Panel - Location

Locate the conference room control panel on the podium



Podium Control Panel - Displays

Select the displays you wish to use for the meeting



Home **Conf Room 121H**

Please Select A Source Below

Projector
Power Off Power On

Front Display
Power Off Power On

Rear Display
Power Off Power On

Sources
Barco
Document Camera
Podium Laptop
PC DocCam To Projector

Content Volume
100%
80%
60%
40%
20%
Mute

Shutdown **Front Camera** **Rear Camera** **Settings** **Privacy**

Podium Control Panel - Projector

Turn Projector On or Off

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

The screenshot shows a control panel titled "Home" for "Conf Room 121H". The main instruction is "Please Select A Source Below".

- Projector Section:** Contains three pairs of "Power Off" and "Power On" buttons. The top pair is highlighted with a yellow border. A red arrow points from the text "Turn Projector On or Off" to the "Power Off" button of this pair.
- Front Display Section:** Contains a pair of "Power Off" and "Power On" buttons. The "Power Off" button is highlighted with a yellow border.
- Rear Display Section:** Contains a pair of "Power Off" and "Power On" buttons. The "Power Off" button is highlighted with a yellow border.
- Sources Section:** A vertical column of buttons: "Barco", "Document Camera", "Podium Laptop", "PC", and "DocCam To Projector".
- Content Volume Section:** A vertical column of volume control buttons: "100%", "80%", "60%", "40%", "20%", and "Mute". The "60%" button is highlighted with a yellow border.
- Footer Section:** A horizontal bar with icons for "Shutdown", "Front Camera", "Rear Camera", "Settings", and "Privacy".

Podium Control Panel – Front TV

Turn Front Display (TV) On or Off



Home

Conf Room 121H

Please Select A Source Below

Projector

Power Off Power On

Front Display

Power Off Power On

Rear Display

Power Off Power On

Sources

Barco

Document Camera

Podium Laptop

PC DocCam To Projector

Content Volume

100%

80%

60%

40%

20%

Mute

Shutdown Front Camera Rear Camera Settings Privacy

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

Home

Conf Room 121H

Please Select A Source Below

Projector

Power Off Power On

Front Display

Power Off Power On

Rear Display

Power Off Power On

Sources

Barco

Document Camera

Podium Laptop

PC DocCam To Projector

Content Volume

100%

80%

60%

40%

20%

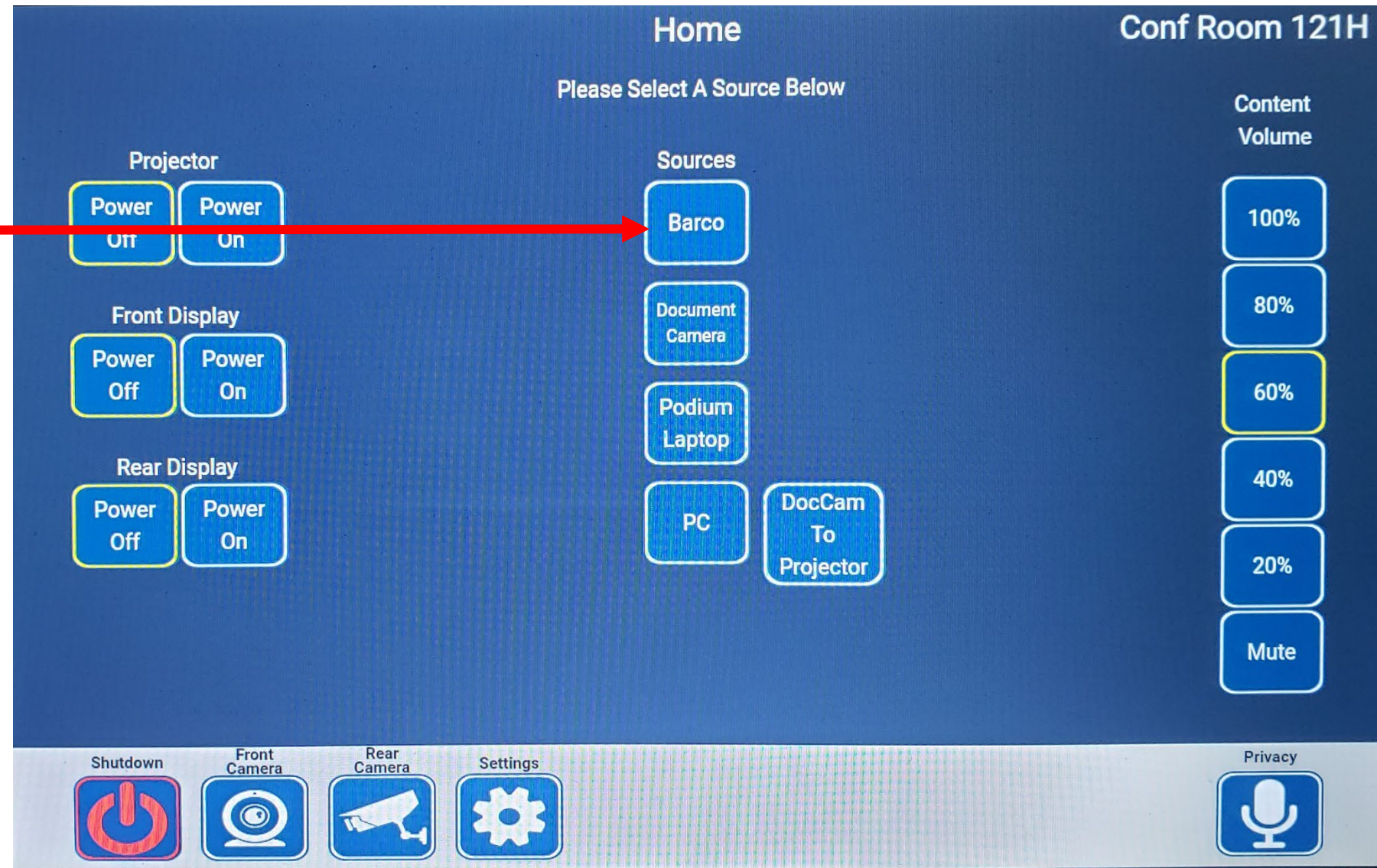
Mute

Shutdown Front Camera Rear Camera Settings Privacy

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.



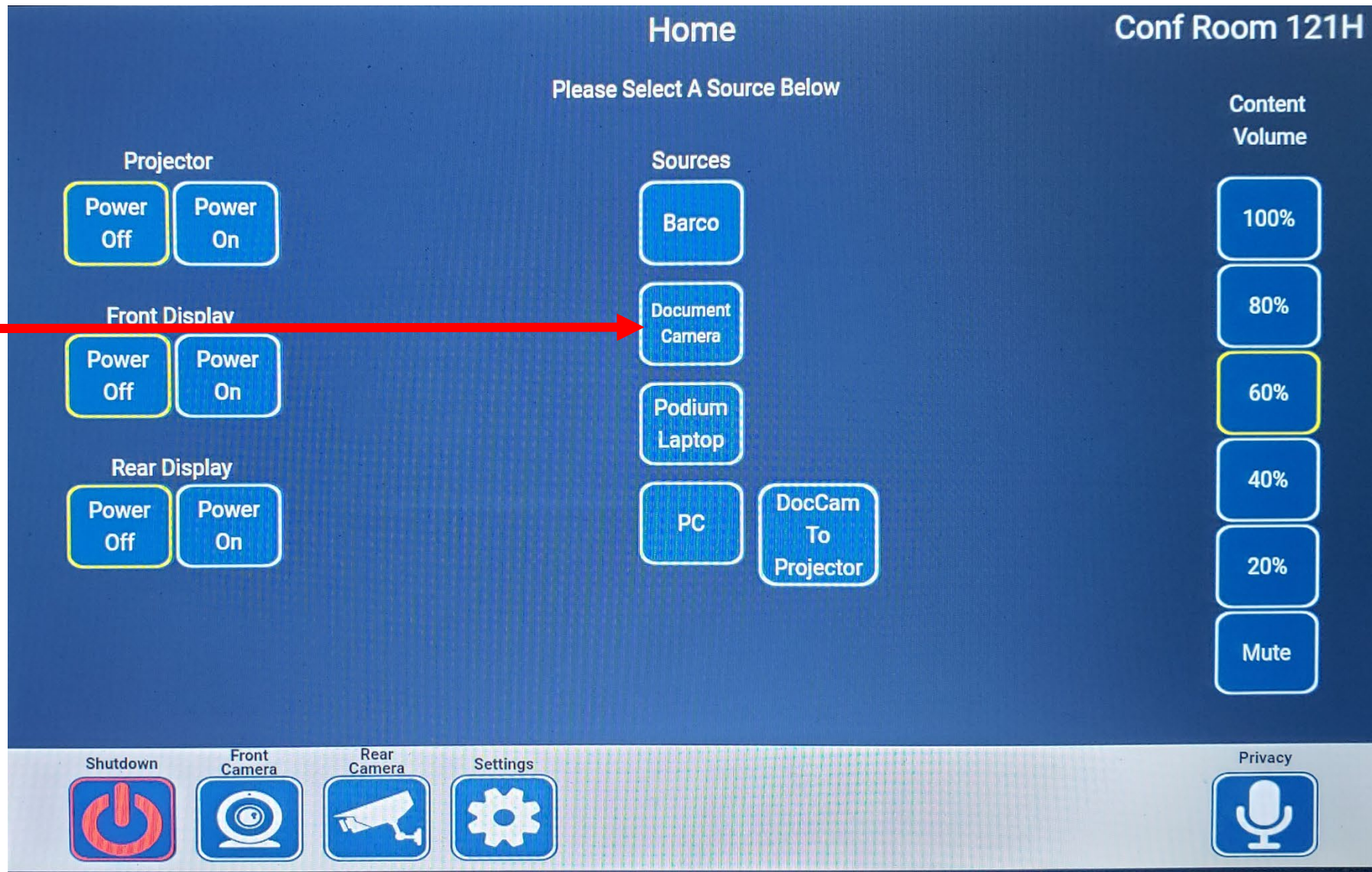
Ring will turn red while sharing.
Click inside the ring again to stop sharing



Podium Control Panel Document Camera

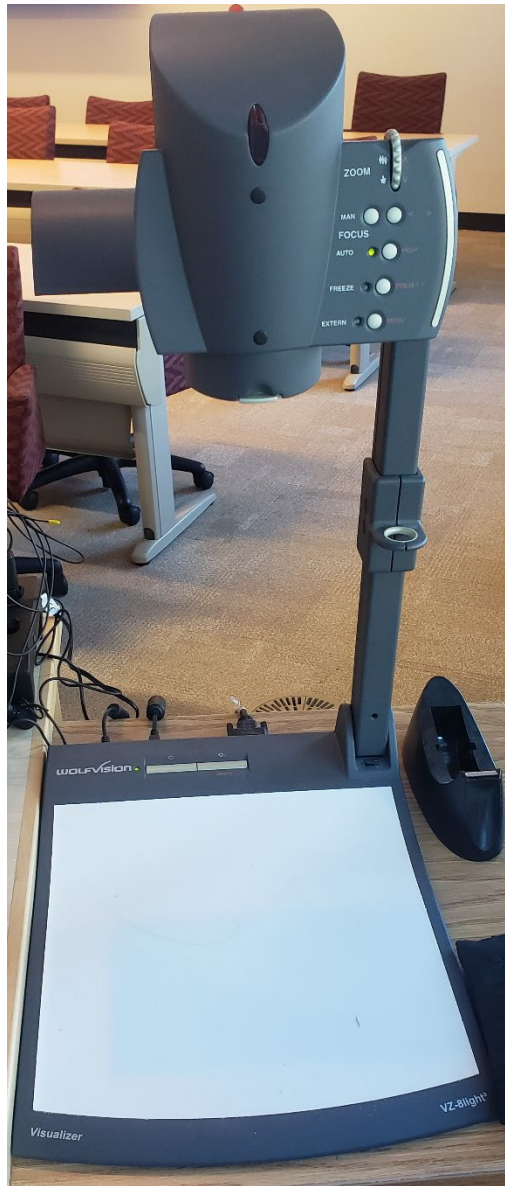
Select to use the Document Camera. Document will appear on the projector and front and rear displays.

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

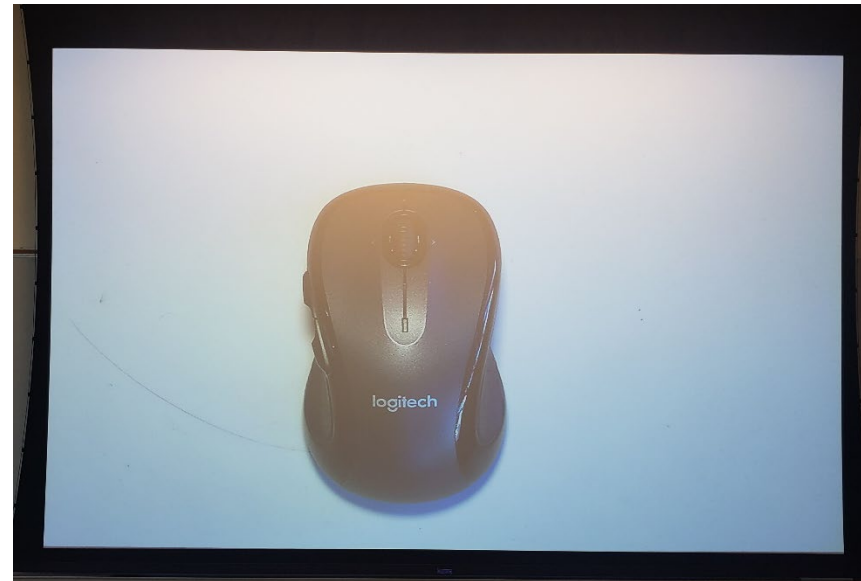
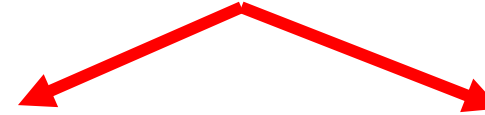


Document Camera

Place item on the scanner bed

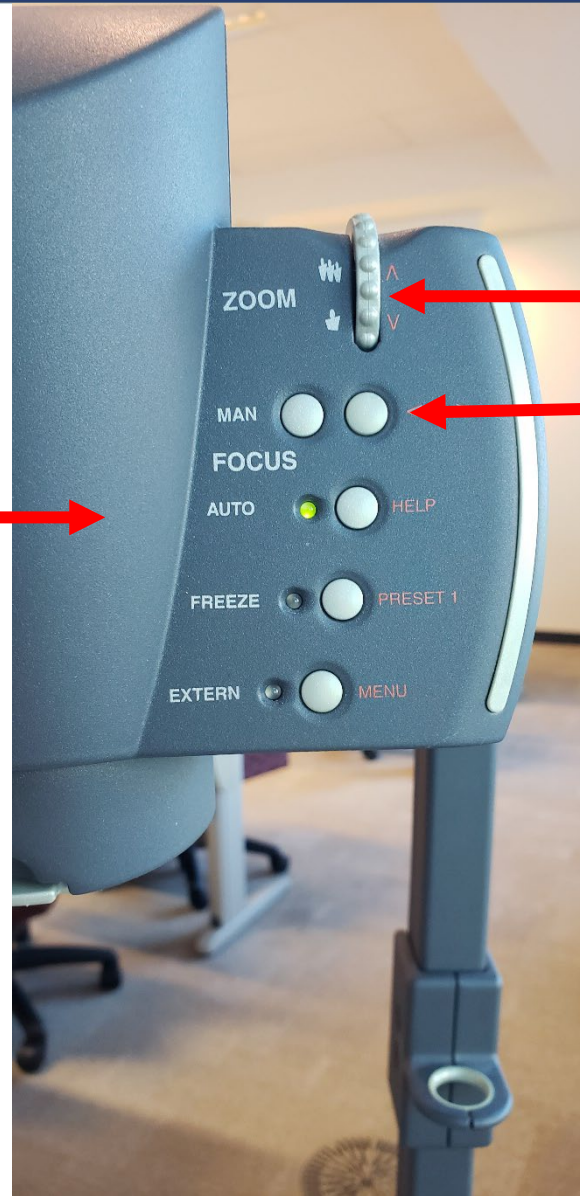


Image will appear on the projector and the TV's



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



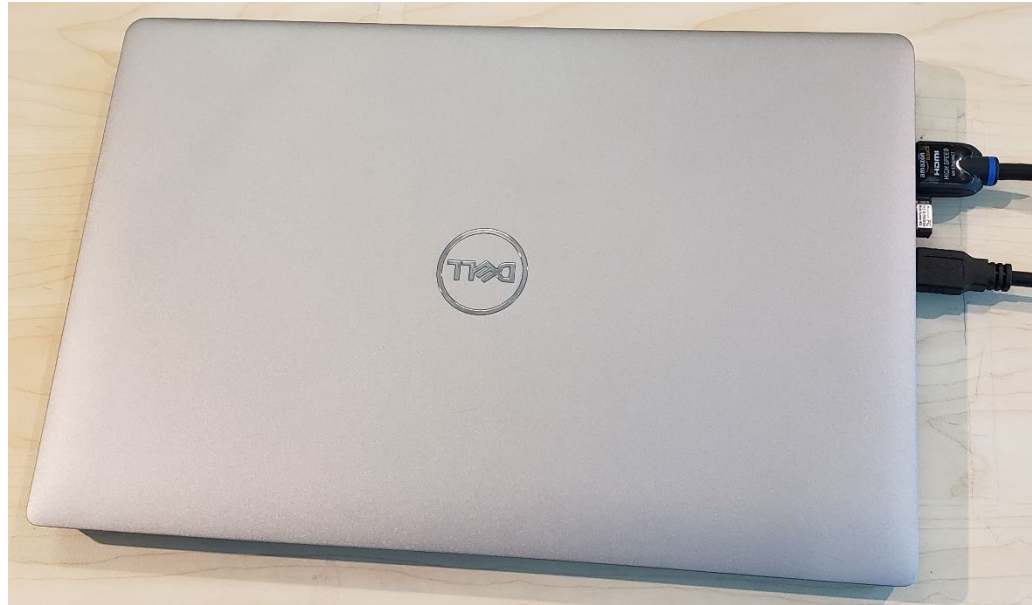
The screenshot shows a control panel for a podium in 'Conf Room 121H'. The main area is titled 'Home' and 'Please Select A Source Below'. It features three sections for display power: 'Projector' (Power Off, Power On), 'Front Display' (Power Off, Power On), and 'Rear Display' (Power Off, Power On). The 'Sources' section includes buttons for 'Barco', 'Document Camera', 'Podium Laptop', 'PC', and 'DocCam To Projector'. On the right, a 'Content Volume' slider is set to 60%, with options for 100%, 80%, 40%, 20%, and Mute. A bottom navigation bar contains icons for 'Shutdown', 'Front Camera', 'Rear Camera', 'Settings', and 'Privacy'.

