

Combining and separating the podiums

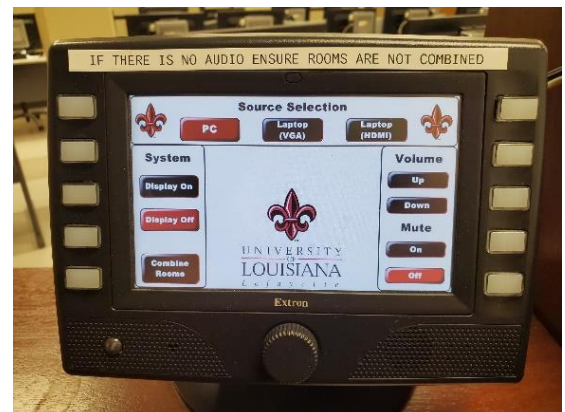
- Single use
 - Make sure that the Combine Rooms button is off (it will be black)
 - Select the Display On button (it will change to red if on)



- Double use (can only be used from the center podium)
 - Make sure that the Combine Rooms button is on (it will be red) both podiums
 - Select the Display on button on both podiums (it will change to red if on)

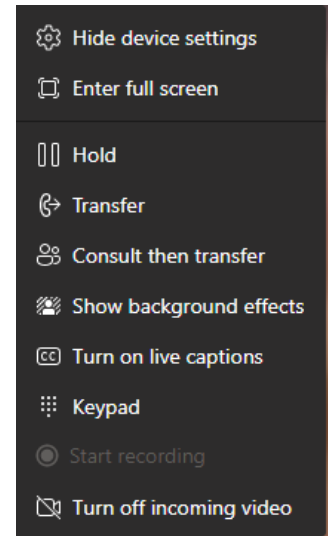
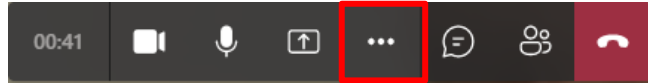


- Turning off
 - Select the Display off button on one or both podiums (it will change to red to signify off)

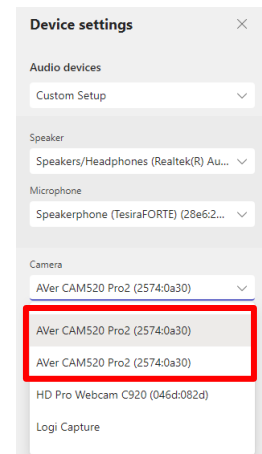


Selecting the correct devices

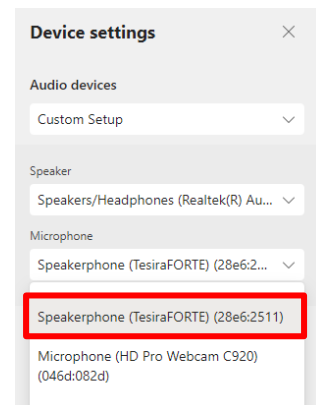
- Teams
 - Select the Device Settings from the options bar at the bottom of the Teams interface



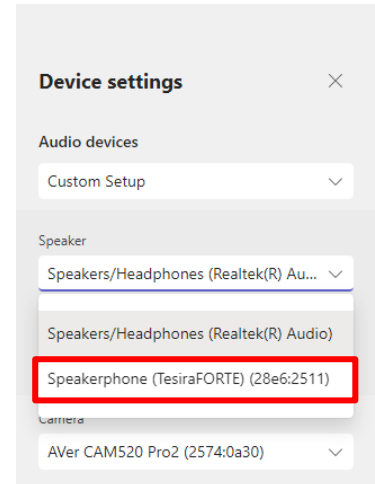
- The camera needs to be one of the AVer CAM520 Pro2 depending on which podium you are using



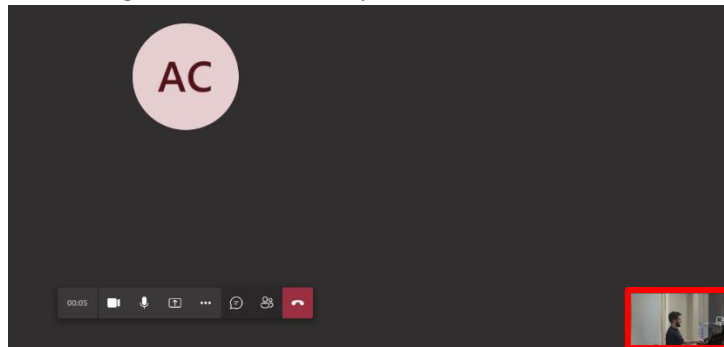
- The microphone needs to be Speakerphone (TesiraFORTE)



- The speaker needs to be S Speakerphone (TesiraFORTE)



- Switching the camera during a call can be done by selecting the camera switch option at the bottom right of the screen in your camera view

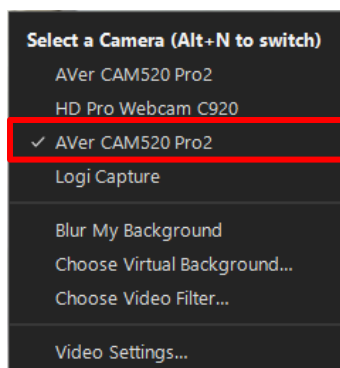


- Zoom

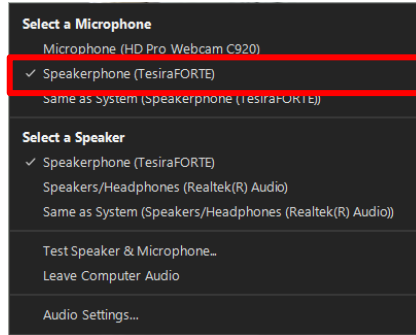
- Select the microphone or camera option at the bottom of the Zoom interface



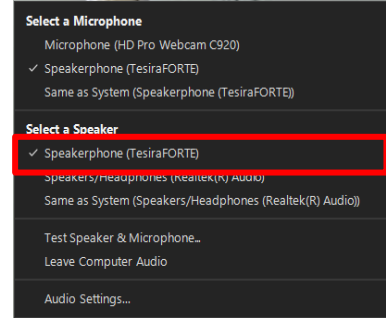
- The camera needs to be one of the AVer CAM520 Pro2 depending on which podium you are using



- The microphone needs to be Speakerphone (TesiraFORTE)



- The speaker needs to be Speakerphone (TesiraFORTE)



Using the cameras

- To use the remotes, point either of them at the camera you wish to use
- To zoom in and out using the cameras, use the zoom buttons located on the left of the remote
- To move where the camera is pointing, use the arrow buttons on the remotex

