

 Power Off from the touch panel before disconnecting anything from existing connections.

### TO MOVE THE PODIUM

Open up the podium floor box (Label A) by unlatching the lock. Unplug the power from the socket and pull-out the red (mic), green (UC LAN/PC) and silver (AV LAN) connectors. Unhook and roll the umbilical cord from the floor mount anchor and close the box. The podium can now be rolled away taking extra care of the connectors.

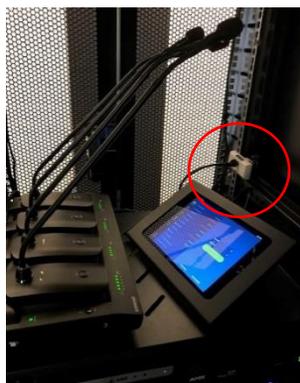
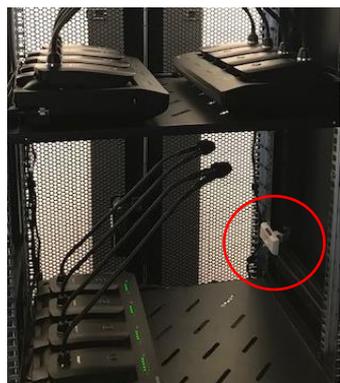


Standard Floor box

Podium Floor box

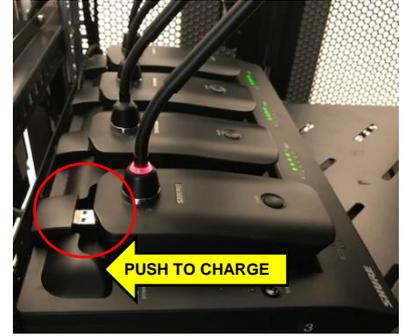
### TO MOVE THE IPAD (ZOOM MEETING) CONTROLLER:

Open up the standard floor box (Label B) by unlatching the lock. Unplug the power from the socket and pull-out silver (AV LAN) connector then unhook the umbilical cord from the floor mount anchor and close the box. Roll the cable taking extra care of the connectors. Unplug the iPad connection from the hydraport and plug it to a port provided inside the equipment cabinet to ensure continuous charging.

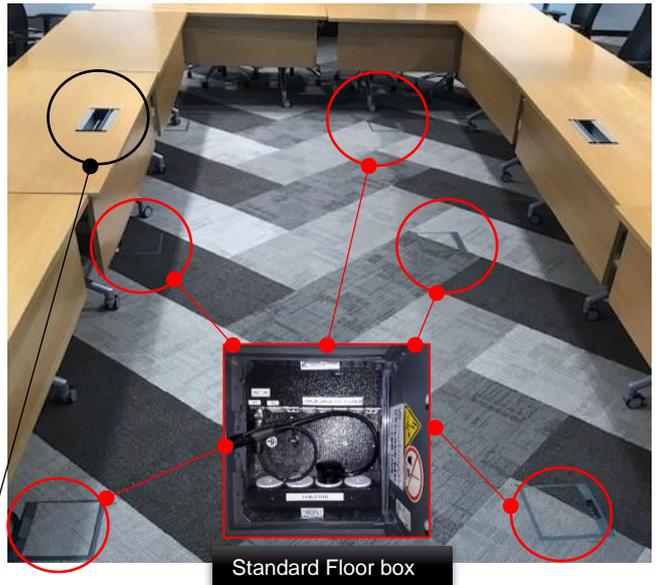


### Proper storage of microphone:

In order to ensure microphones are ready, they must be always in their charging docks located inside the equipment cabinet when not in use.



### Standard Floor Boxes & Power Outlet Module:



Standard Floor box

Standard floor boxes can be found around the conference table that allows the iPad controller connectivity in different areas.

3-way power outlets are also available around the tables that maybe connected to the standard floor box for power source.

**ONCE VISIBLE AV CONNECTION HAS BEEN DISCONNECTED OR UNPLUGGED, FURNITURES CAN NOW BE MOVED.**

### RECONNECTING

1. Position back the podium and other furniture.
2. Open the podium floor box and reconnect all connectors with power last to be plugged. Ensure proper latching and hook back the cable.
3. Unplug the iPad controller from the cabinet and plug it back to the standard floor box using the same procedure.
4. Power ON from the touch panel and test the following:
  - Podium (display laptop screen and lectern microphone)
  - iPad controller (display red UC wallpaper for Zoom meeting).

*If unsuccessful, check back all the connections.*

5. Be sure to close the floor boxes.

AUDIO VISUAL SYSTEM GUIDE

Please observe the following procedures when disconnecting or reconnecting the AV set up in this room.