# Web Conference Mode Instructions

CTW014 Classroom

1. Touch the Web Conf Mode button on the control screen
2. On the Lectern computer, login with your LinkBlueID/Password
3. Open the video conferencing application of your choice (Zoom, Skype for Business)
4. Connect to the meeting, and choose the HDMI selection in the application for the speaker
5. Touch Instructor Camera or Student Camera to show to connected audience, if showing content from podium computer, share your screen within the application
6. Select microphone from charging station (should power on automatically), you can mute it by pressing the power button once, or use stationary mic that is seated below the monitor
7. Begin your conference
8. When finished, return mics to charging station, end the conference, touch Exit, then select Yes, Shutdown
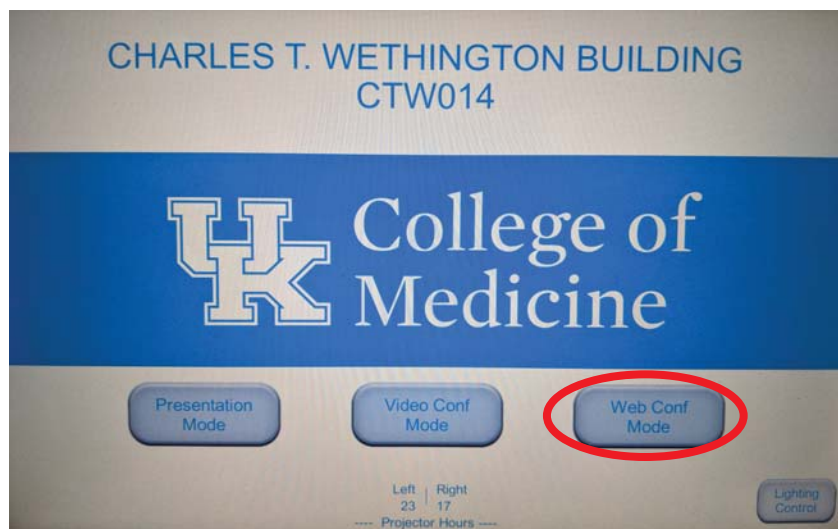
Force mute on connected audience; enable speaker tracking for cameras; transmit - show local camera/content; receive - receive far content/camera

Select camera to show connected audience as well as pan/tilt and zoom that camera.
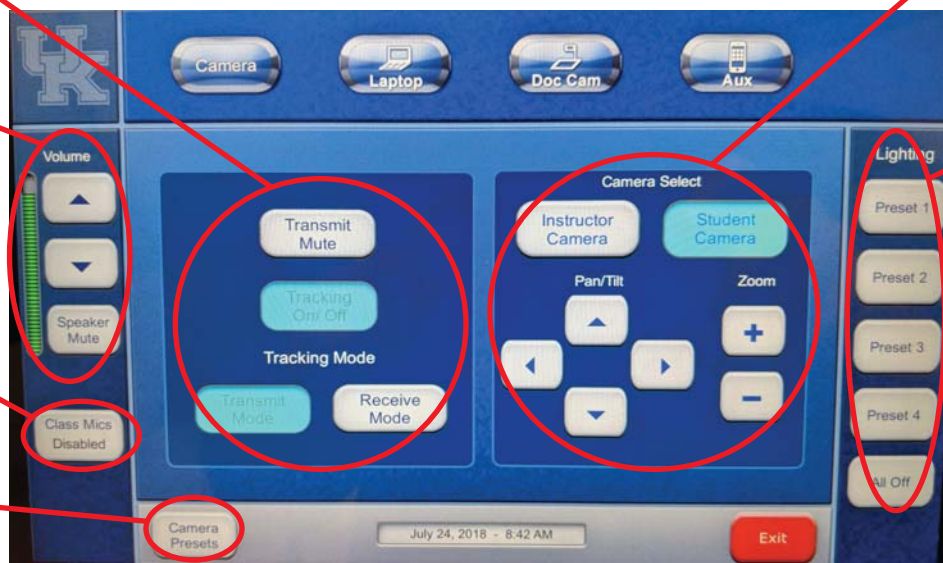
Adjust content volume and speaker volume of audience

Adjust room lighting based on multiple presets.

Enable/Disable field microphones in classroom

Manually zoom cameras to desired areas of room