Instructions for operating the AV system in EEB 219

**TO SETUP PROJECTOR PRESENTATION**

- Enter code **7931** and press **Enter**
- Select **Meeting**
- Select **Display Power** for both Front and Side Projectors
- Select **Front Laptop** or **Rear Laptop**

Remember to power-off the system after use (see instructions)
TO JOIN A TELECONFERENCE (MAKE A PHONE CALL)

Enter code **7931** and press **Enter**

IF in projector view, select **Back**

Select **Audio Conference**

Enter phone number, starting with **9-1-** to dial an external number, and press **Call/Answer**.

Freeconferencecall.com details:
- **Dial-in Number:** **9-1-712-432-1212**
- For non-CiSoft projects:
  - **Meeting ID:** **757-473-106**
  - **Host PIN:** **1999**
- For CiSoft projects:
  - **Meeting ID:** **560-877-087**
  - **Host Pin:** **6912**
  
  (Please join the conference call first and enter the host pin. Then, the system will not ask for the host id when guests join).

To hang up, press **Hangup/Reject**

Remember to power-off the system after use (see instructions)
TO ANSWER A PHONE CALL
EEB 219 has a phone number: **213-740-6584**. Callers can participate in a meeting if their call is answered. When the phone ring tone is heard, perform these steps:

1. **Enter code 7931** and press **Enter**
2. **IF in projector view, select** **Back**
3. **Select** **Audio Conference**
4. **Select Call/Answer**
5. **To hang up, press** **Hangup/Reject**

Remember to power-off the system after use (see instructions)
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TO TURN OFF THE SYSTEM

IF in projector view, select **Back**

Select **System Off**

press **Yes**