

Conference Room — AV Quick Guide

Everything you need to run a meeting from the touch panel, at a glance.

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Home Screen

02
BYOD Meeting

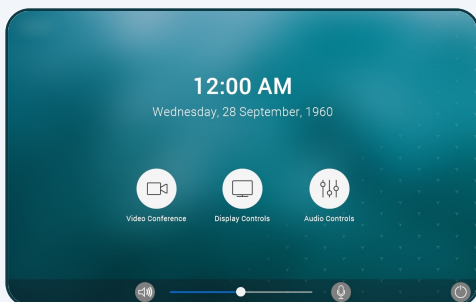
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Touch Panel Home Screen



Touch Panel — Main Menu

THREE MAIN BUTTONS

Video Conference
Camera controls for your BYOD meeting

Display Controls
Power the front display on or off

Audio Controls
Adjust Voice Lift and Lectern Mic levels

PERSISTENT TOOLBAR (ALWAYS VISIBLE AT BOTTOM)

- **Volume slider** — drag to adjust room speaker level
- **Microphone icon** — tap to mute / unmute the room
- **Power icon** — tap to shut down the AV system

BYOD Video Meeting

Works with Teams, Zoom, Webex, Google Meet, and any other cloud platform.

1

Tap **Display Controls** on the home screen and toggle the **Front Display** power on. Tap the back arrow to return.

2

Connect the **USB cable** (front of room) to your laptop — gives you the room cameras, microphones, and speakers.

3

Connect the **HDMI cable** (front of room) to share your screen to the display.

4

Open your meeting app and join your meeting.

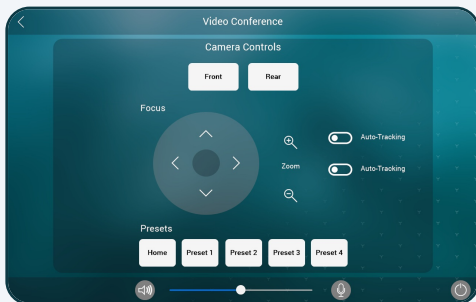
5

If room devices aren't auto-detected, select the room camera, mic, and speaker in your app's device settings — they appear once USB is connected.

Can't hear or be heard? Open your meeting app's device settings and confirm the camera, microphone, and speaker are set to the room's connected devices — they'll appear in the dropdown once the USB cable is plugged in.

Mute is synced. The room follows your meeting app — muting or unmuting in your app controls the room too. You only need to manage mute in one place.

Camera Controls



Video Conference → Camera Controls

From the home screen, tap **Video Conference** to open camera controls.

CAMERA SELECTION

Front

Audience-facing PTZ camera on the front wall

Rear

Presenter PTZ camera mounted on the ceiling

PAN, TILT & ZOOM

D-Pad ring

Swipe to pan and tilt the camera

+ / – icons

Zoom in or out

Auto-Tracking

Camera follows movement automatically

PRESETS

Home

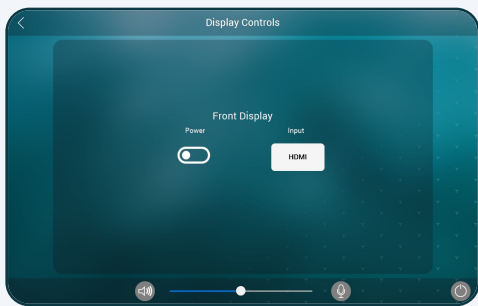
Returns to the default camera position

Preset 1–4

Jump to a saved camera angle



Display Controls



Display Controls → Front Display

Power toggle

Turns the front display on or off

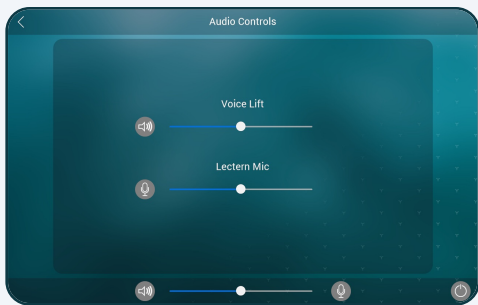
HDMI button

Sets the display input; leave on HDMI for normal use

If the display is dark when you arrive, go here first and toggle Power on before starting your meeting.



Audio Controls



Audio Controls — Voice Lift & Lectern Mic

From the home screen, tap **Audio Controls** to open mic level adjustments.

Voice Lift slider

Controls how loud the ceiling mic plays through the room speakers; increase if in-room participants can't hear each other

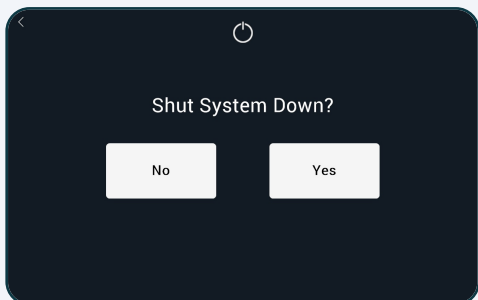
Lectern Mic slider

Controls the podium microphone level; adjust when a presenter is speaking at the podium

For the best audio on remote calls, enable Noise Suppression in your meeting app's microphone settings.



Shutting Down



Power → Shut System Down?

1

Tap the **Power icon** in the lower-right corner of the touch panel.

2

Tap **Yes** to confirm shutdown (or **No** to cancel).

3

Disconnect your **USB and HDMI cables** from the front-of-room connection point.

The display will turn off and the system enters standby until the next user wakes it.