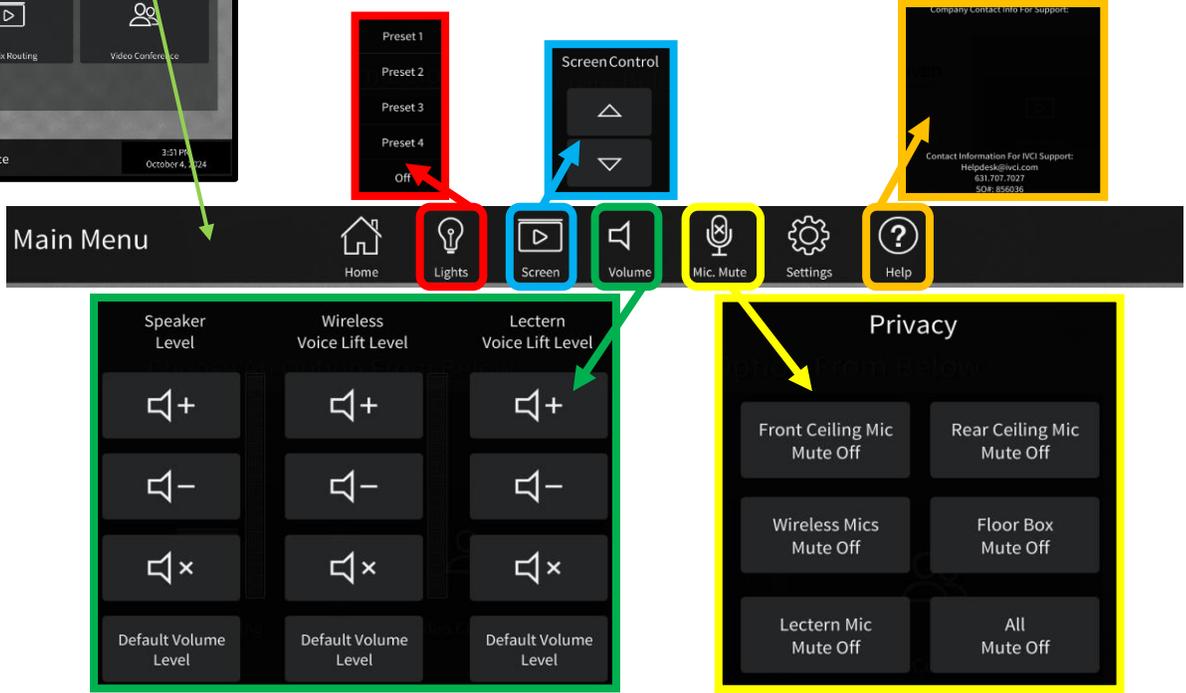
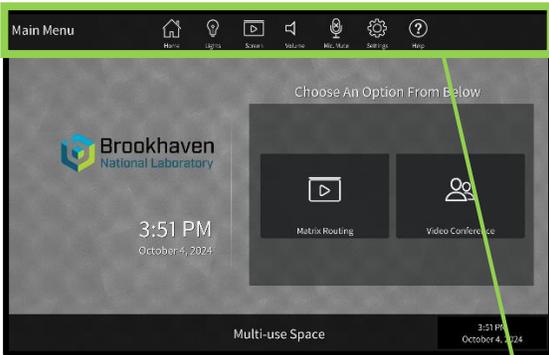


Video Conference Room Quick User Guide

For BNL IT Helpdesk contact 631-344-5522 or ITDHelp@BNL.gov
 For IVCi technical support contact IVCi at 800-224-7083 Opt 2

