

Important Items to Remember

- 1) All monitors **except** the podium monitor are display only monitors, with the display controlled by the parties from the podium. The monitors do not have touchscreen or other functionality.
- 2) If the room cameras are being used for testimony that is presented by Zoom or other video conferencing software, the camera will focus on the last-activated microphone. A hearing room participant must activate his or her microphone in order to be heard and seen on screen.
- 3) If buttons on the podium monitor have disappeared, simply tap the screen and they should reappear.
- 4) Do not plan to store documents on the machine itself. Following every use, the system deletes local snapshots and recordings.
- 5) An HDMI input cable is in the enclosed rear-right portion of the podium. To get to it, locate the labeled door, lift it, and plug the enclosed HDMI cable into the laptop to display laptop contents.

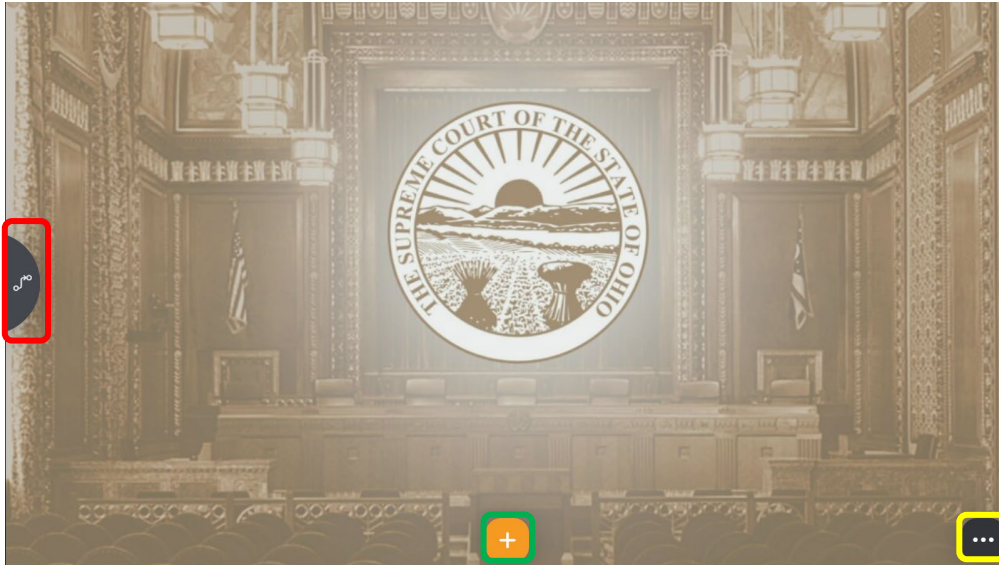
Turn Machine On

- 1) Tap keyboard, mouse, or screen. If no response, open cabinet in podium and press Power Button (highlighted in yellow below, will illuminate in green when on).




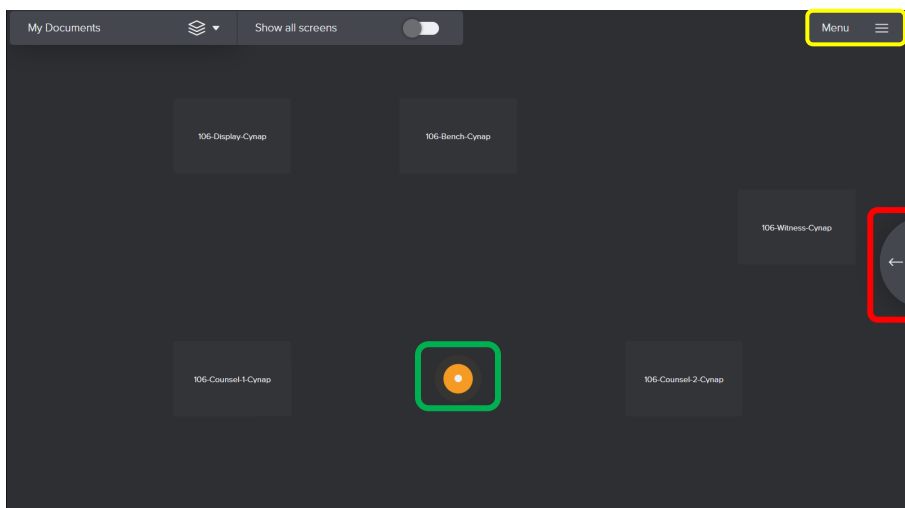
Home Screen

- 1) Highlighted in **Red** = Connection to Displays
- 2) Highlighted in **Green** = Add source
- 3) Highlighted in **Yellow** = Access Settings



