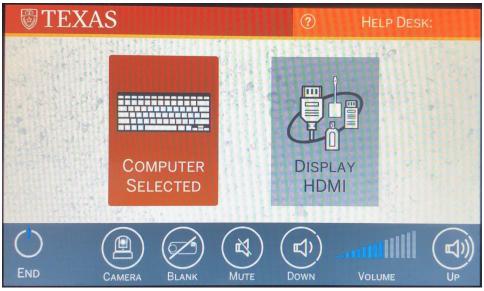
# **Department Conference Room (ASE 2.202)**

The Department Conference Room has a ceiling mounted projector, an AV control console, conference computer, web conference camera with three table top microphones, and a conference phone

NOTE: The room web conference camera and microphones are connected to the room computer

- Use the AV console to turn on the projector and lower the screen. Tap the console screen to wake it up.
- · If encountering issues with the AV see the troubleshooting section below



- There is wireless keyboard and mouse connected to the room computer
- Use the USB hub on the AV cabinet to connect USB devices to the room computer



- Select Display HDMI to use a laptop. Connect the HDMI cable to the laptop. If necessary use one of the items on the HDMI adapter ring.
- · Select Camera on the AV console to use the room web camera and microphones



- Use the Power On button to turn the camera on
- Use the camera menu to pan-tilt-zoom (PTZ) web camera back arrow button returns to home menu
- In the video conferencing software, select TesiraFORTE as the input and output devices
  The microphones are stored in the table pockets



• Select End to turn off the projector and raise screen



## Troubleshooting Issues

- · Computer is asleep
- No camera video
- Wireless keyboard or mouse not working
- No sound or microphones not working
- HDMI connection not working

### Computer is asleep

• If the console flashes the message to wake up installed computer, check if computer is turned on



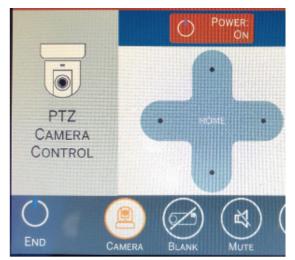
• The computer is accessible from the front of the AV cabinet. The power button is on the left.



If the power button is on and computer is not displaying, press the power button for 10 seconds until the computer turns off. Wait a couple of seconds then press button to turn computer back on

## No camera video

• If no camera video, confirm the camera is powered on



• The computer is accessible from the front of the AV cabinet. The power button is on the left.

## Wireless keyboard or mouse not working

- · Check the power switch is on the bottom of the device
- Check that the wireless receiver is plugged into the USB hub
- Check that the USB hub is plugged into the computer
- Replace the keyboard or mouse batteries

### No sound or microphones not working

- In the video conferencing software, select TesiraFORTE as the input and output devices
- Check the sound out level and the microphone input level

### **HDMI** connection not working

• Use a paper clip to press the hardware reset (HW-R) button on the video controller located in the AV cabinet.