Podium Laptop

1. Locate the HDMI and USB cable on the podium



2. Plug the HDMI and USB cable into your laptop

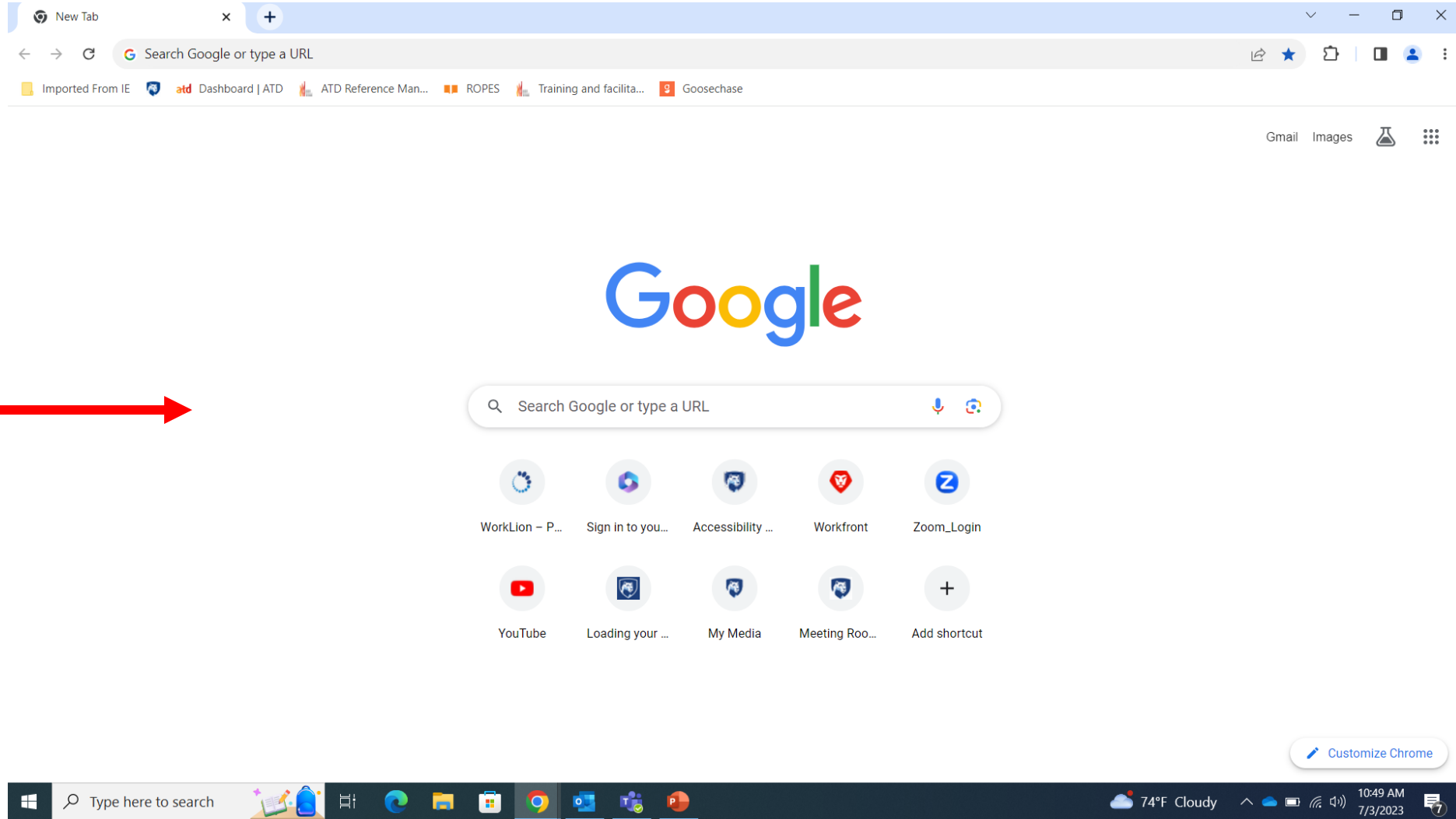


Adapters are available on the desk if you do not have a USB or HDMI port.



Podium Laptop

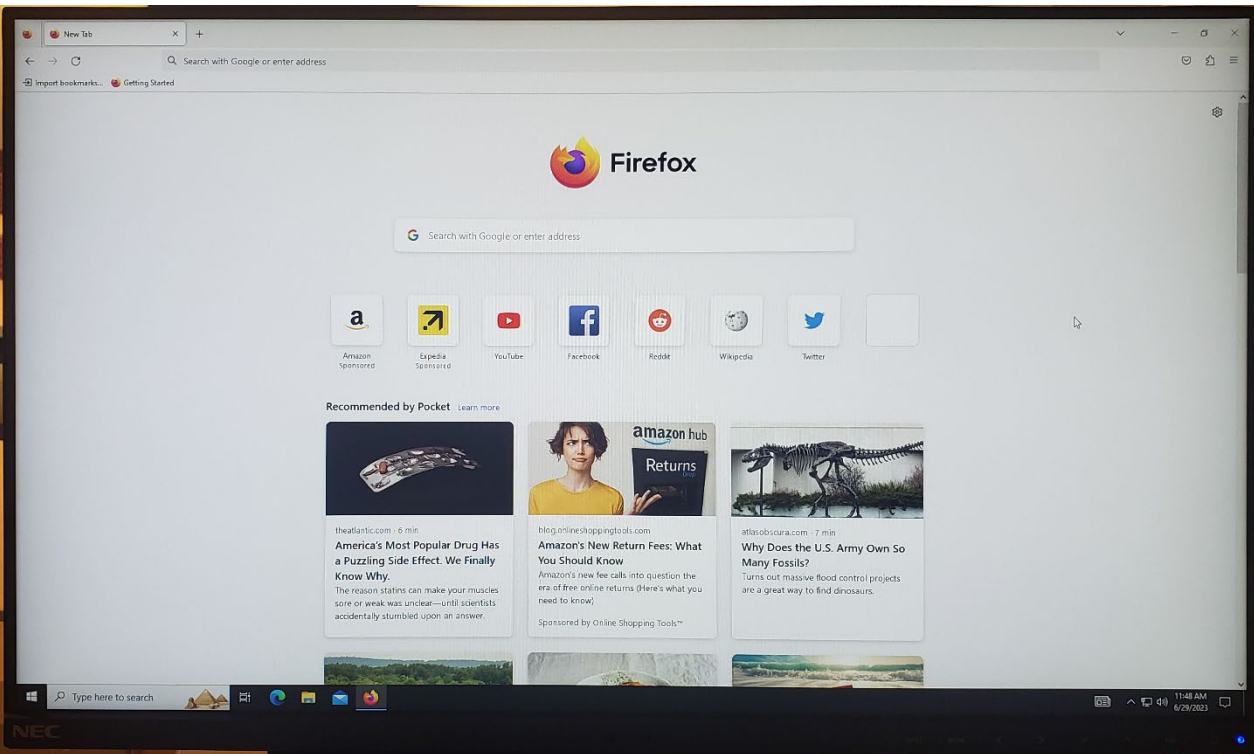
1. You are now sharing your laptop screen



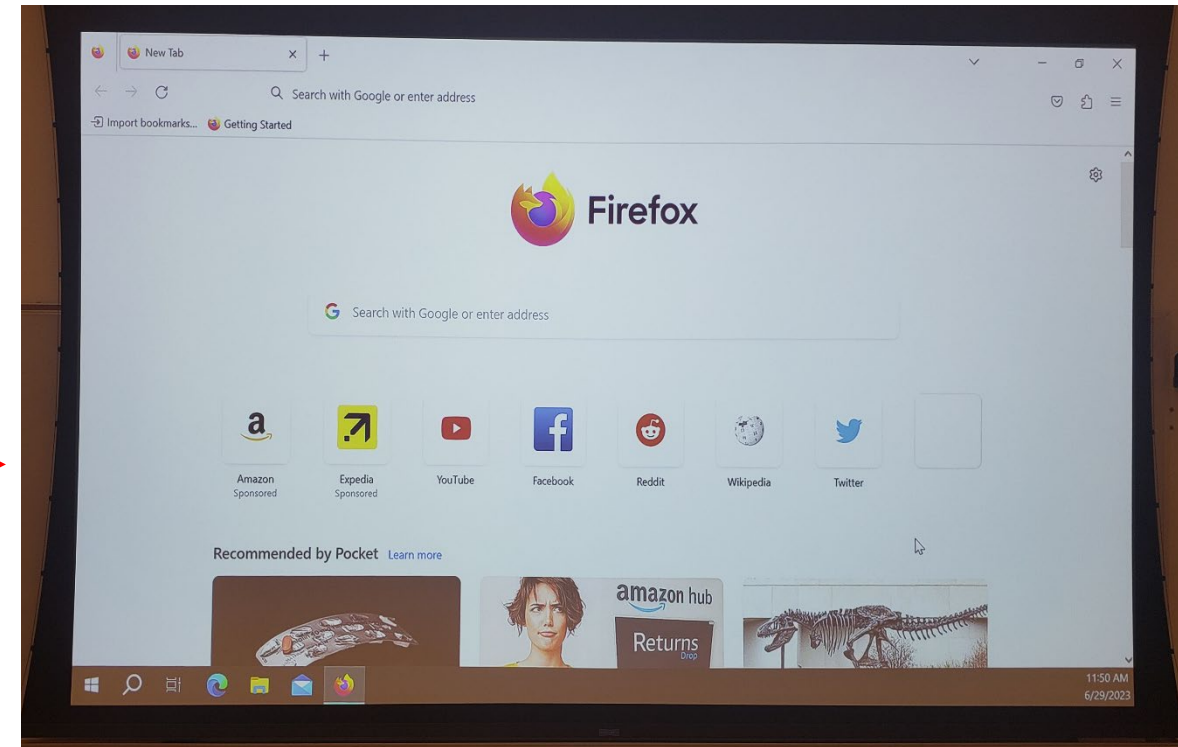
Podium Laptop

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

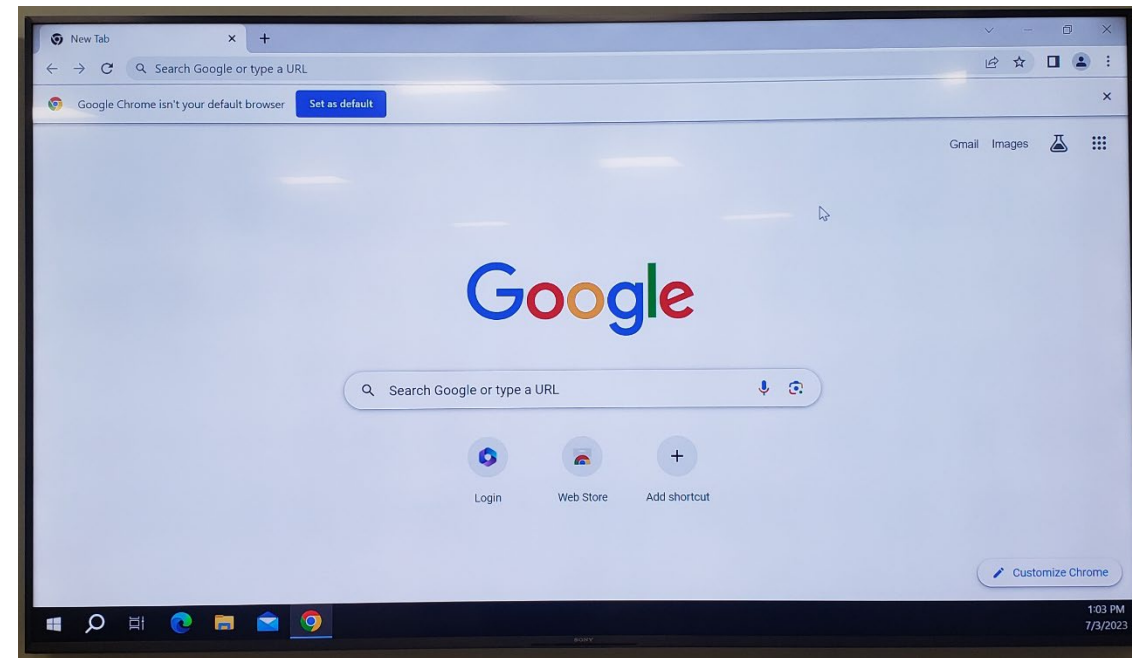
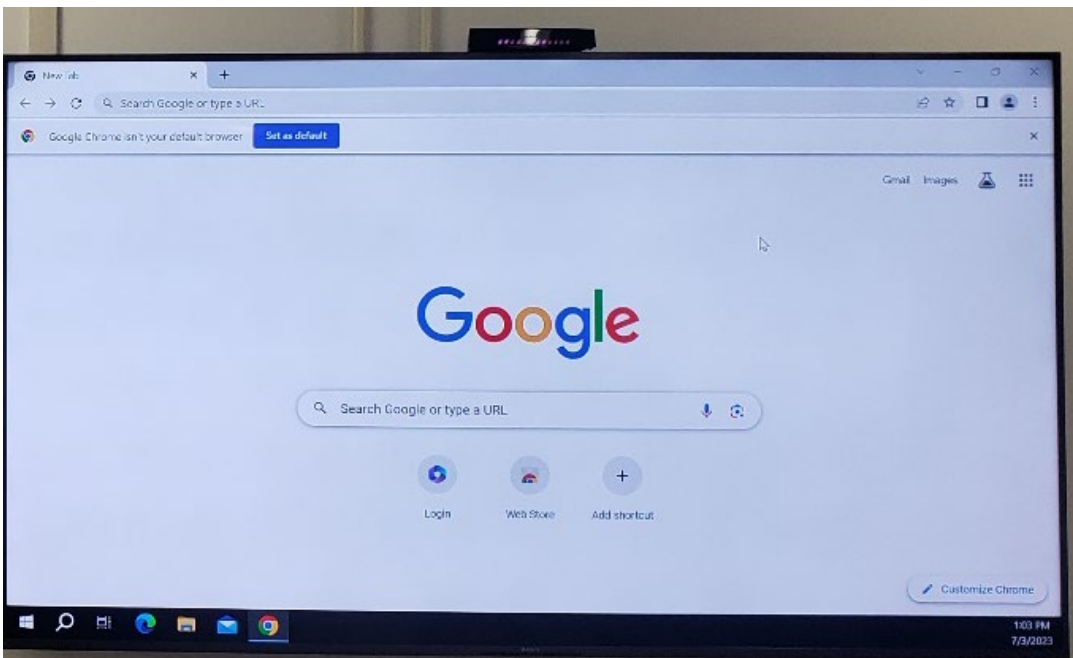


You can drag the browser window to the projector screen



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

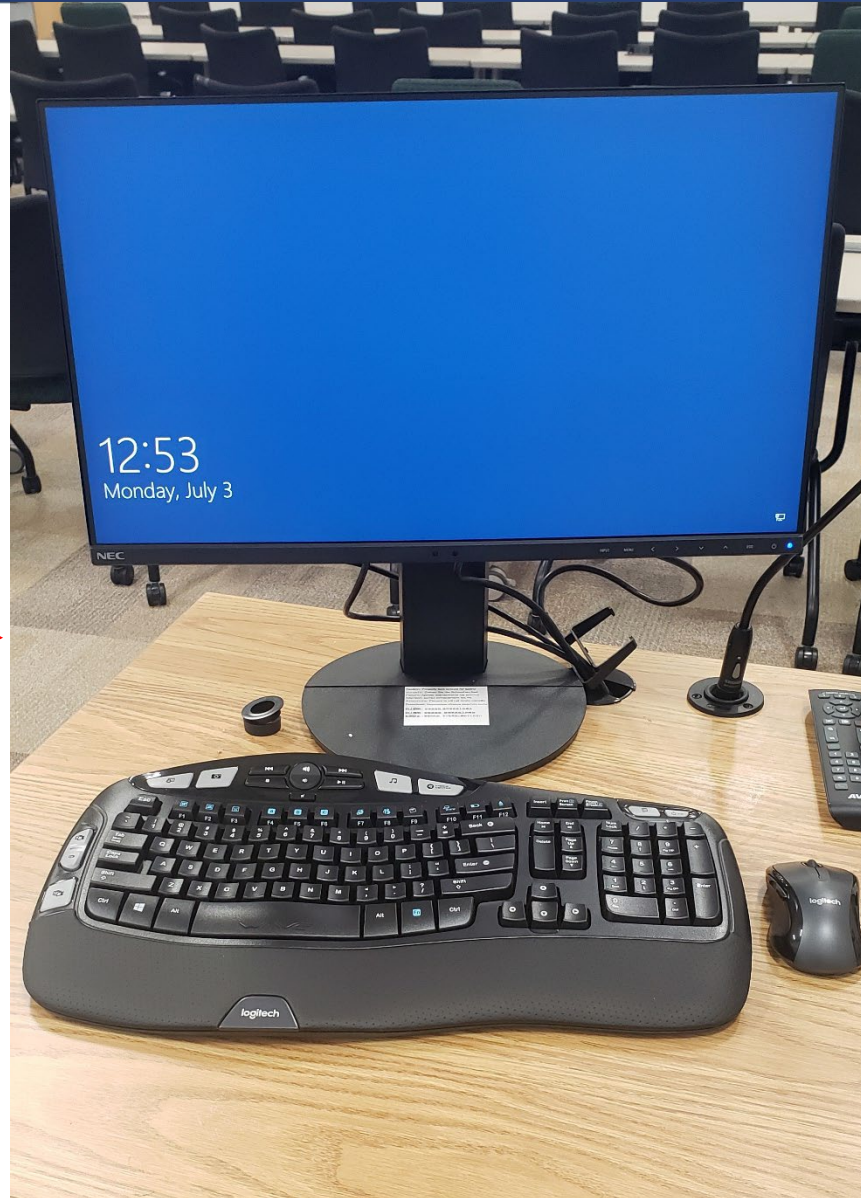


The screenshot shows a control panel interface with the following elements:

- Home** (top center)
- Conf Room 121H** (top right)
- Please Select A Source Below** (center top instruction)
- Projector** section with **Power Off** and **Power On** buttons.
- Front Display** section with **Power Off** and **Power On** buttons.
- Rear Display** section with **Power Off** and **Power On** buttons.
- Sources** section containing buttons for **Barco**, **Document Camera**, **Podium Laptop**, **PC**, and **DocCam To Projector**.
- Content Volume** section on the right with buttons for **100%**, **80%**, **60%**, **40%**, **20%**, and **Mute**.
- Shutdown** (power icon), **Front Camera** (camera icon), **Rear Camera** (camera icon), **Settings** (gear icon), and **Privacy** (microphone icon) buttons along the bottom.