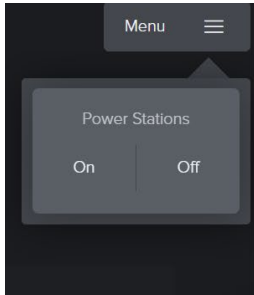
Connect to Displays

- 1) Press Connection to Displays button 
- 2) The following screen will be displayed:




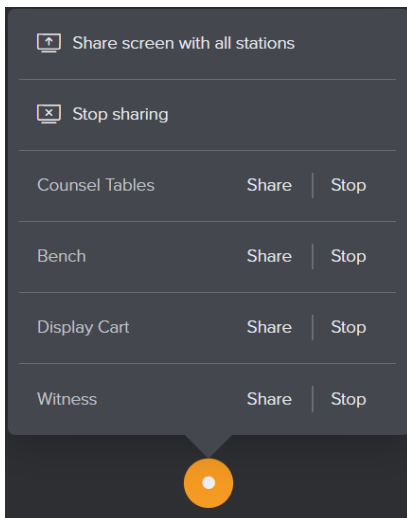
- 3) Highlighted in **Green** = Share
Highlighted in **Yellow** = Menu
Highlighted in **Red** = Exit

4) Press Menu button.



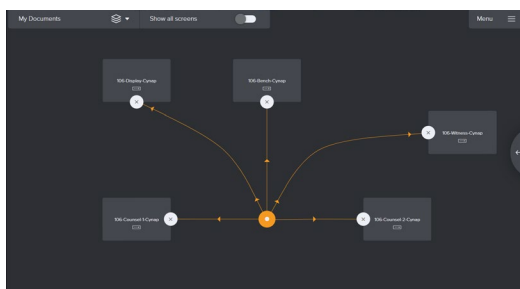
5) Press "On." Wait until all displays have turned on – this will take a moment.

6) Press "Share" button . The following screen will display.



7) Press "Share screen with all stations" to share to all, or specific displays to display to only those stations.

8) Once pressed, orange lines (see below) will show active connections.



9) Press “Exit” button



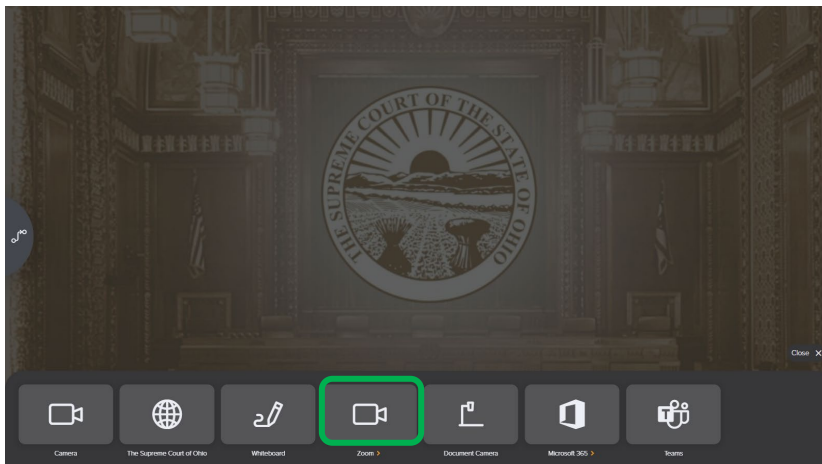
10) You will be returned to the Home Screen.

Connect to Zoom

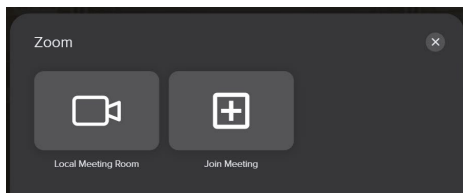
1) On Home Screen, click the “Add Source” button.



2) The following options will be displayed.



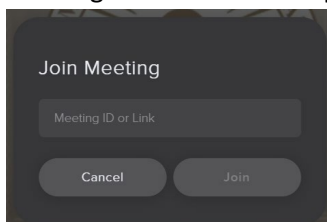
3) To access Zoom, click the “Zoom” button (highlighted in green, above). The following options will be displayed.



