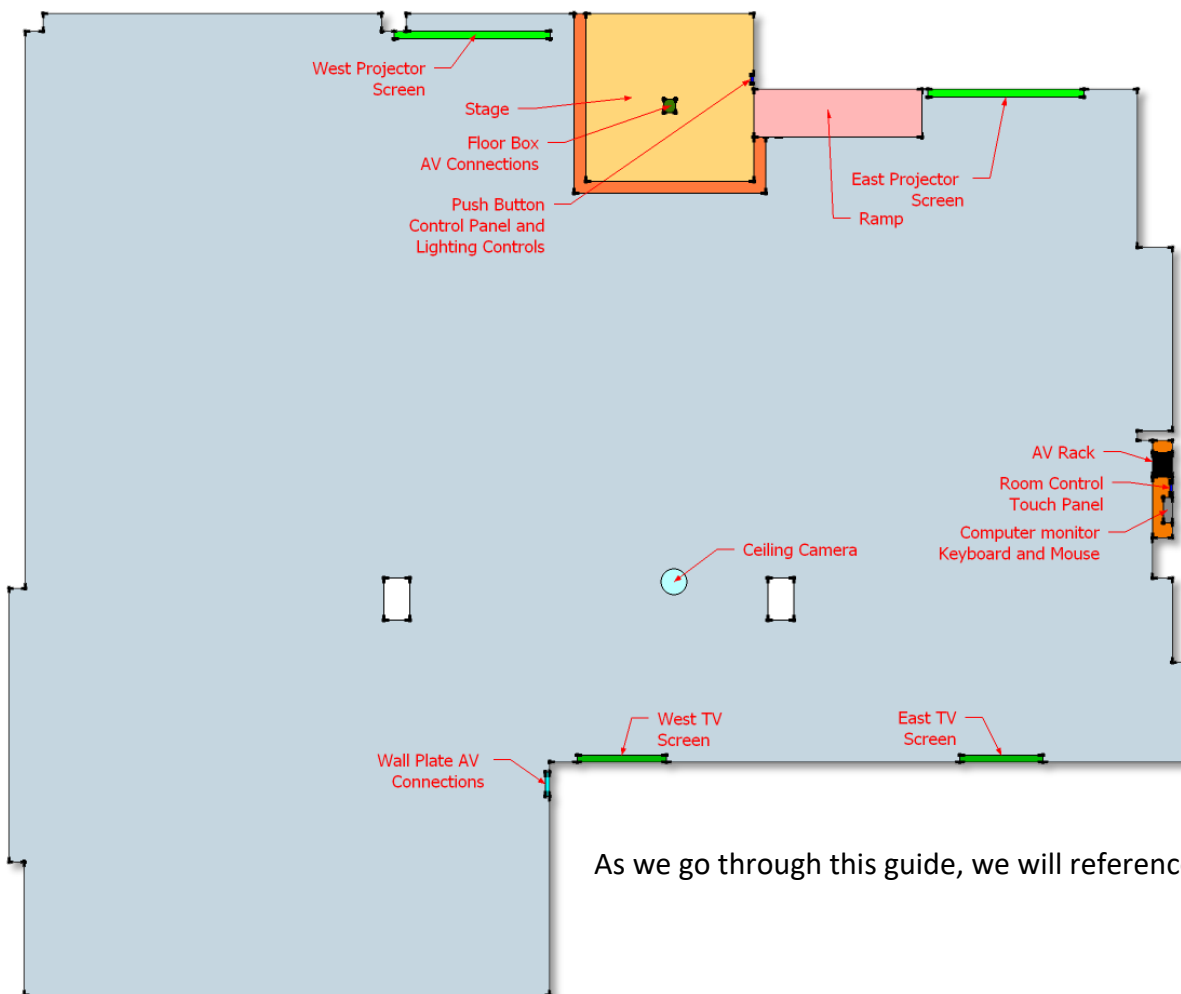


# IT Department

## M1900 (Summit Room) Operation Guide

To start let's familiarize ourselves with the different elements of the room that we will be referring to throughout this guide.

