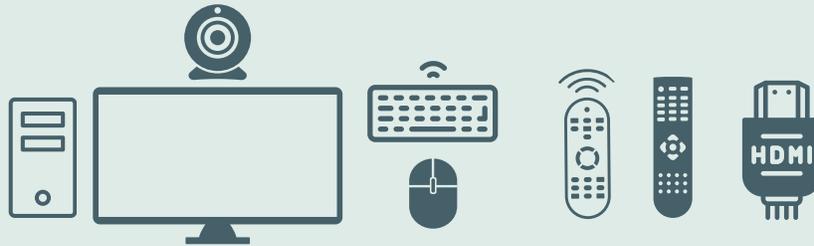


CPR 478 Conference Room Technology Instructions

This room is equipped with a computer (TV), camera, wireless keyboard and mouse. Speakers and microphone are built in to the ceiling. Volume is controlled with the Sony TV remote. An HDMI cable is available to connect external equipment. Adapters are available to borrow from the USF Humanities Institute staff upon request.



Power ON: *Sony Remote* + Make sure computer is ON (behind TV left side)
Use wireless keyboard and mouse to log-in with your USF credentials
**You may need to download applications like Teams (download via MyUSF)*



MICROSOFT TEAMS:

- Computer is on HDMI 1 (use Sony remote to switch inputs)
- Change camera focus view with presets on **Vaddio** Remote (bottom):

1: Full table

2: Zoom to back /
head of table

3: Back half of table

4: Left half of table
(wall side)

5: Right half of table
(door side)

6: Whiteboard zoom



HDMI:

- Use Sony remote to switch inputs to HDMI 2



HAVING ISSUES? IT HELP DESK:

- Phone: 813-974-HELP (4357) | Email: help@usf.edu

If you have questions or need to report broken or missing equipment, please contact Jade V. at jvonwerder@usf.edu or call 813-974-2913



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