Enter the room and locate the controller. It is a black box on the podium. Press "PROJ On" under display and "PC."

You may need to wiggle your mouse or tap the spacebar to wake the computer.

After a few moments you will see the PC displayed on the screen.

Room Camera Options		
	AUTO SWITCH CAMERA	**This setting will automatically choose the best camera and shat depending on the current actions in the room. It will also autotrack.**
	LECTERN CAMERA	**This will only enable the lectern camera, but there is autotracking of the presenter at the lectern.**
	AUDIENCE CAMERA	**This will choose the audience camera showing a shot of most of the room.**

There is a microphone array on the ceiling by the projector. This can be turned on and off using the "CEILING MIC MUTE" button on the controller. RED IS OFF. There is also an indicator light on the ceiling array to show the status as well.

The mic is set to a good level. But, you can use the "MIC VOLUME UP" or "MIC VOLUME DOWN" to change it if you want. Once these buttons turn RED that is as much as you can control it that way.

Present from Laptop

IF DOING A HYBRID MEETING YOU MUST USE ROOM PC

Connect the laptop using the HDMI cord at the podium
Choose LAPTOP on the black controller.

LAPTOP

Connecting to Webex or Zoom

From room PC open the Chrome Web Browser

Find the bookmark bar towards the top, click "UW" or "UWHC." Then choose either your Webex or Zoom.

Web Conferencing Tools – UW Madison & SMPH

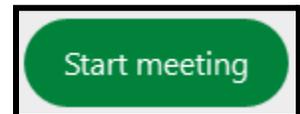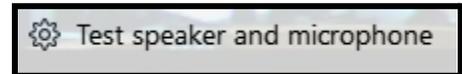UW Madison Zoom   UW Madison Teams   UW Madison Webex

zoom   Microsoft Teams   Cisco Webex

Webex

Click "Sign In." Type in your work email address and/or sign in. You will have to authenticate if applicable.

[Sign In]

Find your meeting, click "Start", wait a few moments.

| 11:30 AM - 12:30 PM | Big Important Meeting | Start |
| Thu, Jul 22 | | |

Then "Test Speaker and Microphone." Follow on-screen instructions and then click "Start Meeting."

⚙ Test speaker and microphone

[Start meeting]

Zoom

Click "Sign In" and authenticate using DUO.

[Sign in]

Find your meeting and click "Start."

| 11:00 AM - 12:00 PM | Bigger Important Meeting | Start | Edit | Delete |
| | Meeting ID: 968 1064 9391 | | | |
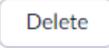
Before you start meeting, click "Test Speaker and Microphone." Follow the on-screen instructions and then click "Join with Computer Audio."

[Test Speaker and Microphone]   [Join with Computer Audio]