- The below illustration (*Figure 1*) shows the locations of the various part of the system that you may need to interact with.



As we go through this guide, we will reference *Figure 1* several times.

Figure 1

## Basic Presentation

This section will demonstrate how to display a simple presentation with the same image displayed on all four displays.

- To start locate the Push Button Control Panel located (near the stage see *Figure 1*).
- Press the “ON” button (See *Figure 2*)
  - While the system starts up there will be a short 30 second delay before you can continue



Figure 2

- You can now select from one of the five input selections (PC, Apple TV, VGA, HDMI, or, Blu-Ray) to display on the screens.
  - Note: VGA and HDMI on the Push Button Control Panel refer specifically to the connections in the Floor Box AV Connections (See *Figure1* for location)
  - If you chose “PC”, the Room PC (see *Figure2.1*) is located in the AV Rack (See *Figure 1*).
  - The Blu-Ray player is also located in the AV Rack and its operation will be discussed later in this guide

- To use your own device, you can connect via HDMI or VGA (see *Figure 2.2*) those connections are available in the Floor Box (see *Figure 1*)

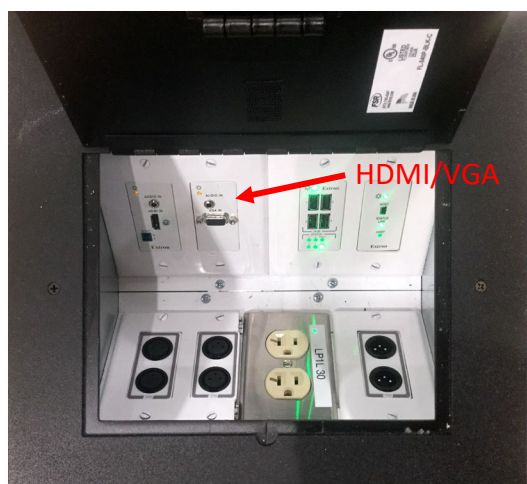


Figure 2.2

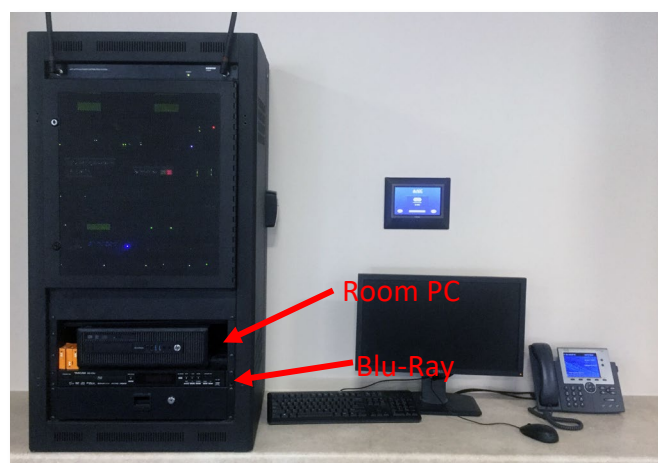


Figure 2.1

- To adjust the volume use the volume knob on the Push Button Control Panel (see *Figure 2*)
- The “Mute” button (see *Figure 2*) will mute all audio.
- “Screen Up” and “Screen Down” will raise and lower the projection screens if desired.

## Advanced operation

The remainder of this guide will focus on the full operation of all the system operations from the Room Control Touch Panel located near the AV Rack (see *Figure 1*)

- To turn the system on Press the Power button on the Start page (see *Figure 3*)
  - The Start page also has buttons to bring up “Phone Control” and “Audio Control” without having to turn the entire system on.
  - The operation of these buttons will be outlined later in this guide.
- Once the system has started up you will be at the Main Page (see *Figure 3.1*).
  - From this page, you can access all other room functions.

