QUICK TIPS FOR **SUCCESS**

Indiana Wesleyan University - Growth Room

Quick Tips for **Success**:

1. Arrive at least 5 minutes before your presentation/meeting to set up and confirm AV connections and start your meeting

2. Use the Laptop connected to the Floor Laptop Source to run your meeting to utilize the in-room Camera, Microphones, and Speakers

3. Set your microphones to Mute or Unmute for the way you'd like to start your meeting

4. If meeting participants in the room connect with their device, they must mute their microphones and speakers

5. Use the Privacy button to Mute your Microphones if you don't want the remote participants to hear you

SYSTEM

GLOSSARY

Indiana Wesleyan University - Growth Room

System **Glossary**:

Auto-Shutdown	A system function used to enable or disable scheduled Power Off at 12:00 AM.
Display Control	A system function to independently turn the Monitor power on or off.
Diversified	Formerly Sensory Technologies, Diversified is now the company that supports this system.
Floor Laptop	A Source located in a floor box. The HDMI cable is color coded BLUE.
HDMI Cable	A single cable used to connect high definition video and audio from Sources to the System.
Help?	An information screen on the Touch Panel where contact information can be found.
Main Menu	A control screen on the Touch Panel that incudes access to Source selection, System Controls, and Volume Controls.
Monitor	The TV. A device that displays the Source video content on it's LCD screen.
Power Off System?	A control screen on the Touch Panel used to manually Power Off the System.
Preset	In this System, a Preset is a saved Camera position/image that can be recalled with a single touch. Any Camera position/image can be saved as a Preset.
Room Camera	A dedicated Camera connected to the System, and that is used by Video Conference Applications.

Source	A device that generates video and/or audio content such as a Laptop.
Speakers	Transducer devices recessed in the ceiling that convert Source audio content into audible sounds.
System	Is the interconnected audio and video equipment that is controlled with the Touch Panel.
Teams	A web based video conference application.
Touch Panel	The custom control touch sensitive panel used to operate all the various functions of the system.
USB Cable	The cable that enables a Laptop to connect to the System so that the Room Camera, Speakers and Microphones can be used for Video Conferencing.
Video Conference Application	An online service by which you can hold live meetings, conferencing, presentations and trainings via the internet.
Wall Laptop	A Source located in a wall plate. The HDMI cable is color coded BLACK.
Zoom	A web based video conference application.

For further Information:

Call: **800-488-4336** - or email:
customerservice@diversifiedus.com

HOW DO I ...

GET **STARTED**?

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To **Get Started**:

- If there's been **no activity** for a while, the touch panel will go **dark to save power**
  - Just **touch** the control screen to wake it up

1. **Touch screen to Begin…**

2. The **Main Menu / Sources** control screen opens

3. Go to the **Present Sources** card

HOW DO I ...

PRESENT **SOURCES** TO THE **MONITOR** AND **SPEAKERS?**

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Present Sources on the Monitor & Speakers:

1. On the **Main Menu / Select Sources** control screen, press your selected **Source**

A Source button press will:

- ◊ Turn the **Monitor ON**, if it's not ON already
- ◊ Display the selected video on **Monitor**
- ◊ Send the selected audio to the room **Speakers**

Quick Tip Use to **raise** and **lower** the Source **Volume Level** in the room

2. Refer to the selected **Source instruction card** for detailed instructions

HOW DO I ...

PRESENT FROM THE

WALL LAPTOP

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Present from the **Wall Laptop** location:

A **System Laptop** has been provided and is already connected for your use.

1. Press the

Source to route **Wall Laptop** content to the **Monitor** and **Speakers**

   ⇒ If you'd like to use your Laptop, disconnect the **HDMI** and **USB** cables from the provided Laptop and **plug them into yours**

   Use your laptop's cable adaptors as needed...

2. **Present** your applications and files

HOW DO I ...

PRESENT YOUR LAPTOP FROM THE **FLOOR BOX**?

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Present your Laptop from the **Floor Box**:

1. Connect your Laptop to the **HDMI** and **USB** cables connected to the **Floor** location

   Use your laptop's cable adaptors as needed...

2. Press the

Source to route **Floor Laptop** content to the **Monitor** and **Speakers**

3. **Present** your applications and files

Use the **Privacy** button to turn your microphones **ON** or **OFF** so remote participants won't hear you - indicator **lights on the ceiling microphones** change: **Green** when the microphones are **ON**, **Red** when they're **OFF**

To create or join a **Video Conference**, go to the Video Conference Card for further instructions

HOW DO I ...

