



The Training Center is equipped with projectors, an in-room PC, multi-directional cameras, speakers, and microphones. For technical help, contact our IT department at DESITSupport4U@des.wa.gov in advance or when you are at the facility. Please read the following information carefully, and if you have any questions or concerns, let us know.

Training Center Technology Guide

Turning the projector on/off and selecting your preferred input

- **Wake up the control tablet:** Tap the tablet located on the podium to turn it on.
- **Turn on the projector:** Using the tablet, select "On" under the Projector Power option.
- **Choose your input:**
 - **Podium PC:**
 - Select "Podium PC."
 - Log into the in-room PC. Ask the Training Center team for the username and password.
 - **External Laptop:**
 - Select the external laptop connection.
 - Connect the laptop to both the HDMI *and* USB to have full conferencing functionality.

Adjusting the cameras for a virtual/hybrid conference

- **Open camera control:** On the control tablet, select "Camera Control" at the top of the screen.
- **Choose camera:** Select either "Front" or "Rear."
- **Adjust camera:**
 - Use the arrows around the camera preview to adjust direction.
 - Use the magnifier symbol to zoom in and out.
 - Or use a preset.
- **Note:** The cameras do not track movement and must be manually adjusted as needed.

Adjusting microphone and speaker volume

- **Volume settings:** Adjust the volume on the control tablet main screen by dragging the slider up or down.
- **Microphone volume:** Do not adjust the microphone volume above 75%, as it will cause loud feedback.
- **Mics to Far End Option:** This option enables a microphone above the podium to project sound to the rear of the classroom and through a virtual meeting. This can be muted on the tablet for smaller groups.

Using a laptop

- **Connecting a laptop:**
 - **Presentation only:** Connect the HDMI cable to the laptop.
 - **Hybrid/virtual meetings:** Plug in both the HDMI and USB cables.
- **Device settings:** Ensure the your laptop camera, speaker, and microphone are connected to the in-room technology.
 - **Audio and microphone:** Connect to “Echo Cancelling Speaker.”
 - **Camera:** Connect to the corresponding room number. Your room number can be found at the top of the control tablet screen.
 - **Laptop volume:** Turn your laptop volume to 100%. On the podium control tablet, use the “program volume” slider to adjust the classroom speakers, as needed.

Miscellaneous information

- **Turn off the projector:** When you’re done, please turn off the projector by selecting Off on the Projector Power option.
- **Camera presets:** Do not change the camera preset settings.
- **Projector screen:** ***Do not touch the projector screen.*** It is fixed to the wall and is delicate.
- **Classroom doors:** Keep your classroom doors shut at all times for safety and to reduce noise.