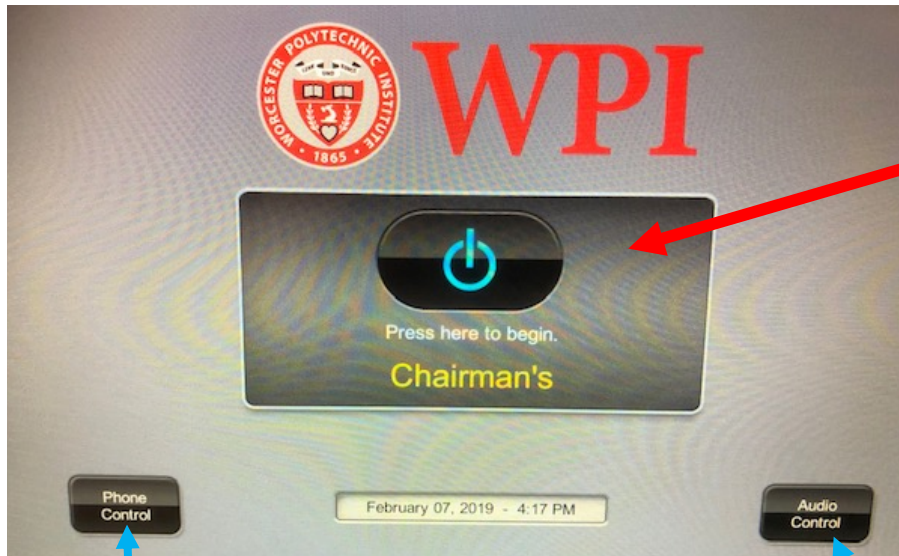


# CHAIRMAN'S ROOM AV INSTRUCTIONS

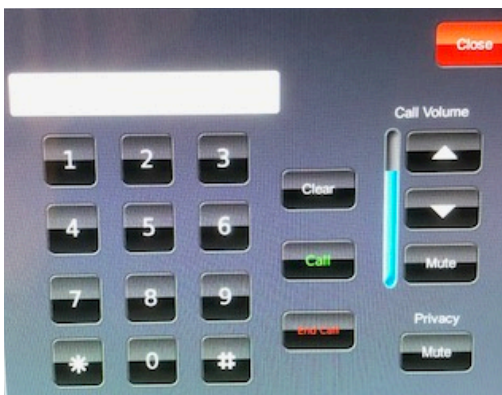
## MAIN MENU, PHONE AND AUDIO



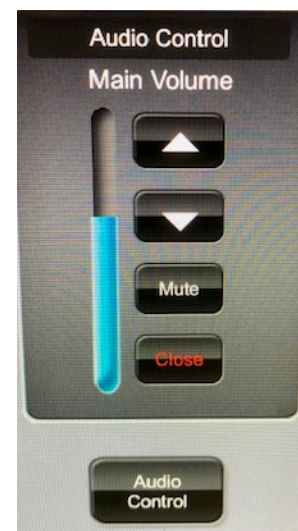
Press the **Power** button to turn on the plasma screen.

The **Phone Control** button allows you to use the touch screen to place phone calls using the room's audio systems. The phone system is built into the ceiling and can be dialed using the pad shown below.

Dial 9, then 1, then the phone number with area code to initiate an outgoing local call.



The **Audio Control** button allows you to adjust the volume of the speakers in the room.



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# CHAIRMAN'S ROOM AV INSTRUCTIONS

## CAMERA INSTRUCTIONS



The Chairman's Room is equipped with a Logitech Meetup conference camera that can be used for virtual meetings. It is automatically configured to work with **Zoom** and other web conferencing tools!



The Logitech Meetup web camera can be controlled via the remote control pictured to the left.




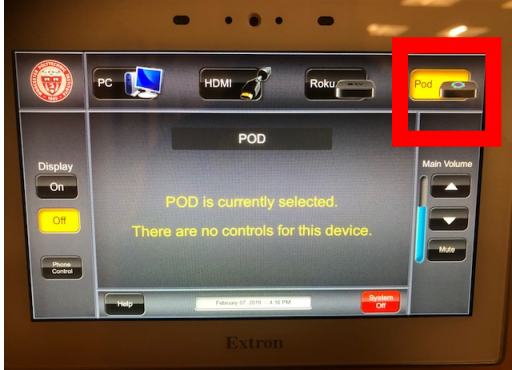
Press the **Mute** button to mute the microphone. This will prevent any sound from being picked up in the room.

You can use the **directional dial** in the center to aim the camera lens. The **magnifying rocker** on the right can be used to zoom in and out as well. To return the camera to its initial configuration, press the **Home** button in the center of the dial.

The **volume rocker** can be used to raise or lower the computer's speakers in the room.