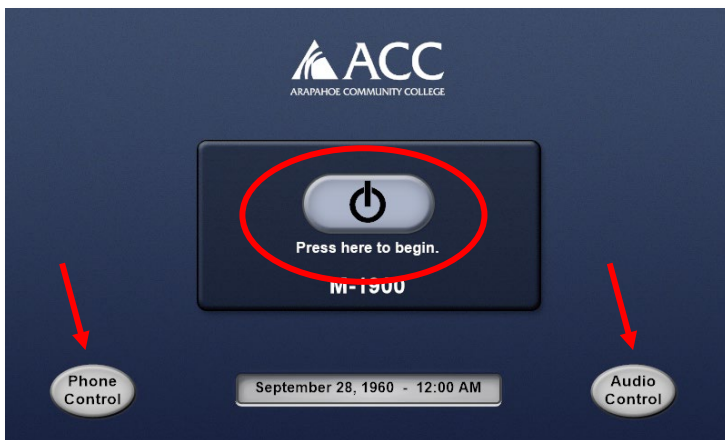


Figure 3

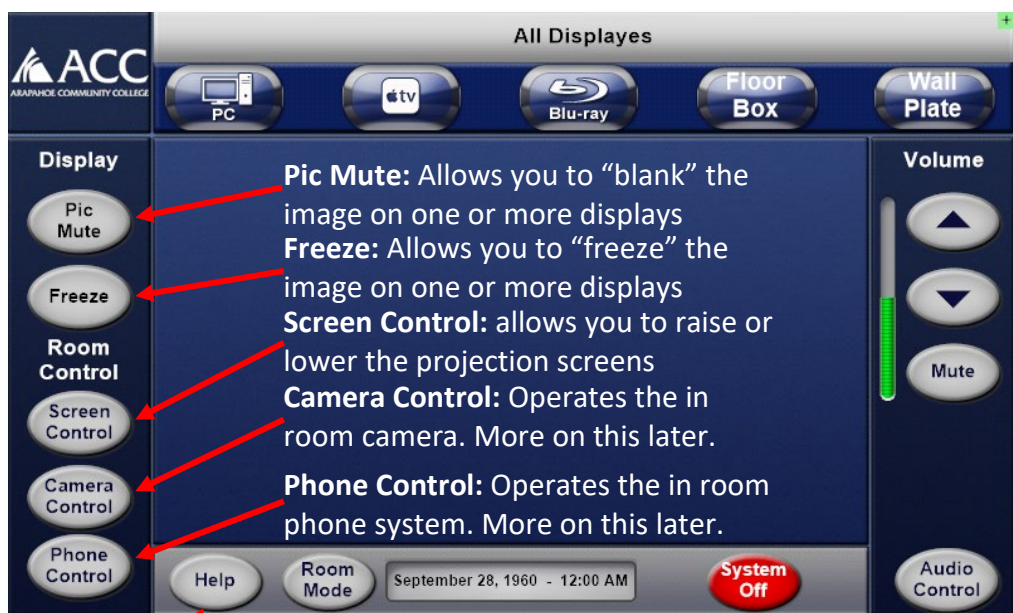


Figure 3.1

**Help:** displays basic help info.

**Room Mode:** Displays a menu to select the different projection modes. More on this later.

**System Off:** Turns the system off.

**Display Selection:** This will be detailed in the “Room Mode” section of the guide

**Input Selections:** You can select the input to see on the screens. Additional controls will appear if the input requires them.

**Main Volume:** You can adjust the overall volume of the system and mute all.

**Audio Control:** Brings up more advanced audio adjustments. This will be detailed later in the guide.

### Input Selections (see Figure 3.1)

This menu selection lets you select which input will display on the screen.

- PC and Apple TV do not have any additional controls.
- Blu-Ray: when selected will display the player controls (see Figure 4)
- Floor Box and Wall plate will give you the choice of HDMI or VGA (see Figure 4.1)
  - To find the location of the Wall Plate AV connections please see Figure 1
  - **Please Note:** you cannot use HDMI and VGA simultaneously at the same AV connection location.



