



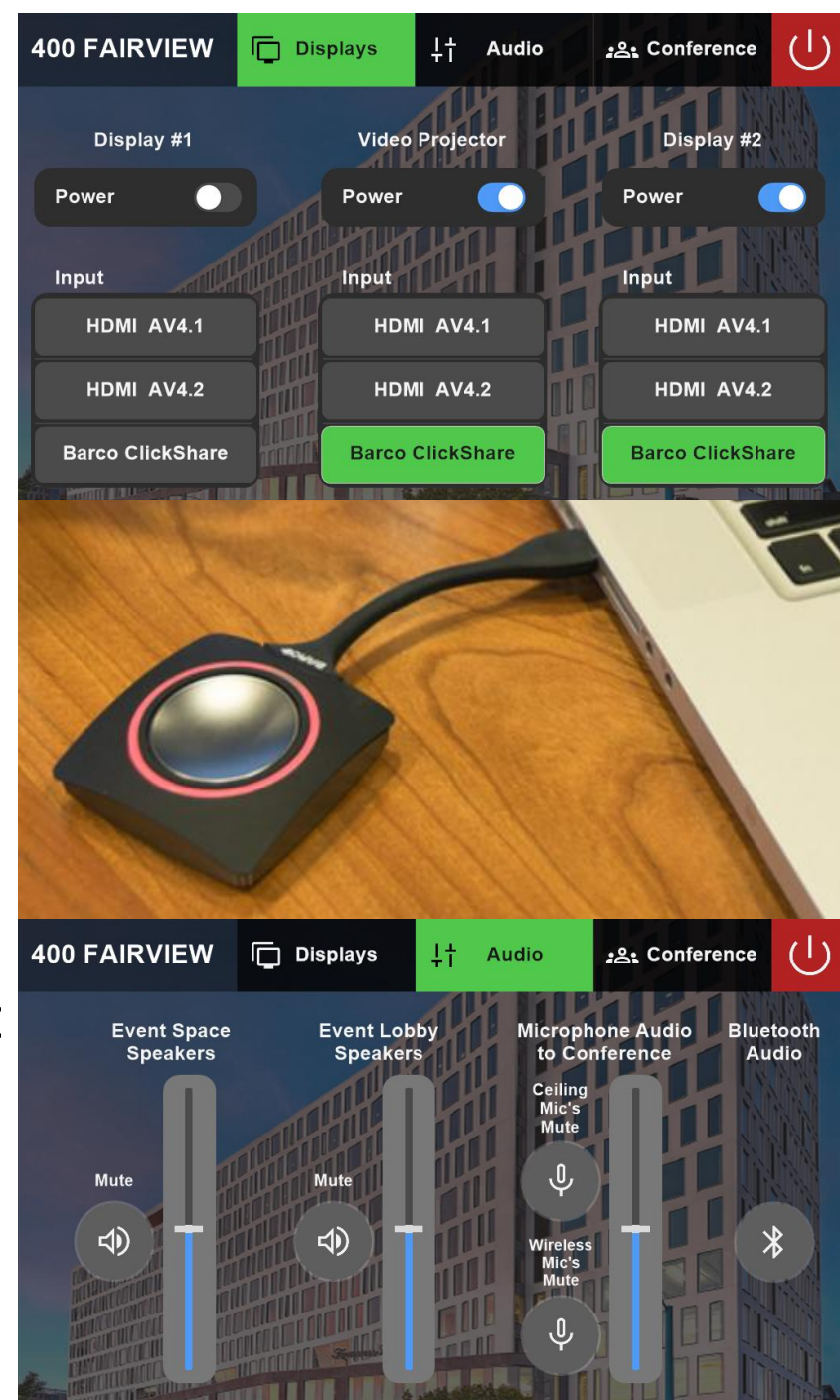
Designed For collaboration

Event Space

Using the Event Space for presentations with Barco ClickShare:

A touch panel is located at the front and rear of the room.

