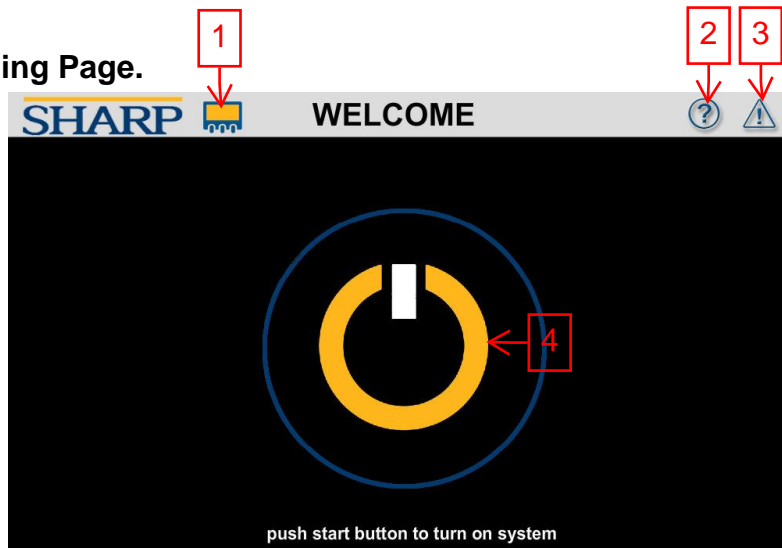


Sharp SPIEC Boardroom 412 AV System User Guide.

Welcome, Opening Page.

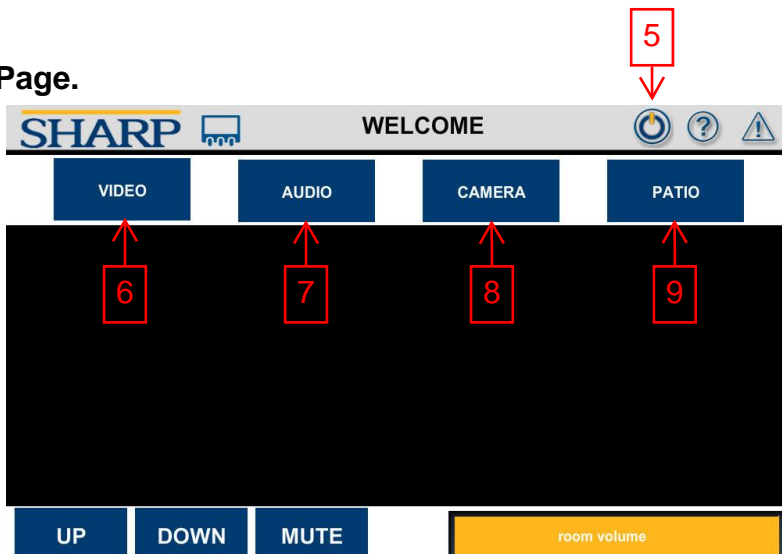


The touch panel will start on the Welcome page if the system is powered off. The top header includes three buttons that will be accessible from any page of the touch panel.

Button 1 will release the touch panel from the wall dock.
Button 2 will bring up the QR code for this User Guide.
Button 3 will display notices.

To start the AV system in the room, Press button 4. This will power on the system and bring you to the main navigation page.

Main Navigation Page.



The main navigation tabs will allow control of the different features of the AV system.

Once the system is powered on, a new button will appear on the top header bar. Button 5 will switch to the power off page.

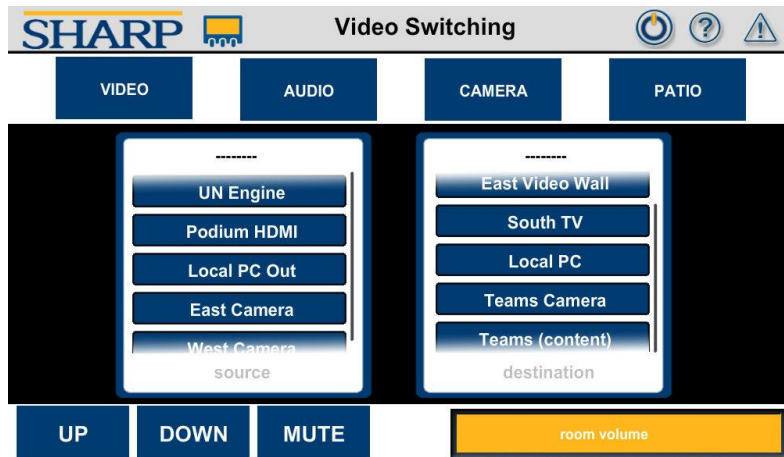
Button 6 will switch to the video routing page. This will send the desired content to the displays or devices needing video content.