CONFIGURE AND USE A **VIDEO CONFERENCE** APPLICATION?

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Configure and Use a **Video Conference** App:

1. First - follow the '**Present from Floor Box**' instructions

2. On your **Laptop**, open your preferred Video Conference application such as **Teams** or **ZOOM**

3. In the App, open **Settings** to set the **Camera**, to **Extron MediaPort200** and set the **Microphone** and **Speaker** to **2-Extron MediaPort200 Speakerphone**

4. **Join or Create** your Video Conference

5. Press Control Camera to Adjust Room Camera - then follow the '**Adjust the Room Camera**' instructions

HOW DO I ...

ADJUST THE **ROOM CAMERA**?

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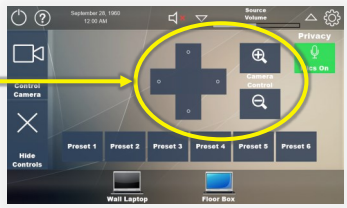
To adjust the **Room Camera**:

1. First - follow **'Present from Floor Box'** or **'Use Video Conference App...'** instructions

2. Press to open the Camera Controls screen

3. Adjust using the **Pan**, **Tilt**, and **Zoom** buttons to adjust the camera position/image



4. **To Recall:** **Press** a numbered **Preset** to recall a saved Preset

5. **To Save:** **Press** and **Hold** a numbered **Preset** button to **Save** the camera position/image

Use the **Privacy** button to turn your microphones **ON** or **OFF** so remote participants won't hear you - indicator **lights on the ceiling microphones** change: **Green** when the microphones are **ON**, **Red** when they're **OFF**

Press **Hide Controls** to close the Camera Controls screen

HOW DO I ...

ENABLE/DISABLE **AUTO-SHUTDOWN**?

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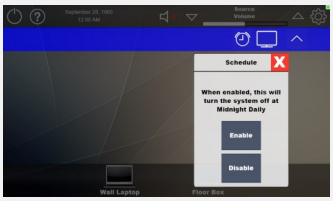
Enable/Disable **Auto-Shutdown**:

1. On the **Main Menu** control screen, press to open the **System Settings** menu
2. Then, press to open the Auto-Shutdown **Schedule**

- Touch Enable and Disable to **enable** or **disable** the scheduled shut off time
  - When Enabled and **GREEN** the system **will** shut off at 12:00AM
  - When Disabled and **RED** the system **will not** turn off at 12:00AM



⇒ Press X to close the **Schedule** screen

⇒ Press ^ to close the **Settings** screen

HOW DO I ...

CONTROL THE **MONITOR** INDEPENDENTLY?

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Control **Monitor** Independently:

1. On the **Main Menu** control screen, press to open the **System Settings** menu

2. Then, press to open **Display Controls**

- Press Power On and Power Off to turn power **ON** or **OFF**
  - ◊ Power is ON and **BLUE** when the Monitor is on
  - ◊ Power is OFF and **GREY** when the Monitor is off
- Press HDMI to set the Monitor's input to **HDMI**

⇒ Press X to close the **Schedule** screen

⇒ Press ^ to close the **Settings** screen

HOW DO I ...

TURN THE SYSTEM **OFF**?

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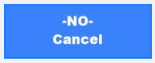
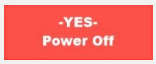
To turn the **System Off**:

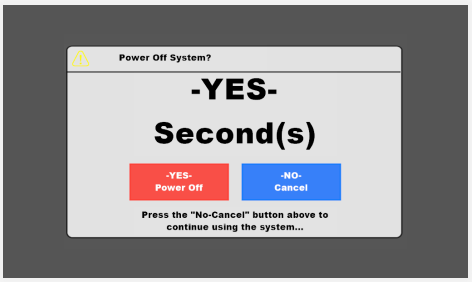
1. Press to open the **'Power off the system?'** control screen located at the top left corner of the **Main** control screen

2. Pressing 

returns back to the previous control screen without turning off the system

3. Pressing 

turns off the monitor and **clears the audio** source



The System **will Power Off** when the countdown timer reaches **00:00**

HOW DO I ...

GET **HELP**?

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To Get **Help**:

1. Press to open the **'Issues or Questions?'** control screen located at the top left corner of the **Main** control screen

⇒ Call the **Diversified Help Desk**:
(formerly Sensory Technologies)

(800) 488-4336

⇒ -Or- **email**:
customerservice@diversifiedus.com

⇒ For urgent, in-person assistance, call the IT Support Center at x2209, and press 9 for tech assistance

⇒ Press to close the **Issues or Questions?** control screen