Podium PC

Locate the podium keyboard and monitor



Podium PC

Sign into the podium PC with your PSU account

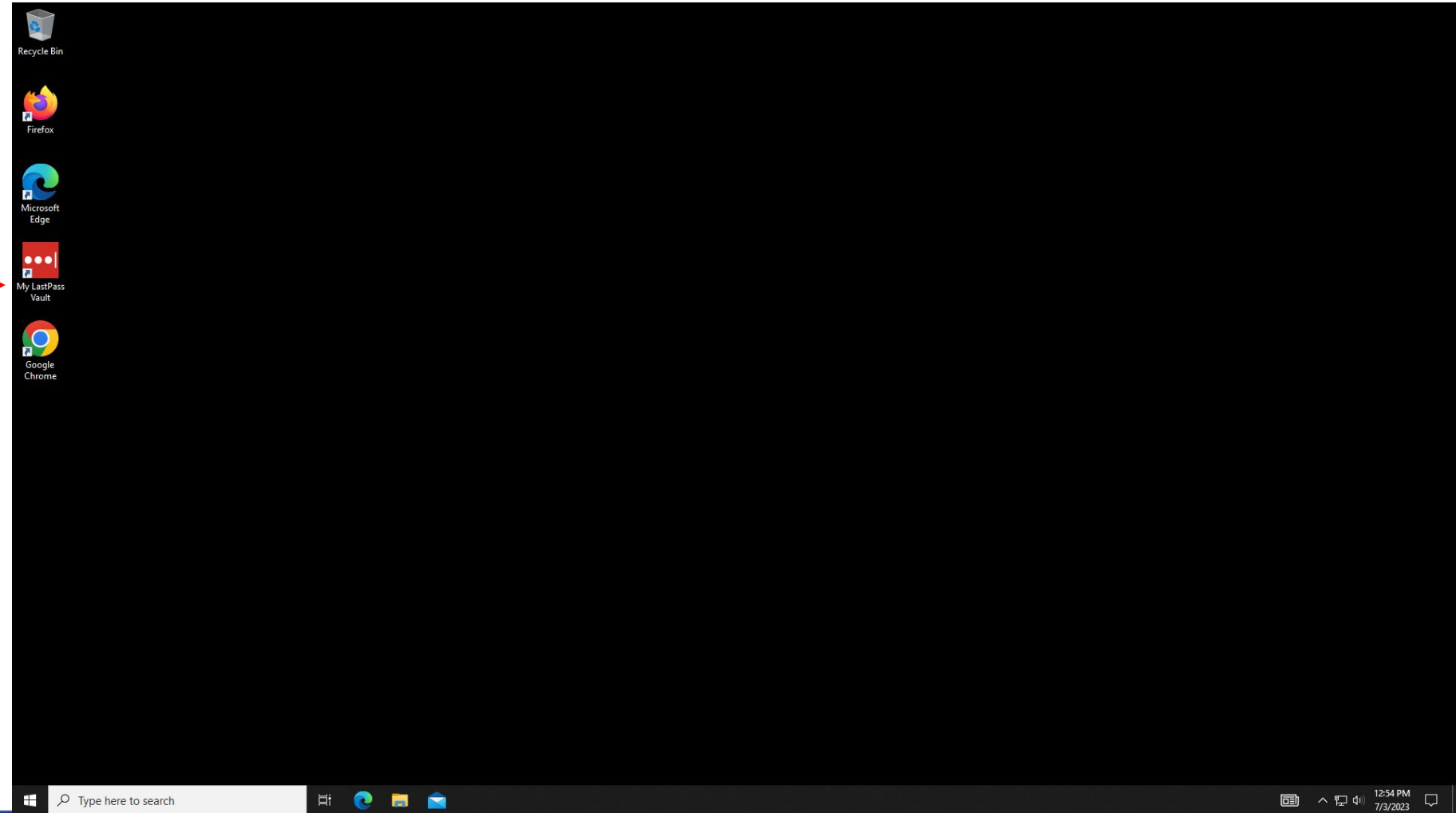


The screenshot shows a Windows login interface for a user named 'Other user'. At the top is a circular profile icon with a person symbol. Below the name are two input fields: 'User name' and 'Password'. The 'User name' field is currently empty with a cursor. The 'Password' field is also empty and has a right-pointing arrow button on its right side. Below the password field is a 'Sign in to: PSU' button. Underneath that is a link that says 'How do I sign in to another domain?'. At the bottom of the login area is a link for 'Sign-in options'.



Podium PC

You are now signed into
the Podium PC



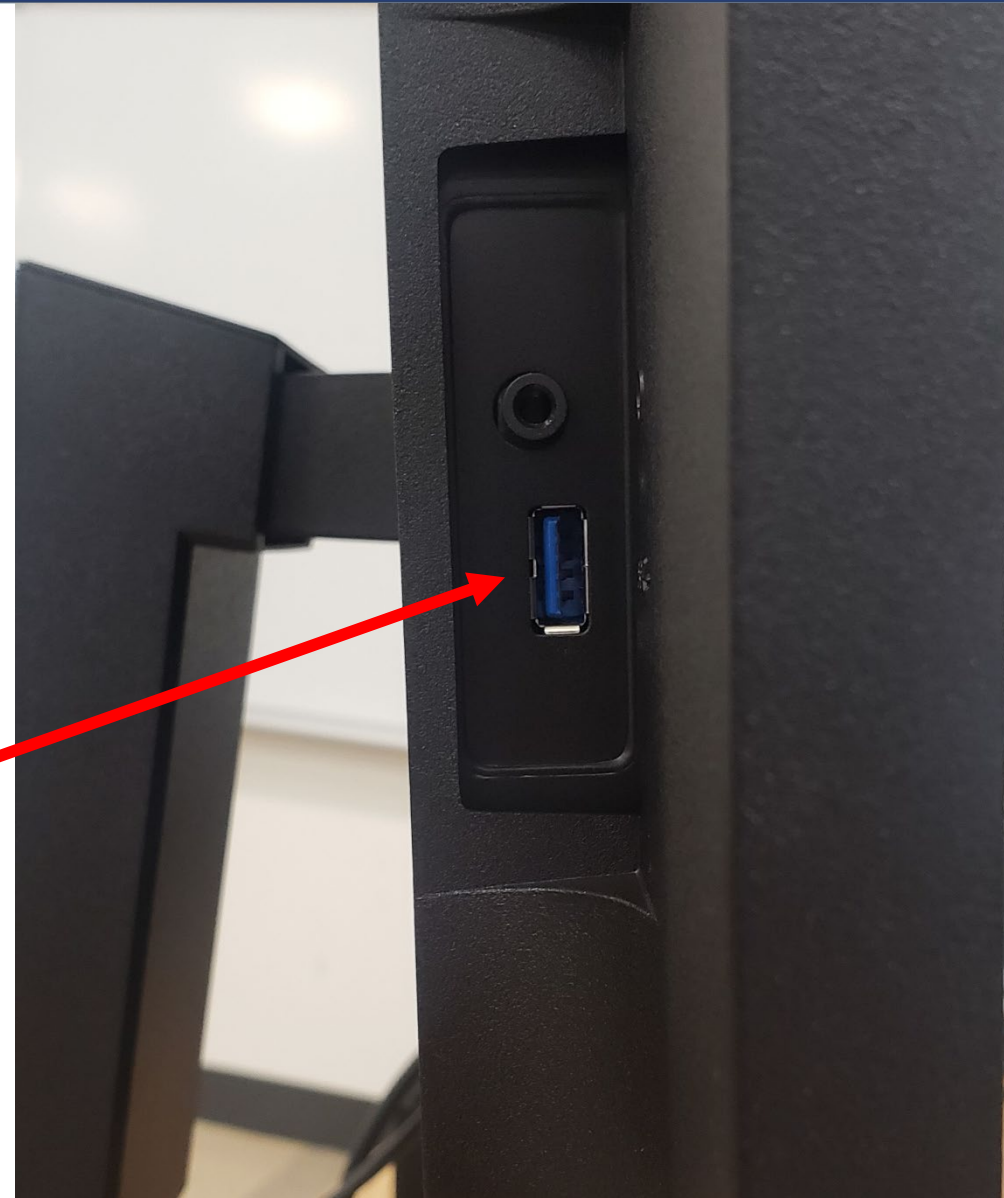
Podium PC



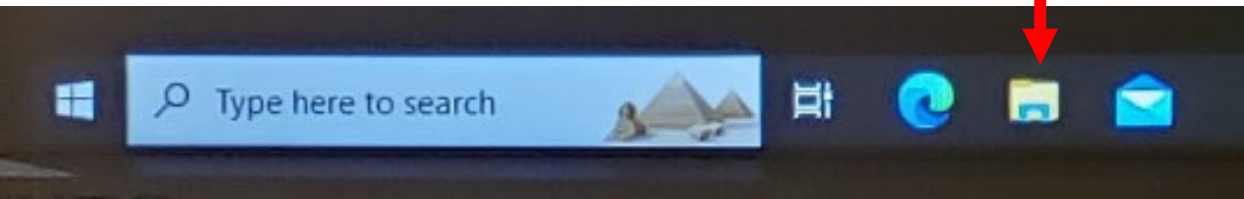
Open your file from the cloud (One Drive, SharePoint, Email, etc)

Or

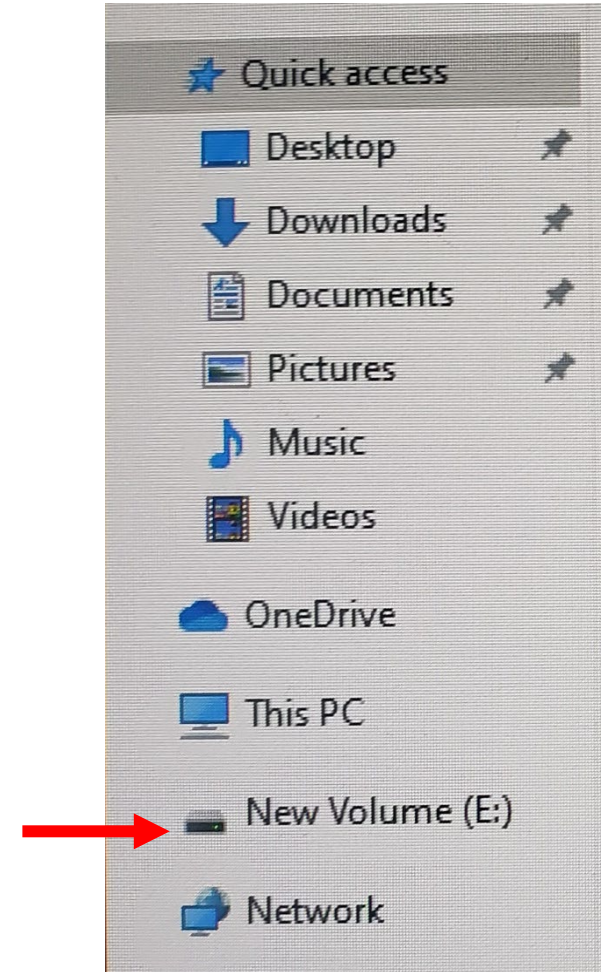
From a flash drive. Insert your flash drive on the left back side of the podium monitor



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



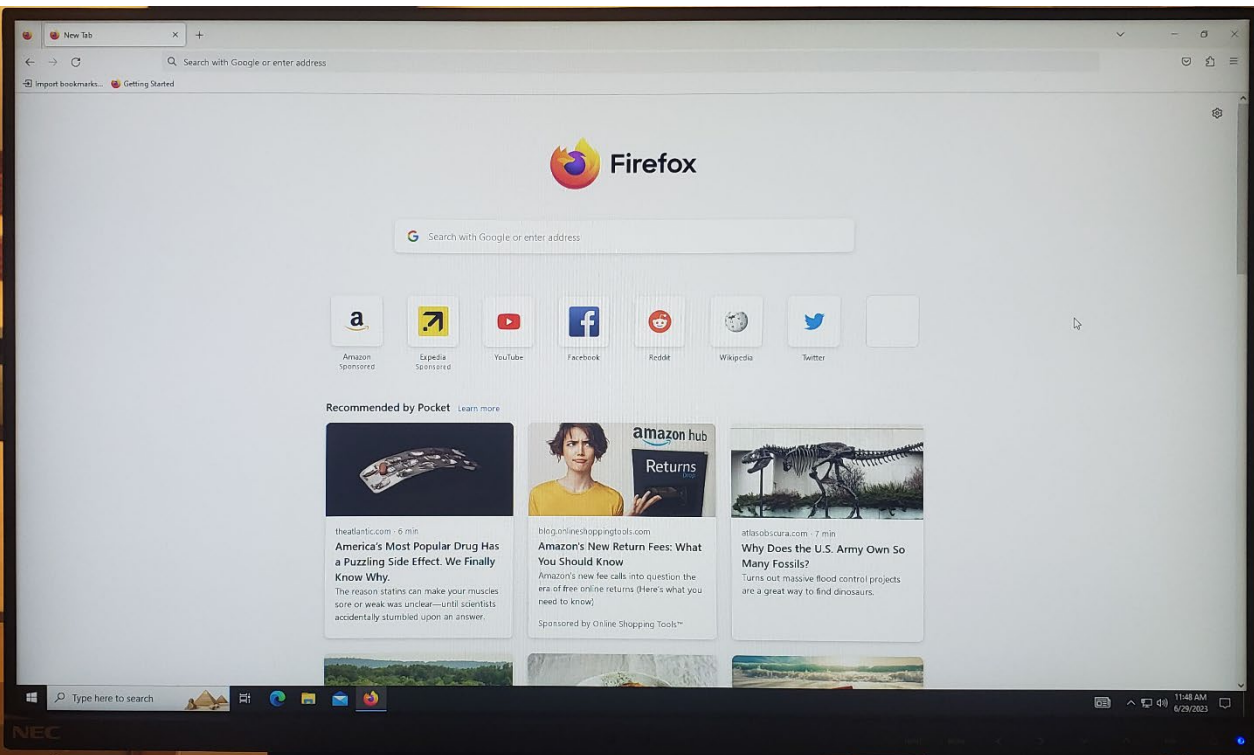
2. Select the E: drive to access your flash drive and open your files



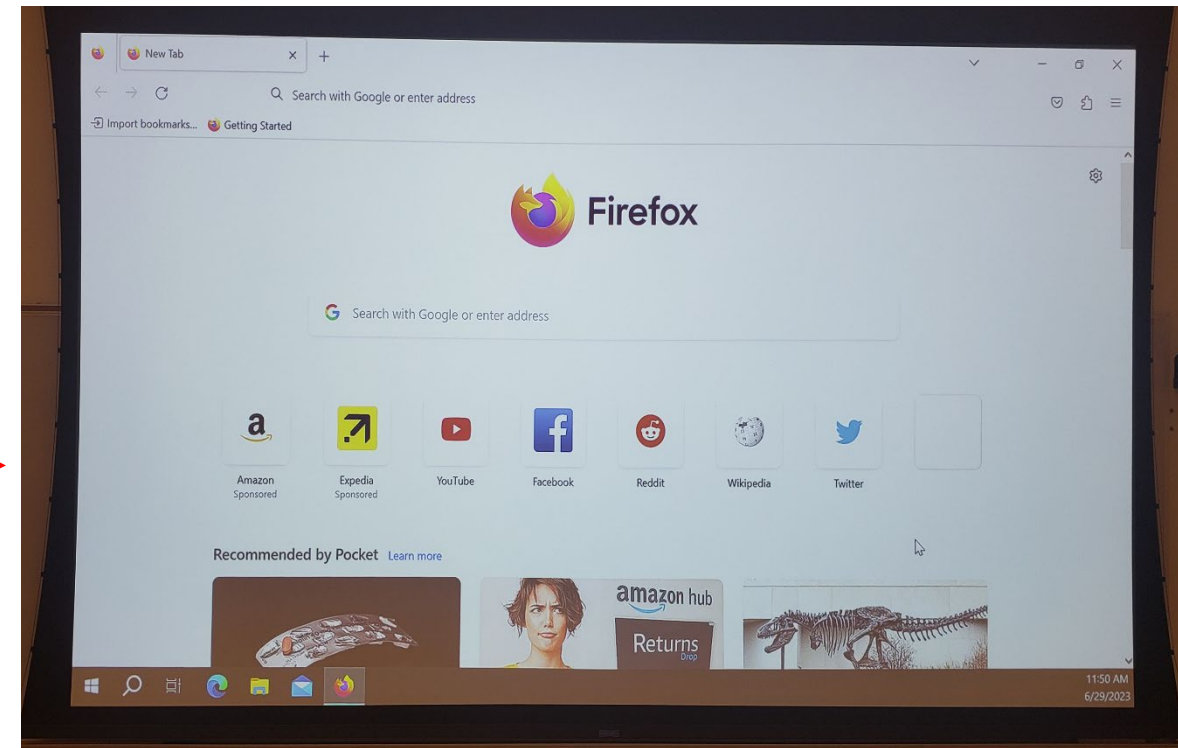
Podium PC

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



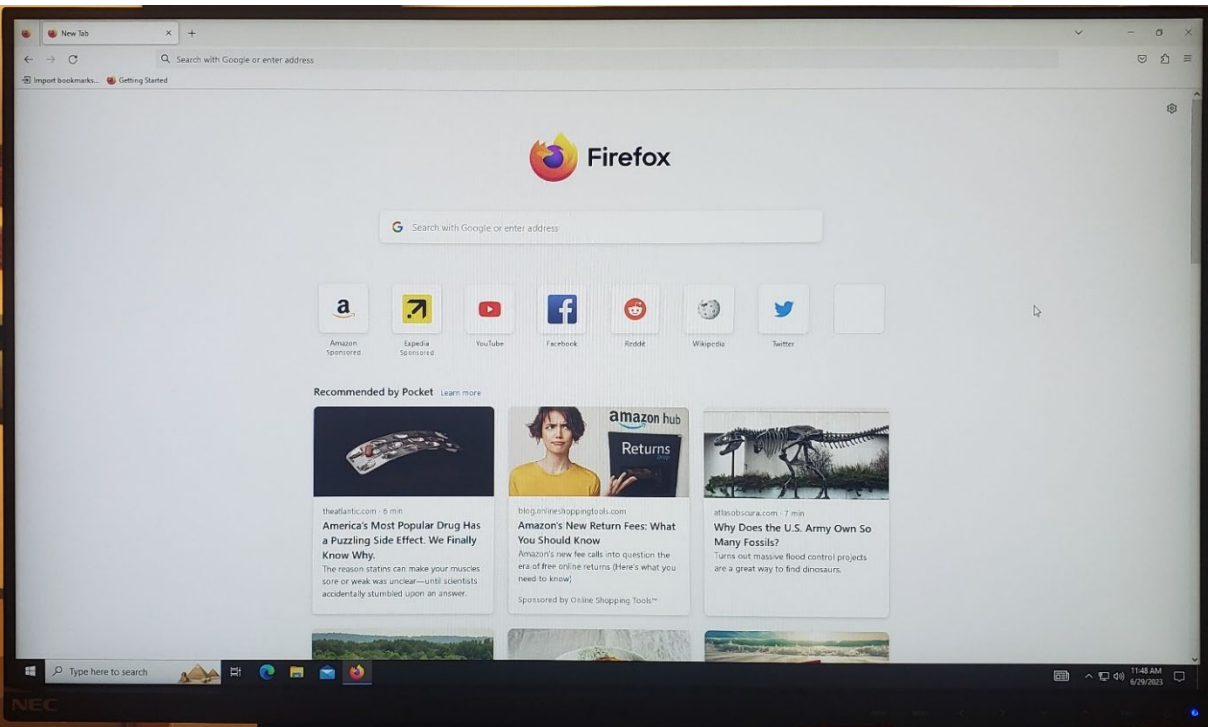
You can drag the browser window to the projector screen



