Presenting from the Classroom PC

1. Log in to the classroom PC using your NetID and password.

2. Log in to any applications and/or open documents needed for the presentation.
   Use browser-versions of applications not already loaded onto the PC and log in to each.

3. Press the **POWER** button to turn on the projector.

4. Press the **ROOM PC** button as the source on the projector.
   If the projector is not presenting, press **ROOM PC** button again.

5. Control the volume with the knob or up and down buttons and mute sound with the mute button. *Presentation sound will only work when the projector is on.*

6. Press the **OFF** button on the console when finished.

★ *Files downloaded to the classroom PC are only available for that specific log in session and will be* **deleted** *after you log out of the classroom PC.*

UTA

Presenting from Your Laptop or Device

1. Connect your laptop to the **HDMI** cable on the podium. *Use your own adapter if needed to connect your device.*

2. Log in to your laptop and/or open documents needed for the presentation.

3. Press the **ON** button to turn on the projector.

4. Press the **HDMI LAPTOP** button as the source on the console.

5. Control the volume with the up and down buttons and mute sound with the mute button. *Presentation sound will only work when the projector is on.*

6. Share your Device.

   Windows: Press the Windows key 🪟 and "P" key and select "Duplicate."

   **Apple**: Choose Apple menu then "System Settings."
   Click Displays ☀ in the sidebar (scroll down) and select the name of your display.
   In the right panel, under "Use as" choose "Mirror."

7. Press the **OFF** button on the console when finished.

Setting Up Cameras

1. Set up the device (PC or laptop) and software (Teams or Zoom) to be used for the online conference.

2. Connect the **USB** on the lectern to your device.
   The USB allows your device to use microphones and steerable cameras in the room. You can only use one camera on the same side of the room you are presenting from.

3. Press the **ROOM SETUP** button on the main screen to set up the camera.

4. Use the **CAMERA CONTROL** options to aim the camera and zoom in or out. The **HOME** option is a fixed position. Temporarily save a camera position by pressing and holding **PRESET 1** or **PRESET 2**.

5. Press the **X** in the upper right of the screen to return to the main screen.
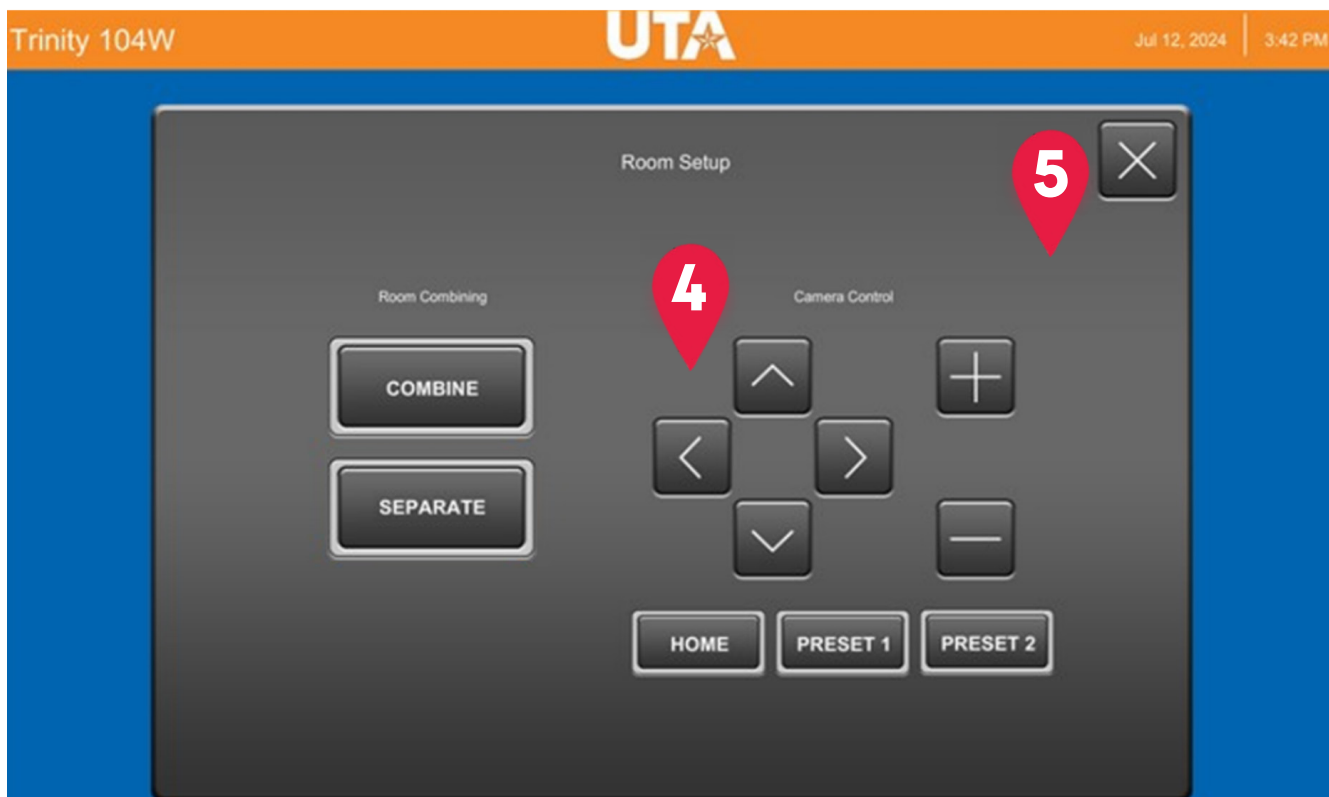
Setting Up Microphones

