Colloquium Room
Quick User Guide
1) Touch the power button to begin. The system will start.
1) Select a source. The selected source's controls will be shown. If the projector is not already on, it will power on.
2) Press to raise or lower the volume, or mute the volume in the room.
3) Press to mute or unmute all microphones. The LED on the microphone will turn red when muted, and green when unmuted.
4) Press to show display controls.
5) Press to show Microphone Controls.
6) Press to show the system shutdown options.
7) Press to show the help screen.
1) Press to select an input for the podium. The system will default to “Auto”.
2) Press to send to one of the projectors in the room, or send to the overflow displays outside the room.
3) If the podium input is not detected, a message pops up to indicate this to the user.
1) Press to show content controls. This allows the user to select what is seen on the far end of a conference.
2) Press to send to one of the projectors in the room, or send to the overflow displays outside the room.
3) Press to show camera controls.
1) Press to select a source for the main content window.
2) Press to select a source for the PIP window.
3) Press to show camera controls.
4) Press to close.
1) Press to control the currently selected camera.
2) Press to select a camera.
3) Press to recall a preset. Hold for 3 seconds to save a preset. When saved, a notification will indicate “Preset Saved”.
4) Press to close.
Shutdown Confirmation

1) Press to shutdown system and reset for the next user.
2) Press to return to the system without shutting down.