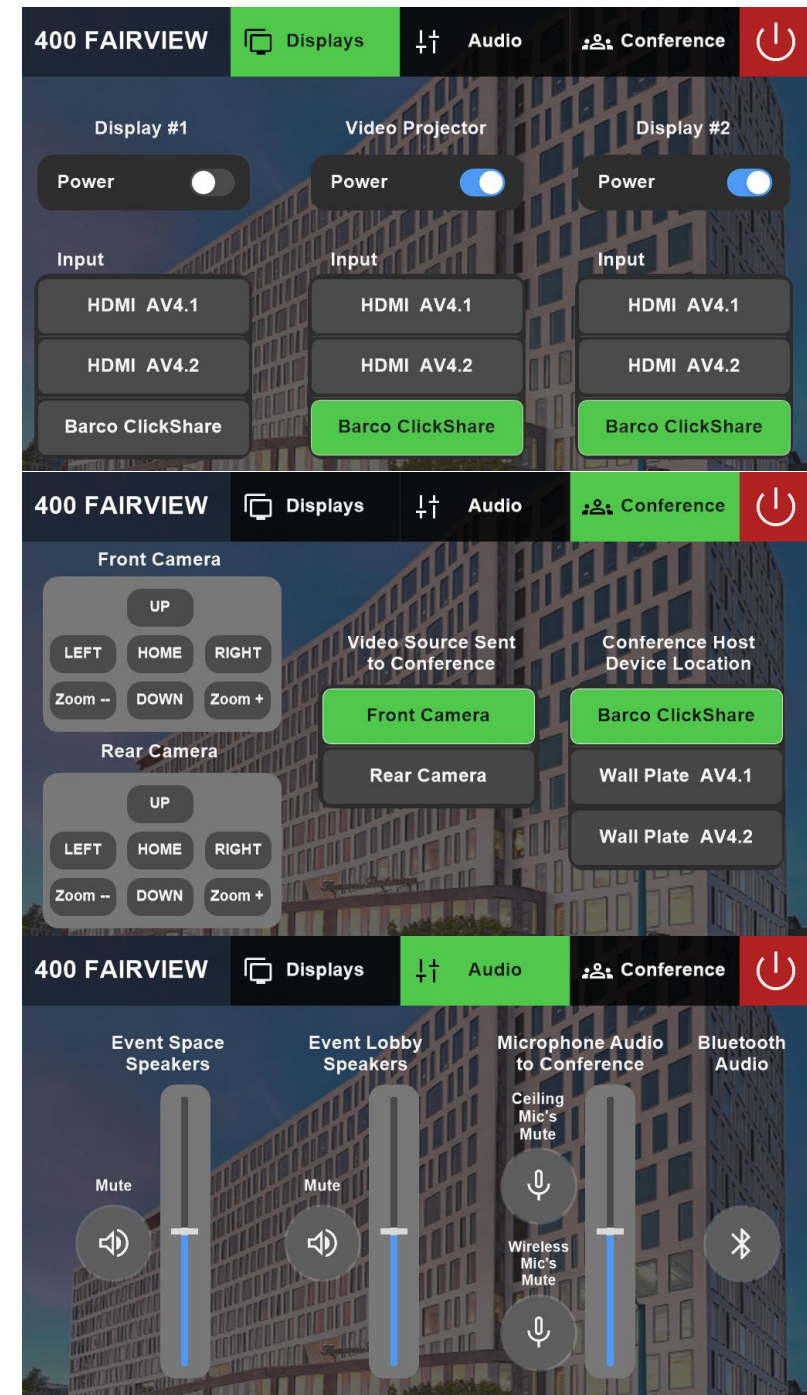
1. Wave your hand in front of the touch panel to wake it.
2. Press the **Displays** button, turn on the LCD's and/or the video projector and select **ClickShare** as a source.
3. Connect a ClickShare puck into a USB-C port on your laptop or tablet. Press the large button on the puck when the circle glows white. It will glow red when displaying video.
4. On the touch panel press the **Audio** button, un-mute the Event Space speakers and set the level at 50%. Set the output level on your device to 75%, adjust as needed.
5. Disconnect the puck and turn off the system when finished.