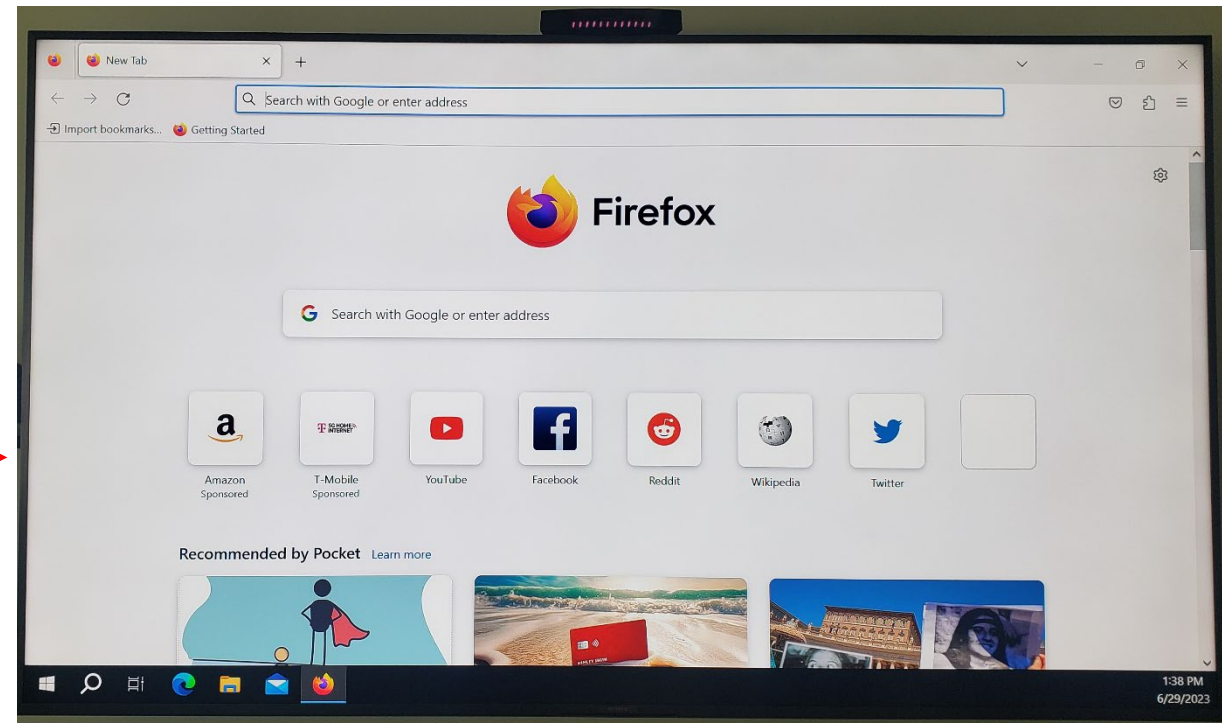
Podium PC

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

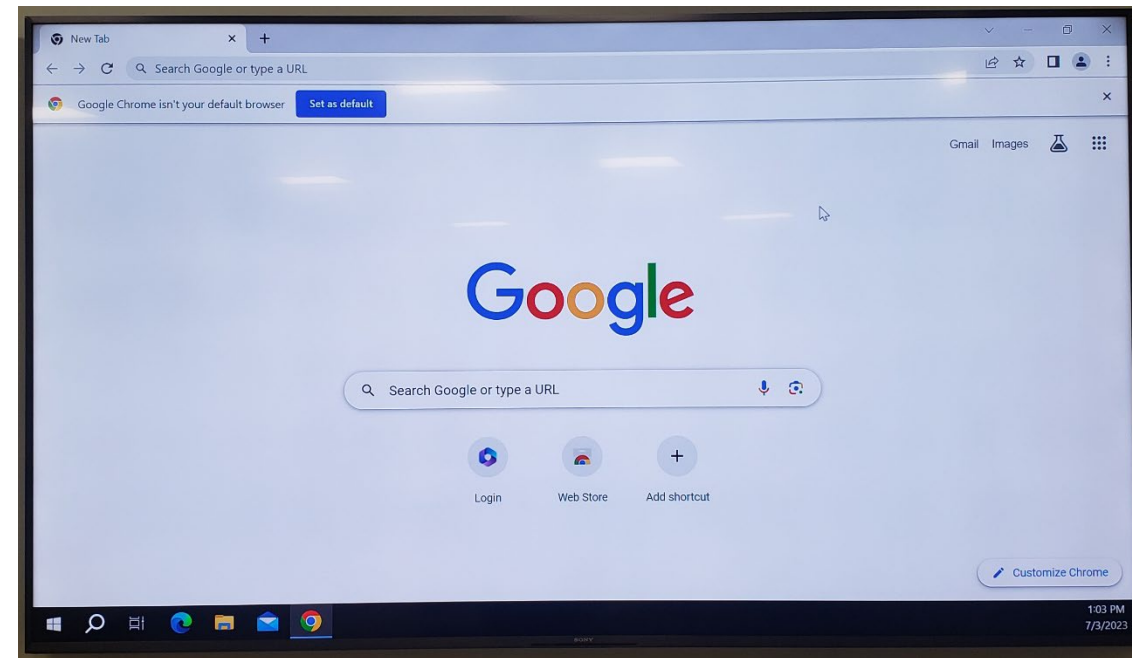
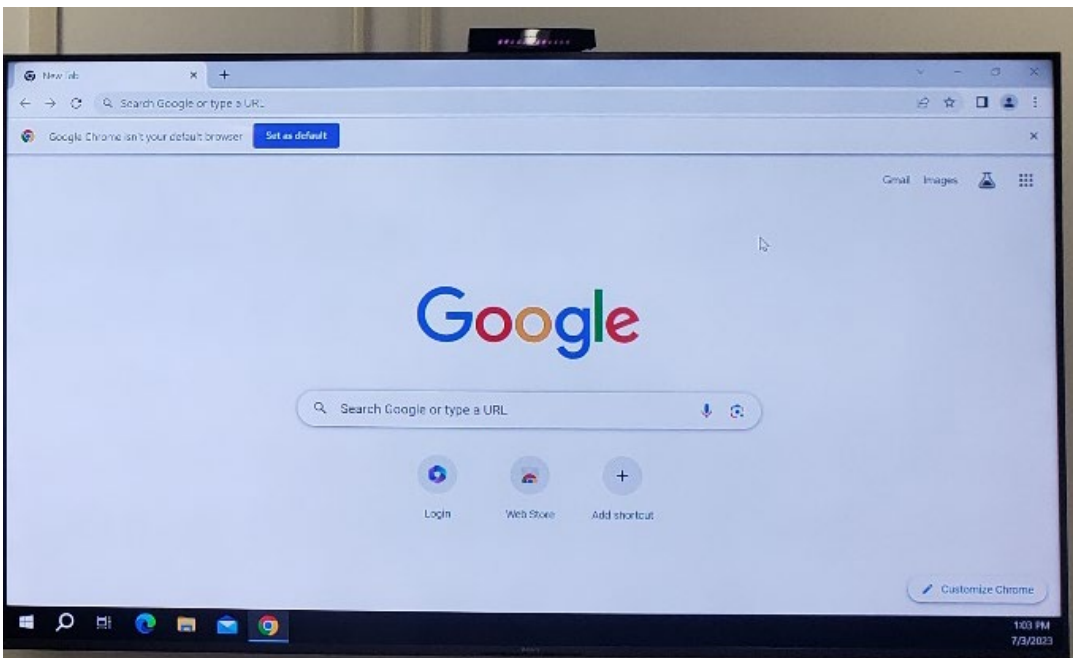


You can drag the browser window to the TV



Podium PC

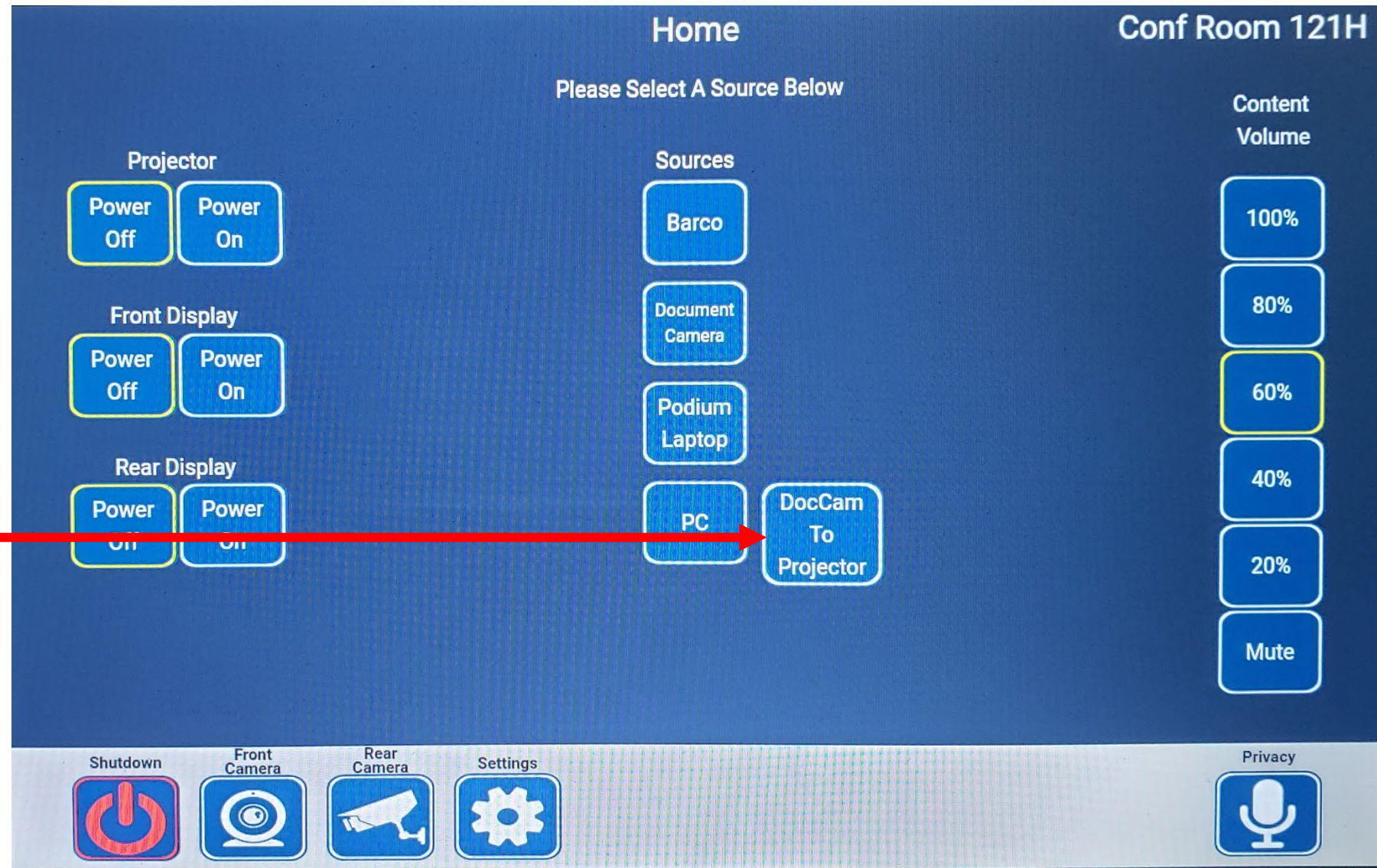
The front and rear displays (TV's) will mirror each other



Podium Control Panel DocCam to Projector

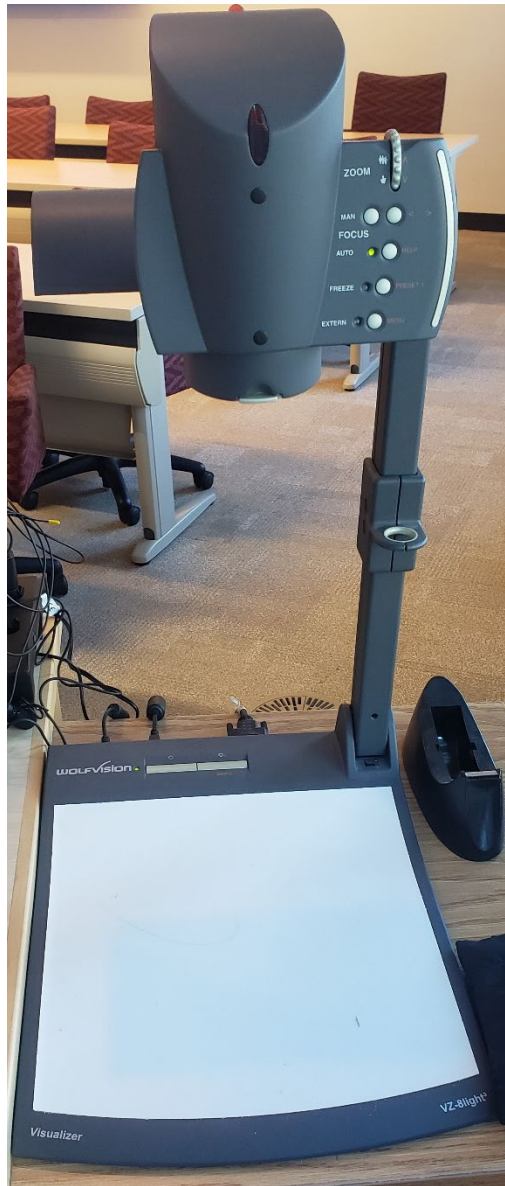
Select to display the Document camera on the projector

