Welcome!
This users guide has been designed as an easy-to-use reference for the operation of your audiovisual system.

Getting Started:
1. Gently touch the center of the touch panel screen.

Using the One-Touch Setup:
1. Gently touch the button for your desired function in the One-touch Setup screen to access the main menu.

Selecting the PC Computer:
1. To select the PC source gently touch the PC button in the navigation bar on the left side of the screen.
2. Controlling the PC will be done through the provided mouse and keyboard.

Selecting the Laptop:
1. To select the Laptop source gently touch the LAPTOP button in the navigation bar on the left side of the screen.
2. Ensure your laptop is connected via the cables provided.
Selecting the Document Camera:

1. To select the Document Camera gently touch the DOCUMENT CAMERA button in the navigation bar on the left side of the screen.

Selecting the VC Near Function:

1. To select the video conference function gently touch the VIDEO CONFERENCE NEAR button in the navigation bar on the left side of the screen.

2. To place a call key in the number you would like to call and press CONNECT.

3. To select a number saved in the company directory select the ADDRESS BOOK button.

4. To end the call press the END button.

5. To mute the microphones in the room select the MUTE MIC button.

6. To access the system information select the MENU button.

7. To navigate each of the Menu screens use the up and down arrows buttons.

8. To preview the image from your camera select the SELF-VIEW button.

9. To change the Picture in Picture mode select the LAYOUT button.

Controlling the VC Cameras:

1. Select the camera you would like to operate between CAMERA 1 and CAMERA 2 by gently touching the appropriate button.

2. Once the camera is selected gently touch the CAMERA CONTROLS button.
Controlling the VC Cameras (cont.):

3. To pan the camera selected in any direction use the arrow buttons in the Camera Control section.

4. To zoom in or zoom out with each of the cameras select the ZM+ to zoom in and the ZM- to zoom out.

Using the Duo-Video Option:

1. Select the Window for the content to be displayed on by gently touching the appropriate WINDOW button in the navigation bar on the right side of the screen.

2. Select the source you would like to have displayed by gently touching the appropriate button in the navigation bar on the left side of the screen.

3. To send the presentation select the VIDEO CONFERENCE button in the navigation bar on the right side of screen.

4. Using this function will disable the CAMERA 1 and CAMERA 2 buttons.

5. To complete the process select the DUO-VIDEO START button to complete the process.

6. If you would like to view the camera and the presentation at once select CAMERA 1 or CAMERA 2 based upon the camera you would like to send as the second content source.

7. To end the Duo-Video function select the DUO-VIDEO STOP button.

Using the Recorder:

1. To use the recording function contact the IT department to secure the Media Site unit to be connected in the equipment rack.

2. Once the unit has been connected gently press the RECORDER button in the navigation bar on the right side of screen to start recording the presentation.

3. To discontinue the recording gently press the RECORDER button in the navigation bar on the right side of screen.
**Controlling the VC Volume:**

1. Select the Conference Volume Buttons on the right of the screen.

2. Use the Up and Down Arrows to increase and decrease the volume.

3. To mute/unmute gently touch the **SPEAKER ICON** button in below the arrows.

**Selecting the VC Far Function:**

1. To select the video conference function gently touch the **VIDEO CONFERENCE FAR** button in the navigation bar on the left side of the screen.

2. To place a call key in the number you would like to call and press **CONNECT**.

3. To select a number saved in the company directory select the **ADDRESS BOOK** button.

4. To end the call press the **END** button.

5. To mute the microphones in the room select the **MUTE MIC** button.

6. To access the system information select the **MENU** button.

7. To navigate each of the Menu screens use the use the up and down arrows buttons.

8. To preview the image from your camera select the **SELF-VIEW** button.

9. To change the Picture in Picture mode select the **LAYOUT** button.

**Controlling the VC Cameras:**

1. Select the camera you would like to operate between **CAMERA 1** and **CAMERA 2** by gently touching the appropriate button.

2. Once the camera is selected gently touch the **CAMERA CONTROLS** button.
Controlling the VC Cameras (cont.):

3. To pane the camera selected in any direction use the arrow buttons in the Camera Control section.

4. To zoom in or zoom out with each of the cameras select the ZM+ to zoom in and the ZM- to zoom out.

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4. Using this function will disable the CAMERA 1 and CAMERA 2 buttons.

5. To complete the process select the DUO-VIDEO START button to complete the process.

6. If you would like to view the camera and the presentation at once select CAMERA 1 or CAMERA 2 based upon the camera you would like to send as the second content source.

7. To end the Duo-Video function select the DUO-VIDEO STOP button.

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2. Once the unit has been connected gently press the RECORDER button in the navigation bar on the right side of screen to start recording the presentation.

3. To discontinue the recording gently press the RECORDER button in the navigation bar on the right side of screen.
Controlling the VC Volume:

1. Select the Conference Volume Buttons on the right of the screen.
2. Use the Up and Down Arrows to increase and decrease the volume.
3. To mute/unmute gently touch the **SPEAKER ICON** button in below the arrows.

Selecting an Audio Conference:

1. To select the Audio Conference function gently touch the **AUDIO CONFERENCE** button in the navigation bar at the left of the screen.
2. To dial a number type in the phone number using the keypad in the center of the screen and select the **DIAL/CONNECT** button.
3. To disconnect a call select the **DIAL/CONNECT** button on the left side of the screen.
4. To save a phone number dial the number using the keypad in the center of the screen and select the **STORE** button.

Controlling the Audio Conf. Volume:

1. Select the Conference Volume Buttons on the right of the screen.
2. Use the Up and Down Arrows to increase and decrease the volume.
3. To mute/unmute gently touch the **MUTE MICS** button in below the arrows.

Turning On and Off the Projector:

1. Select the **OPTION** button in the navigation bar at the left of the screen.
2. Use the **ON** and **OFF** buttons in the center of the screen to turn the projector on and off.
3. The **AUTO ADJUST** button will fit the projected image to fill the screen.
Raising and Lowering the Screen:

1. Select the **OPTION** button in the navigation bar at the left of the screen.

2. Use the **UP** and **DOWN** buttons in the center of the screen to raise and lower the screen.

Using the Picture in Picture Function:

1. Select the **OPTION** button in the navigation bar at the left of the screen.

2. To select your desired screen layout present gently touch the center of the preset diagram in center of the screen.

Controlling the Main Volume:

1. Gently select the **UP** and **DOWN** arrows at the bottom of each screen to raise and lower the master volume.

2. To mute/unmute the master volume select the **MUTE** button to the left of the **DOWN** arrow.

Viewing Window Selection:

1. To select the destination of your source select the **WINDOW 1** button in the navigation bar on the right side of the touch panel to view the source on the left of screen.

2. To view the source in the center of the screen select the **WINDOW 2** button in the navigation bar on the right side of the touch panel.

3. To view the source on the right of the screen select the **WINDOW 3** button in the navigation bar on the right side of the touch panel.
Shutdown:

1. Select the **SHUTDOWN** button on the left side of the touch panel.

2. Select the **YES** button to turn off the system.

3. If you would like to cancel the shutdown of the system select the **NO** button.

4. The **HOME** button will cancel the shutdown of the system and return to the One-Touch Setup screen.