

Getting Started

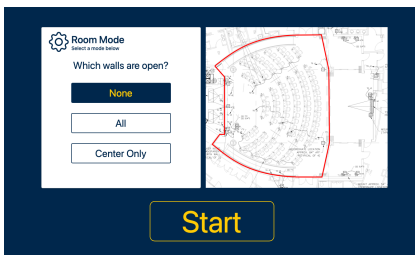
Start Screen



Touch anywhere on the panel to start.

After starting the system, you will be asked to select the room's configuration (below)

Room Mode



Select the configuration of the room.

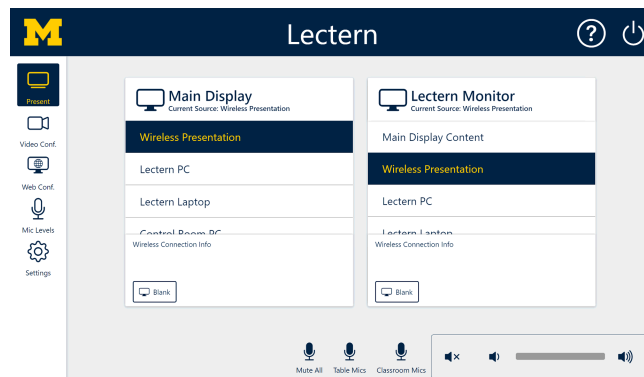
This will determine if the back rooms will follow the lectern, or function independently.

Present Menu (Video Source Selection)

The **present tab** on the sidebar brings you to the presentation menu (pictured below). This menu lets you control what video source you want to send to the big display and/or the lectern monitor.

Note: This menu only controls in-room video. For running a web conference, see instructions on back

The **present tab** brings you to the screen where you can choose what source you'd like to send to the displays



Power on/off system

Master volume controls

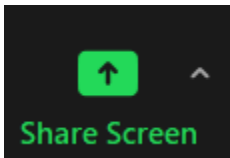
Main Display: Swipe up or down to scroll between source options. Select your preferred source to send it to the center stage screen.

Lectern Monitor: Swipe up or down to scroll between options. Select your preferred source to display it on the lectern monitor.

Turn page over for more instructions

Web Conference

*Note: The room's **web conferencing** capabilities require logging into the room's PC with level-2 credentials. Room audio and cameras feed into zoom through the PC.*

	<p>Click on the web conference tab to access the camera controls, and web conference instructions.</p> <p><i>The web conference tab will automatically switch the big screen to the Podium PC input</i></p>
	<p>The Camera Sources card lets you control the room's built in cameras</p> <p>If you are using a camera to show the stage or speaker, you can choose your preferred camera (front camera or rear camera).</p> <p>You can select from one of the four preset buttons, or manually position the camera with the direction pad and zoom buttons (+/-)</p>
 <p>Open Zoom from the start menu.</p>	<p>Log into the Podium PC using your username and Level-2 password.</p> <p>Zoom is used on the Podium PC as it would be from any other computer or device.</p> <p>If you need training on using zoom, please reach out to ITS's zoom team.</p> <p>Link: https://its.umich.edu/communication/videoconferencing/zoom</p>
	<p>When using a web conference it's recommended that you use the screenshare button within the zoom application itself.</p> <p>Sharing from the podium touch screen is a more advanced feature, and requires some additional considerations to prevent audio/visual feedback issues.</p>

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