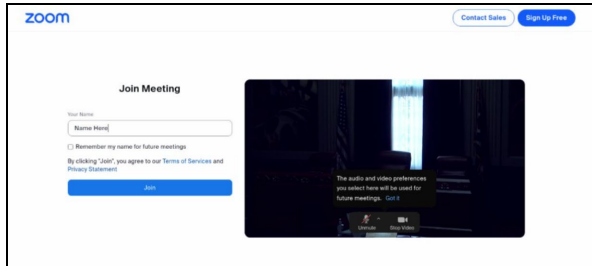
4) If you are hosting the Zoom session from the podium monitor, press “Local Meeting Room.” The meeting information settings to send to recipients/attendees is as follows:

- a. Meeting ID: 331 388 6721

5) If you are hosting the Zoom session from a separate device (laptop, phone, etc.) press “Join Meeting.” You will then be prompted to enter the Zoom Meeting Information (Meeting ID or link).



- 6) If the correct information has been input, the meeting will connect. You will then be prompted to enter your name and passcode, if applicable (see below). The camera will become active if video is active. Click “Join” once ready. You will then join the session or waiting room.



- 7) To output the podium screen to all connected monitors, press the “Output” button (highlighted in green, below) to cast the podium display out.



- 8) Exit the session when you are finished.

Connect Laptop via HDMI

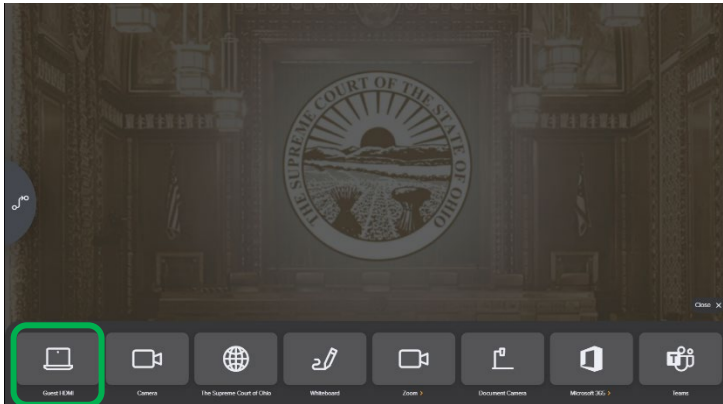
- 1) On the rear right corner of the podium, a small cutout contains an HDMI input cable (see below for position, highlighted in green). Open the door, pull the HDMI cord out, and connect it to the HDMI slot in your device.



- 2) On Home Screen, click the “Add Source” button.



3) The following options will be displayed.




4) To access your device, click the “Guest HDMI” button (highlighted in green, above).

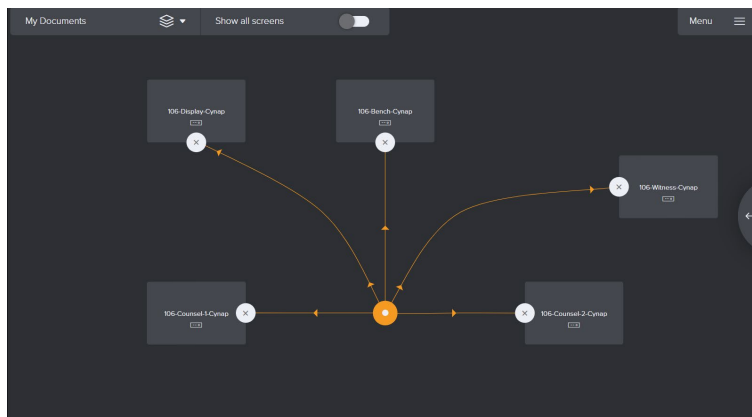
5) To output the device display to all connected monitors, press the “Output” button (highlighted in green, below) to cast the device display out.



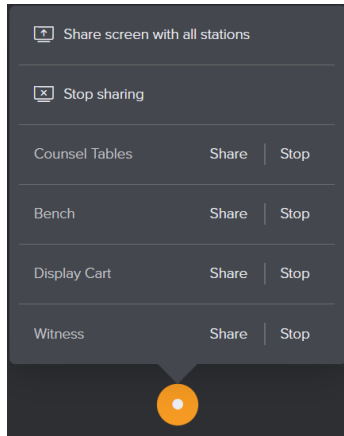
6) To end the sharing of an HDMI input, press the “Close” button (highlighted in red, above) to cease sharing the device.