Figure 4.1

Figure 4

### Audio Control (see Figure 3.1)

This menu selection lets you adjust the audio. (see Figure 4.2)

- **House Mics:** This controls the overall volume of the Microphones
  - The individual microphone volume is controlled automatically
- **Video Conf:** Adjust the volume of the remote caller in a video conference.
- **Rear Audio Input:** Adjust the volume of the rear audio inputs
  - Located at the Wall Plate AV connections
- **Video:** Adjust the volume from any video input source.
- **Main:** Adjust the overall volume of the entire system

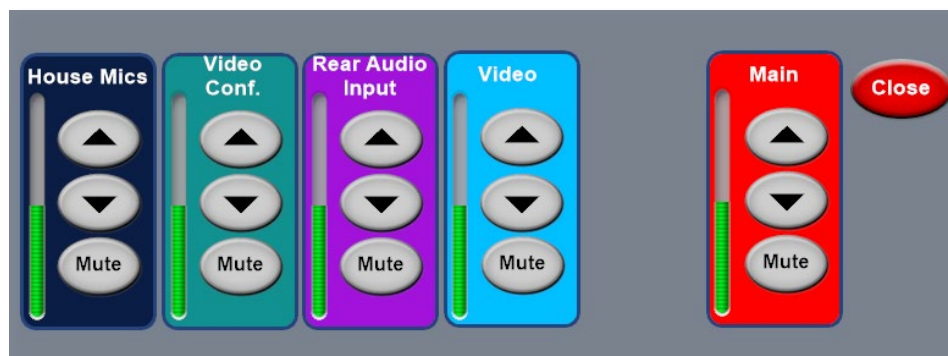


Figure 4.2

### Phone Control (see Figure 3.1)

This menu lets you place a phone call through the room audio. (See Figure 5)

- **Dial Pad:** use to enter desired number
  - You must dial “9” to get an outside line.
  - The number you are dialing will be displayed on the Dial display
- **Call:** Press to initiate a call
  - If a call is being received, the call button will change to “Answer”
- **End:** Disconnects a call
- **Mute:** This mutes the local audio going to the call.
  - Does not mute the microphones in the room
- **Clear:** This will clear the current number being entered
- **Caller in Volume:** This adjust how loud the remote caller will be in the room.

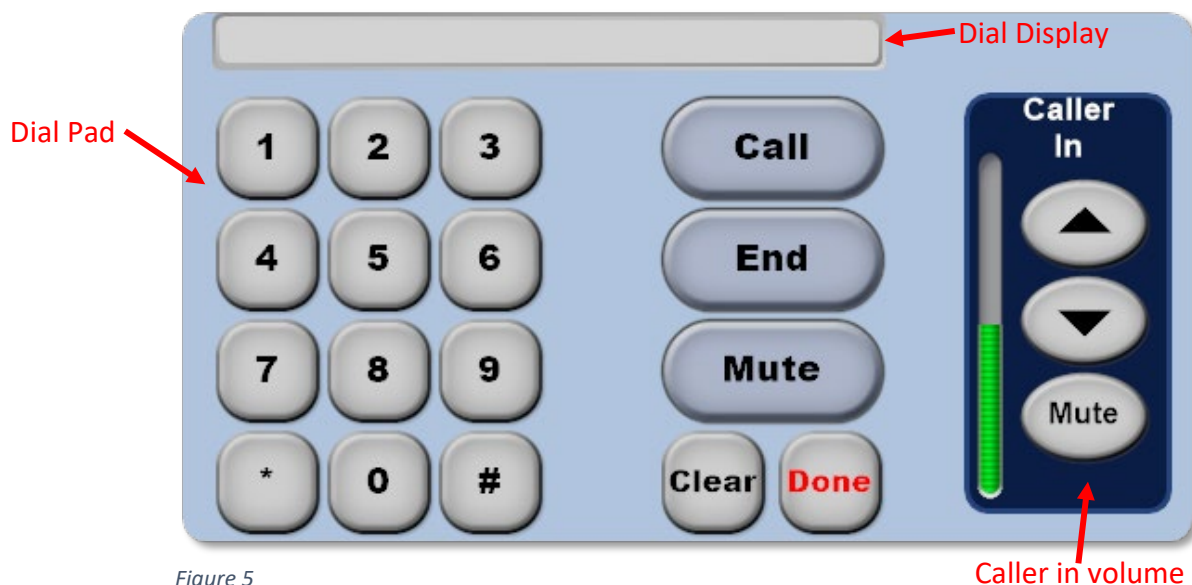


Figure 5



## Camera Control (see Figure 3.1)

This menu lets you adjust the ceiling camera. (see Figure 6)

