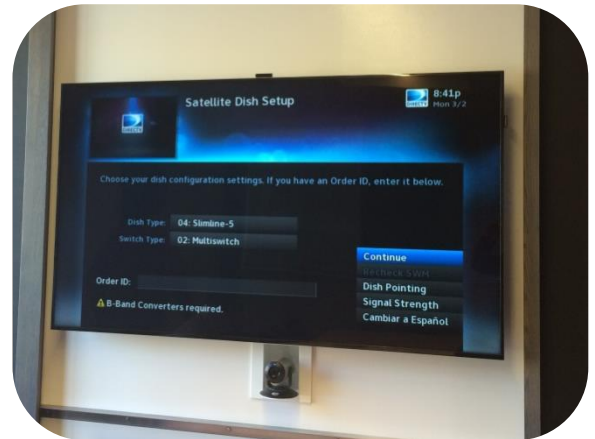# CONFERENCE ROOM
AV SYSTEM OPERATION

BASIC SYSTEM SET UP

1. Using the in-table button keypad, turn system ON by pressing 'TV ON' button
2. Plug in laptop using either the VGA w/Audio cable or HDMI cable located in the cable cubby
3. Make sure laptop is set to output to a secondary screen
4. Select LAPTOP on button keypad, computer image will appear on TV
5. For Direct TV – Select DIRECT TV on button keypad
6. VOLUME UP/DOWN buttons will adjust presentation/program audio
7. Turn System off by pressing TV OFF

WEB CONFERENCING SET UP

- Web-conferencing via owner furnished laptop computer
- Client must install and setup the required web conferencing software (i.e. Skype, Webex, Blue Jeans, GotToMeeting and other web conferencing systems)

1. Connect laptop (same as above)
2. Connect the USB cable located in cable cubby to your laptop (This is the connection to the camera that is located below the television)
3. Connect the ClearOne USB speakerphone via USB cable to your laptop
4. Open web conferencing software and conduct meeting as you typically would using your laptop computer
5. Turn System off by pressing TV OFF