

# W212 (NOTL) Conference Room

Using the camera and projector

ITS

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## About the Room

- There are two whiteboards; one big and one small in the cabinet
- Outlets are hard to access, make sure to charge your devices
- There are 4 hanging mics spaced evenly through the ceiling

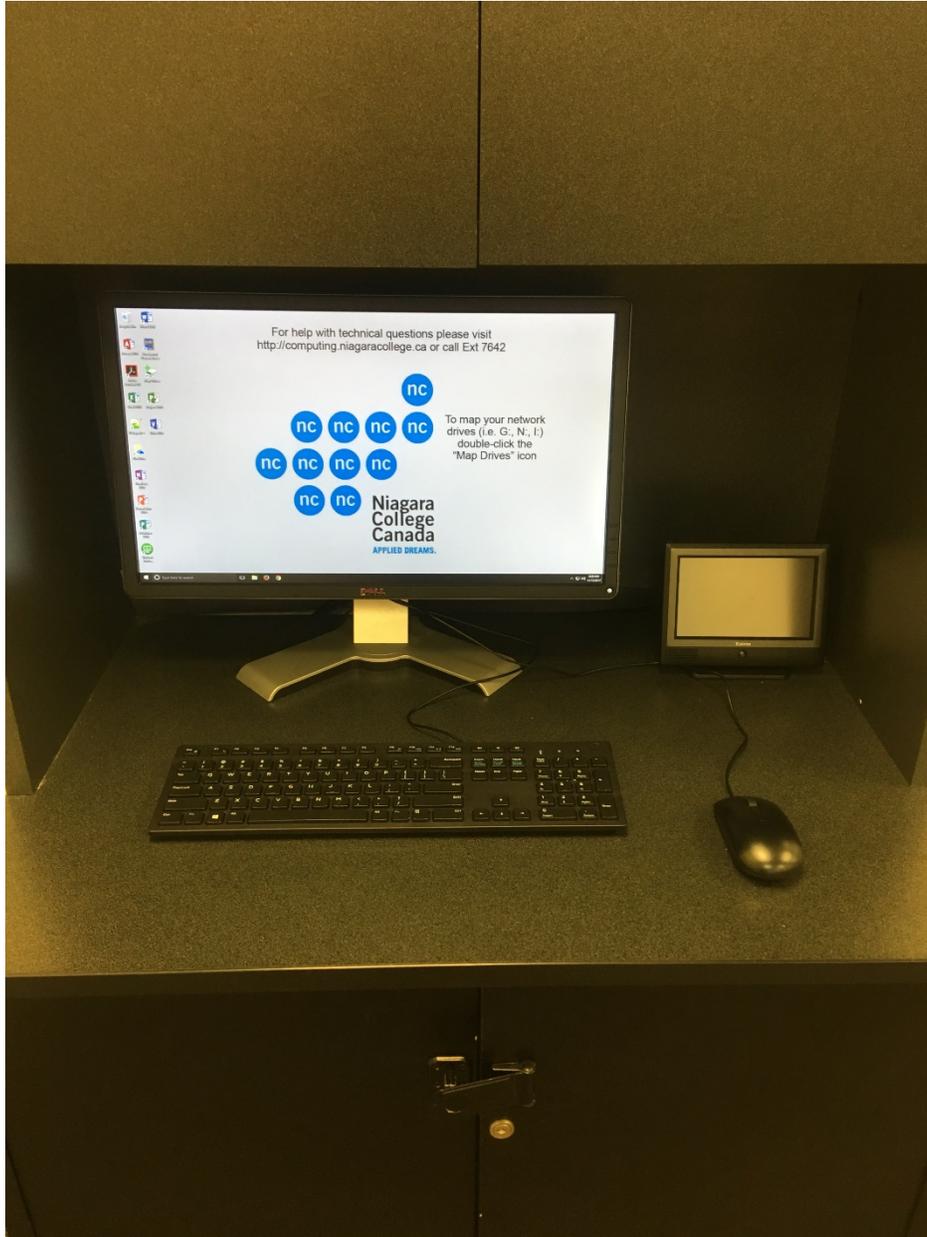


Figure 1 Podium set-up

To start your presentation

Press **Start** on the touchscreen

\*Make sure the cabinet is closed



The screen will automatically come down



## The controls for the touch screen

PC (This one is selected by default)



When the PC menu is selected, the display will reflect what you have chosen for your output

**Duplicate** – Shows your desktop on the projector

**Extend** – uses the projector as a second monitor (landscape view)

**Second Screen only** – Displays only on the projector not the podium

You can quickly switch through views with **Win + P** on the keyboard

You can also change the Monitor/Projector displays by:

1. Right click on the Desktop
2. Select Display Settings
3. Choose the desired display
4. Select Keep Display or Revert

# HDMI

The screenshot shows a control interface for an HDMI projector. At the top, there are icons for 'nc', 'PC', 'HDMI', 'Camera', and 'Conference'. The main display area shows 'HDMI' and the text 'HDMI is currently selected. There are no controls for this device.' On the left side, there are three buttons: 'On', 'Off', and 'Mute'. On the right side, there are three volume control buttons: 'Volume up', 'Volume down', and 'Mute volume (Sound)'. At the bottom, there are four buttons: 'Help', 'Date', 'Time', and 'Power Down'. Below the 'Power Down' button is the text 'Shut off the projector'. There is also a 'Screen Control (Projector)' button on the right side.