- **Zoom In:** Zooms the camera in
- **Zoom Out:** Zooms the camera out
- **Auto Focus:** Will automatically refocus camera
- **Pan and Tilt:** Allows you to Pan the camera Left and right, and Tilt the camera up and down
- **Stop:** Will stop any Pan or Tilt motion
- **Preset:** Can store up to three different camera positions
  - To store a preset, press and hold any of the three preset buttons until “Set” appears.
- **USB:** this selects what device that the camera is connected to
  - **PC:** Connects the Camera for use with the Room PC in the AV Rack (See Figure 2.1)
  - **Wall Plate:** Connects the camera to the USB port on the Wall Plate AV Connections
    - Can be used with a PC or Mac computer at this location
  - **Floor Box:** Connects the camera to the USB port in the Floor Box AV Connections
    - Can be used with a PC or Mac computer at this location

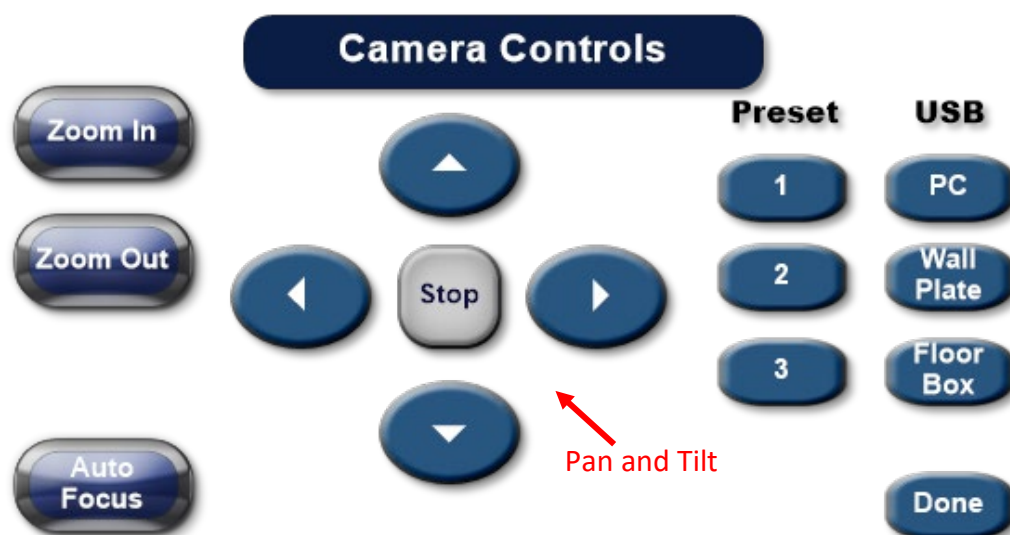


Figure 6

### Room Mode (see Figure 3.1)

This menu lets you select between the different room display modes. (see Figure 7)

- **Presentation mode:** This mode shows the same image on all four displays
- **East/West mode:** This mode allows you to show two discreet images, one on the East TV and Projection screen, and a different image on the West TV and Projection screen.
- **Individual Mode:** This mode can show a discreet image on each display.

