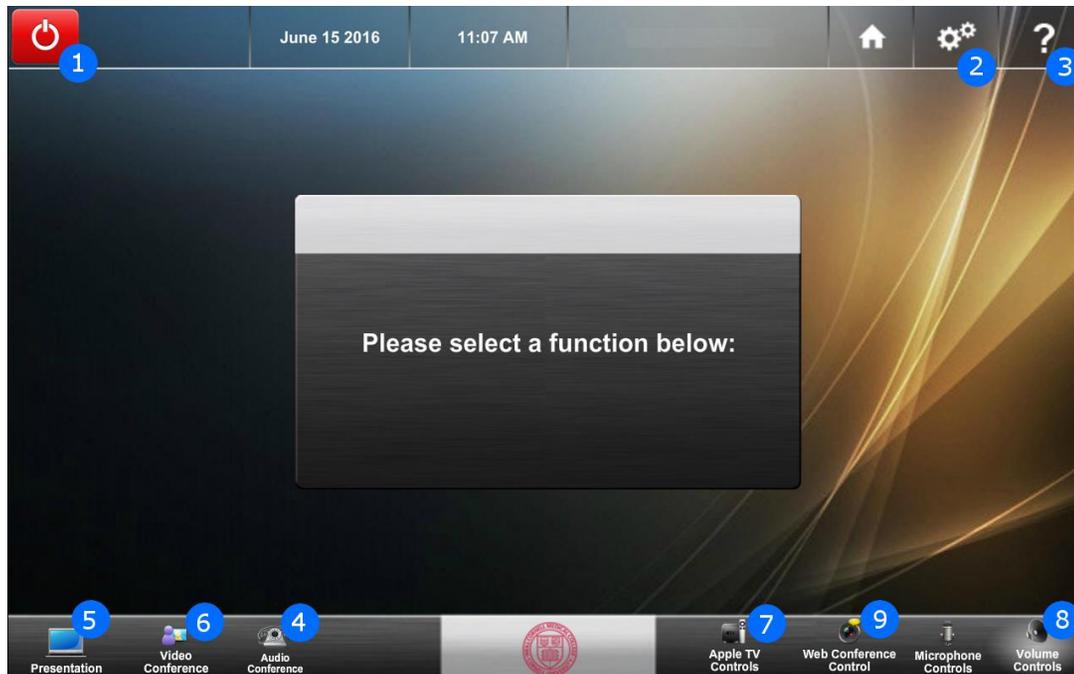


## Turning on the AV System

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)

