Siebel Center 2102

Control Panel

Turning the System On

- Press the **[ON]** button once.
- The buttons will flash for approximately 30 seconds as the projector starts up. You may now select a source (The Apple TV is the default source).

Note: The system must be turned on before sources can be selected.

Using the Apple TV (Table USB Output)

- If the Apple TV is not already selected, press the **[Apple TV]** button on the control panel.
- To connect your device to the Apple TV, connect to IllinoisNet and from your AirPlay menu select **Siebel 2102**.
- Once you attempt to connect, a 4 digital passcode will be displayed. Enter this on your device when prompted.

Note: Pressing the [Apple TV] button on the control panel when the source is already selected will send a [Menu] command to the Apple TV. This will disconnect any active AirPlay session.

Using the Microsoft Wireless Display Adapter (Table USB Output)

- If the Microsoft Wireless Display Adapter (MSWDA) is not already select, press the **[MWDA]** button on the control panel.
- To connect your device to the MSWDA, press **Windows+P** to open the display options menu. Select **[Connect to a Wireless Projector]** and choose **Siebel_2102** from the options.

Note: If connecting for the first time, you will be prompted to enter a PIN displayed by the MSWDA.
Note: Only Windows 8.1 and higher versions of Windows can connect to the MSWDA.

Using a Laptop at the Credenza (Credenza USB Output)

- Connect your laptop to the end of the HDMI or VGA cable that is not connect to the input panel.
- Select the **[Credenza HDMI]** or **[Credenza VGA]** button on the control panel corresponding to the cable used to connect the laptop.

Note: Depending on your laptop model, you may need an adapter. Adapters can be borrowed on short term loan (4hrs.) from an Engineering IT Help Desk.

Using a Laptop at the Table (Table USB Output)

- Connect your laptop to the free end of the HDMI or VGA cable.
- Select the **[Table Input]** button on the control panel.

Note: The table source auto-selects between VGA and HDMI. HDMI takes priority over VGA.
Note: Depending on your laptop model, you may need an adapter. Adapters can be borrowed on short term loan (4hrs.) from an Engineering IT Help Desk.

Using the Resident PC (PC USB Output)

- Select the **[Resident PC]** button on the control panel.
- Retrieve the wireless keyboard and mouse from the credenza, if not already on the table.
- Ensure that the mouse and keyboard are turned on (keyboard switch on upper left, mouse switch on bottom) and that the PC is not asleep.

Turning the System Off

- Press the **[Off]** button once.
- The buttons will flash for 30-90 seconds as the system shuts down.

Conference System

Connecting to the conference system

Note: These steps are not required on the Resident PC as it is already set up for video conferencing.

- Connect a USB cable between the active USB output and a USB port on your PC.
- On Windows:
  - Open **Control Panel** and select the **Sound** item.
  - On the **Playback** tab make sure **Echo Cancelling Speakerphone** is set as **Default Device** or **Default Communications Device**.
  - On the **Recording** tab make sure **Echo Cancelling Speakerphone** is set as **Default Device** or **Default Communications Device**.
  - Open **Skype for Business**.
  - Open the **Options** menu.
  - Select the **Audio Device Settings** view. Make sure **Speaker Phone, Tesira Forte** is selected.
  - Select the **Video Device Settings** view. Make sure **Siebel 2102 Conf Cam** is selected and the **Crop and Center** checkbox is **Unchecked**.
- On Mac:
  - Open **Lync**.
  - Open the **Preferences** menu.
  - On the **Audio** tab, make sure **TesiraFORTE** is selected as the audio device.
  - On the **Video** tab, make sure **Quick Connect USB** is selected as the video device.
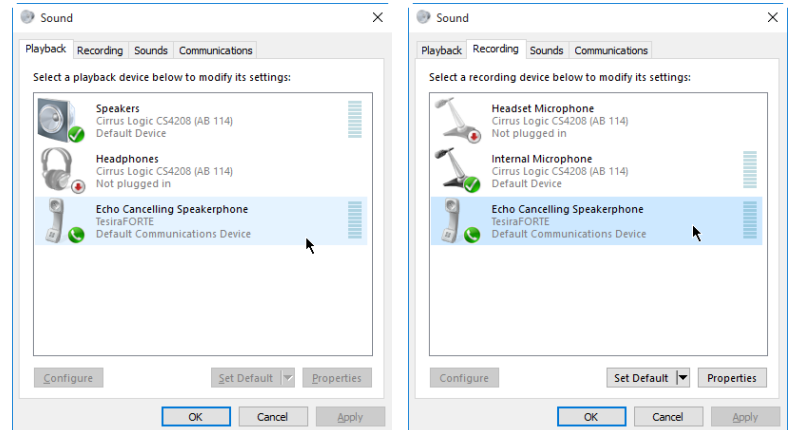
Using the conference system

- Once connected, the built in mics will pick up speech anywhere in the room; however, the system is calibrated for users sitting at the table or standing at the credenza.
- The camera is aimed to best cover the table, but the seats closest to the camera will not be very visible. A user standing at the credenza will not be visible on camera.
- It is important to make sure that the audio level in the room is adequate to hear the far end, but not too loud as to cause feedback. The output volume can be adjusted using the knob on the control panel.

Muting the conference system

- **Display Mute**
  - This mute option blanks the video and mutes the output audio.
  - This does not mute the microphones.
- **Mic Mute**
  - The mute option mutes the ceiling mounted microphones.
  - This does not mute the output audio.