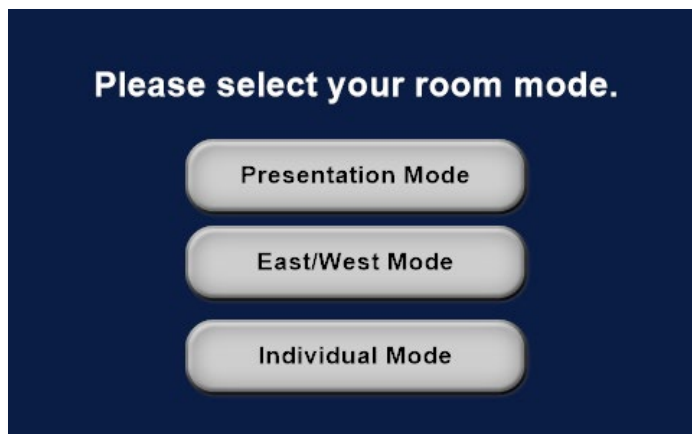


Figure 7



Figure 7.1



Figure 7.2



Figure 7.3

### Display Selection (see Figure 3.1)

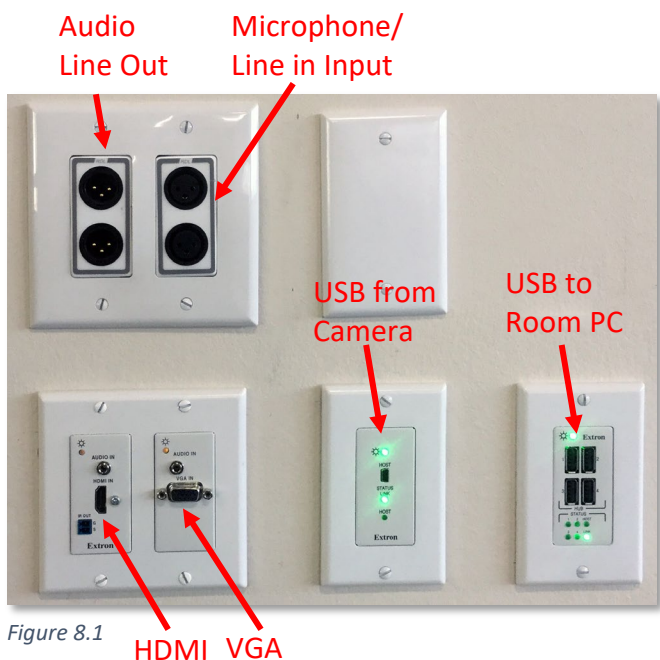
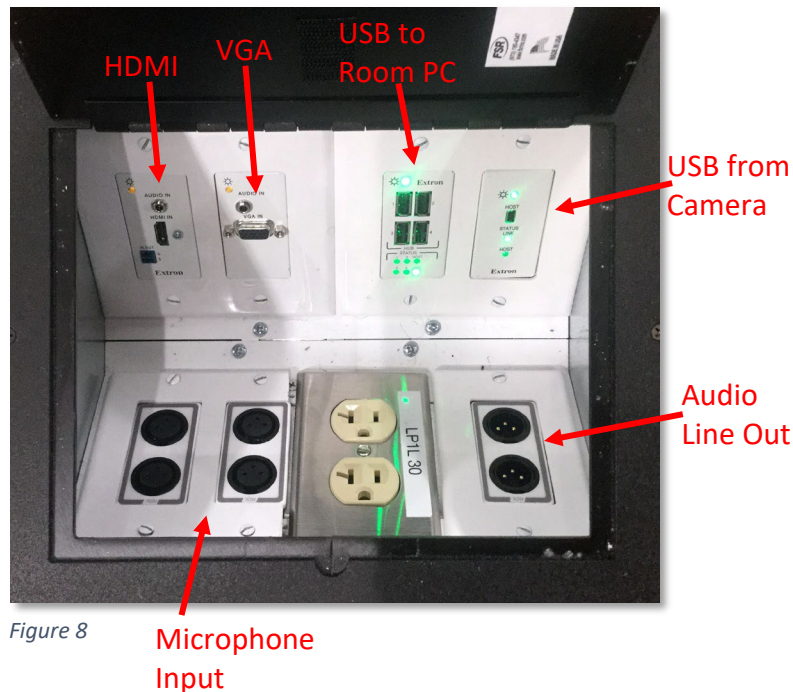
This menu will change based on the room mode that you have selected.