Using the Event Space for presentations with HDMI input plates:

A touch panel is located at the front and rear of the room.

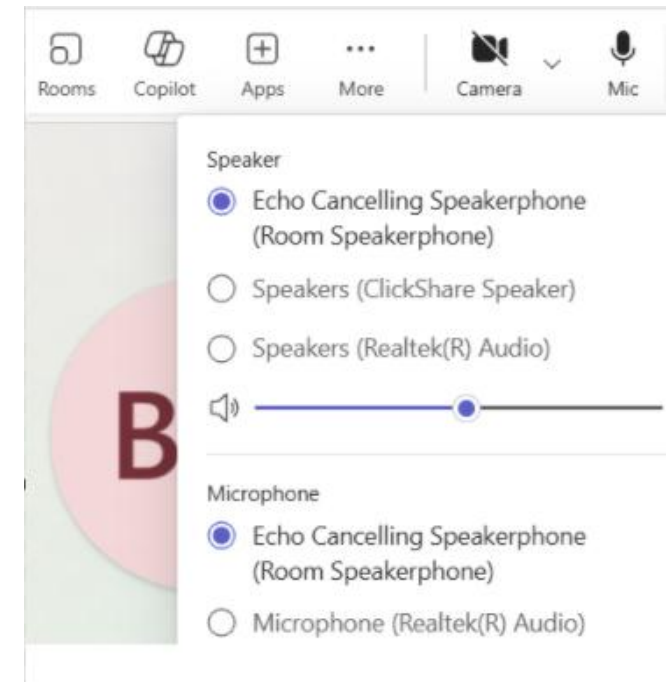
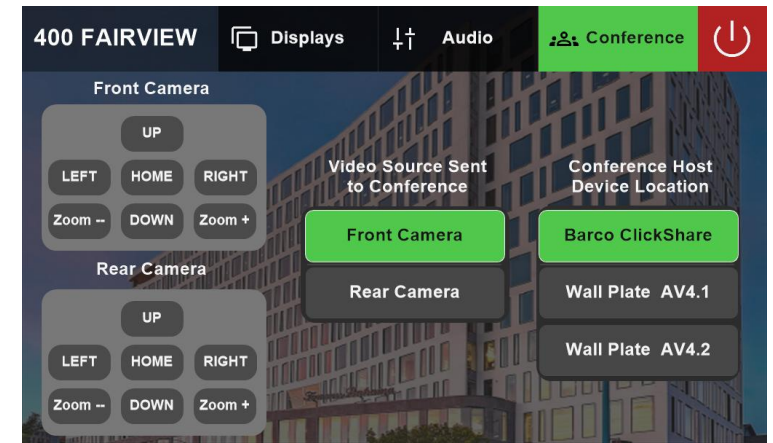
1. Wave your hand in front of the touch panel to wake it.
2. Press the **Displays** button, turn on the LCD's and/or the video projector and select either **Wall Plate AV4.1** (rear of room) or **Wall Plate AV4.2** (front of room) as a source.
3. Connect the HDMI cable to the HDMI IN on the wall plate and to your laptop or tablet.
4. To hear audio connect the USB-C cable on the wall plate to your device; press the **Conference** button on the touch panel and select the wall plate you're using, un-mute the Event Space speakers and set the level at 50%. Select Tesira Forte as the speaker on your device and set level to 75%, adjust as needed.
5. Disconnect and turn off the system when finished.



Using the Event Space for Conferencing using the Barco Clickshare:

Follow steps 1-4 on [Presenting with ClickShare](#).