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

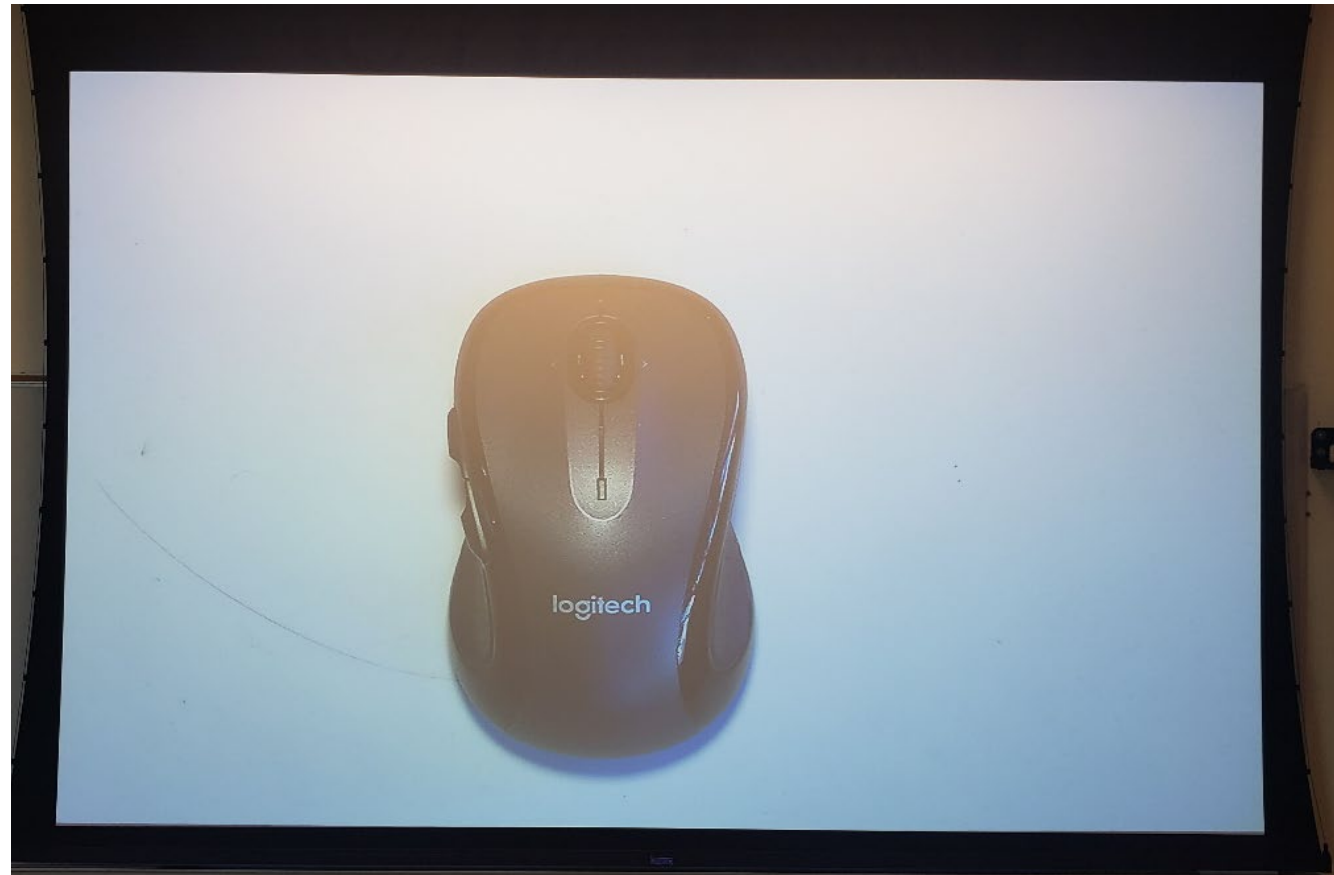


Document Camera

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



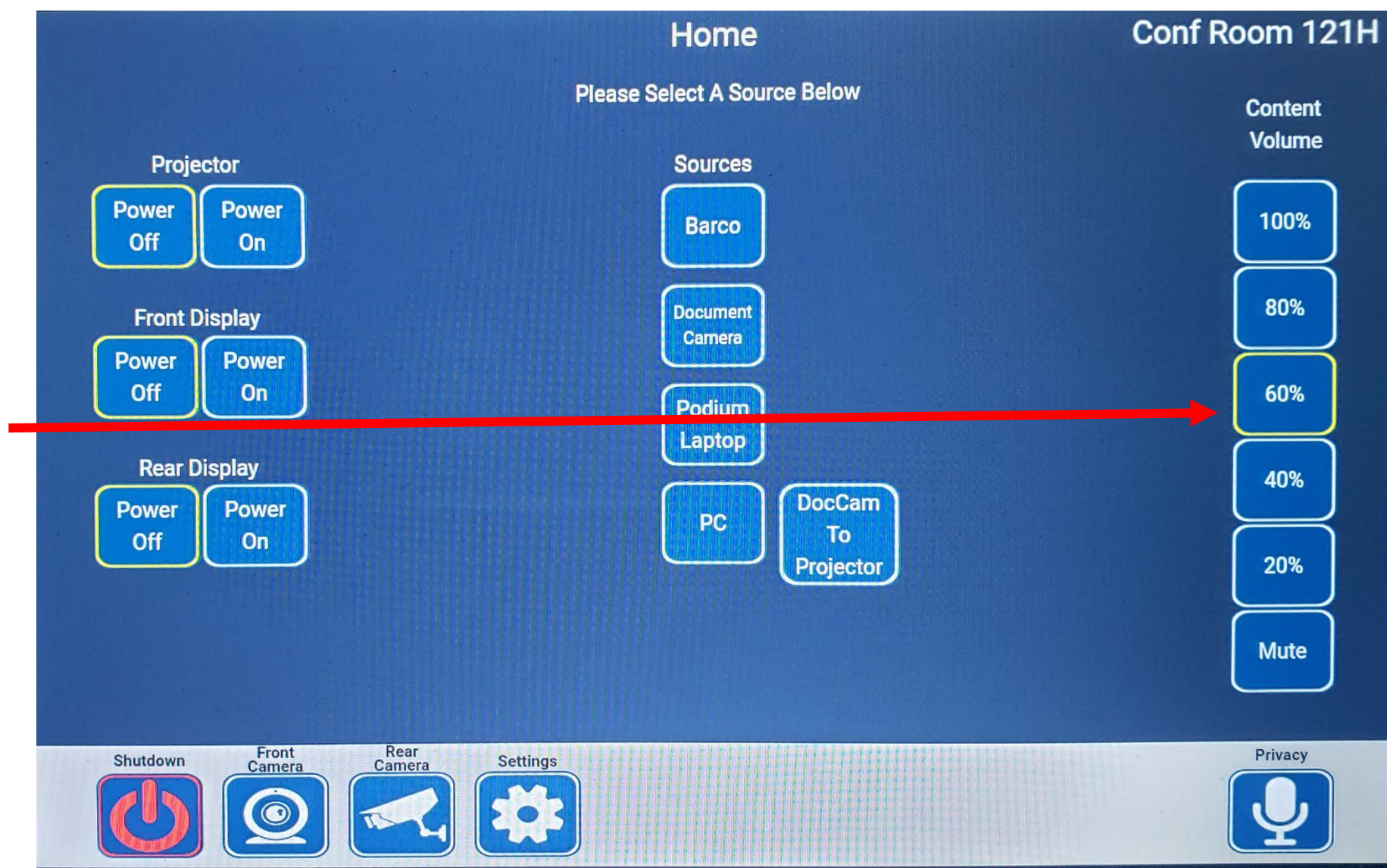
Zoom wheel to zoom in and out

Manually adjust the focus

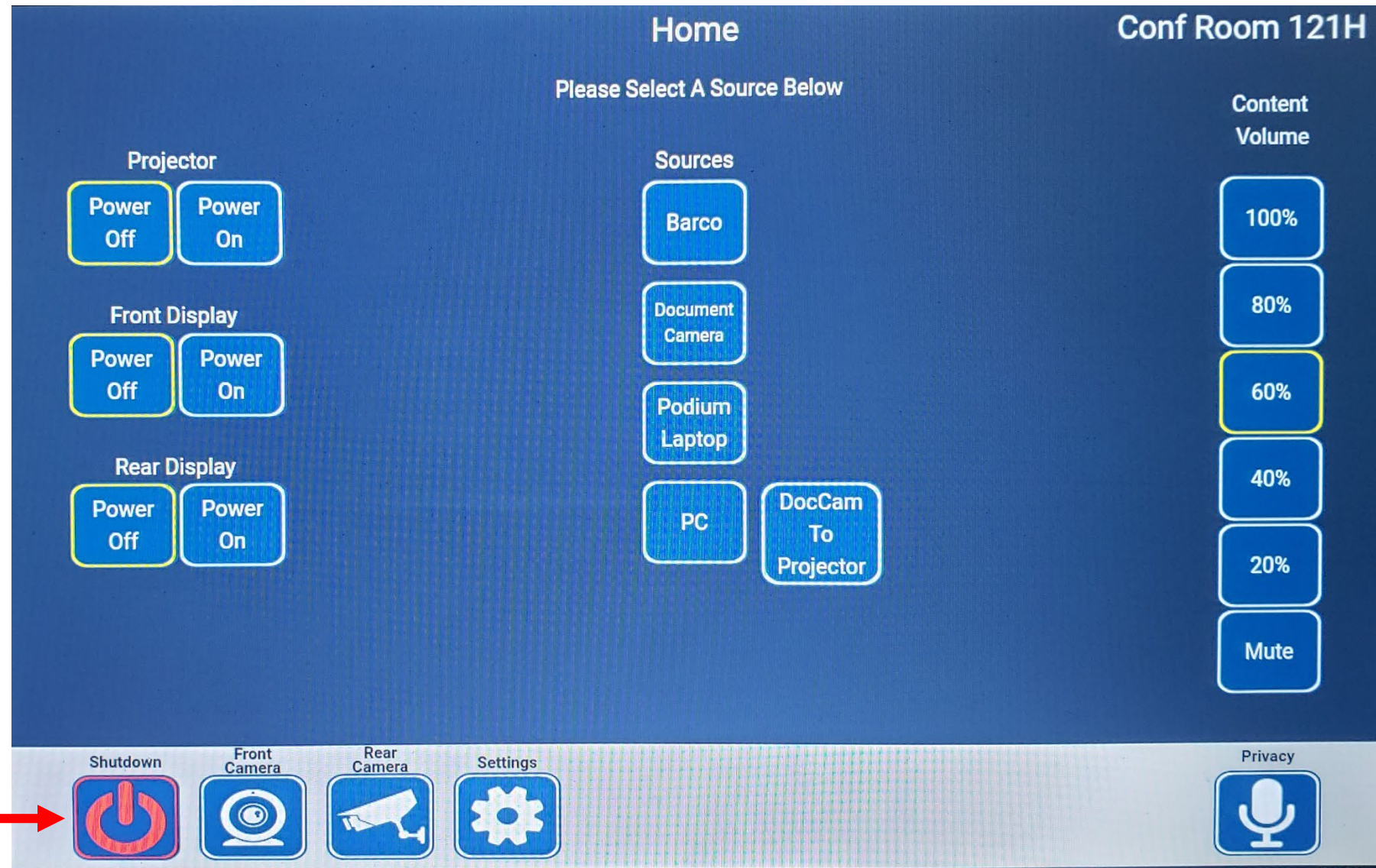


Podium Control Panel Content Volume

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

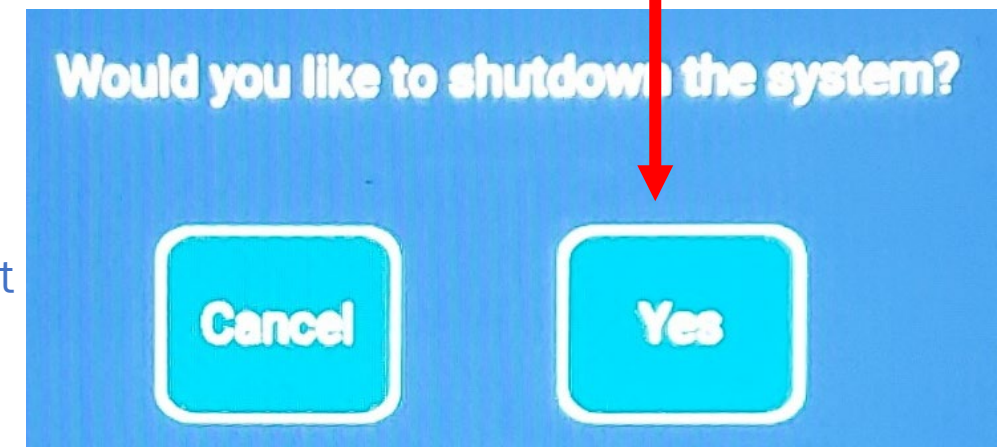
Podium Control Panel Shutdown



Select Shutdown →

You will receive a prompt →

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



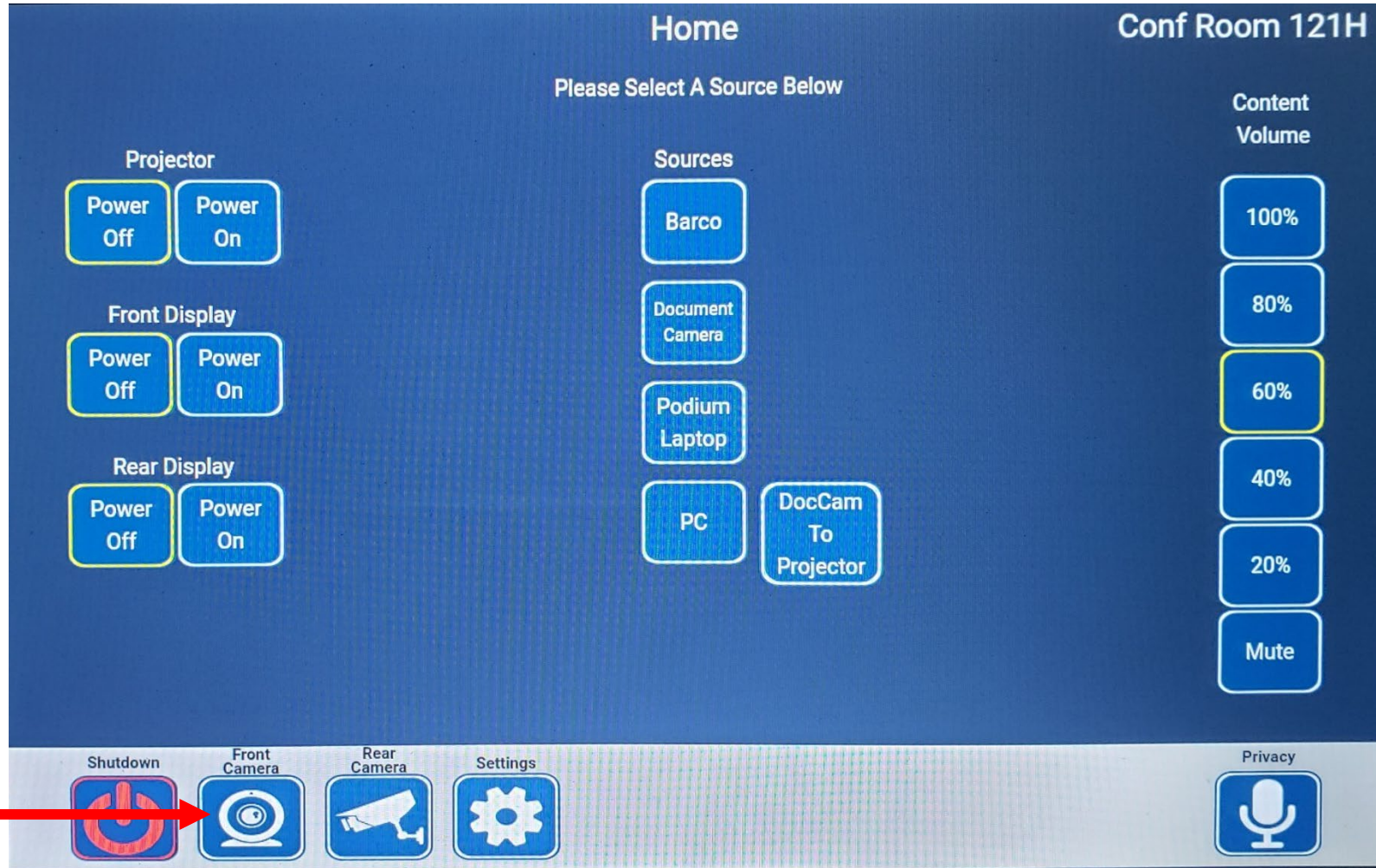
Room Camera options



Adjust the room cameras with the remote control

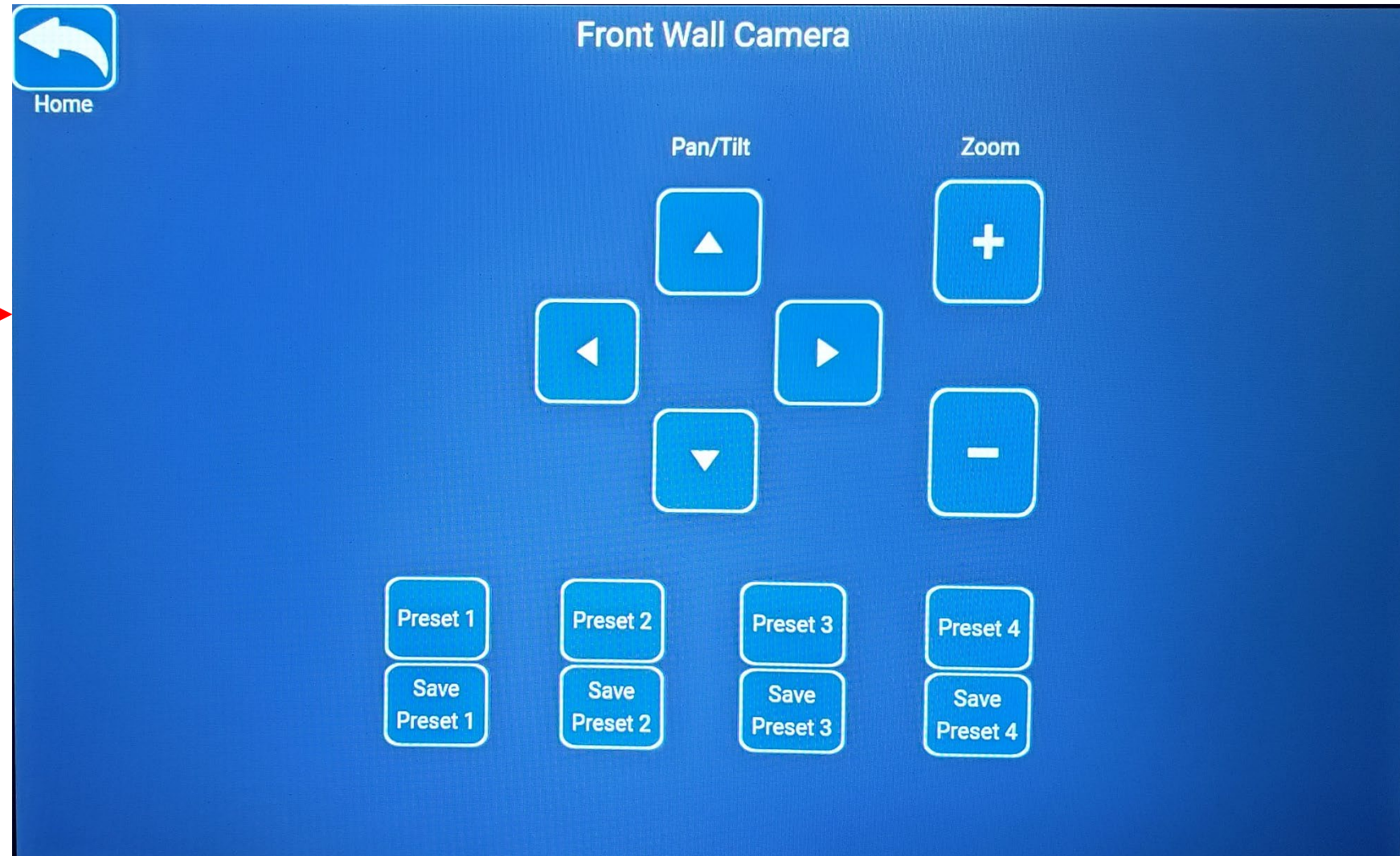
or

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

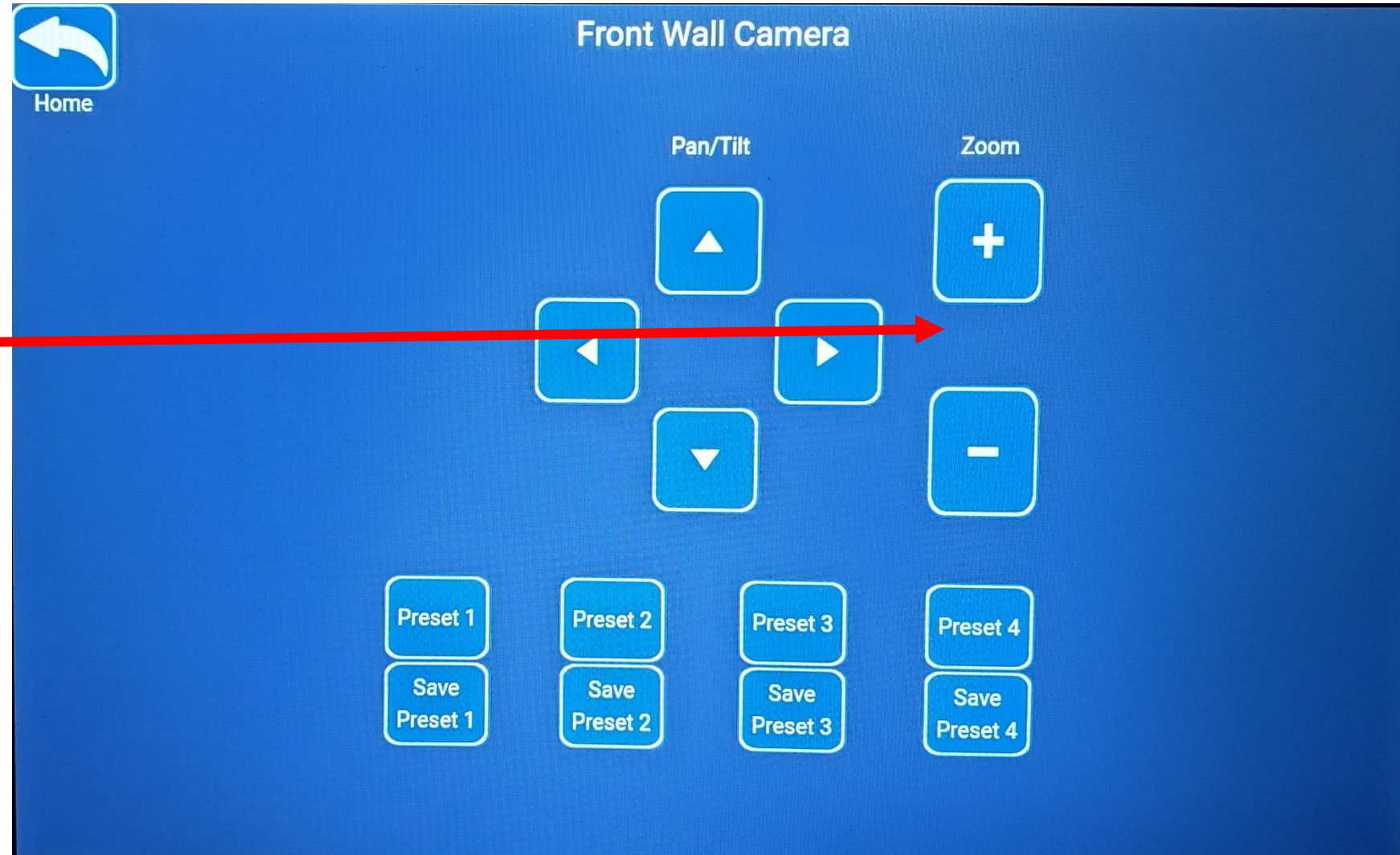
Adjust Camera
Up/Down/Left/Right



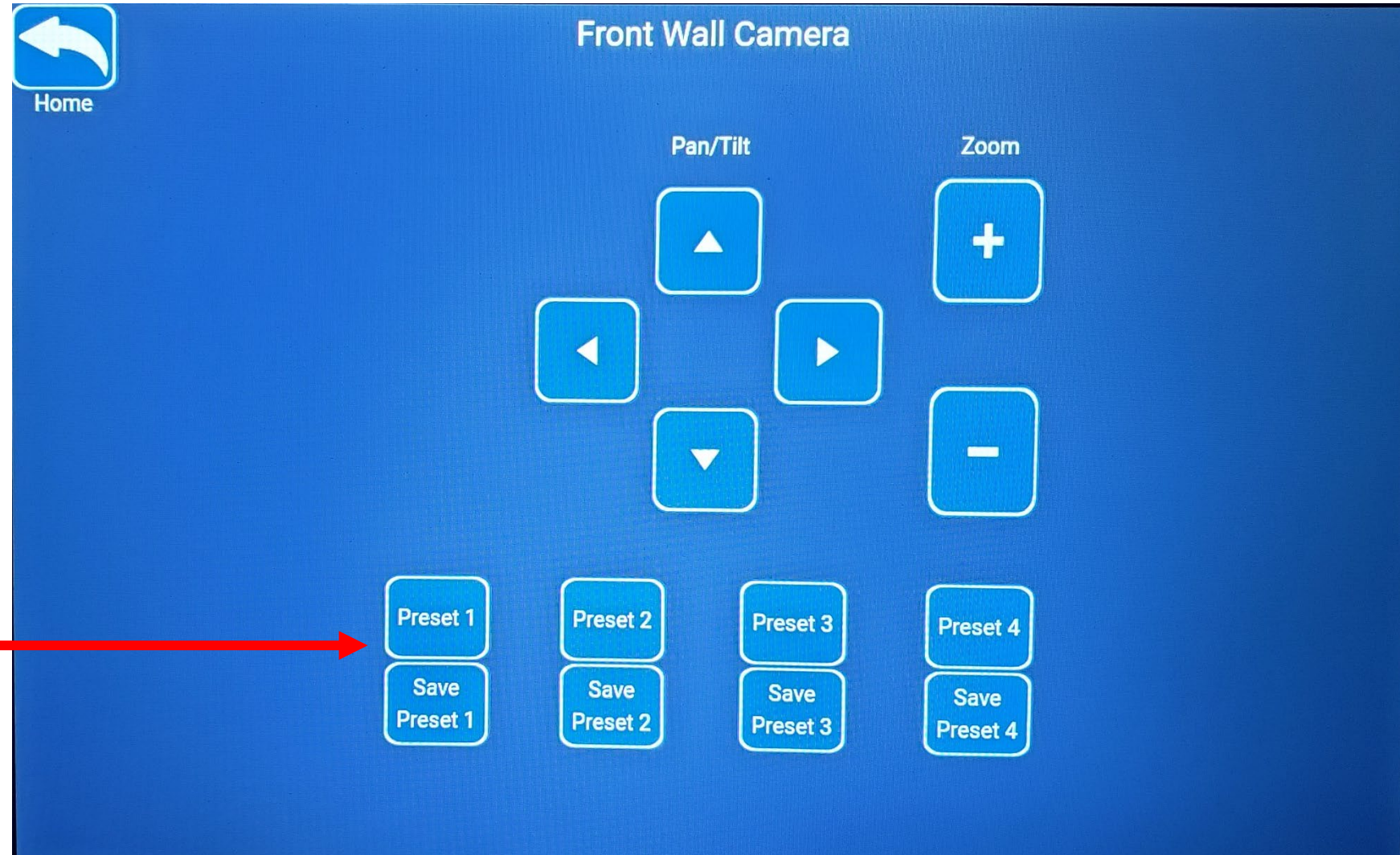
The screenshot shows a blue interface for the 'Front Wall Camera'. At the top left is a 'Home' button with a white arrow icon. The main control area is divided into two columns: 'Pan/Tilt' and 'Zoom'. The 'Pan/Tilt' column contains four directional buttons: up, down, left, and right. The 'Zoom' column contains two buttons: a plus sign (+) for zooming in and a minus sign (-) for zooming out. At the bottom, there are four columns of preset controls, each consisting of a 'Preset' button (labeled 'Preset 1' through 'Preset 4') and a 'Save' button (labeled 'Save Preset 1' through 'Save Preset 4').

Podium Control Panel Camera adjustment

Zoom Camera in and out



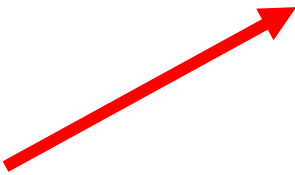
Podium Control Panel Camera presets



You can save up to 4
Camera positions

Podium Control Panel Settings

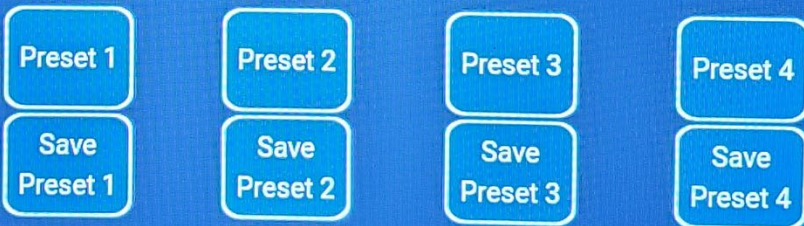
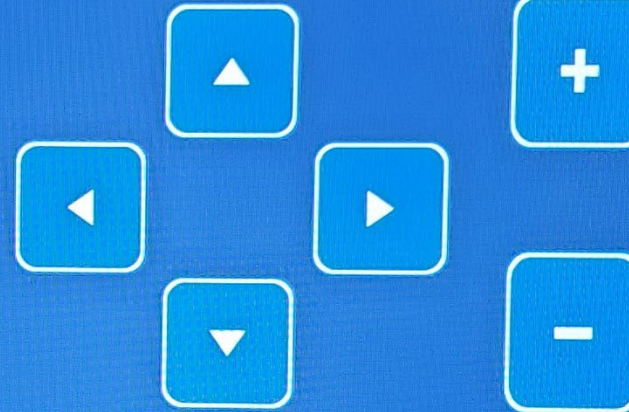
Select Home to return to previous screen



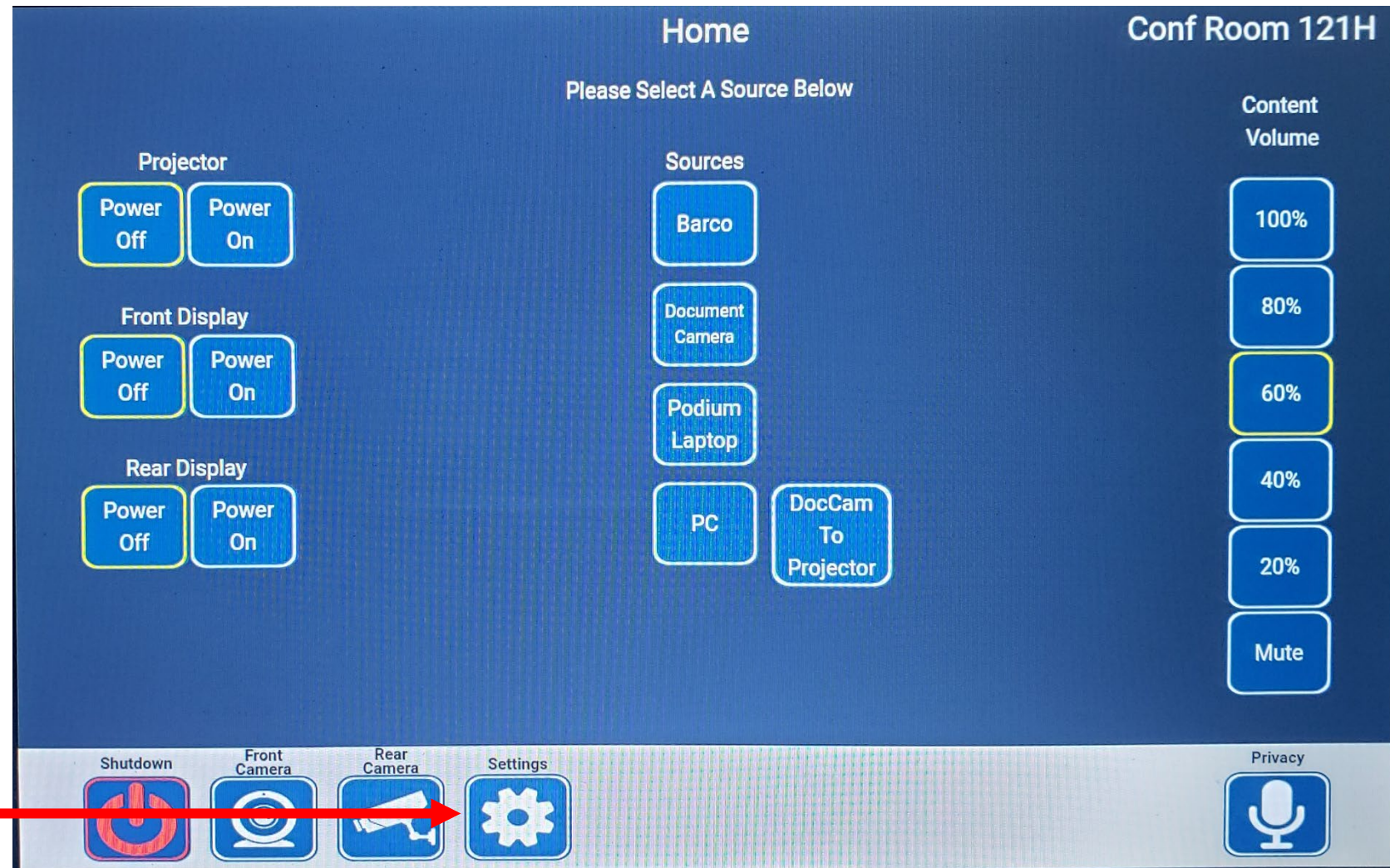
Front Wall Camera

Pan/Tilt

Zoom



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

The screenshot shows a 'Settings' screen with a blue background. At the top left is a white arrow icon pointing left, labeled 'Home'. The main content is organized into four vertical columns, each representing a different microphone type: 'Handheld Level', 'Lav Mic Level', 'Lectern Mic Level', and 'Denon Media Player Level'. Each column contains seven blue buttons with white text, arranged from top to bottom: '100%', '80%', '60%', '40%', '20%', and 'Mute'. A red arrow points from the text on the left to the '60%' button in the 'Handheld Level' column.

Microphone Type	100%	80%	60%	40%	20%	Mute
Handheld Level	100%	80%	60%	40%	20%	Mute
Lav Mic Level	100%	80%	60%	40%	20%	Mute
Lectern Mic Level	100%	80%	60%	40%	20%	Mute
Denon Media Player Level	100%	80%	60%	40%	20%	Mute

Podium Control Panel Settings (mic adjustment)

Adjust volume or mute
Lapel Microphone



The screenshot shows a 'Settings' screen with a 'Home' button (a white arrow in a blue square) in the top left corner. The screen is divided into four vertical columns, each representing a different microphone type. Each column contains seven blue buttons with white text, arranged vertically. The columns are: 'Handheld Level', 'Lav Mic Level', 'Lectern Mic Level', and 'Denon Media Player Level'. The buttons in each column are labeled with volume percentages: 100%, 80%, 60%, 40%, 20%, and Mute. The 60% button in the 'Lav Mic Level' column is highlighted with a yellow border, and a red arrow points to it from the left.