1. Press the **AUDIO LEVELS** button to view microphones and adjust microphone levels for participants in the room and online participants.

2. Adjust the volume by pressing the up or down arrows near the microphone you would like to adjust.

3. Adjust the volume of the PC or laptop if needed.

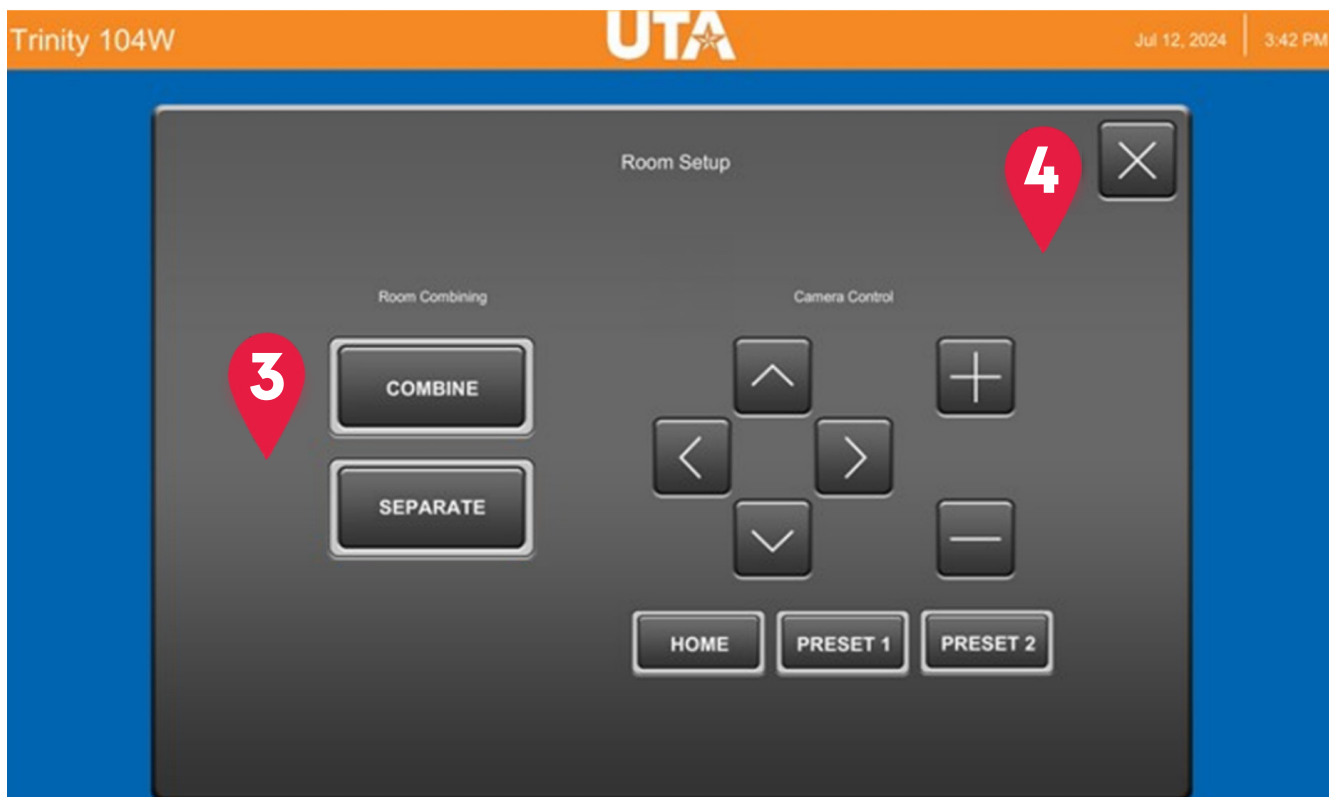4. Press the **X** in the upper right of the screen to return to the main screen.

