

Microsoft
PowerPoint VHS
Collab



Microsoft PowerPoint VHS Collab Instructions

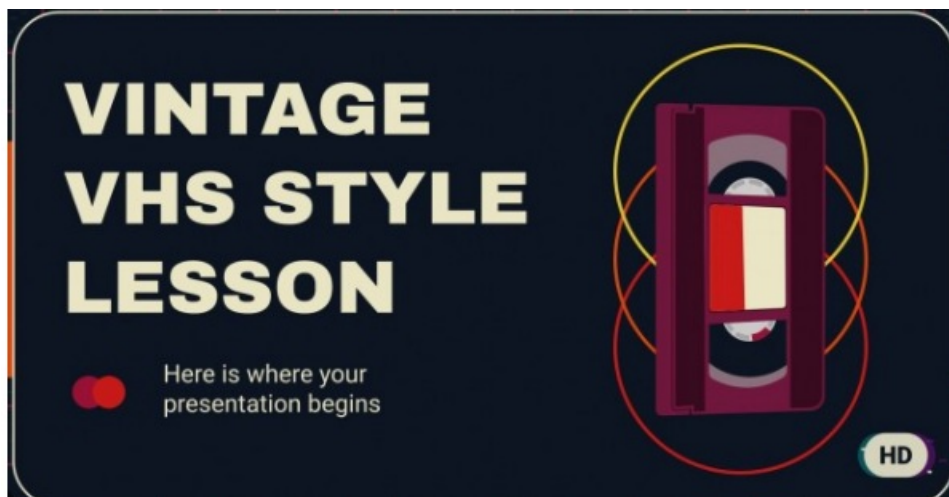
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Microsoft PowerPoint VHS Collab



Product Specifications

- Operating Modes: Local Presentation, Web Conference, Digital Signage
- Main Menu Features: Layout selection, Source selection, Camera controls, Volume adjustment
- Audio Channels: Program Audio, Mic Volume
- Camera Control Options: Zoom, Pan, Tilt, Preset positions

Frequently Asked Questions

Q: How can I mute all student microphones?

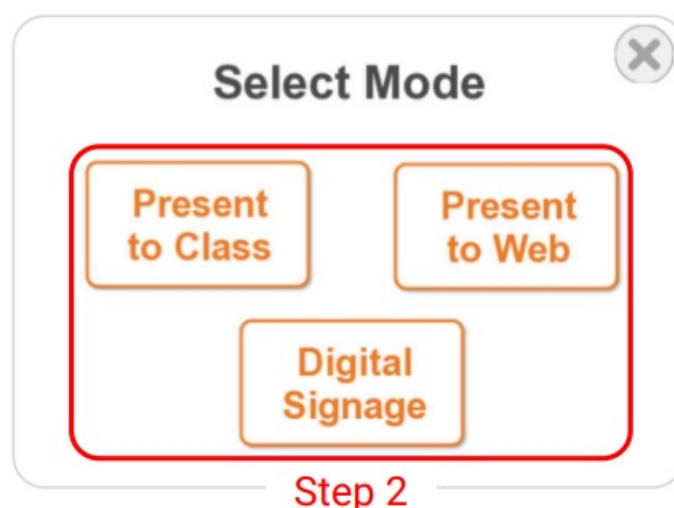
A: You can press “Mute All Students” in the Main Menu to mute all student microphones simultaneously.

Q: How do I adjust the audio volume for room microphones?

A: Use the Volume Controls to set the Mic Volume channel by dragging the slider or touching the desired level on the bar.

Turning the System On

- **Step 1: Open Mode Selection Menu**
Touch anywhere on welcome screen
- **Step 2: Select Operating Mode Start a Local Presentation**
Press “Present to Class”
- **Run a Web Conference**
Press “Present to Web”
- **Show the Digital Signage**
Press “Digital Signage”



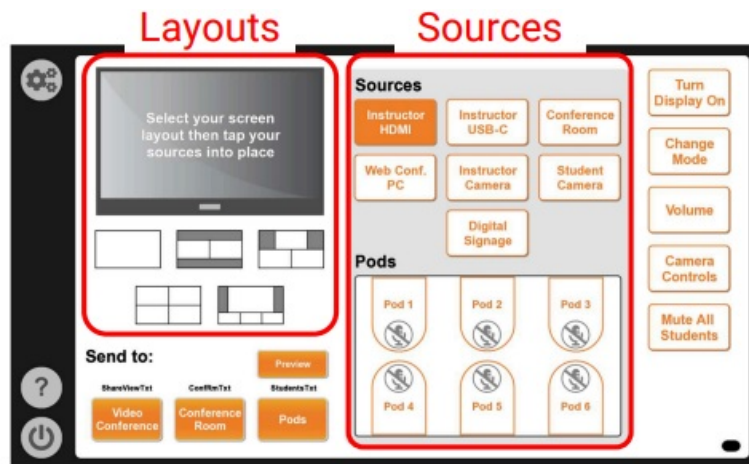
Using the Main Menu

Choose a Screen Layout

Press any of the five screen layouts shown on the left side of the screen

Select a Video Source

Press the desired device under “Sources” * OR Press any of the six student pods



** Selecting “Instructor Camera” or “Student Camera” will open the Camera Controls Menu automatically*

- **Display Selected Source**

Press a view window in the current screen layout to show the selected source in that window