Button 7 will switch to the Audio routing page. Audio can be routed to the room and devices. This includes Microphones.

Button 8 will switch to the Camera page. Cameras can be panned and tilted to the desired content.

Button 9 will switch to the Patio page. This will switch desired audio sources and microphones to the Patio/Lobby.

Video Routing Page.



The Video Routing Page has two scrolling lists on the right Destinations and the left Sources. The destination list is where the chosen source from the source list will be routed. These destinations are the three displays in the room and hardware like Teams or Local PC. The sources are all the equipment that will display content. The audio from the last chosen source will follow the video route by default. If a different audio source is needed, that can be done on the Audio page.

To send video:

1. Choose one or more destinations that will share a source.
2. Choose a source that will be sent to the chosen destinations.
I.E. If the meeting requires all three displays to show Teams, start by choosing West Video Wall, East Video Wall, and South TV from the Destination list. Then, choose Teams from the Source list.

To send a camera to Teams or Local PC:

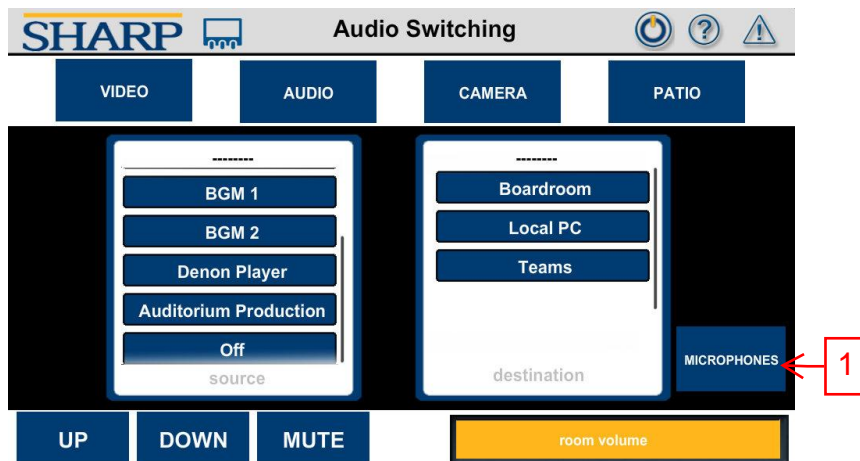
1. Choose Teams Camera or Local PC from the Destination list.
2. Choose the East Camera or West Camera from the Source list.

To send a content source to Teams or Local PC:

1. Choose Teams Content or Local PC from the Destination list.
2. Choose the source that will be the content shared for the meeting. I.E., Podium HDMI, Local PC... (Remember that the Local PC can only accept one shared source at a time. A camera or a content source. The Local PC cannot do both at the same time).

Once a source is routed, the room volume control will display on the footer bar to allow volume adjustment in the room.

Audio Routing Page.



The Audio Switching Page will send an audio source to the boardroom or as content for the local PC and Teams. This page is only needed if the audio source needs to be different than the video source. On the previous video page, when a video source is chosen, the audio for that source will automatically be followed. (I.E. If background music is desired pre/post meeting or during an intermission and keep the Teams meeting on the screens)

Microphone Levels Page.



Select button 1 to switch to the microphone page.