# CHAIRMAN'S ROOM AV INSTRUCTIONS

## SOURCE DISPLAY


 The image shows the Extron control panel with the 'PC' button highlighted by a red square. The screen displays 'PC' at the top, 'PC is currently selected.', and 'There are no controls for this device.' The 'Display' section has 'On' and 'Off' buttons, and the 'Main Volume' section has a slider and 'Mute' button.	<p>Press the <b>PC</b> button to display the computer built into the room on the plasma screen. You can control this computer with the wireless mouse and keyboard in the room.</p>
 The image shows the Extron control panel with the 'HDMI' button highlighted by a red square. The screen displays 'HDMI' at the top, 'HDMI is currently selected.', and 'There are no controls for this device.' The 'Display' section has 'On' and 'Off' buttons, and the 'Main Volume' section has a slider and 'Mute' button.	<p>Press the <b>HDMI</b> button to display a device plugged into the HDMI port located in the corner of the room on top of the small technology table. For HDMI cables, you may need to speak to the Information Desk located on the second floor.</p>
 The image shows the Extron control panel with the 'Roku' button highlighted by a red square. The screen displays 'Roku' at the top and shows a directional pad with 'HOME', 'OK', and 'Mute' buttons. The 'Display' section has 'On' and 'Off' buttons, and the 'Main Volume' section has a slider and 'Mute' button.	<p>Press the <b>Roku</b> button to access the Roku screen to watch television. You can use the buttons provided to view different channels and features.</p>
 The image shows the Extron control panel with the 'Pod' button highlighted by a red square. The screen displays 'POD' at the top, 'POD is currently selected.', and 'There are no controls for this device.' The 'Display' section has 'On' and 'Off' buttons, and the 'Main Volume' section has a slider and 'Mute' button.	<p>Press the <b>Pod</b> button to display the Solstice Pod in the room. This can be used to wirelessly display laptops and mobile devices onto the plasma screen in the room.</p>

# CHAIRMAN'S ROOM AV INSTRUCTIONS

## SOLSTICE POD (WIRELESS DISPLAY) INSTRUCTIONS


**Need to connect to a display?**

Wireless screen sharing via a Solstice Pod allows one or more users to share and control in-room display content from a tech suite, conference room or classroom computer using their laptop(s) and/or mobile device(s).



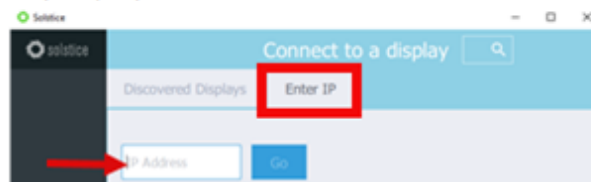
To learn more about Solstice Pods at WPI, visit [wpi.edu/+pods](http://wpi.edu/+pods)

To download the Solstice client onto your iOS, Android, or laptop device, visit [www2.mersive.com/download](http://www2.mersive.com/download)

Instructions for connecting to a  Pod:

*Be sure you have downloaded the Solstice desktop client or Solstice app for your laptop or mobile device using the link on the front of this flier.*

1. Select the POD source as your display input device in the technology-enabled space (e.g. Tech Suite, conference room, classroom).
2. Launch the Solstice client from your device.
3. Select the *Enter IP* tab and use the IP address and key displayed on screen to connect to the Pod.



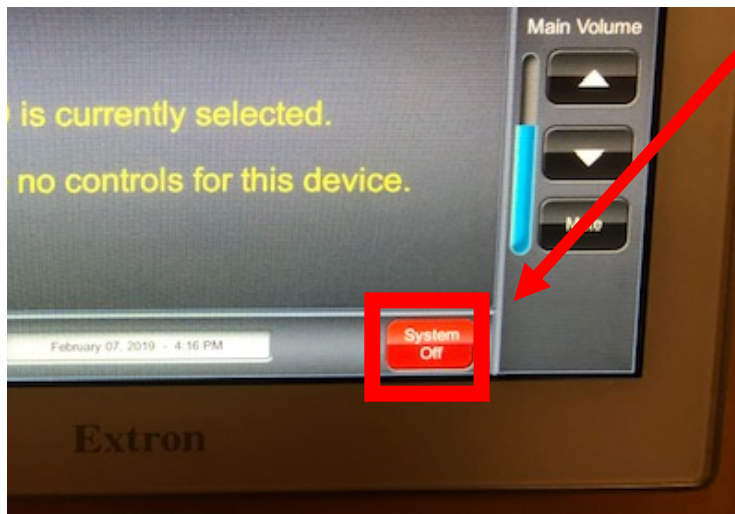
*Apple device users may need to enable AirPlay screen mirroring on their device.*

4. Select the application and/or file you want to mirror from your laptop/device to the display.



# CHAIRMAN'S ROOM AV INSTRUCTIONS

## POWERING DOWN THE ROOM



When you are finished with the room, press the **System Off** button, outlined to the left.

Then, press the Power Down button in green, outlined below.

