

## Zoom Conference (step-by-step)

### Turn on the AV System

- 1) Touch the touchscreen to turn the system on.
- 2) Select room mode that reflects the state of the auditorium (No walls open, all walls open, ect.)
- 3) While on the **Present** tab, *select **Lectern PC** on the “main display” card and the “lectern display” cards.*
- 4) Select **Web Conf.** button on the left side of the touch panel to access camera controls.
- 5) Wiggle the mouse at the lectern if the PC is asleep

### Setting up Zoom

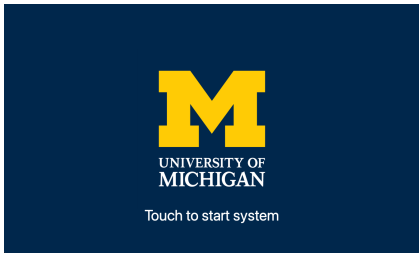
- 1) Open Zoom. If this is the first time logging into the Lectern PC, you may need to log into zoom with your level-1 credentials. *(NOTE: see more setup tips for zoom in the section below)*
- 2) Select **Join with Video** and **Join with Audio** when first entering your zoom meeting.
- 3) Back on the touchpanel, adjust your camera angle how you prefer using the **direction pad** and **+/- buttons** for camera zooming. *(NOTE: You can use the **Preset** buttons to quickly move the camera to common pre-set positions)*
- 4) If presenting with a PowerPoint slideshow, open up your PowerPoint file now. *(NOTE: the lectern PC does not have an accessible USB port for flash drives. You must open up the file via email, or network shared drive.)*
- 5) Back in zoom, click the green **share screen** button to share your PowerPoint slides with the zoom participants.
- 6) Lectern and table mics are **green when active**, and **red when muted**. Each mic has a mute-toggle button at the front of its base.

### Zoom / Hybrid Tips

- Zoom mirrors your camera by default. You can uncheck this setting in zoom’s **video settings**. Turning off the “**Mirror my video**” setting will ensure printed text is not backwards in the camera.
- Also in the video settings, it’s recommended that you turn on “**Adjust for low light**” to accommodate the Danto Auditorium’s lighting.
- User laptops should have their microphone and speakers muted when joined in the same meeting while also in the same physical space. This is to prevent audio feedback and echoing.
- When launching zoom, if you see a tunnel of copied screens in your main zoom window, then you will need to go the **Web Conf.** screen on the touch panel, and select **Rear Camera** in “share” section.
- If you’re using the **wireless mics**, you will need to hold the single button on the mic for around 5 seconds to turn on. The light with flash between red and green for 10-20 seconds, and will be ready for use when the light stops flashing. You can press the single button to toggle between mute (red) and live (green). Press and hold the button to turn off the wireless mics.

# Simple Video Presentation

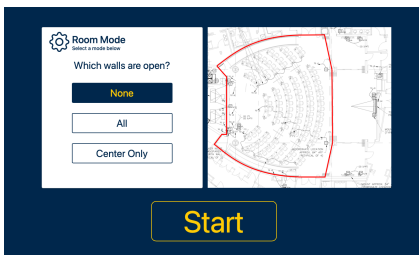
## Start Screen



Touch anywhere on the panel to start.

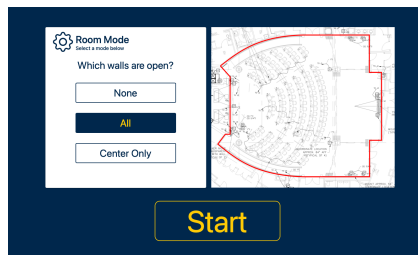
After starting the system, you will be asked to select the room's configuration (below)

## Room Mode



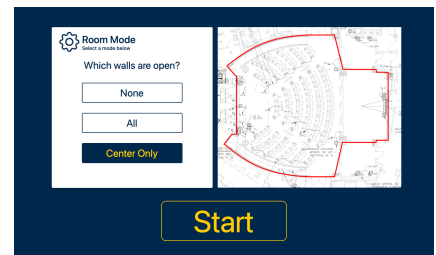
This option controls *only the main auditorium space* from the lectern.

The microphones in the back "classrooms" are muted in this mode.



This option lets the lectern *take control of every display* within Danto

In this configuration, the ceiling monitors can be set to show what's on the big display

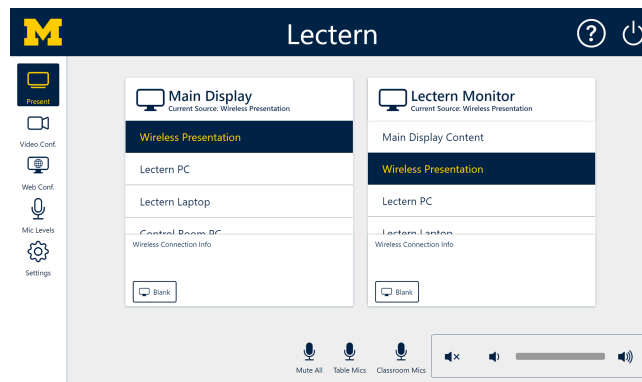


This option lets the lectern *control the center room, but not the walled-off side rooms.*

Only the side rooms can be used independently of the main auditorium space.

