Willard Studio Quick Start Guide

Control Panel

- Press and Hold to turn off Projectors
- Power on for Projectors
- Preset for Video Conference to 550 Georgetown
- Instructor’s Camera
- Visual Content to Far Site
- Students’ Camera
- Room Volume
- Desktop Computer
- Document Camera
- Laptop

Polycom Remote Control

- Arrow Keys for Camera Pan/Tilt
- Camera Zoom
- Mute the Studio Microphones
- Control Far End Camera
- Control Near End Camera
- Picture-in-Picture (PIP) to see the Near Camera during conference

Note: Be sure to turn on the monitor on the right side of the instructor’s console as well as the document camera and desktop computer if needed.