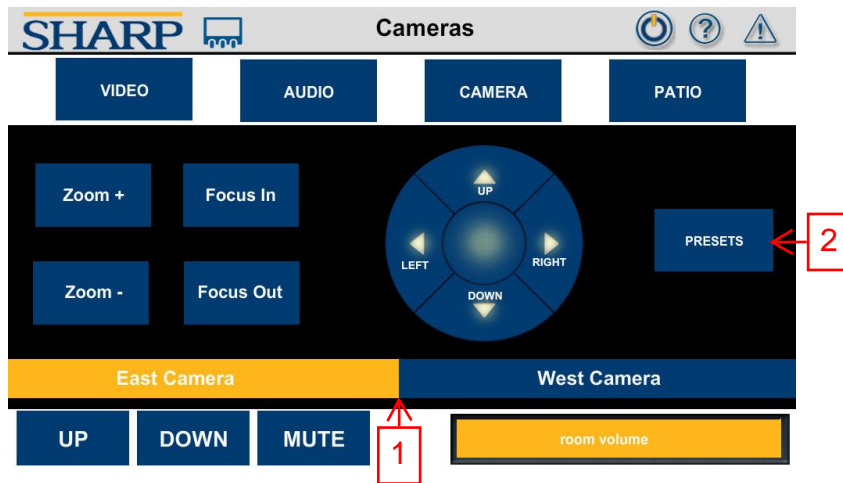
The Microphone Level Page allows individual or grouped microphone levels to be raised or lowered. Along with Mute On/Off.

To adjust a single mic, choose the mic from the scrolling list. Gauge 2 will show the current level of that mic. Tap to the level that is desired.

To Mute or Unmute a mic, choose the mic from the scrolling list, and the MUTE ON or MUTE OFF button.

The list will also allow multiple microphones to be adjusted at once. When multiple mics are chosen, they will automatically be adjusted to the lowest level of the group. The levels can be adjusted to match all selected mics. Button 3 is a shortcut to choose all mics. Button 4 will un-select any mics that are selected.

Camera Control Page.



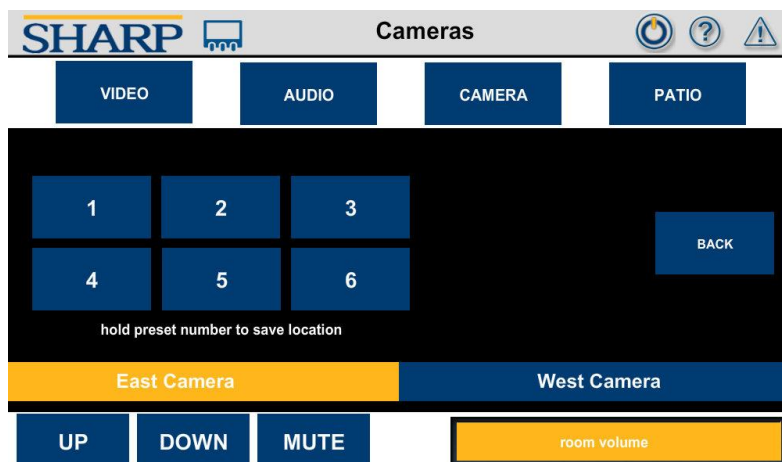
The Cameras Page will adjust the two cameras mounted on the east and west walls of the room.

To start, it is recommended from the Video page to send the desired camera to one of the displays in the room.

Use 1 to choose East or West Camera. Then position the camera using the up, down, left, and right, Zoom +/-.

Presets, button 2, will bring up the six presets for the chosen camera.

Camera Preset Page.

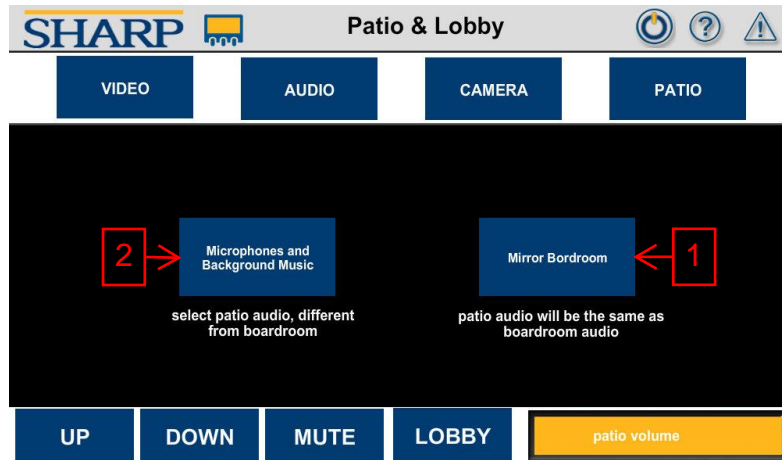


Each camera has six presets. A simple press of a preset will send the position to the selected camera.