## Present Menu (Video Source Selection)

The **present tab** brings you to the screen where you can choose what source you'd like to send to the displays



Power on/off system

Master volume controls

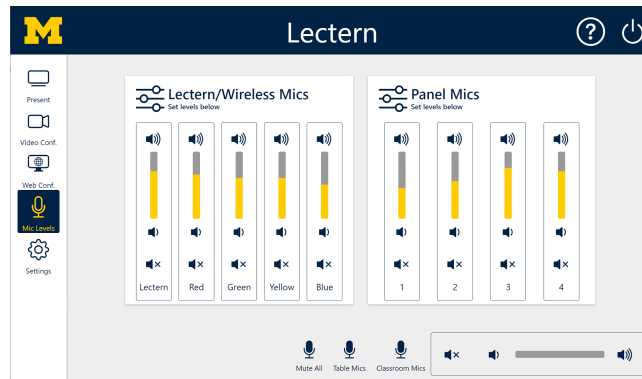
**Main Display:** Swipe up or down to scroll between source options. Select your preferred source to send it to the center stage screen.

**Lectern Monitor:** Swipe up or down to scroll between options. Select your preferred source to display it on the lectern monitor.

## Miscellaneous Menu

### Mic Levels

To access the volume controls for each microphone, click the **Mic Levels** tab on the left side.

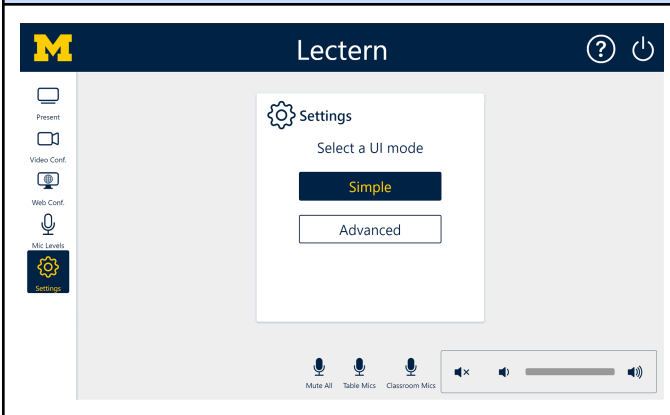


Master volume control

**Lectern Wireless Mics:** This card allows for the control of the lectern microphone as well as the handheld and lapel microphones.

**Panel Mics:** This card allows for the control of the four tabletop mics used during panelist presentations.

### Settings (User Interface Mode)

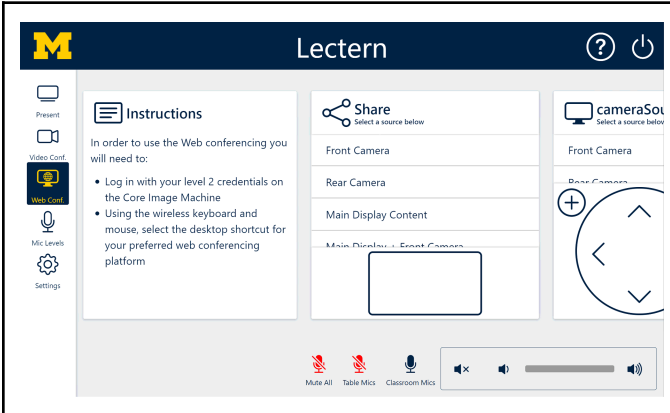


**Simple** interface keeps the menus simplified for basic presentations and web conferences.

**Advanced** interface provides more input/output options to select from in various menus. This mode is for *super-users* that know how to utilize the control room equipment, and streaming outputs located in the back of the auditorium.

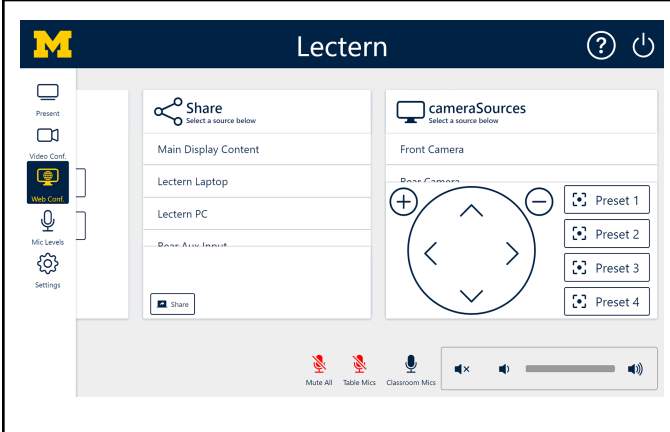
**Web Conference**

*Note: The room's **web conferencing** capabilities require logging into the room's PC with level-2 credentials. Room audio and cameras feed into zoom through the PC.*



The **web conference** tab contains the camera controls, and source control for sharing your screen to the web conference.

*Note: You can swipe left or right to scroll between the different cards on the display.*



The **Share** card contains a list of available sources that you can *screenshare* in your webinar.

If you are using a camera to show the stage or speaker, you can choose your preferred camera (front camera or rear camera).

You can select from one of the four **preset** buttons, or manually position the camera with the direction pad and zoom buttons ( +/- )