4
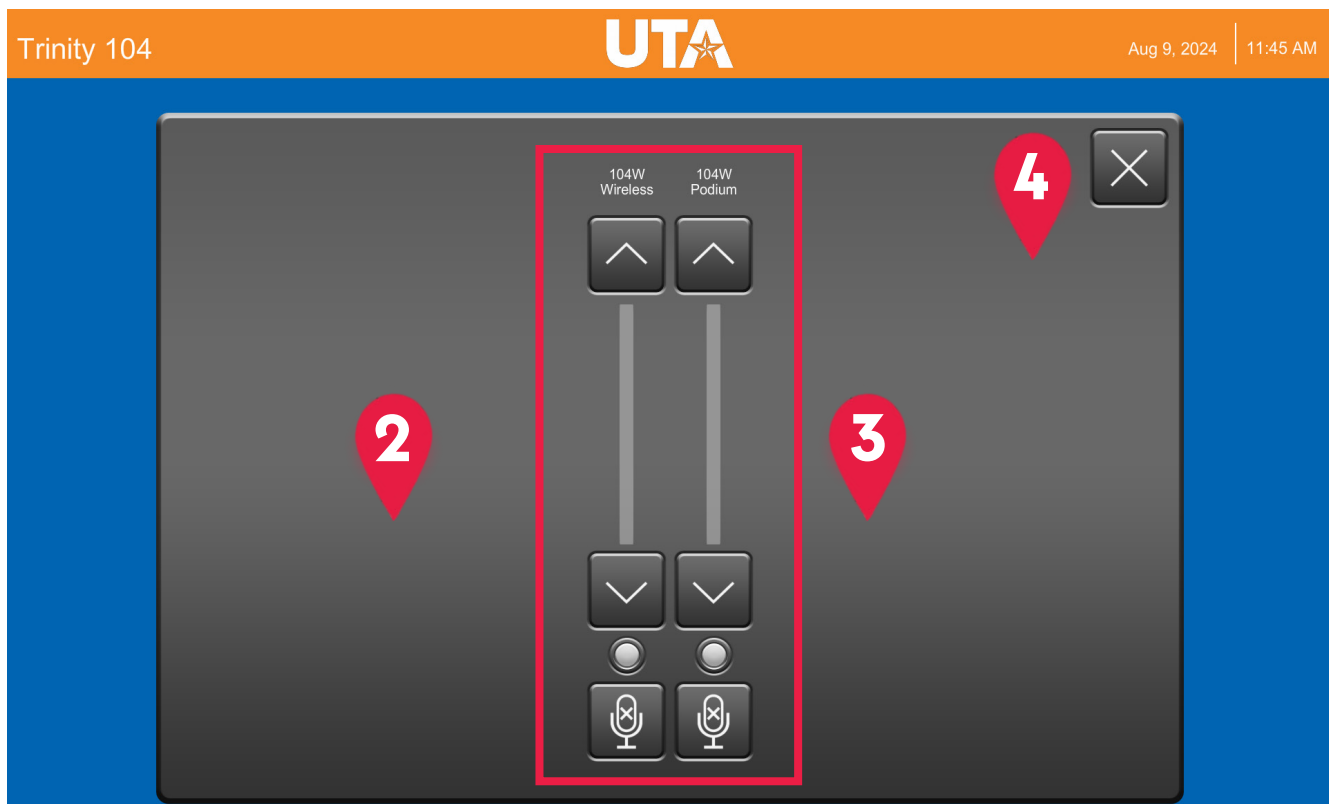
Combining Projection Systems

Combine the east and west projection systems to display the same input on both screens.

1. To **COMBINE**, use the screen from the side you want to present from.

2. Press the **ROOM SETUP** button on the main screen.

3. Press the **COMBINE** button on the next screen.

4. Press the **X** in the upper right of the screen to return to the main screen.
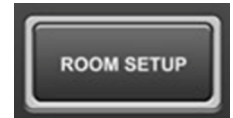
*You can use microphones from **both** the east and west projection systems.*

Separating Projection Systems

1. Press the **ROOM SETUP** button on the main screen.

2. Press the **SEPARATE** button on the next screen.

3. Press the **X** in the upper right of the screen to return to the main screen.