

Extron operation module V1

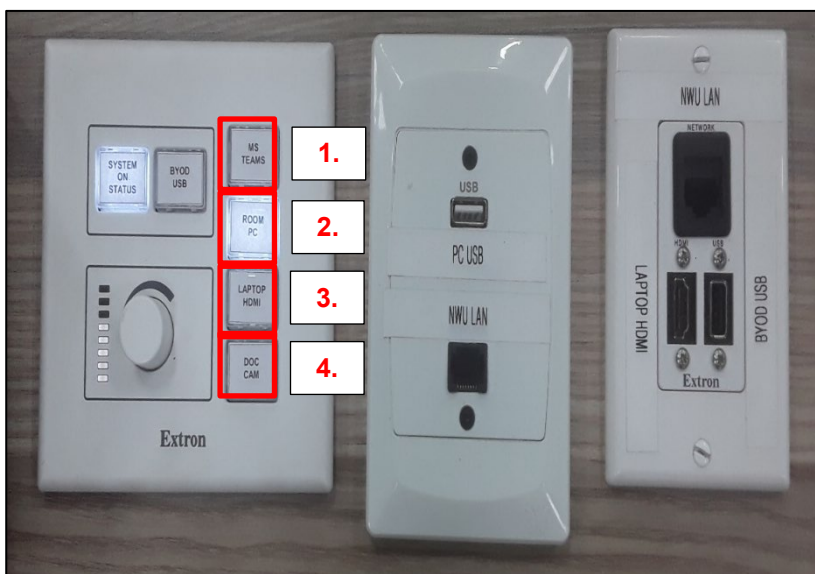
1. Swipe your NWU access card at the door to get access to the room.
2. Swipe your NWU access card at the Podium to access the centre flap of the podium and turn on the AV equipment.
3. This houses both microphones, cables, and remotes required/ assigned to the room.



1.1 Visuals

- The first screen you will see is the last content that was used E.G doc cam or laptop.

1.2 Button Operation



1. Select the operation you would like to use as seen in the image above.
2. This will change the peripherals to show the selected content.
3. You will be able to switch freely between any of the buttons as desired.

1.3 Patch point operation

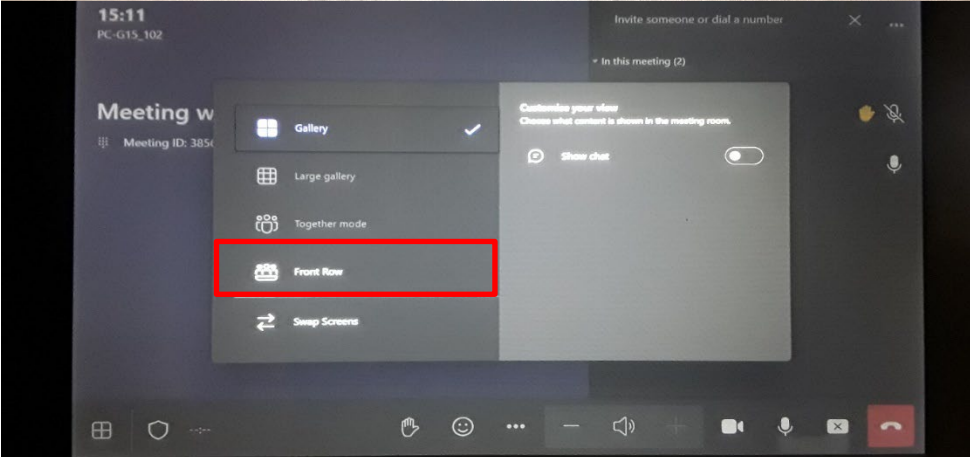


1. The patch point as seen above is directly connected to the **PC in the podium** making it simpler to use a USB storage device (no external hard drives will work) or to connect your personal laptop to the NWU network if so desired.
2. The patch point works in conjunction only with the room pc as seen in the image below.

1.4 Yealink touch panel operation

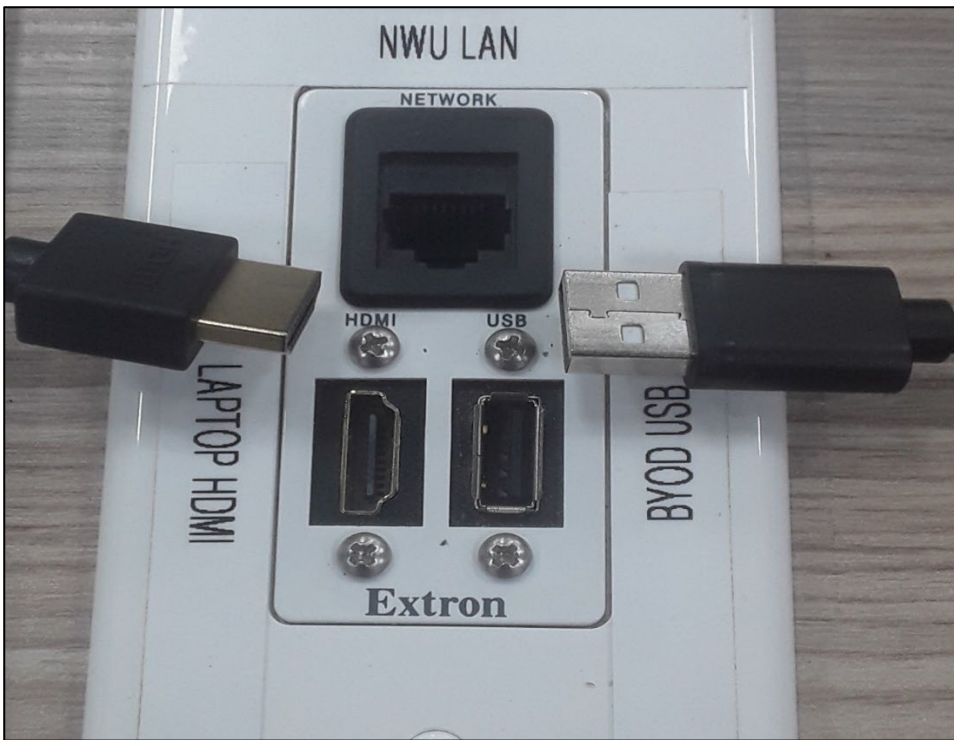


1. On the EXTRON button panel select the MS TEAMS button.
2. When the meeting has been created and this room entered as an operator you will be able to join the assigned meeting from the touch panel.
3. You will then enter the meeting and see the content and your participants in the meeting with the option of seeing the raised hand and chat box.
4. To show the chat box follow the images below:



1.5 BYOD operation

Use the given cables to connect your personal laptop to the BYOD EXTRON patch point as seen in the image below, you can also connect a LAN cable to the NWU network for a more stable connection if you will be using the internet/intranet.



1. Select the laptop button and the peripherals will switch to your laptop, you will then be able to display your laptop.



If you would like to use your laptop for a team's call, use the same setup and then also select the BYOD USB button this will allow you to the audio and video in the room, e.g., PowerPoint and so on.



Please note that when using your personal laptop for teams calling enable all the necessary audio and video settings and the DL-30 tracking camera in teams before starting the meeting.

1.6 Volume control

The dial seen here is to increase and decrease the volume of the room speakers and microphones as desired.



In the event that
the tracking camera