

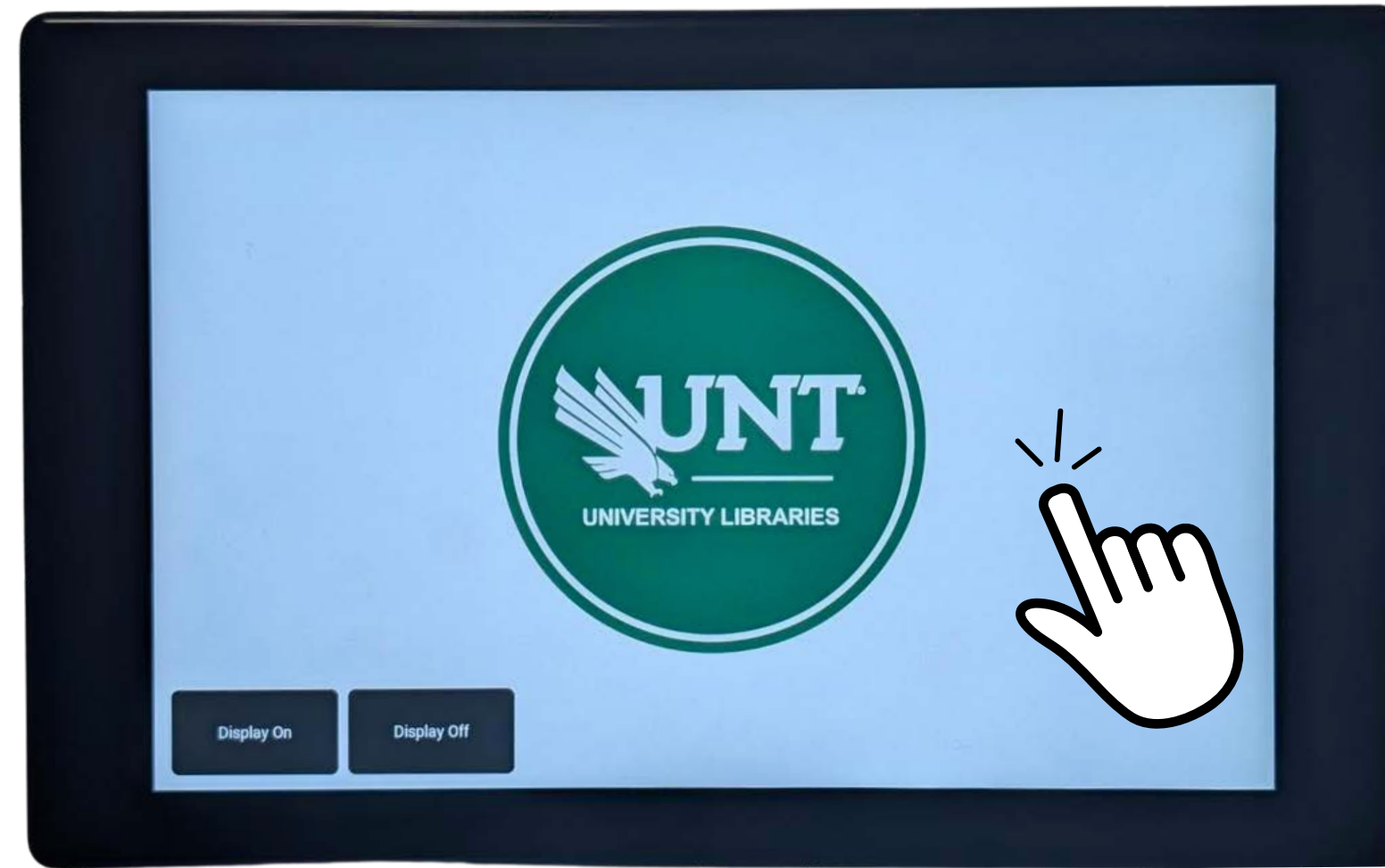


Welcome to the Willis 236 User Guide!

This guide explains how to operate the room's equipment for presentations.