Handheld Level	Lav Mic Level	Lectern Mic Level	Denon Media Player Level
100%	100%	100%	100%
80%	80%	80%	80%
60%	60%	60%	60%
40%	40%	40%	40%
20%	20%	20%	20%
Mute	Mute	Mute	Mute

Podium Control Panel Settings (mic adjustment)

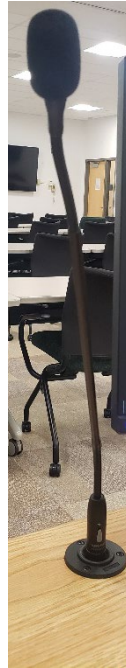
Adjust volume or mute
podium microphone

The screenshot displays the 'Settings' screen of a podium control panel. It features a 'Home' button with a back arrow icon in the top left corner. The main content is organized into four vertical columns, each representing a different microphone type: 'Handheld Level', 'Lav Mic Level', 'Lectern Mic Level', and 'Denon Media Player Level'. Each column contains seven blue, rounded rectangular buttons. The buttons are labeled with volume percentages: 100%, 80%, 60%, 40%, 20%, and Mute. A red arrow points from the text on the left to the 60% button in the 'Lectern Mic Level' column.

Microphone Type	100%	80%	60%	40%	20%	Mute
Handheld Level	100%	80%	60%	40%	20%	Mute
Lav Mic Level	100%	80%	60%	40%	20%	Mute
Lectern Mic Level	100%	80%	60%	40%	20%	Mute
Denon Media Player Level	100%	80%	60%	40%	20%	Mute

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

The screenshot shows a 'Settings' screen with a 'Home' button in the top left corner. The screen is divided into four columns, each representing a different audio source. Each column contains seven buttons: 100%, 80%, 60%, 40%, 20%, and Mute. A red arrow points from the text on the left to the 60% button in the Denon Media Player Level column.

Handheld Level	Lav Mic Level	Lectern Mic Level	Denon Media Player Level
100%	100%	100%	100%
80%	80%	80%	80%
60%	60%	60%	60%
40%	40%	40%	40%
20%	20%	20%	20%
Mute	Mute	Mute	Mute

Podium Control Panel Settings

Settings

Handheld Level	Lav Mic Level	Lectern Mic Level	Denon Media Player Level
100%	100%	100%	100%
80%	80%	80%	80%
60%	60%	60%	60%
40%	40%	40%	40%
20%	20%	20%	20%
Mute	Mute	Mute	Mute

Select Home to return to previous screen

Podium Control Panel Privacy

Home

Conf Room 121H

Please Select A Source Below

Projector

Power Off Power On

Front Display

Power Off Power On

Rear Display

Power Off Power On

Sources

Barco

Document Camera

Podium Laptop

PC DocCam To Projector

Content Volume

100%

80%

60%

40%

20%

Mute

Shutdown Front Camera Rear Camera Settings 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**

The control panel interface is titled "Home - Combined" and "Classroom 121H". A message at the top reads "Please ensure the local PC is powered on".

Projector and Display Controls:

- 121H Projector:** Power Off, Power On
- 121G Projector:** Power Off, Power On
- 121H Front Display:** Power Off, Power On
- 121G Front Display:** Power Off, Power On
- 121H Rear Display:** Power Off, Power On
- 121G Rear Display:** Power Off, Power On
- All Projectors and Displays:** Power Off, Power On

Sources:

- Barco
- Document Camera
- Podium Laptop
- PC
- DocCam To Projector

Content Volume:

- 100%
- 80%
- 60%
- 40%
- 20%
- Mute

Bottom Bar:

- Shutdown (Power button icon)
- Front Camera (Camera icon)
- Rear Camera (Camera icon)
- Settings (Gear icon)
- Privacy (Microphone icon)

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).

