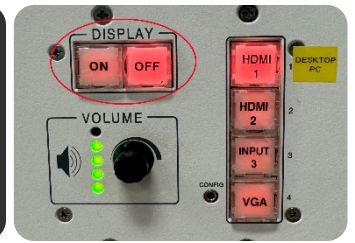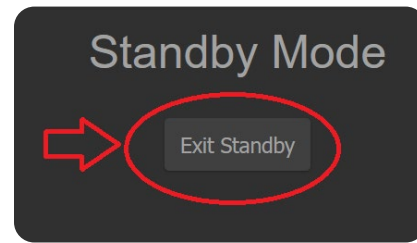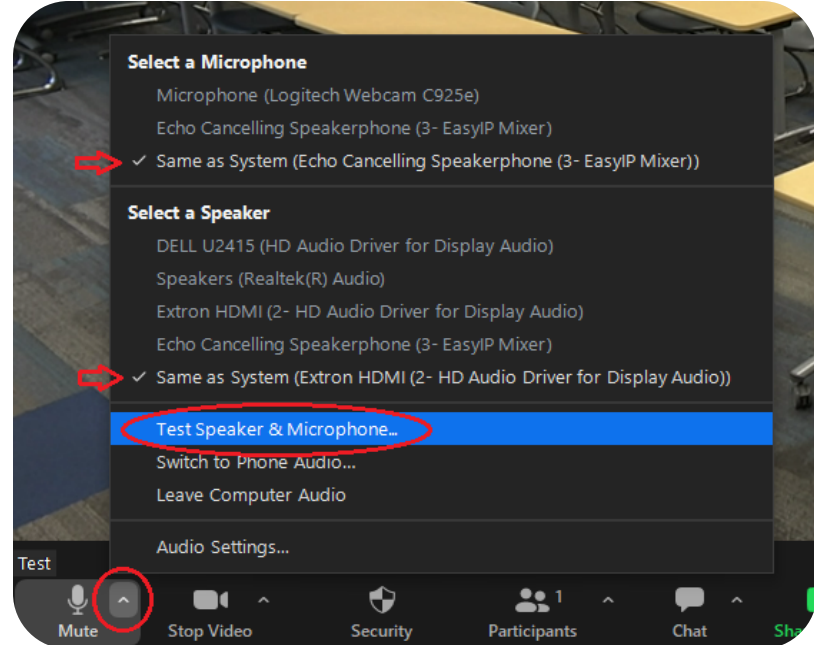# Setting Up:

- *Touch Screen* **– Tap "Exit Standby"**
- *PC* **– Launch "Zoom"**

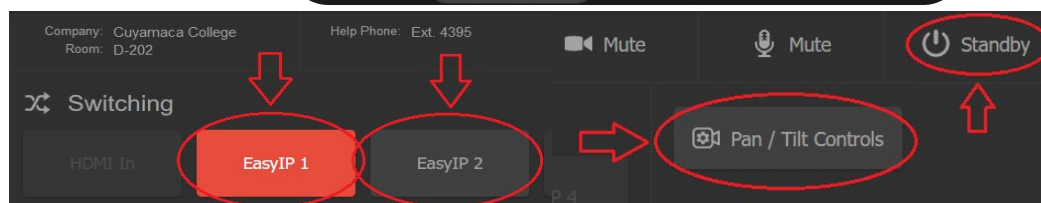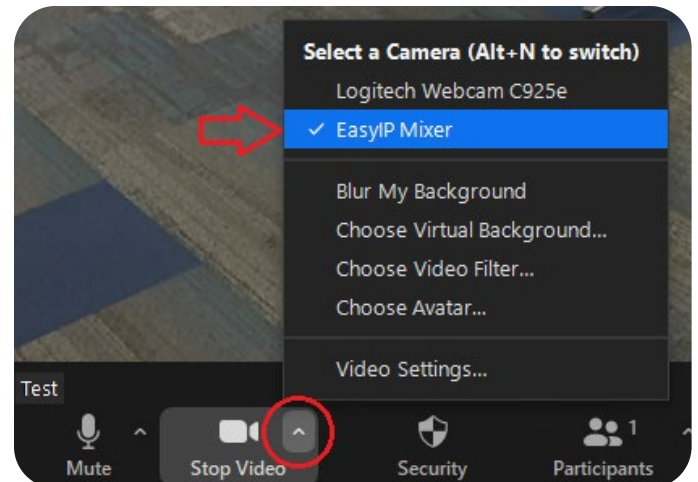(*Wall Panel* **– For Projector use press ON**)

Zoom Controls:

- *Zoom* **– "Join a Meeting" or "Sign in"**
- *Verify Audio* **– Click "Test Speaker & Microphone" (select "same as system" for both microphone and speaker)**
- *Verify Camera* **– Select "EasyIP Mixer" for PTZ cameras or "Logitech Webcam" for camera above monitor**

Camera Controls:

- *Touch Screen* **– To switch between cameras, Tap "EasyIP 1" / "EasyIP 2"**

(**Tap "Pan / Tilt Controls" to manually move selected camera by tapping arrows**)

(**Tap the "Home Icon" for automatic default position**)

Shutting Down:

- *PC* **– End Meeting, Sign Out**
- *Touch Screen* **– Tap "Standby"**

(Note - PC resets each night deleting all data/login info)

(Note - To turn ON/OFF Projector, wall panel is to the right of PC, remember to turn off projector after using)