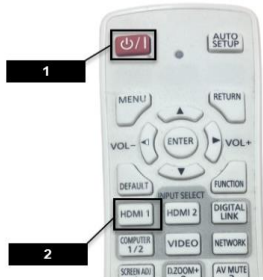


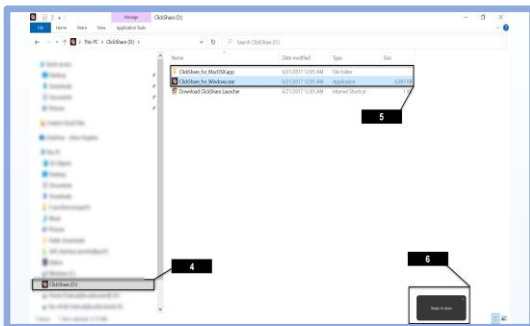
JHFRE CONFERENCE ROOM AUDIO VIDEO (AV) INSTRUCTIONS


STEP 1: PROJECT YOUR SCREEN WITH AN HDMI CABLE *Recommended method to project your screen*



1. Select the power button on the white Panasonic remote.
2. Select **HDMI 1** on the white Panasonic remote under **INPUT SETTINGS**.
3. Attached the cable labelled **HDMI** to your laptop. ***cable located at the end of the conference table closest to the door.** Your screen should now be projected.

-OR- PROJECT WITH CLICKSHARE *May cause audio delay. Use only if HDMI port is not available*



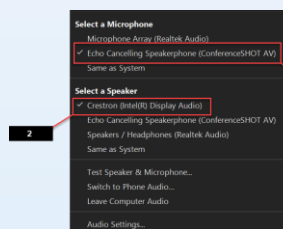
1. Select the power button on the white Panasonic remote.
2. Select **HDMI 2** on the white Panasonic remote.
3. Attached the CLICKSHARE device to your USB. (The device will blink white.)
4. Go to your **FILE EXPLORER**  on your laptop and select **CLICKSHARE**.
5. Select **CLICKSHARE_FOR_WINDOWS.EXE** for a Microsoft device or **CLICKSHARE_FOR_MACOSX.APP** for an apple device.
6. Clickshare will download to your computer and say **READY TO SHARE**.
7. Hit the button on the CLICKSHARE device once. It will turn into a red circle. Your screen should now be projected.

STEP 2: CONNECT VADDIO CAMERA AND SPEAKERPHONE



1. Hit the green **POWER** button on the black Vaddio remote. The camera will turn towards you.
2. Attach the cable labelled **CAMERA/AUDIO** to your laptop.

STEP 3: JOIN YOUR ZOOM OR TEAMS MEETING



1. Under **MICROPHONE** options select **ECHO CANCELLING SPEAKERPHONE (CONFERENCEHOT AV)**
2. Under **SPEAKER** options select **CRESTRON**
3. Under **CAMERA** options select **CONFERENCEHOT AV**.
4. You may now use the on the Vaddio remote to pan and zoom the camera for better visual.

AUDIO VIDEO EQUIPMENT LIST Large Conference Room



Panasonic Remote



ClickShare Device



HDMI Cable



Vaddio Camera Remote



Echo Cancelling Microphone



Camera Audio USB