Boardroom Technology User Guide

The boardroom is equipped with a completely integrated audio, video, voice amplification, and camera system. Each one is individually controlled from either of the two 7-inch touch screen controllers. One controller sits atop the board members bench, and the second is mounted to the wall on the east side of the room beside a TV.

Touch the controller screen to wake it up and press the "ON**/OFF"** which should turn it green.

Video Display

To adjust video inputs and outputs click **"Video Matrix"** which should bring you to the screen below. At the bottom of the screen press **"ALL ON"** to turn the wall mounted TV's on.

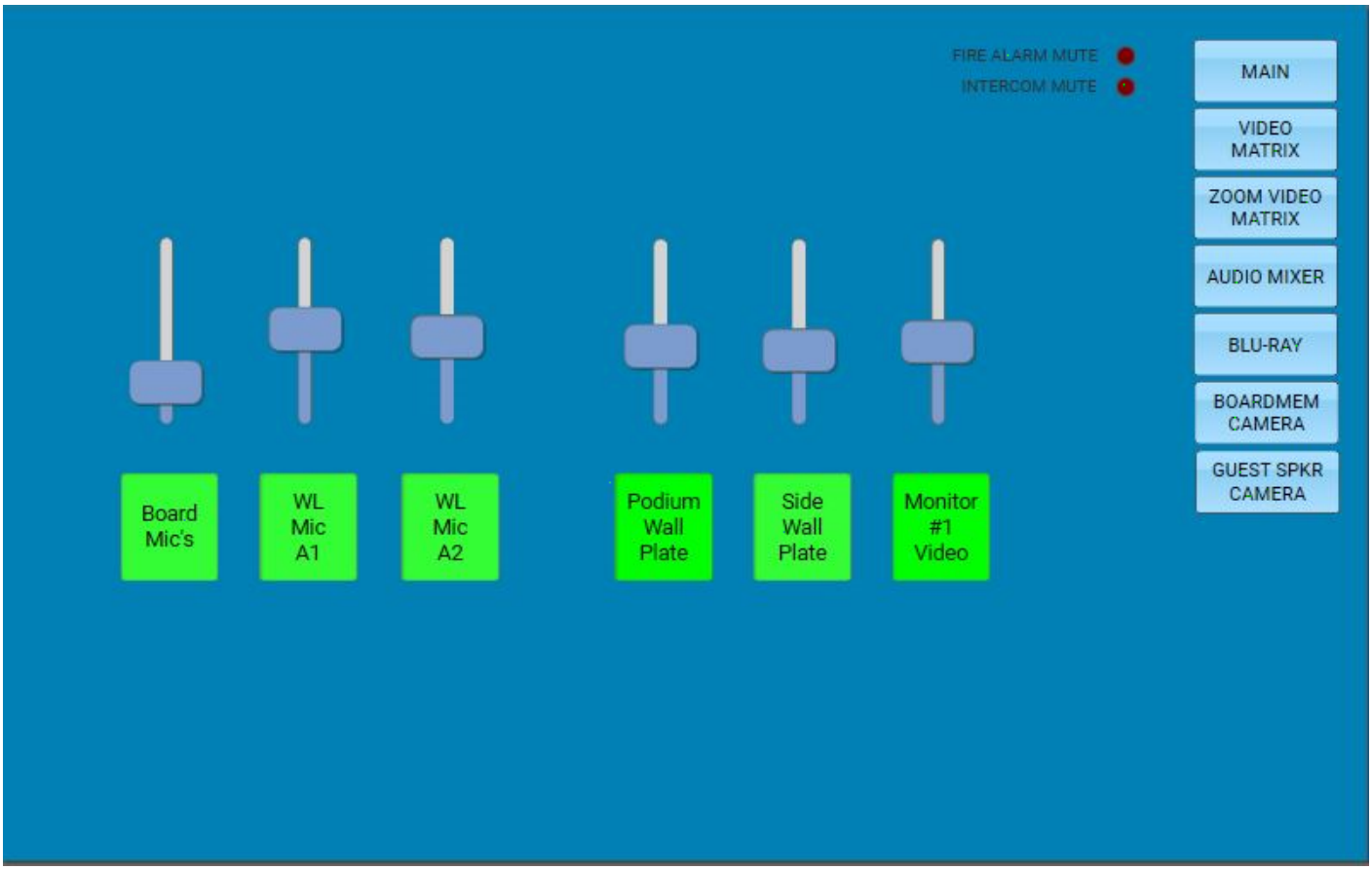
At the podium there are cables plugged into the wall which should not leave. In the event it is unplugged you can simply match the color dots on the cables to the wall plate as seen below. *Blue is HDMI and Orange is USB-A*

At the bottom of the outputs click "ALL ON" to turn on all the tv's at the same time, or use the individual on button next to the desired screens. *(Computer should be plugged using at least HDMI at this point)*

If you are connected to the system at the podium and would like your display to be shown on all the screens, you will tap the "Podium HDMI" button on the inputs side, then touch each of the boxes in the outputs that you wish your screen to be shared to.

Audio

There are 6 different inputs for sound to enter the system, each have their own slider to control the volume level. A screenshot below shows the options.

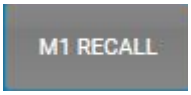


If you are using the ViewBoards to play a video without connecting a cable to the wall you will need to use "Monitor #1" as it is the only one with an audio out into the system. If plugged into the wall, the audio is received from the HDMI cable connected into the wall plate.

Zoom Cameras

To use the wall mounted cameras you will need to first power on the camera's using their dedicated controller page on the touchscreen.

Click the desired camera and press the on button in the top left. It will power on and swivel to a default location, often not in the correct direction. To bring the camera to the normal used position press the M1 RECALL button shown below.



Revision #8
Created 17 November 2023 21:22:00 by Roger Towle
Updated 8 January 2024 16:53:51 by Roger Towle