Turn the Machine Off

- 1) From any screen, select the “Connection to Displays” button 
- 2) You will then be taken back to the following screen:

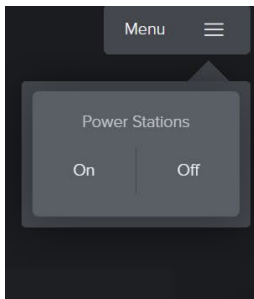


3) Press “Share” button. The following screen will display.




4) Press “Stop Sharing” to stop sharing to all displays.

5) Press Menu button.

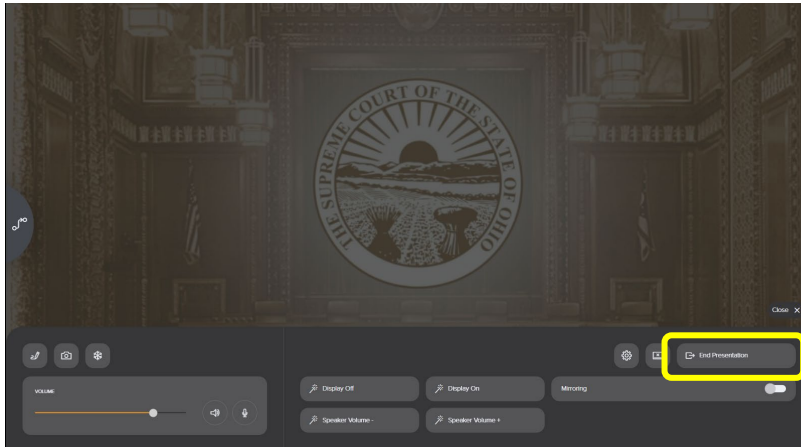


6) Press “Off.” Wait until all displays have turned off – this will take a moment.

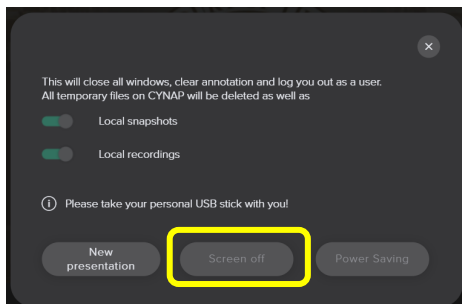
7) Press the “Exit” button  to return to the Home Screen.

8) Press the “Access Settings” button. 

9) You will now see the following options on-screen:



10) Select “End presentation (highlighted in yellow, above). You will now see the following options:



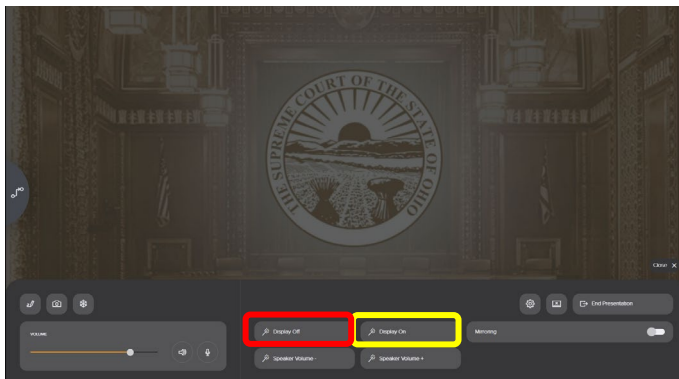
11) Select “Screen Off” (highlighted in yellow, above). The screen will now turn off.

Troubleshooting

- 1) If cameras or monitors are unresponsive at the start of your session, open the podium doors, then press and hold the power button until the machine turns off. Wait 30 seconds, then single press the power button to turn the machine on again.
- 2) If the TV does not turn on when you turn on displays, do the following:



- a. Press the “Access Settings” button.
- b. You will now see the following options on-screen:



- c. Select “Display On” (highlighted in yellow, above) and the TV should turn on.
 - d. To turn the TV off following a presentation, select “Display Off” (highlighted in red, above).
- 3) If connected monitors are not correctly displaying the shared podium display, ensure that you have output to all monitors using the “Output” button (highlighted in green, below).



- 4) If you are experiencing other problems or these solutions have not worked correctly, call the IT Help Desk at **614.387.9600**.