- **Presentation mode:** (See Figure 7.1) you will see “All Displays” when you select an input that input will show on all displays
- **East/West mode:** (See Figure 7.2) The menu will change to “West Displays” and “East Displays”
  - Press each one and then select the input you would like to display on each
- **Individual Mode:** (See Figure 7.3) The Menu will change to “West Projector”, “West TV”, “East Projector”, and “East TV”.
  - Press each one and select an input for each.

## AV Connections (see Figure1)

This section will explain the AV connections available to you.

- **Floor Box AV Connections:** (See Figure 8) this houses various AV connections available near the stage.
  - **HDMI/ VGA:** Connections for a laptop or mobile device
  - **Microphone Input:** 4 XLR microphone connections
  - **Audio Line Out:** 2 XLR line level outputs
  - **USB to Room PC:** USB connected directly to the room PC
  - **USB From Camera:** USB connection from the Ceiling camera
    - **Please note:** this USB must be selected (See Figure6)



- **Wall Plate AV Connections:** (See Figure 8.1) this houses various AV connections available near the rear of the room.

- **HDMI/ VGA:** Connections for a laptop or mobile device
- **Microphone Input:** 2 XLR microphone connections
- **Audio Line Out:** 2 XLR line level outputs
- **USB to Room PC:** USB connected directly to the room PC
- **USB From Camera:** USB connection from the Ceiling camera
  - **Please note:** this USB must be selected (See Figure6)



## Using the Camera for video conferencing

This section will explain some of the general settings required to use the Ceiling Camera in Windows 10.

- **Set the Play back device.** Right click on the Volume tray icon (See Figure 9)
  - In the menu click “Playback Devices”

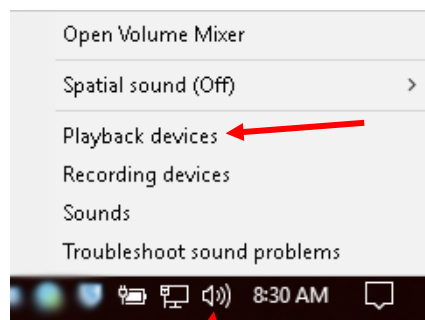


Figure 9

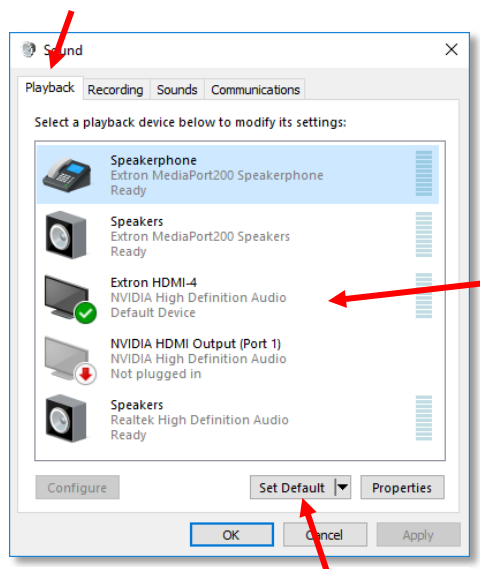


Figure 9.1

- In the “Sound” menu, select the “Playback” tab
  - Select “Extron HDMI-4” (See Figure 9.1). (note: you will select a different audio out in the video conferencing software, See Figure 10)
  - Click “Set Default”

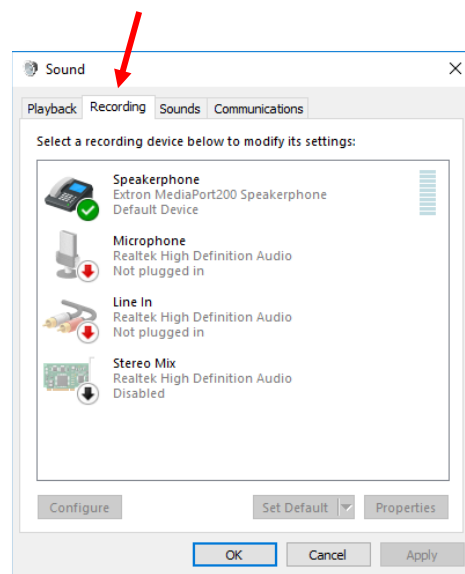


Figure 9.2

- In the “Sound” menu, select the “Recording” Tab (See Figure 9.2).
  - In the “Recording” Tab select “Speakerphone” (See Figure 9.2)
  - Click “Set Default”