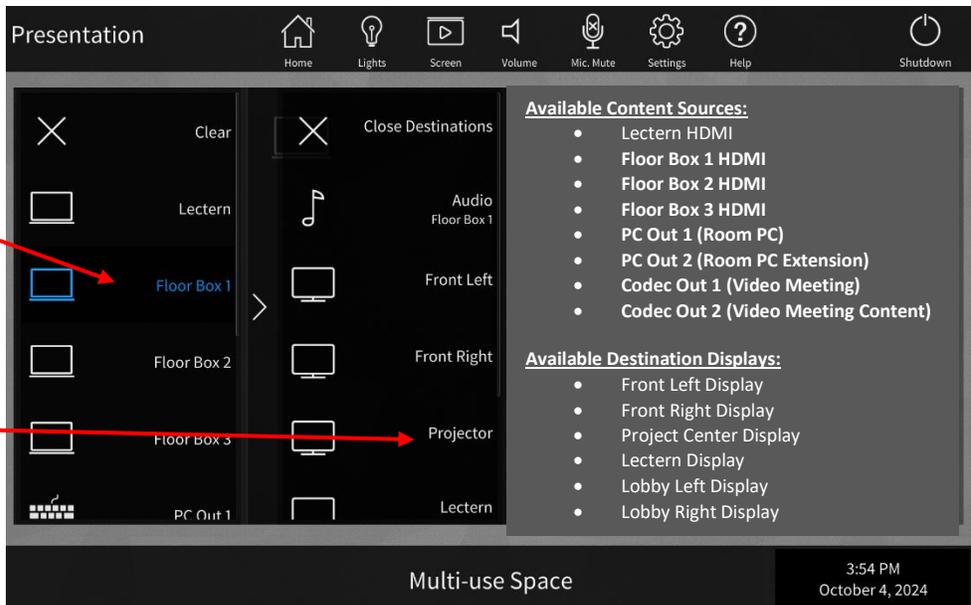


TOUCH PANEL CONTROLS



MATRIX ROUTING: SOURCE & DESTINATION ROUTING

Select Matrix Routing from the Touch Panel Home Page which will wake up all peripherals in the room including mics. Then choose your content/video source and destination route for each display in the auditorium and lobby



Source – where are you showing content/video meeting from. Example HDMI at Floor Box 1

Destination – where do you want that content or video meeting source to display to. Example HDMI at Floor Box 1 to Projector display.

Video Conference Room Quick User Guide



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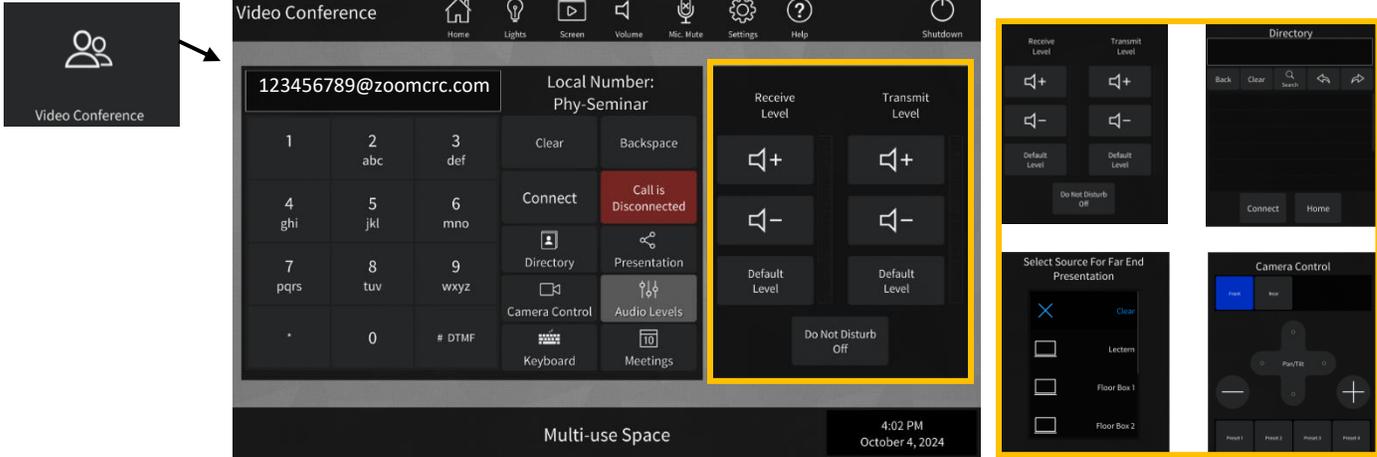
For IVCi technical support contact IVCi at 800-224-7083 Opt 2

VIDEO CONFERENCE MEETINGS

Navigate to Matrix Routing Page first to wake up all peripherals in the room including the mics.

Choose your content or video codec source and destination route for each display in the auditorium and lobby for your video meeting.

Select Home and press Video Conference to dial out to your cloud video meeting



Video Conference Menu Options:

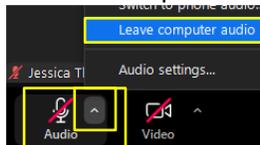
- **Text Box:** Enter the SIP address for the video cloud meeting you would like to connect, then press connect
- **Clear:** clear entry in text box completely
- **Backspace:** clear last entry in text box only
- **Connect:** to connect the video call after you enter the SIP dialing string
- **Disconnect:** to disconnect the video call when complete
- **Keyboard:** to access the full keyboard for text box entry or DTMF tones

Menus that populate to the right:

- **Audio Levels:** to adjust receive and transmit levels in general
- **Directory:** to access the internal directory (not in use currently)
- **Presentation:** select content source for presentation to share to far end participants from the room
- **Camera Control:** to control the front and rear cameras

Advanced Video Conference Matrix Routing Options:

- PC1 can be connected to Cloud VC Meeting with no audio selected before joining to be used to display the Participant List & Chat windows on the desired display.
 - If you connect to a cloud VC meeting on PC1 with audio, it will create a loud echo.
 - However, in Zoom meetings, once connected, on PC1 go to the audio settings on the Zoom meeting and select Leave Computer Audio. (Zoom does not allow you to configure "join with no audio" before joining)



- Codec 2 can be routed to a destination as a dedicated content display allowing the far end participants on the cloud meeting to stay full screen for destination showing the source Codec 1.