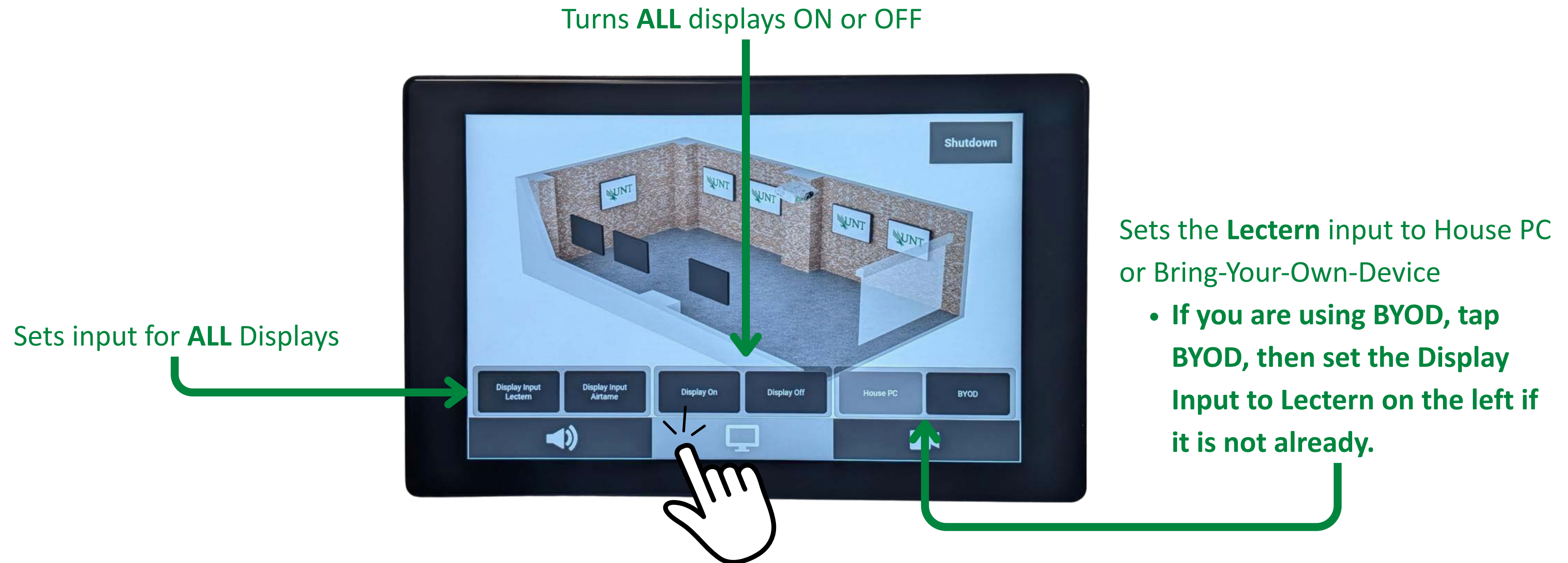
Log in to the desktop using your EUID and password or
use the Guest login.



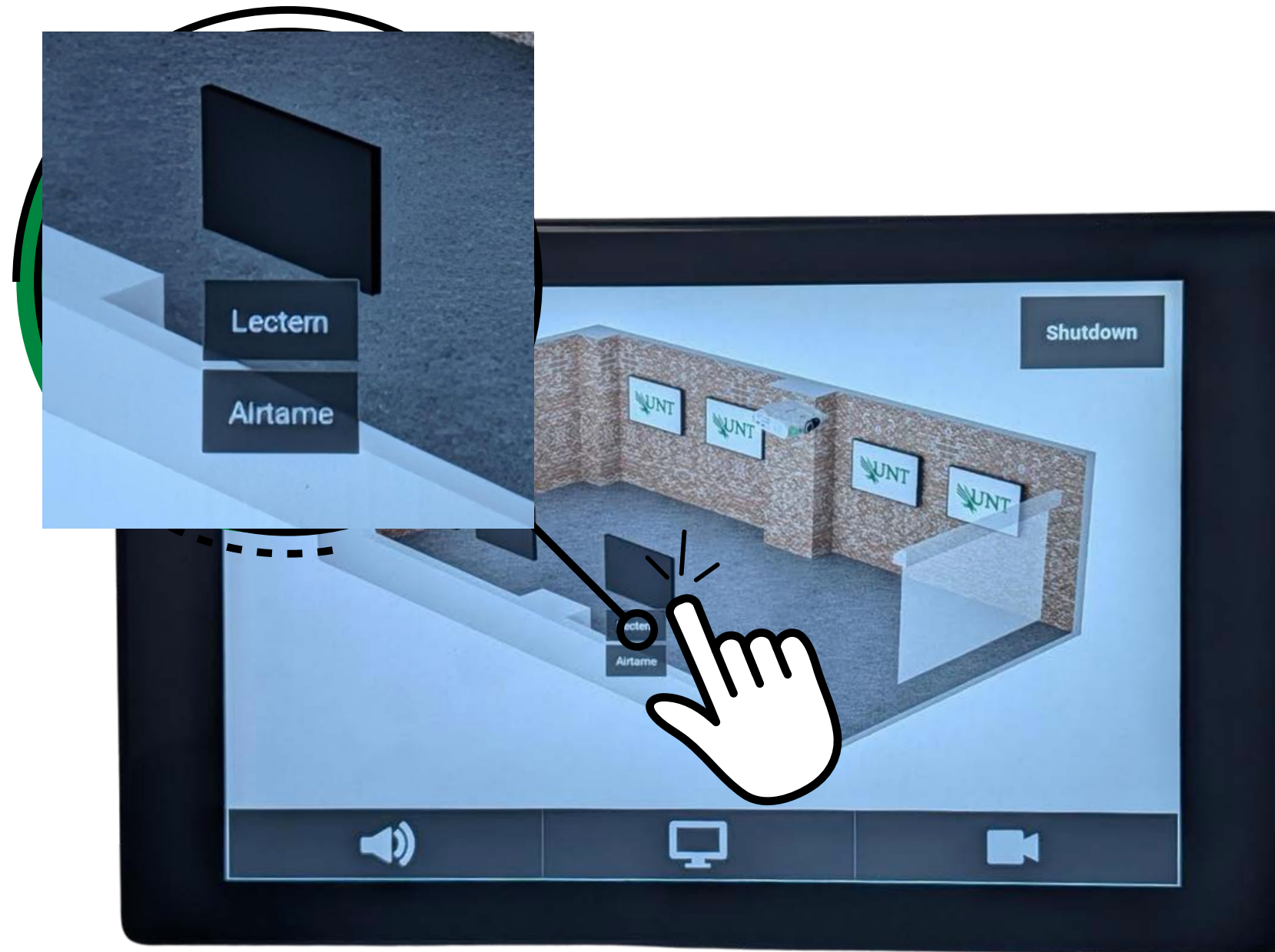
Tap the touch panel screen to power on the system.
Please allow a few seconds for all devices to power up.



