

## DCL 2240

### Turning the System On

- Press the **[ON]** button once.
- The buttons will flash for approximately 30 seconds as the projector starts up. You may now select a source (The PC is the default source).

**Note: The system must be turned on before sources can be selected.**

### Using the Resident PC

- Select the **[PC]** button on the control panel.

### Using the Wireless Presenter

- If the Wireless Presenter is not already selected, press the **[Wireless]** button on the control panel.
- To connect your device to the Wireless Presenter, connect to IllinoisNet and follow the onscreen instructions.

**Note: If you are not sure what software you may need use a web browser to connect to the IP address listed as "Room Name" on the screen. This will direct you to the correct software based on the device you are using.**

### Using a Laptop

- Connect your laptop to the end of the HDMI cable that is not connect to the input panel.
- Select the **[Laptop]** button on the control panel.

**Note: Depending on your laptop model, you may need an adapter. Adapters can be borrowed on short term loan (4hrs.) from an Engineering IT Help Desk.**

### Turning the System Off

- Press the **[Off]** button once.
- The buttons will flash for 30-90 seconds as the system shuts down.

# Conference System

## Connecting to the conference system

**Note:** These steps are not required on the Resident PC as it is already set up for video conferencing.

- Connect a USB cable between the active USB output and a USB port on your PC.
- On Windows:
  - Open **Control Panel** and select the **Sound** item.
  - On the **Playback** tab make sure **Echo Cancelling Speakerphone** is set as **Default Communications Device**.
  - On the **Recording** tab make sure **Echo Cancelling Speakerphone** is set as **Default Communications Device**.
  - Open **Skype for Business**.
  - Open the **Options** menu.
  - Select the **Audio Device Settings** view. Make sure **Speaker Phone, Tesira Forte** is selected.
  - Select the **Video Device Settings** view. Make sure **AV.io** is selected and the **Crop and Center** checkbox is **Unchecked**.
- On Mac:
  - Open **Lync**.
  - Open the **Preferences** menu.
  - On the **Audio** tab, make sure **TesiraFORTE** is selected as the audio device.
  - On the **Video** tab, make sure **AV.io** is selected as the video device.

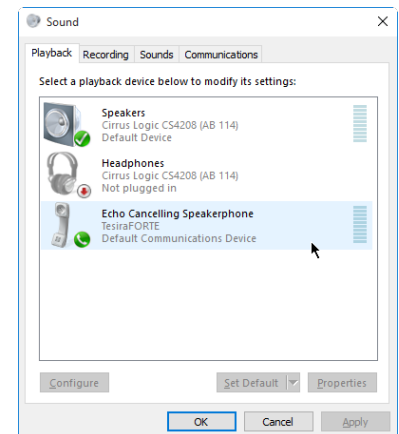


Figure 1 - Sound, Playback

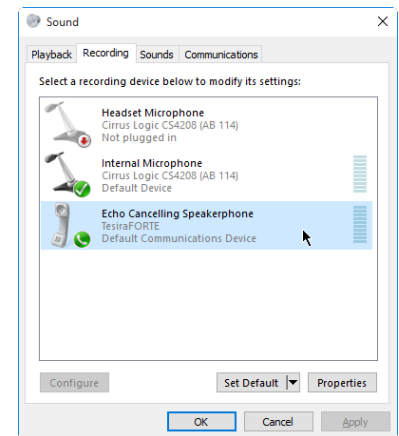


Figure 2 - Sound, Recording

## Using the conference system

- Once connected, the built in mics will pick up speech anywhere in the room; however, the system is calibrated for a presenter at the lectern and a forward facing audience.
- The camera is aimed to best cover the lectern and front of the room.
- It is important to make sure that the audio level in the room is adequate to hear the far end, but not too loud as to cause feedback. The output volume can be adjusted using the knob on the control panel.

## Muting the conference system

- **Display Mute**
  - This mute option blanks the video and mutes the output audio.
  - This does not mute the microphones.