**Assisi Conference**  
**AV Touch Panel**

Touch screen to activate the touch panel

Microphones are located in lectern drawer. 
To adjust microphone volume press the mics arrow button.
Press the turn on projector button 
Select Local Presentation  
(Plasma and IVC is not available for local Presentation) 
If you press the wrong button press the Quit Button to return back to the home page.

Press the source you want to use for your meeting. 
The source will appear on the projection screen  
Each source will have it own controls.  
Press the up, mute, and down command to adjust volume.

When using the computer the advancer is located in the lectern drawer. For laptop use, the vga cable is located on top of the lectern label laptop. On your laptop you might have to press a combination of keys (fn + f8) to switch your laptop to dual monitor mode.

When using the Cable TV use the number pad to dial in the channel or use the up and down arrow.

**After your meeting please return microphones and the advancer to the lectern drawer and lock cabinet. Press the projector off button.**
Assisi Conference
Teleconference Phone Instructions

Touch screen to activate the touch panel
Press IVC Button

Press the teleconference button located on the left side.

Enter 9 and the Far End site phone number by pressing the number pad. Then press dial

Now select your microphones:
Podium, handheld and lavalier all located at the lectern.

Press the up, and down arrows to adjust volume, Far end or mics.

To mute teleconference mics
Press the VTC Mute button

To end call
Press the Hang up button
Return microphone to lectern