**On (Projector)**

**Off (Projector)**

**Mute**  
Turns off projector display

**Volume up**

**Volume down**

**Mute volume (Sound)**

**Screen control (Projector)**

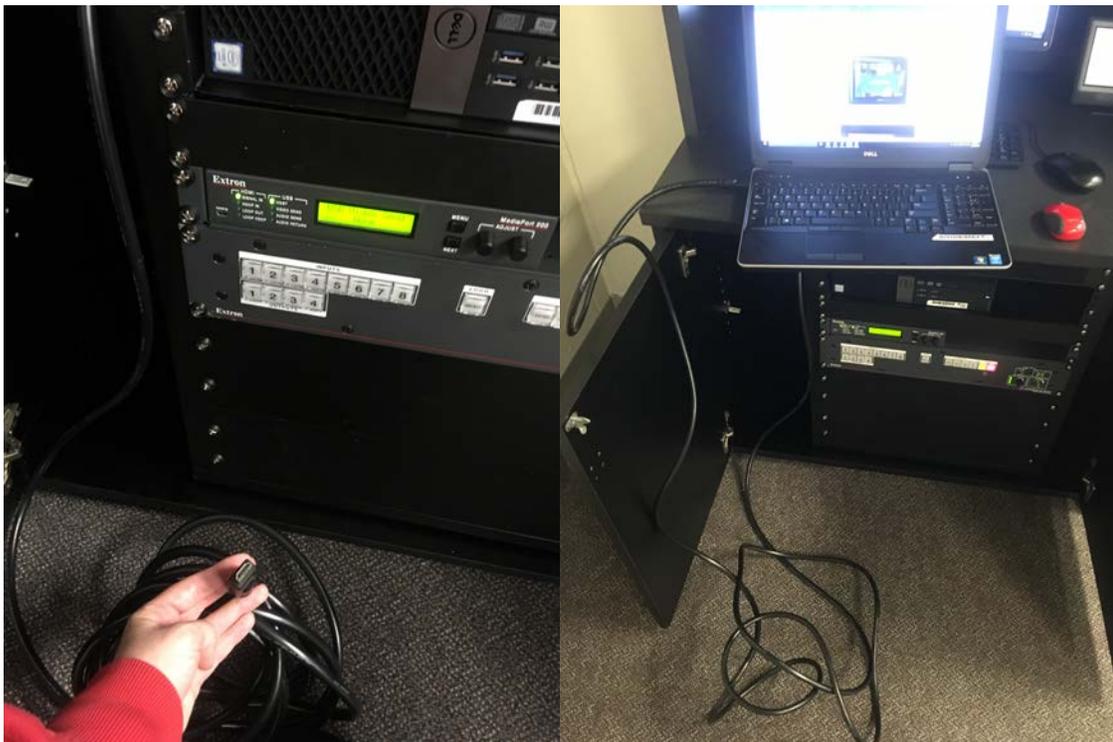
**Help**  
x7642

**Date**

**Time**

**Power Down**  
Shut off the projector

There is an HDMI connection below



## Camera

You can use this to show demonstrations; the controls allow you to adjust the zoom



# Camera Control

| Pan/Tilt | Zoom | Presets |
|----------|------|---------|
|          |      |         |
|          |      |         |
|          |      |         |

