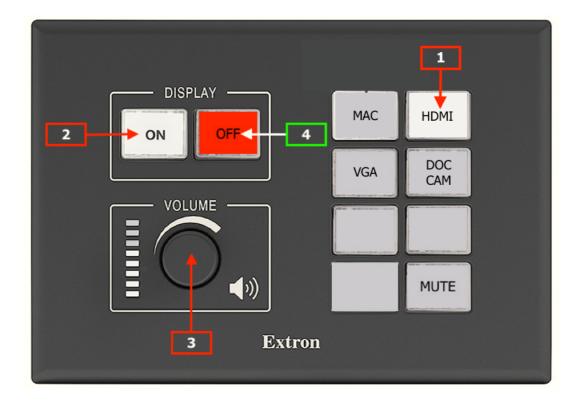# CONFERENCE ROOM CLE-F308 – QUICK USER GUIDE

• On the control panel, select HDMI or VGA depending on your laptop's output **[1]**. Connect your laptop to a power supply and then either to HDMI or VGA cable located on the presenter's desk. (MAC = Uniboard system, DOC CAM = document camera)

• Switch the system ON **[2] from the control panel**.

• If needed, use the Lavalier and/or handheld microphone located on the presenter's desk. Check battery levels on the little LCD screen located on each microphone. Make sure the mute switch is not engaged. **Adjust the volume** of the microphone(s) or any sound source **using the big dial on the control panel [3]**.
→ The volume dial must be turned almost to the maximum to obtain a normal level.

• Once you're done, PLEASE switch the system OFF **[4]** from the control panel.

• Power off any microphone(s) you have used and put them back on the desk. If the batteries are low, please change them. Two little plastic boxes for new/used batteries are located inside the bottom drawer. Be considerate to the next user ☺

• Leave the room the way you found it. No food. No drinks. THANK YOU!

• Bring back any adapters you may have borrowed.

GOOD LUCK FOR YOUR PRESENTATION!

CONFERENCE ROOM CLE-F308 – MICROPHONE USER GUIDE

On/off

1s on
3s off

◄OR►

◄OR►

Bank Ch.
1   1
925.300 MHz

✔

Mute

🎤 Audio on

🚫🎤 Audio off

Low Battery

Bank Ch.
1   1
925.300 MHz

◄OR►

~ 10 h	▮▮▪▪▪
~ 7 h	▮▮▪▪
~ 3 h	▮▮▪
Low Batt	▯

Battery

① ② ③

① ② ③