To save a preset, position the camera to the desired location. Select the Presets 2 button from the previous instruction. Once on this Preset Page press and hold one of the six preset buttons for 2 seconds. The header bar will display a green indication that the preset has been saved.

Pressing the Back button will switch back to the Camera Control Page.

Patio Page.

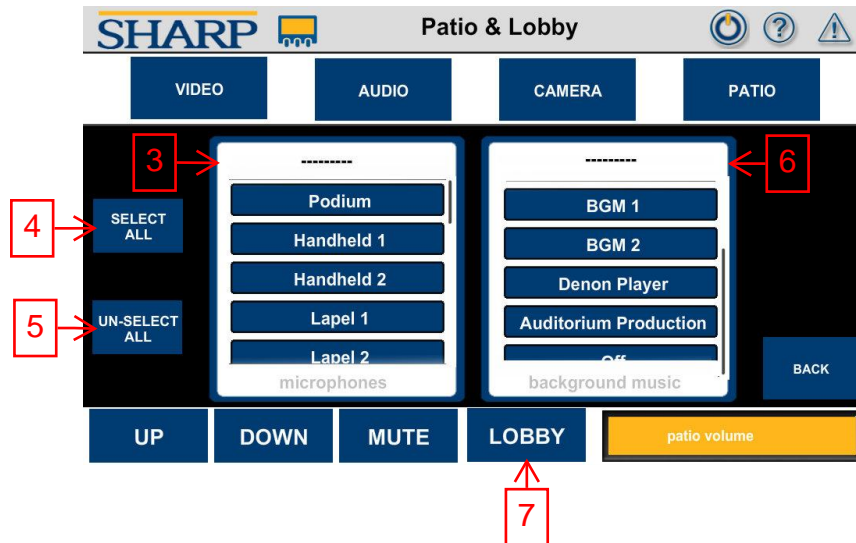


The Patio Page will send audio to the patio and Lobby and allow you to select what microphones can be heard in these areas. The audio source for the Patio and Lobby East and Lobby West zones are combined. The volume is discrete for each zone and can be adjusted separately.

When Button 1 is pressed, then the Patio/Lobby audio will always follow the source that is chosen in the Boardroom. (This button must be pressed before choosing the Boardroom source for audio).

If the Patio/Lobby needs a different audio source than the Boardroom, then button 2 will switch to the Patio Lobby audio source and microphone select page.

Patio Source and Microphone Page.



The Patio Audio Source and Microphone Page allows a discrete audio source and microphones to be sent to the Patio and Lobby.

List 3 allows a single or multiple mics to be sent to the Patio and Lobby.

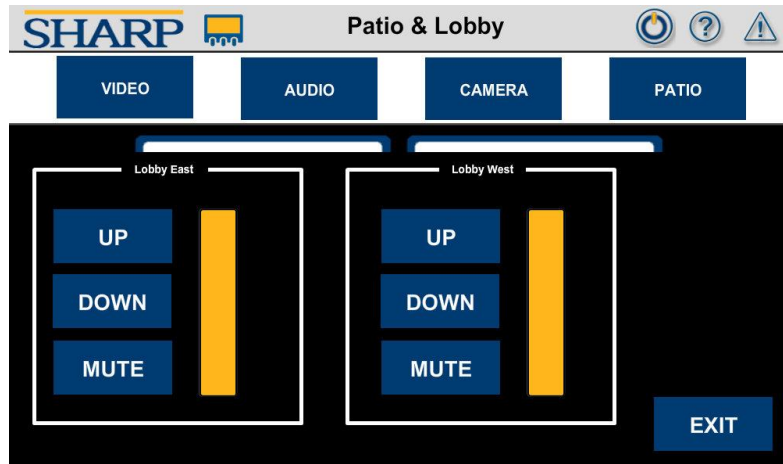
Button 4 will select all but the ceiling microphones on List 3. The ceiling mics can be added if needed.

Button 5 will clear the microphones selected in List 3.

Choose the audio source for the Patio and Lobby from List 6.

Button 7 will bring up the volume for the East and West Lobby volume.

East & West Volume Page.



Use the UP, DOWN, and MUTE buttons to adjust the volume for the East Zone, closer to the elevators, and the West Zone, closer to the Boardroom separately.

Press EXIT to return to the Patio page.