**Pan/Tilt**  
Move the camera up and down

**Zoom**  
Zoom the camera in and out

Use this to adjust for conference as well

**Pre-set 1**

**Pre-set 2**

**Pre-set 3**

# Conference

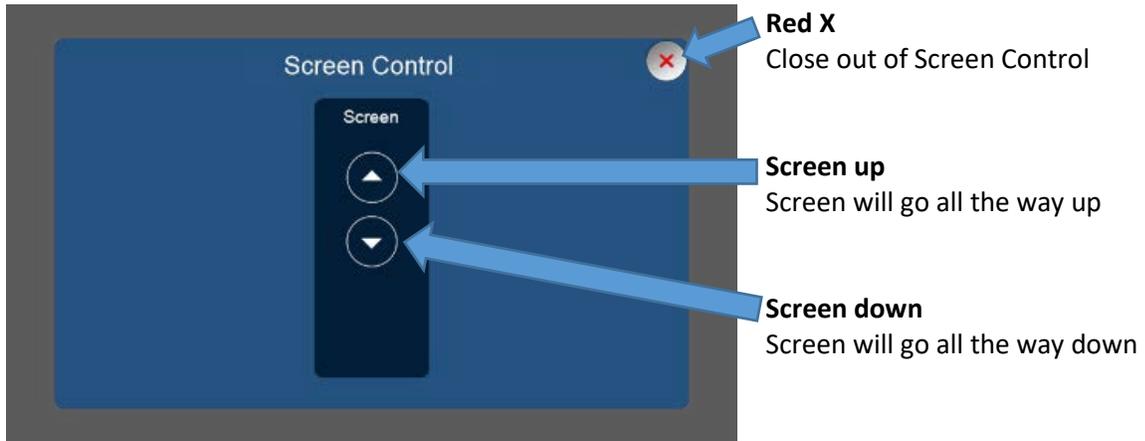
Adjust the settings via the Camera menu

The screenshot shows a dark blue interface for a conference system. At the top, there are icons for 'nc', 'PC', 'HDMI', 'Camera', and 'Conference'. The main area displays 'Conference' and 'Video Input' with 'Input' buttons. On the left, there are 'Display' controls: 'On (Projector)', 'Off (Projector)', and 'Mute'. On the right, there are 'Volume' controls: 'Volume up', 'Volume down', and 'Mute volume (Sound)'. At the bottom, there are 'Help' (with ID x7642), 'Date' (September 28, 1960), 'Time' (12:00 AM), 'Power Down' (Shut off the projector), and 'Screen Control (Projector)'.

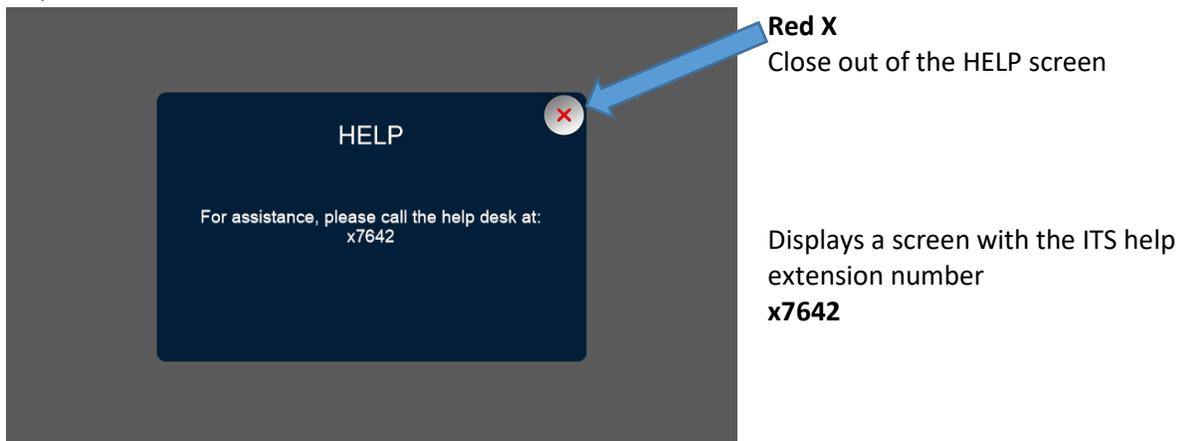


## Screen Control

*\*Make sure that the cabinet behind the screen is closed*



## Help



The controls for the unit below



## Join or invite for a Conference

- Its best if you add whom you will be conferencing with to your contacts list
- If you have multiple people who are not in your contacts it will become confusing as they are listed as guests

## Requesting a Skype Meeting (conference)

1. Log into **Skype for Business**
2. Locate the contact you wish to meet with
3. Right click the contact and Select **Schedule a Meeting**
4. Fill out the **Subject, Location**, any other information
5. Click **Send**

## Accepting a Meeting

1. Log into **Outlook**
2. Open the Meeting Request
3. Accept the Meeting Request
4. Click **Join Skype Meeting**
5. Select the preferred option for chatting
6. You are now connected

Coming soon. . .

Individual Toll Free numbers for a better conference experience.

Untitled - Meeting

File Meeting Insert Format Text Review Help Tell me what you want to do

Appointment Scheduling Assistant Join Skype Meeting Meeting Notes Cancel Invitation Address Book Check Names Response Options Show As: Busy Reminder: 30 minutes Recurrence Time Zones Room Finder Categorize Office Add-ins

You haven't sent this meeting invitation yet.

To...  
Subject  
Send  
Location: Skype Meeting Rooms...  
Start time: Mon 11/13/2017 3:30 PM All day event  
End time: Mon 11/13/2017 4:00 PM

→ [Join Skype Meeting](#)  
Trouble Joining? [Try Skype Web App](#)

Join by phone  
Toll number: +1 (647) 749-1640, access code: 13308792 (Dial-in Number) English (United States)  
[Find a local number](#)

Conference ID: 13308792 (same as access code above)  
[Forgot your dial-in PIN? | Help](#)

**nc Niagara College Canada**  
Welcome to Skype for Business Online Meetings. All participants who use the Join by Phone option must dial the full number for call access.

Room Fin...  
November 2017  
Su Mo Tu We Th Fr Sa  
29 30 31 1 2 3 4  
5 6 7 8 9 10 11  
12 13 14 15 16 17 18  
19 20 21 22 23 24 25  
26 27 28 29 30 1 2  
3 4 5 6 7 8 9  
Good Fair Poor  
Choose an available room:  
None  
Suggested times:  
3:30 PM - 4:00 PM  
No conflicts  
4:00 PM - 4:30 PM  
No conflicts  
4:30 PM - 5:00 PM  
No conflicts

In Shared Folder Calendar