Turning on the AV System

1. Tap the screen anywhere to begin.

Home Screen

1. **Shutdown** - Tap this button to enter standby mode. This will also quickly end any active conference.

2. **Settings** - Tap this button for room projector/TV settings.

3. **Help Desk** - Tap this button to see the help desk information.

4. **Audio Conference** - Tap this button to place an audio call. *if available.

5. **Presentation** - Tap this button to present via any available computer input or Apple TV.

6. **Video Conference** - Tap this button to place a video call.

7. **Apple TV** - Tap this button show or hide the Apple TV controls. *if available.

8. **Volume Controls** - Tap this button to show or hide the volume controls on the current page.

9. **Web Conferencing** - Tap this button to bring up camera control *if available.
Presentation Mode

1. Tap Presentation to begin presenting your connected device on the screen.
2. Choose your input source.

Audio Conference Mode

Audio Conferences are held using the Polycom SoundStation IP7000 phone located on the conference table.
1. Enter the external phone number (dial 9 first), or 5-digit extension.
2. Press “Dial” button to place the call.
3. Adjust the volume using the volume keys located to the right of the dial pad. You can mute the call from here as well.

Video Conference Mode

1. Tap Video Conference to start a video conference.
2. Tap Manual Dialing to access the dial pad/key pad, and enter your desired IP address or URL.
3. Tap Call to dial.
4. Tap Camera Controls to access the camera control screen.
5. Tap Share Computer to share a presentation via conference.
6. Tap End to end the call once your conference is finished.

Web Conferencing Mode

The Logitech Webcam can be utilized instead of the built-in camera in various collaboration applications such as WebEx, Lync, GotoMeeting, Skype etc.

Make or Receive a Video Call:

1. Follow instructions for Presentation Mode.
2. Connect the Logitech Webcam to the laptop with the USB cable.
3. Launch the collaboration application of your choice.
4. Make sure that your application’s camera setting is adjusted to recognize the Logitech Webcam (This option is usually located in the “Preferences” or “Settings” menu)