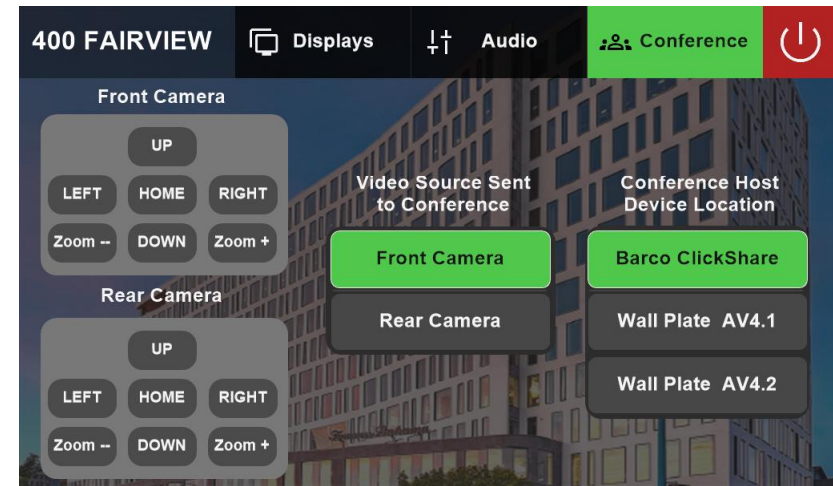
1. Go to the **Conference** page on the touchpanel; select the **ClickShare** as the **Conference Host**, then choose either the **Front** or **Rear** cameras.
2. On your conferencing App (Zoom, Teams, et al) select the “**Echo Cancelling Speakerphone (Room Speakerphone)**” for the Speaker and Microphone; choose the “**Room Camera**” as the camera for the App. Un-mute the microphone and speakers on your App and set levels at 75%; adjust as needed.
3. On the **Audio** page unmute the room speakers, ceiling microphones and wireless microphones.
4. Adjust the camera framing and zoom as needed on the **Conference** page.



Using the Event Space for Conferencing using the HDMI Inputs and USB-C connections:

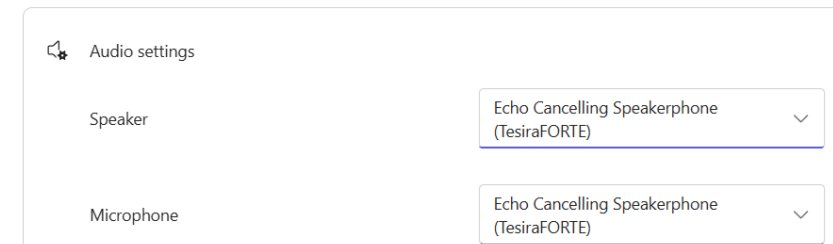
Follow steps 1-4 on [Presenting with HDMI](#).

1. Go to the **Conference** page on the touchpanel; select the either **AV4.1** (rear) or **AV4.2** (front) as the **Conference Host**, then choose either the **Front** or **Rear** cameras.
2. On your conferencing App (Zoom, Teams, et al) select the “**TesiraFORTE**” for the Speaker and Microphone; choose the “**Room Camera**” as the camera for the App. Un-mute the microphone and speakers on your App and set levels at 75%; adjust as needed.
3. On the **Audio** page unmute the room speakers, ceiling microphones and wireless microphones.
4. Adjust the camera framing and zoom as needed on the **Conference** page.



Devices

Audio



Using the Bluetooth interface for streaming music to the Event Space:

The **Bluetooth receiver** is installed on the wall next to the rear touch panel in the Event Space.

1. Press and hold the **PAIR** button until the blue LED flashes, then release.
2. On your **laptop, tablet, phone**, or other device: turn on the Bluetooth service; locate the device **Event Space BT** and follow prompts to complete the pairing process; set the output volume level to 50%.
3. On the Event Space touch panel go to the **Audio** page: un-mute speakers in the Event Space and the Lobby speakers (if desired); set volume levels to 50%; un-mute the Bluetooth Audio.
4. Adjust audio levels on your device and/or app as needed.