Rooms are currently combined, please use the touch panel in Classroom 121 H

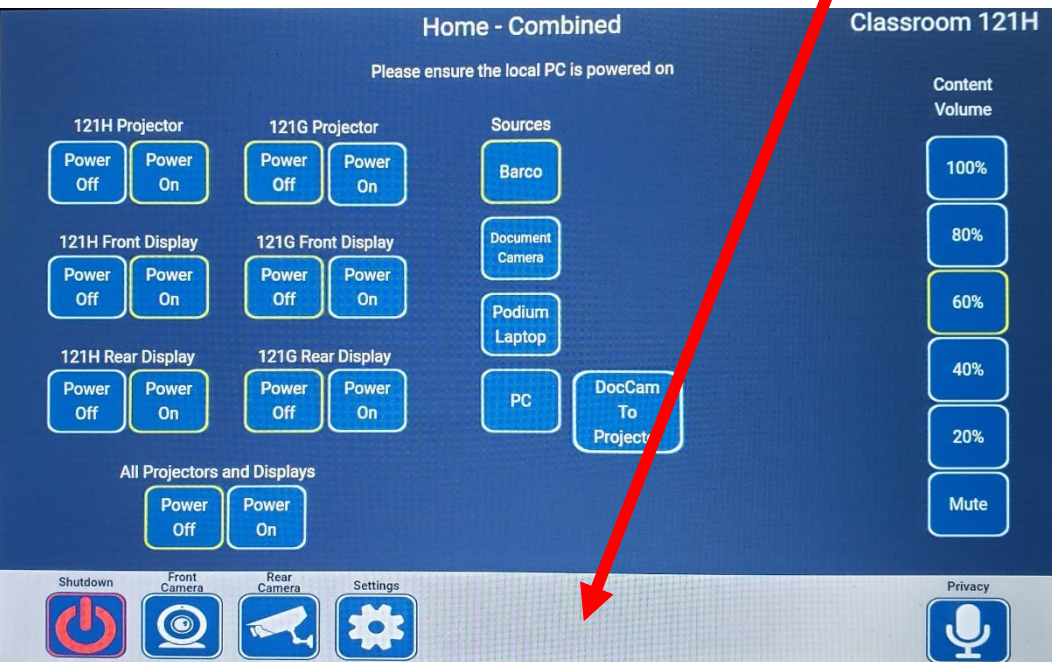


Podium Control Panel Split/Combine 121

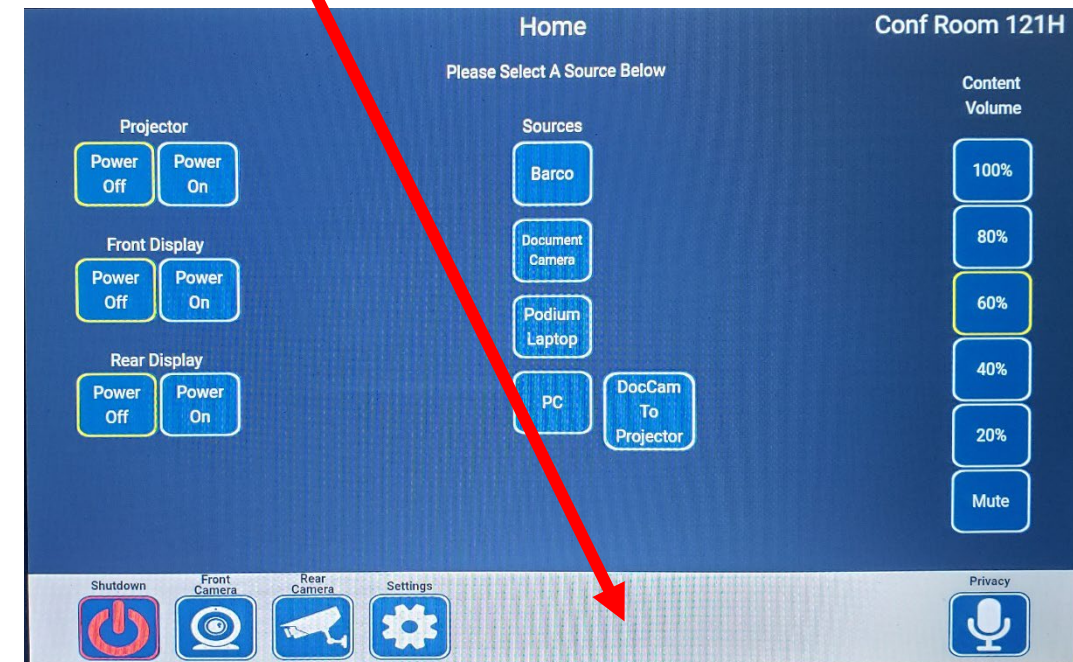
Note: Separating the room on the 121H control panel will unlock the control panel for 121G

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

121H COMBINED

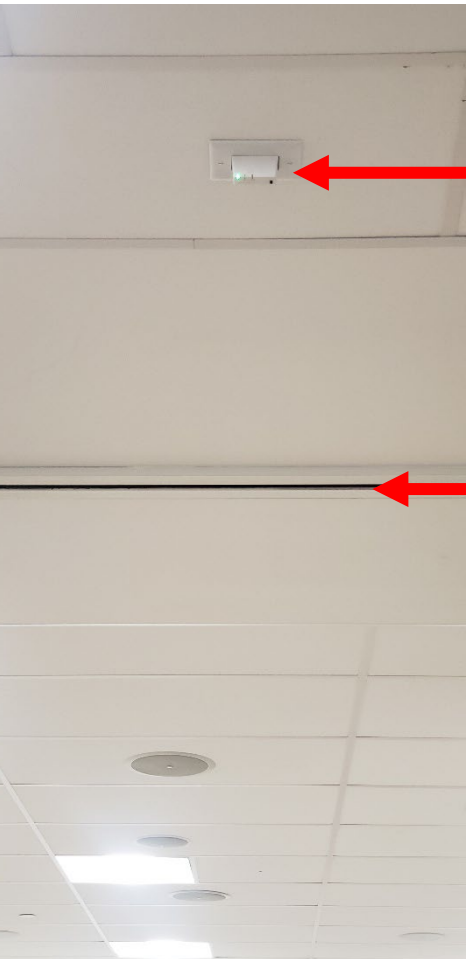


121H SEPARATED



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

Home - Combined

Please ensure the local PC is powered on

121H Projector: Power Off, Power On

121G Projector: Power Off, Power On

121H Front Display: Power Off, Power On

121G Front Display: Power Off, Power On

121H Rear Display: Power Off, Power On

121G Rear Display: Power Off, Power On

All Projectors and Displays: Power Off, Power On

Sources: Barco, Document Camera, Podium Laptop, PC, DocCam To Projector

Content Volume: 100%, 80%, 60%, 40%, 20%, Mute

Shutdown, Front Camera, Rear Camera, Settings, Privacy

Podium Control Panel Rooms Combined Settings (Mic volume)

Home - Combined

Please ensure the local PC is powered on

Classroom 121H

Content Volume

121H Projector: Power Off, Power On

121G Projector: Power Off, Power On

Sources: Barco, Document Camera, Podium Laptop, PC, DocCam To Projector

121H Front Display: Power Off, Power On

121G Front Display: Power Off, Power On

121H Rear Display: Power Off, Power On

121G Rear Display: Power Off, Power On

All Projectors and Displays: Power Off, Power On

Shutdown, Front Camera, Rear Camera, Settings, Privacy

100%, 80%, 60%, 40%, 20%, Mute

Select to adjust
volume levels

Podium Control Panel Rooms Combined Settings (Mic volume)

Adjust volume for Room 121H
Handheld Microphone



The screenshot displays a control panel with a 'Home' button (a white arrow in a blue square) at the top left. Below it, there are seven columns of controls for different rooms. Each column has a title and a set of six buttons. The columns are:

- 121H Handheld Mic Level:** Buttons for 100%, 80%, 60%, 40%, 20%, and Mute.
- 121H Lapel Mic Level:** Buttons for 100%, 80%, 60%, 40%, 20%, and Mute.
- 121H Lectern Mic Level:** Buttons for 100%, 80%, 60%, 40%, 20%, and Mute.
- 121H Denon Media Player Level:** Buttons for 100%, 80%, 60%, 40%, 20%, and Mute.
- 121G Handheld Mic Level:** Buttons for 100%, 80%, 60%, 40%, 20%, and Mute.
- 121G Lapel Mic Level:** Buttons for 100%, 80%, 60%, 40%, 20%, and Mute.
- 121G Lectern Mic Level:** Buttons for 100%, 80%, 60%, 40%, 20%, and Mute.

Podium Control Panel Rooms Combined Settings (Mic volume)

Adjust volume for Room 121H
Lapel Microphone

The screenshot displays a control panel with a 'Home' button (a white arrow in a blue square) at the top left. Below it, there are seven columns of controls, each representing a different room and microphone type. Each column contains six blue buttons with white text, arranged vertically. The columns are:

- 121H Handheld Mic Level:** 100%, 80%, 60%, 40%, 20%, Mute
- 121H Lapel Mic Level:** 100%, 80%, 60%, 40%, 20%, Mute
- 121H Lectern Mic Level:** 100%, 80%, 60%, 40%, 20%, Mute
- 121H Denon Media Player Level:** 100%, 80%, 60%, 40%, 20%, Mute
- 121G Handheld Mic Level:** 100%, 80%, 60%, 40%, 20%, Mute
- 121G Lapel Mic Level:** 100%, 80%, 60%, 40%, 20%, Mute
- 121G Lectern Mic Level:** 100%, 80%, 60%, 40%, 20%, Mute

A red arrow points from the text 'Adjust volume for Room 121H Lapel Microphone' to the 60% volume button in the second column (121H Lapel Mic Level).



Podium Control Panel Rooms Combined Settings (Mic volume)

Adjust volume for Room 121H
Lectern Microphone

The screenshot displays a control panel with a 'Home' button (a white arrow icon) in the top left corner. Below it, there are seven columns of controls for different rooms and microphone types. Each column contains six buttons: 100%, 80%, 60%, 40%, 20%, and Mute. A red arrow points from the text on the left to the 60% button in the 121H Lectern column.

Room/Mic Type	100%	80%	60%	40%	20%	Mute
121H Handheld Mic Level	100%	80%	60%	40%	20%	Mute
121H Lapel Mic Level	100%	80%	60%	40%	20%	Mute
121H Lectern Mic Level	100%	80%	60%	40%	20%	Mute
121H Denon Media Player Level	100%	80%	60%	40%	20%	Mute
121G Handheld Mic Level	100%	80%	60%	40%	20%	Mute
121G Lapel Mic Level	100%	80%	60%	40%	20%	Mute
121G Lectern Mic Level	100%	80%	60%	40%	20%	Mute

Podium Control Panel Rooms Combined CD Player volume control

Adjust volume for media player

The screenshot shows a podium control panel with a blue background and a grid of controls. At the top left is a 'Home' button with a white arrow icon. Below it are seven columns of controls, each with a title and six buttons. The columns are: 121H Handheld Mic Level, 121H Lapel Mic Level, 121H Lectern Mic Level, 121H Denon Media Player Level, 121G Handheld Mic Level, 121G Lapel Mic Level, and 121G Lectern Mic Level. Each column has buttons for 100%, 80%, 60%, 40%, 20%, and Mute. A red arrow points from the text 'Adjust volume for media player' to the 60% button in the '121H Denon Media Player Level' column.

121H Handheld Mic Level	121H Lapel Mic Level	121H Lectern Mic Level	121H Denon Media Player Level	121G Handheld Mic Level	121G Lapel Mic Level	121G Lectern Mic Level
100%	100%	100%	100%	100%	100%	100%
80%	80%	80%	80%	80%	80%	80%
60%	60%	60%	60%	60%	60%	60%
40%	40%	40%	40%	40%	40%	40%
20%	20%	20%	20%	20%	20%	20%
Mute	Mute	Mute	Mute	Mute	Mute	Mute

Podium Control Panel Rooms Combined Settings (Mic volume)

Adjust volume for Room 121G
Handheld Microphone

The screenshot displays a podium control panel with a blue background. At the top left is a white arrow icon pointing left, labeled "Home". Below this, there are seven columns of controls for different rooms:

- 121H Handheld Mic Level
- 121H Lapel Mic Level
- 121H Lectern Mic Level
- 121H Denon Media Player Level
- 121G Handheld Mic Level
- 121G Lapel Mic Level
- 121G Lectern Mic Level

Each column contains six buttons: 100%, 80%, 60%, 40%, 20%, and Mute. A red arrow points from the text on the left to the 60% button in the 121G Handheld Mic Level column.



Podium Control Panel Rooms Combined Settings (Mic volume)

Adjust volume for Room 121G
Lapel Microphone

The podium control panel features a 'Home' button (a white arrow icon) in the top left corner. Below it, there are seven columns of controls for different rooms and microphone types. Each column contains six blue buttons with white text, representing volume levels: 100%, 80%, 60%, 40%, 20%, and Mute. A red arrow points from the text on the left to the 60% volume button in the 121G Lapel column.

Room/Mic Type	100%	80%	60%	40%	20%	Mute
121H Handheld Mic Level	100%	80%	60%	40%	20%	Mute
121H Lapel Mic Level	100%	80%	60%	40%	20%	Mute
121H Lectern Mic Level	100%	80%	60%	40%	20%	Mute
121H Denon Media Player Level	100%	80%	60%	40%	20%	Mute
121G Handheld Mic Level	100%	80%	60%	40%	20%	Mute
121G Lapel Mic Level	100%	80%	60%	40%	20%	Mute
121G Lectern Mic Level	100%	80%	60%	40%	20%	Mute

Podium Control Panel Rooms Combined Settings (Mic volume)

Adjust volume for Room 121G
Lectern Microphone

The image shows a podium control panel interface with a blue background. At the top left is a white arrow icon pointing left, labeled "Home". Below this are seven columns of controls for different rooms:

- 121H Handheld Mic Level
- 121H Lapel Mic Level
- 121H Lectern Mic Level
- 121H Denon Media Player Level
- 121G Handheld Mic Level
- 121G Lapel Mic Level
- 121G Lectern Mic Level

Each column contains six blue buttons with white text, representing volume levels: 100%, 80%, 60%, 40%, 20%, and Mute. A red arrow points from the text on the left to the 60% button in the 121G Lectern Mic Level column.



Podium Control Panel Rooms Combined Settings

Select Home to return to previous screen

The interface features a dark blue background with a grid of controls. At the top left is a 'Home' button with a white left-pointing arrow icon. Below it are seven columns of controls, each with a title and a vertical stack of buttons. The columns are: 121H Handheld Mic Level, 121H Lapel Mic Level, 121H Lectern Mic Level, 121H Denon Media Player Level, 121G Handheld Mic Level, 121G Lapel Mic Level, and 121G Lectern Mic Level. Each column contains six buttons: 100%, 80%, 60%, 40%, 20%, and Mute.

Control	121H Handheld Mic Level	121H Lapel Mic Level	121H Lectern Mic Level	121H Denon Media Player Level	121G Handheld Mic Level	121G Lapel Mic Level	121G Lectern Mic Level
100%	100%	100%	100%	100%	100%	100%	100%
80%	80%	80%	80%	80%	80%	80%	80%
60%	60%	60%	60%	60%	60%	60%	60%
40%	40%	40%	40%	40%	40%	40%	40%
20%	20%	20%	20%	20%	20%	20%	20%
Mute	Mute	Mute	Mute	Mute	Mute	Mute	Mute

End of Meeting Laptop

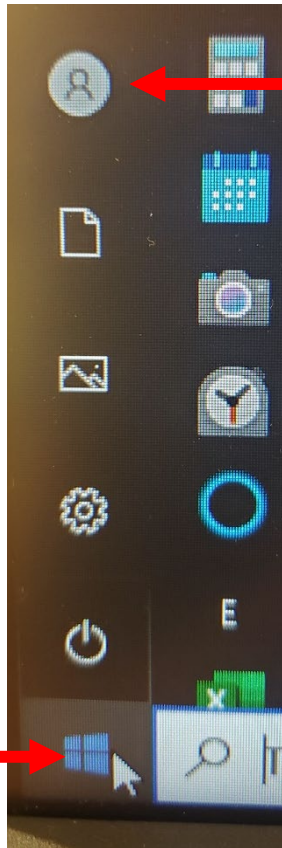
If you are using a laptop, unplug
the HDMI cable and USB cable



End of Meeting Podium PC

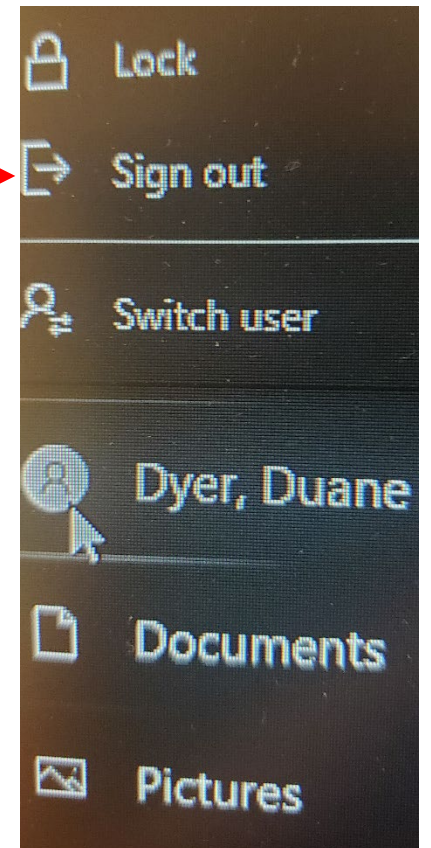
If you are using the Podium PC, sign out of the Podium PC when you are done with the meeting

