West Woods 252 Conference Room Technology

For Support or Training please contact the Support Desk at Clermont.support@uc.edu or 513-558-6949.

West Woods 252 is equipped with a Windows instructor PC, interactive touch display, all-in-one conferencing system, wireless keyboard, and a wireless mouse.

Using the Display

- Pull the Dell remote, pictured below, off of the left side of the display.
- Point the remote at the display and press the power button to turn the display on.
- The touch feature can be utilized with either the styli attached to the side of the display or your finger.
- Touch functionality can be utilized in Microsoft Office applications, OpenBoard, etc.
- Press the button on either side of the display to raise or lower the screen height.
- When finished, point the remote at the display and press the power button to turn the display off.
- Return the remote to the left side of the display.

Using the Video Conferencing System

- Turn on the display and start the meeting using your platform of choice.
- Use the Logitech remote, pictured below, to control the speaker volume.
- By default, the camera will automatically frame in-person participants, but you can use the Logitech remote to control the camera as needed:
  a. The buttons are used for zooming in and out.
  b. The button returns the camera to the default, home location.
  c. The arrow keys around the button can be used to manually drive the camera.
  d. The 1 and 2 buttons will focus the camera on the room’s defined presets.
- The button on the Logitech remote can be used to mute/unmute the microphone.