- **Share Source in Video Conference**

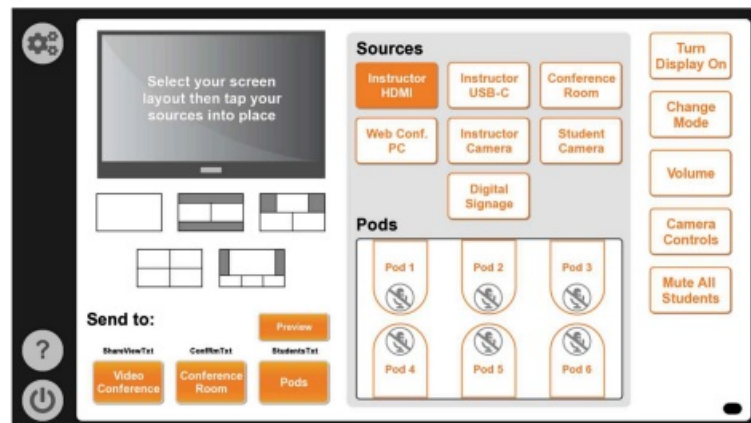
Press “Video Conference”

- **Send Source to Conference Room**

Press “Conference Room”

- **Display Source on Student Pods**

Press “Pods” *



** Press “End Send to Pods” to stop sharing selected source (button is only visible when sharing a source to the student pods)*

- **Turn Main Display On or Off**

Press “Turn Display On/Off”

- **Change Operating Mode**

Press “Change Mode,” refer to Page 7

- **Adjust Audio Volume**

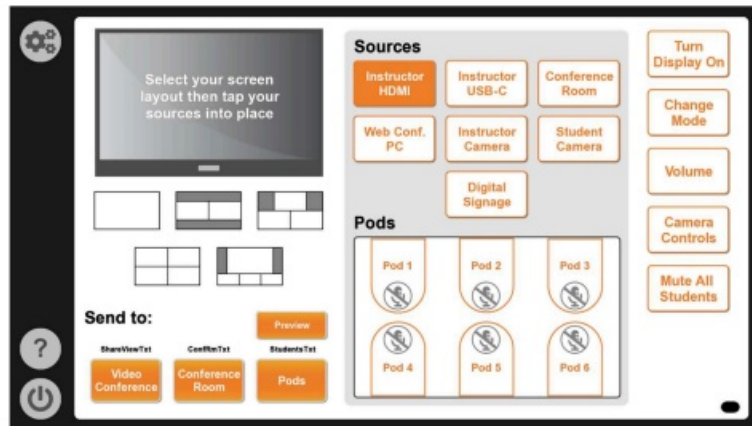
Press “Volume,” refer to Pages 5-6

- **Control the Cameras**

Press “Camera Controls,” refer to Page 8

- **Mute Student Microphones**

Press “Mute All Students,” or press the microphone symbol on any pod to mute that pod’s microphone



Pod microphone is muted



Pod microphone is active (un-muted)

Volume Controls

- **Program Audio Channel**

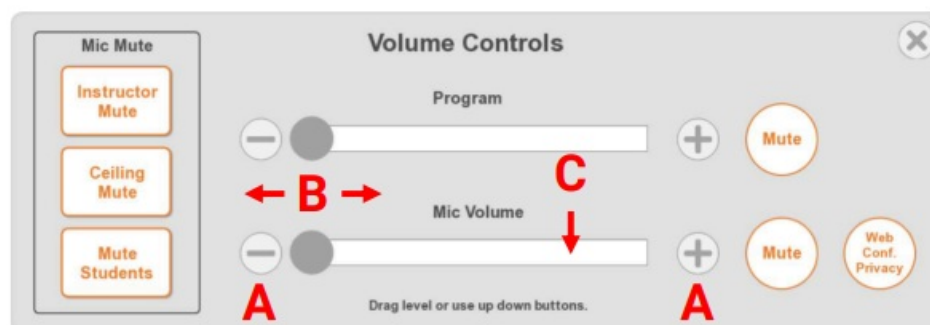
Program refers to the volume of the currently selected source

- **Mic Volume Channel**

Mic Volume refers to room microphones

- **Adjust Audio Volume**

- A: Press the “+” and “–” buttons to increase or decrease volume
OR
- B: Drag the slider to set the audio volume OR
- C: Touch desired level on volume bar



- **Mute an Audio Channel**

Press “Mute” next to the desired channel (press again to un-mute)

- **Mute all Room Microphones**

Press “Web Conf. Privacy”

- **Mute Instructor Microphone**
Press “Instructor Mute”
- **Mute Ceiling Microphones**
Press “Ceiling Mute”
- **Mute all Student Microphones**
Press “Mute Students”



Changing Operating Mode

- **Step 1: Open Change Mode Menu**
Press “Change Mode” on right side of screen
- **Step 2: Choose Option**
Start a Local Presentation
Press “Present to Class”
- **Run a Web Conference**
Press “Present to Web”