1. Select the Windows icon



2. Select the Profile icon

3. Select Sign out



End of Meeting Control Panel



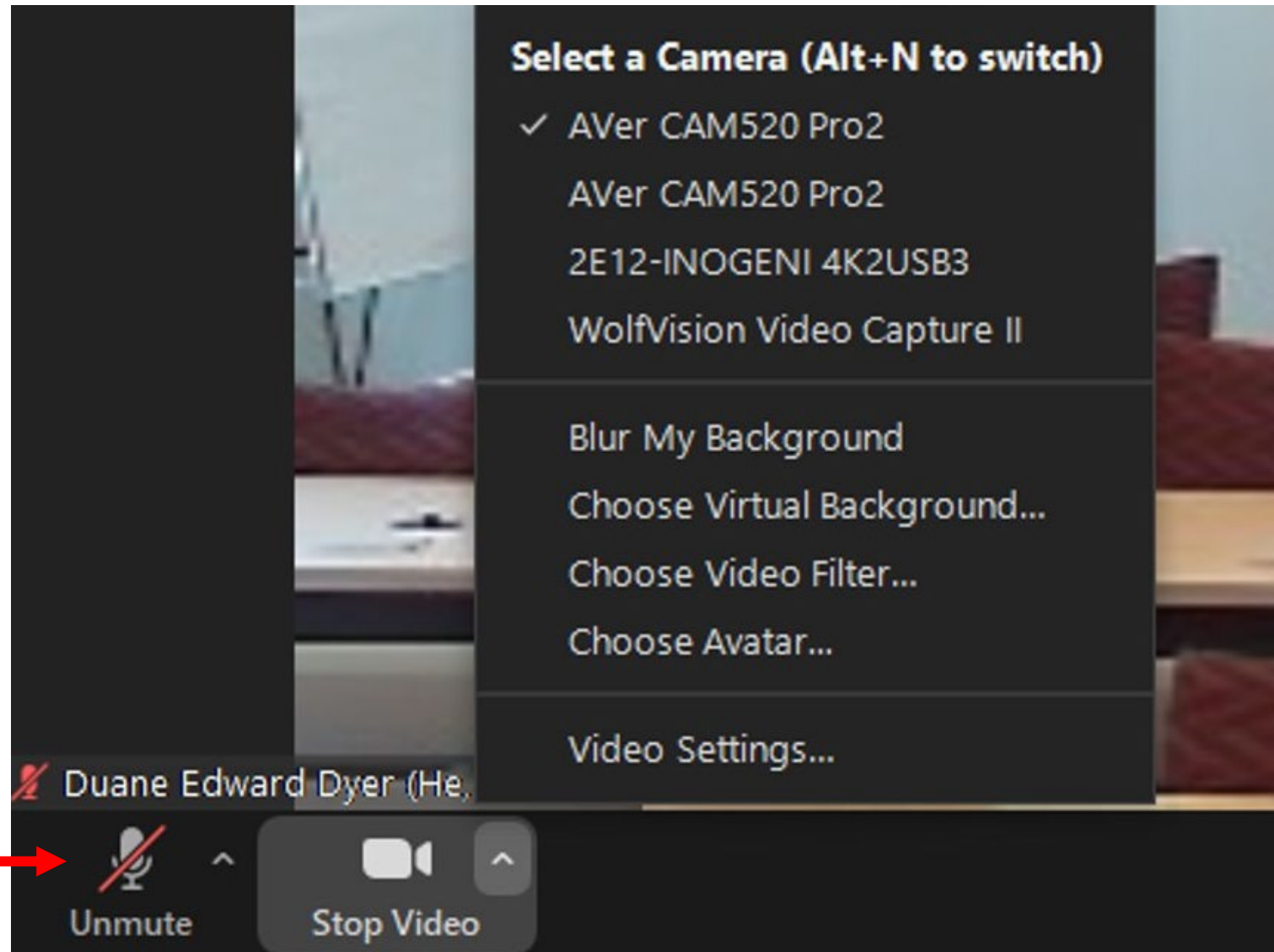
Select Shutdown →

You will receive a prompt →

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



Zoom – Podium PC

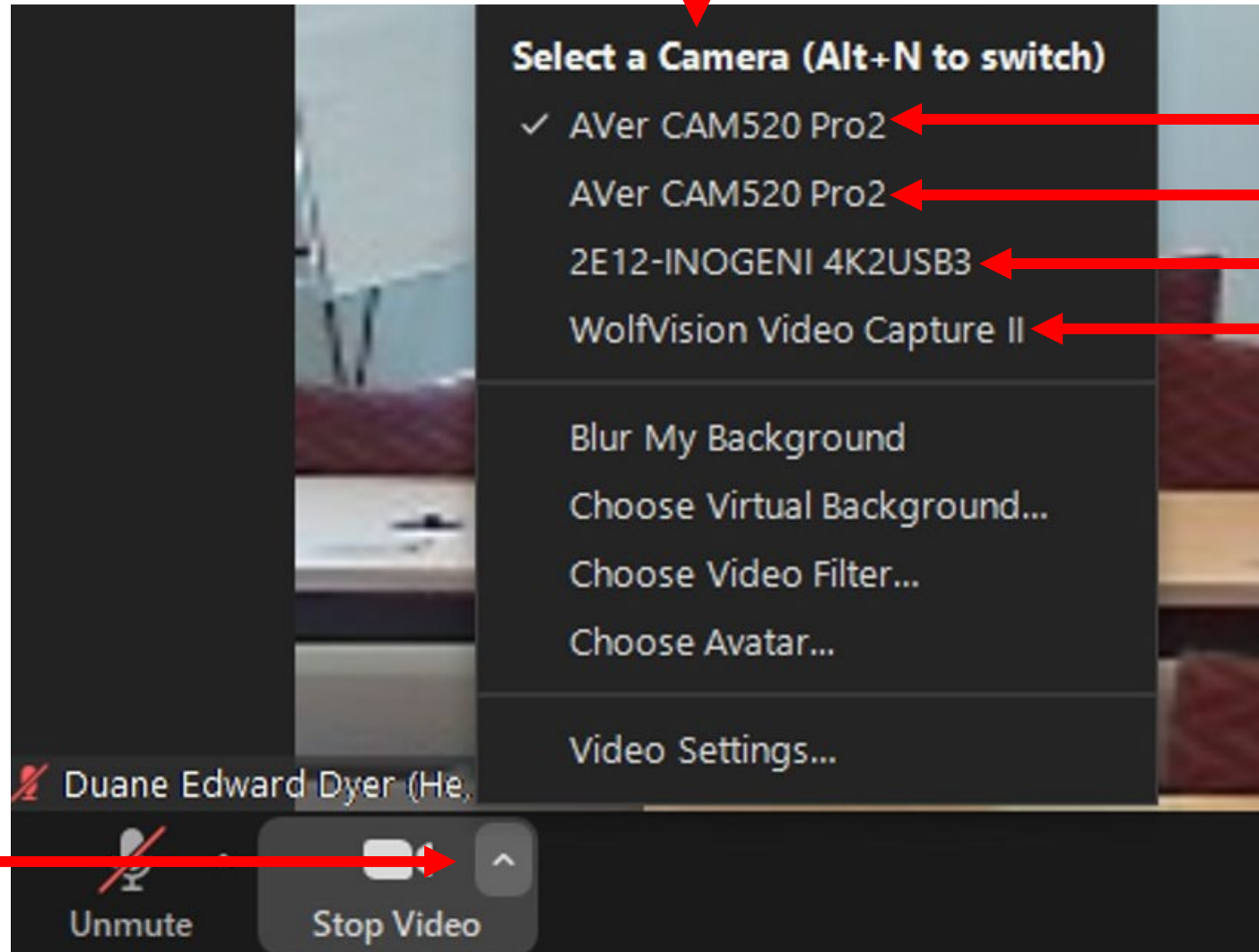


Zoom microphone is using the room microphone

Zoom – Podium PC

Select which camera to use

Zoom camera options connected to the podium PC



Front camera

Rear camera

Not a camera (ignore)

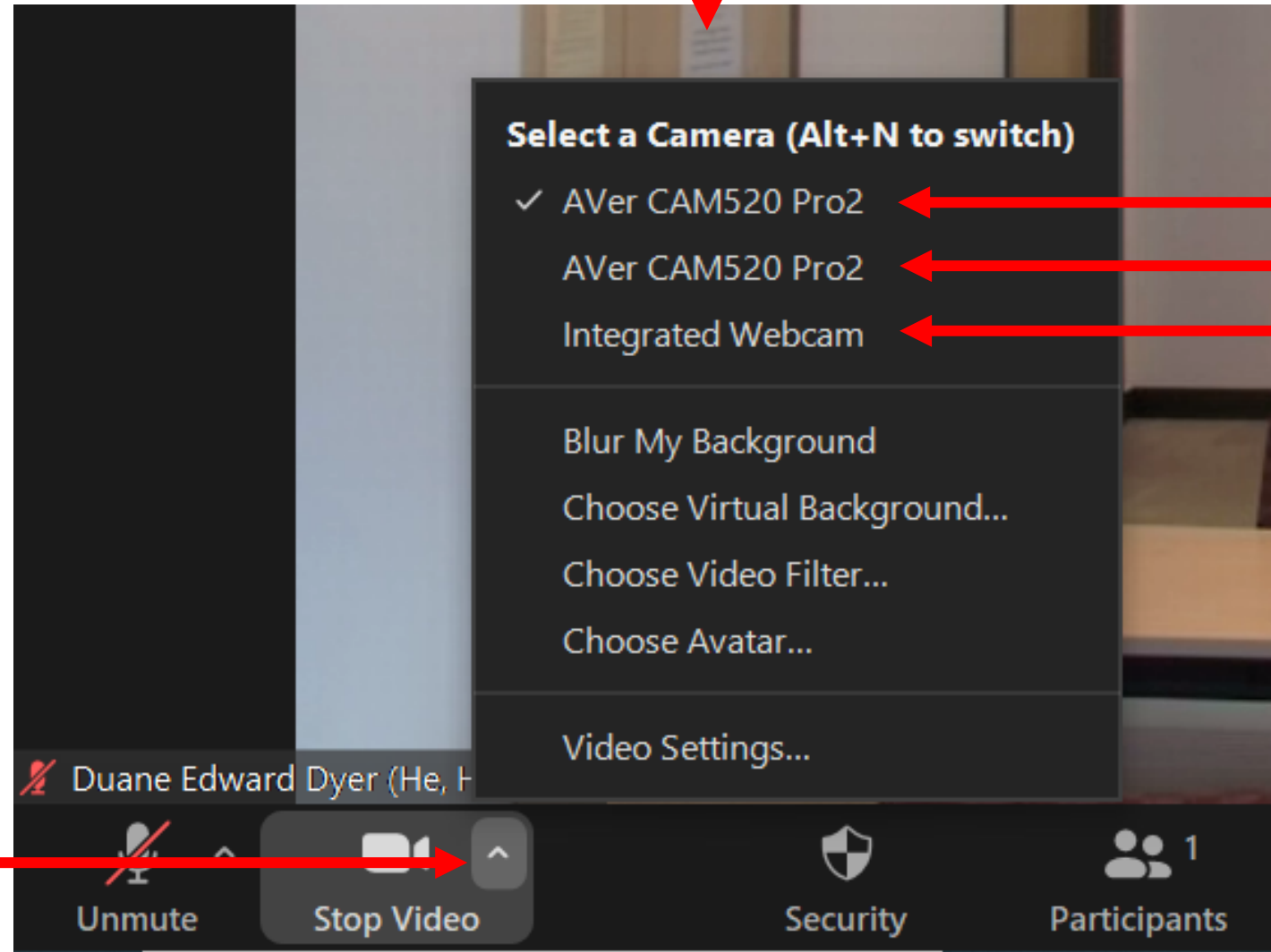
DocuCam

1. Select the camera arrow

Zoom – Podium Laptop

Select which camera to use

Zoom camera options connected to a laptop



Front camera

Rear camera

Laptop camera

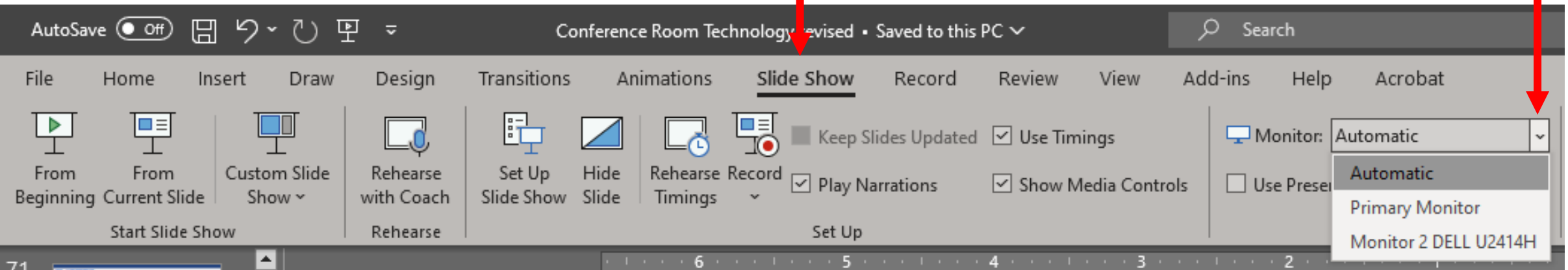
1. Select the camera arrow

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

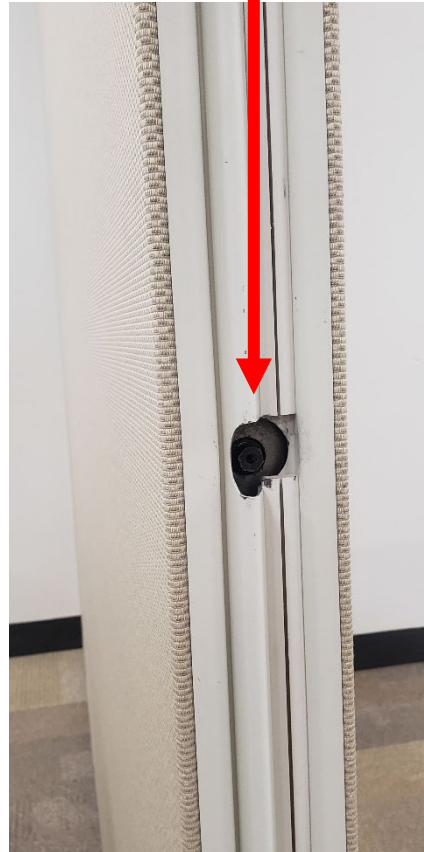


Divider setup for Conference Room 121G & 121H

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



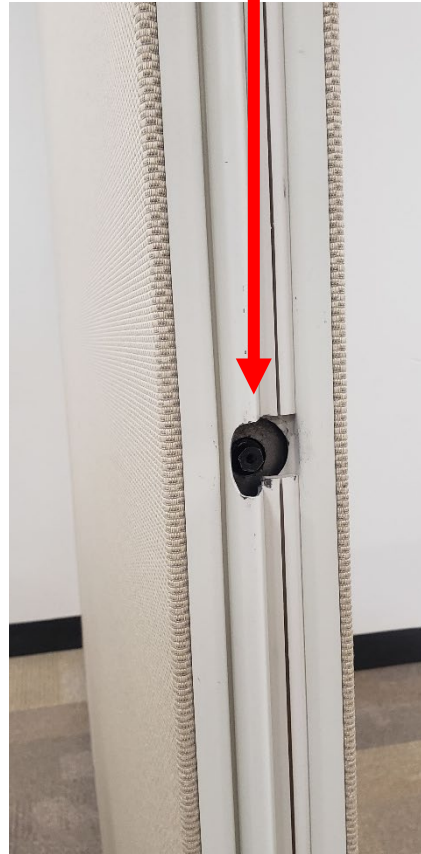
Turning the crank clockwise will lower the feet to the ground securing the panel

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



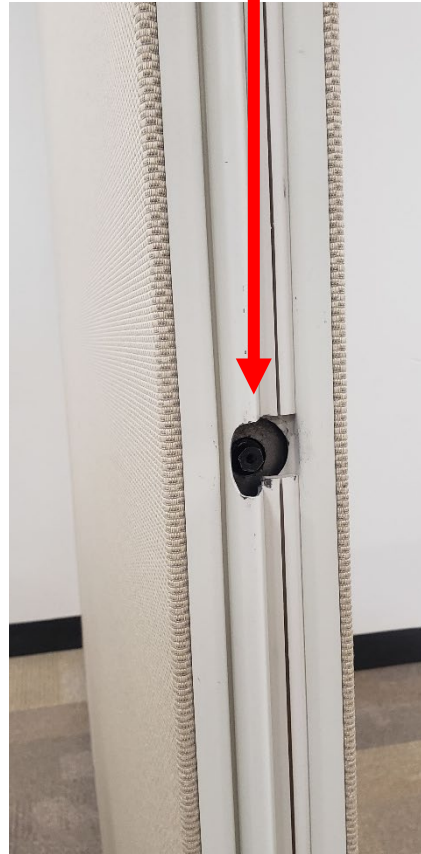
Turning the crank clockwise will lower the feet to the ground securing the panel

Divider setup for Conference Room 121G & 121H

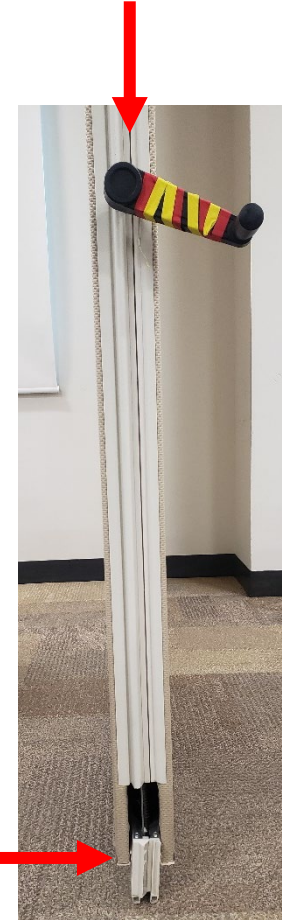
8. Pull out and unfold the third panel and slide it into the second panel



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

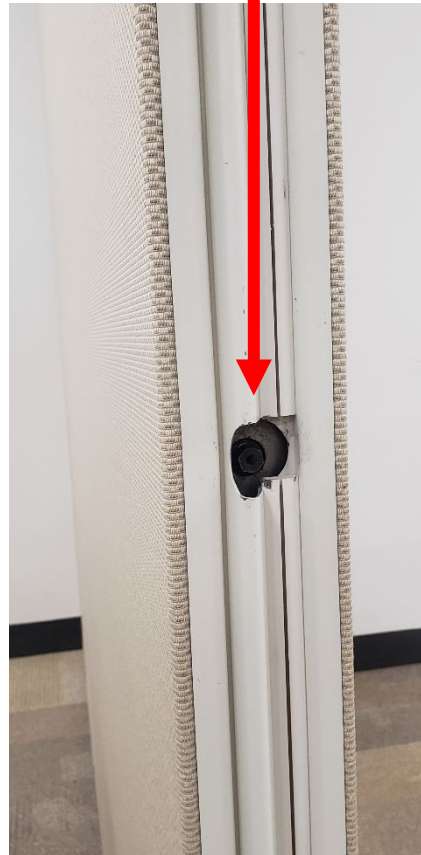


Divider setup for Conference Room 121G & 121H

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

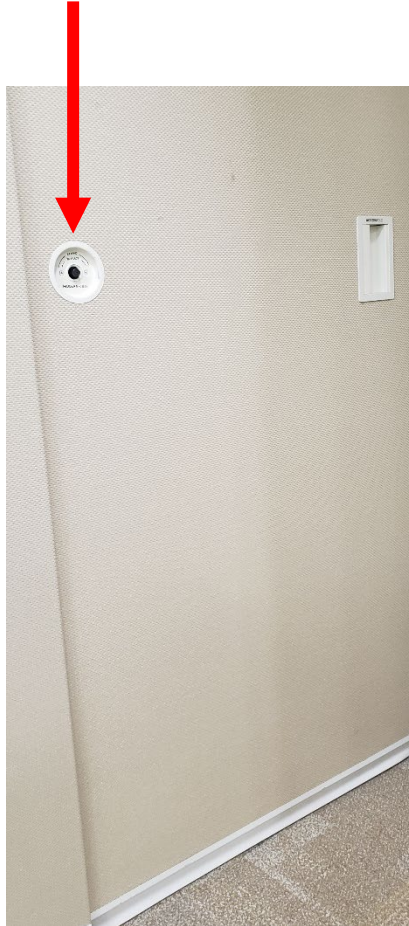


Turning the crank clockwise will lower the feet to the ground securing the panel



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

