

## ATREL Conference Room (109)

### Turning the Display On

- Press the **Power** button once.

**Note: The display starts up into the built-in OS.**

### Using the built-in White Board

- Navigate to the built-in OS's homepage by pressing **Home** on the display or remote.
- Press the White board icon on the homepage and begin using the white board features.

### Using the Conference PC


- Ensure that the conference PC is powered on.
- From the built-in OS homepage, select the **HDMI 3** pane to allow the conference PC to use the display.
- You may also use the **Source** buttons to select **HDMI 3** manually.

**Note: A whiteboard program is also available on the conference PC. The name of the program is IdeaMax and a link may be found on the desktop.**

### Using IdeaMax (Windows White Board)

- Please refer to the IdeaMax quick start guide, [go.illinois.edu/ideamax-guide](http://go.illinois.edu/ideamax-guide).
- For more information on individual buttons, see the button guide, [go.illinois.edu/ideamax-buttons](http://go.illinois.edu/ideamax-buttons).

### Using the Webcam and Skype for Business

- Follow the above directions to switch to the conference PC.
- Log onto the PC.
- Open Skype for Business and log-in if it doesn't automatically open.
- In Skype for Business, click the cog icon, , to open the options dialog.
- On the left hand navigation, select Audio Device and make sure **Custom Device** is selected.
- On the Customizer your device menu, make sure **Logitech Webcam** is selected for microphone
- On the left hand navigation, select **Logitech Webcam** as the camera to use for video calls.
- Place calls or join conferences as you normally would.

### Turning the System Off

- Press the **Power** button once.