

CHEMONICS-WASHINGTON TRAINING ROOM AV

Training rooms allow you to hold large meetings (up to 122 people) and have flexible configurations. Rooms 216A, 216B, and 216 C can be combined into one room and Rooms 228A and 228B can be similarly combined. In general, events in training rooms should be supported by a member of the AV team.

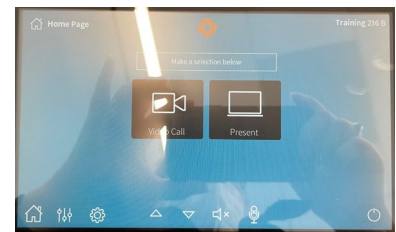
The AV panel should always be on but you may need to touch the screen to wake up the display.

Step 1: Pick up the panel from the charging station.

Step 2: Click Video Call

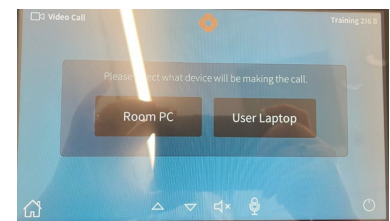
Step 3: Select to use the Room PC or User Laptop as the source for your presentation.

Note: If Room 228A is combined with 228B, the equipment in 228A controls the AV. If Room 216B is combined with either 216A or 216C, the equipment in 216B controls the AV.



If you are using the Room PC:

- Go to the keyboard on the podium that controls the individual or combined room.
- Press Enter to wake the computer and press Enter to login, leaving the password blank.
- The screen from the Room PC is shared and you can join a Teams meeting, watch a video, or share a PowerPoint presentation. The same content will display on all screens when the rooms are combined.
- DO NOT SHUT DOWN COMPUTER when finished. You can lock the computer by pressing Ctrl+Alt+Del.



If you are using your laptop:

- Connect your laptop at the podium. You must connect the HDMI cable for video and the USB cable for the speakers, microphone, and camera.
- Use your computer as normal. You can extend or duplicate the display to show different content on your laptop as on the screens. The same content will display on all screens when the rooms are combined.

Step 4: Adjust the volume or mute the speakers or microphone from the AV panel.

Step 5: If you want to adjust the cameras, do so from either the room PC or the user laptop. The front camera is camera above the screen. The rear camera is facing the screens.

Step 6: When you are finished, press the power button on bottom right of the panel and turn off the system.

Step 7: Place the panel back on the charging station.

ADDITIONAL FEATURES

Some of these features must be discussed with the AV team in advance of the meeting.

- It is possible to display different content on different screens, but multiple content sources are required.
- It is also possible to connect to the AV in the room using AirMedia