Camera Controls

- **Step 1: Select Camera to Control**

Press name of desired camera

- **Step 2: Choose Operation**

Zoom Camera In or Out

Press “+” to zoom in, or “-” to zoom out

- **Pan or Tilt Camera**

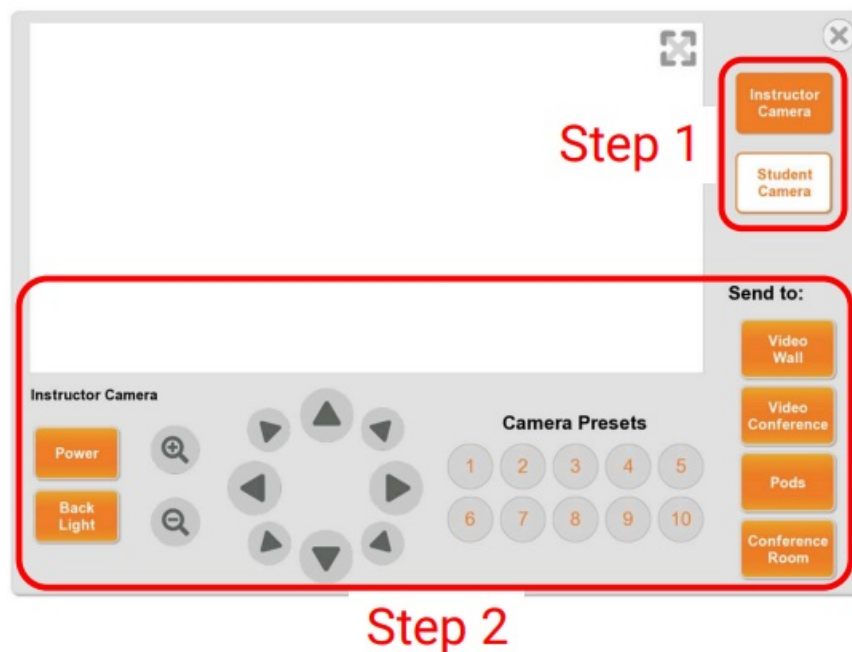
Press arrow keys on circular keypad

- **Move Camera to Preset Position**

Press desired preset number

- **Send Camera to Display(s)**

Press desired destination from the menu on the right side of the screen



Requesting Help

- **Step 1: Open Help Menu**

Press Question Mark button in bottom left corner of screen

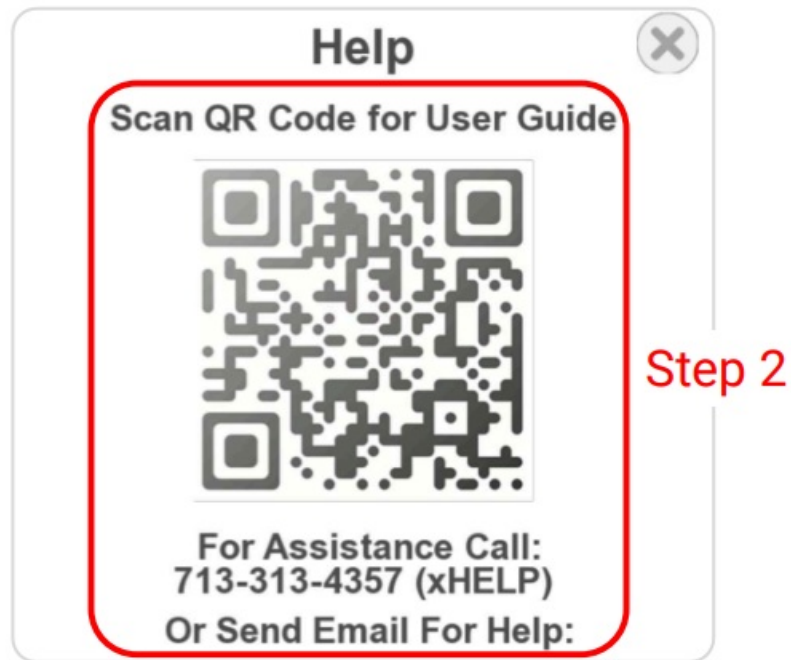
- **Step 2: Choose Help Option**

Download Operating Instructions for the System

Scan QR code, refer to PDF

- **Speak with a Service Representative**

Call number listed under “For Assistance Call:”

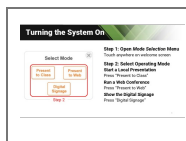


Turning the System Off

- **Step 1: Open System Off Menu**
Press Power button in bottom left corner of screen
- **Step 2: Choose Option**
 - Leave Digital Signage Playing on Video Wall**
Select "Video Wall"
- Leave Digital Signage Playing on Student Pod Displays
Select "Pods"
- **Turn System Off**
Press "Turn System Off"



Documents / Resources



[Microsoft PowerPoint VHS Collab](#) [pdf] Instructions
PowerPoint VHS Collab, PowerPoint, VHS Collab, Collab, VHS

References

- [User Manual](#)

[Manuals+.](#) [Privacy Policy](#)

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