The page contains instructions on how to use a system, including steps for getting started and sections on audio control and microphones.

**Getting Started**
- Touch the screen to wake; touch again to start.
- Touch the desired source (HDMI, VGA, Room PC, etc.) and plug any necessary cable into your device.
- Press ‘On’ for each projector/screen you want your source displayed on.
- Wait for the projector to warm up. This may take a few minutes.

**Audio Control**
- Program audio is controlled using the upper volume slider on the left side of the screen.
- Touch the speaker icon beneath the arrows to mute.
- Microphone volume is controlled with the lower volume slider on the left side of the screen.
- Touch the microphone icon beneath the arrows to mute all microphones.

**Microphones**
- One gooseneck microphone is installed in the podium.
- A rechargeable handheld and lavalier microphone are also available.
- Place microphones in the charging case when not in use. A red light indicates microphones are charging. The light is green when fully charged.
How to Use This System (Chafee 277)

For assistance or to report A/V issues, call CMA at 401-874-4278

Room PC

A room PC is installed in the lectern. To use this device:

- Select ‘Room PC’ on the touchscreen.
- If the PC does not automatically display, tap on the keyboard and move the mouse to wake it from Sleep Mode.
- If the computer does not wake, press the power button (pictured right). A white light will appear to the left of the button when powered on.

Lecture Capture Device

The device used to record and adjust display for webcasts is located on top of the lecturer’s station.

- Tap the ‘Live Switcher’ icon (shown right) to view all available layouts for your video.
- In the bottom row, touch the desired layout.
- Verify your image in the ‘Preview’ box & use the remote control to adjust camera position/zoom.
- Press ‘Apply’ to confirm and send that layout to the video feed. Your ‘Live’ box will change to match the ‘Preview’.
- Press ‘Back’ to exit.