To adjust your volume, tap on the volume icon on the bottom-left of the touch panel, and move the slider.



To select your input, tap on the screen icon on the bottom-center of the touch panel, then the desired source.



To change the input for an individual TV, tap the TV and choose the desired source.



To turn off the projector while keeping the rest of the system on, tap the projector and select ON or OFF.

The screen will automatically raise if the projector is turned off.



To power off the system, tap the Shutdown button on the top-right of the touch panel.

Make sure to power down the system after your event.



Need more help? Check out these common questions and answers



Question	Answer	Actions
How do I use the room microphones?	The microphones hang from the ceiling and are ready for use as soon as the system is powered on.	None! If the microphones aren't working, contact the helpdesk for support.
How do I connect my laptop to the display?	Connect your laptop to the BYOD HDMI cable.	Locate the HDMI cable at the podium, connect your laptop, then select BYOD (bottom-right on the touch panel) as the Lectern Input.
What cables or adapters are available in the room?	There are no adapters in the room, presenters will have to bring their own "_____ to HDMI" adapters.	Make sure to bring an HDMI compatible device or an appropriate adapter. Alternatively, bring your presentation on a USB drive to plug into the House PC's USB hub at the podium.
Can I connect wirelessly?	Projector: No, wireless connections are not supported. TVs: Yes, you can connect to each individual TV's Airtame device.	Using the touch panel, switch the Display Input to Airtame (second button from the bottom-left). OR Using the touch panel, tap a TV and select Airtame .

Question	Answer	Actions
Can I use the room camera & microphones with my own laptop?	No, the camera and microphones are routed to the House PC.	If you would like to use the camera and microphones, you'll have to use the House PC with the presentation on a USB drive.
How do I select the right speakers and microphone in my meeting app?	Open the audio/video settings within the meeting app and select the Room Microphones and Speakers.	Within the meeting app, select these sources: Output: Room Speakers (NV-32-H-1) Input: Room Microphones (Echo Cancelling Speakerphone)
The display isn't showing my laptop, what should I check?	Check the cable's connection, make sure the display settings on the laptop are correct, and that the room's system is set to the correct input.	1. Make sure the HDMI cable is securely connected. 2. In the laptop settings, make sure the display is being recognized and that the settings are correct. 3. Make sure the touch panel is set to Display Input Lectern and BYOD.
Who can I contact for technical support?	Contact the TACO Helpdesk	Call: 940-565-3024 / E-mail: lib.support@unt.edu or If you are a library staff member, you may use the Helpdesk Channel on Teams.