## Using the Camera for video conferencing (Continued)

This section continues with setting for WebEx. If you are using another platform, many of these setting will still apply; just find the best matches in the other software.

- When Joining a WebEx (for more information on WebEx see the document titled “WebEx Instructions”) you will be prompted to select your Audio and Video Connection (See *Figure 10*)
  - Under “Select Audio Connection” Choose “Call using Computer”
  - Under “Select Video Connection” choose “Extron MediaPort200”
  - Click “Connect Audio and Video”

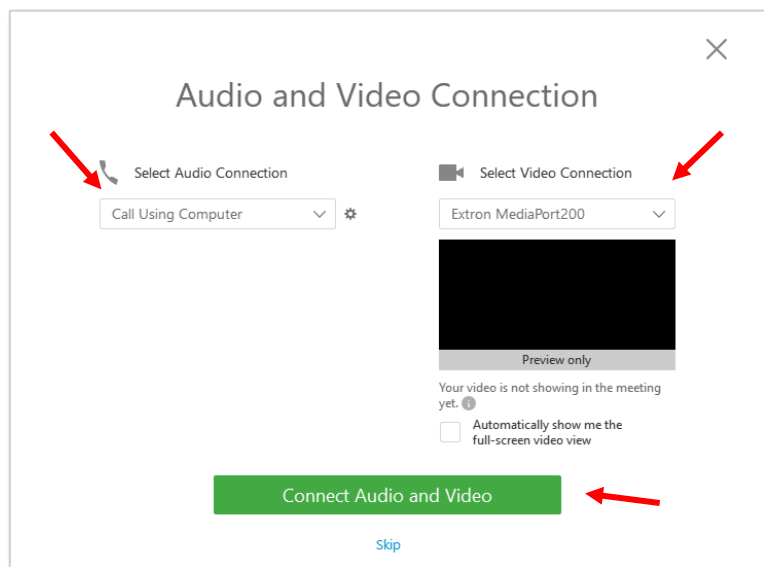


Figure 10

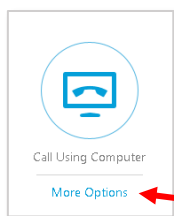


Figure 10.1

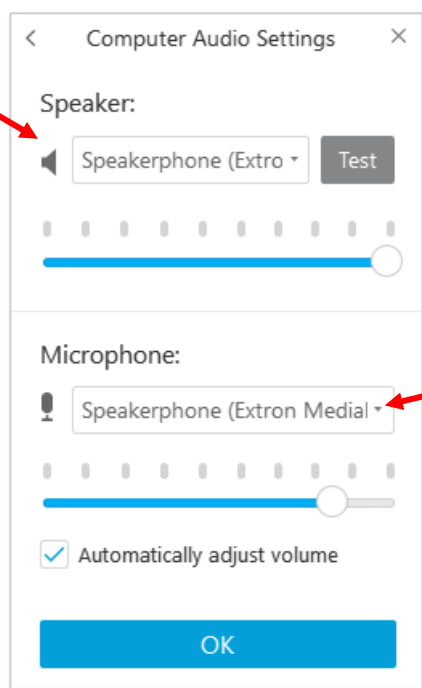


Figure 10.2

This step is important to check, you will need to select a different “Speaker” in the video conferencing software you are using.

- In WebEx select “More Options” under “Call using a computer” (See *Figure 10.1*)
- In the menu that opens (See *Figure 10.2*) make sure that, “Speakerphone (Extron MediaPort200)” is chosen in both the Speaker and Microphone Drop down list.
- Once the setting are correct press “OK”