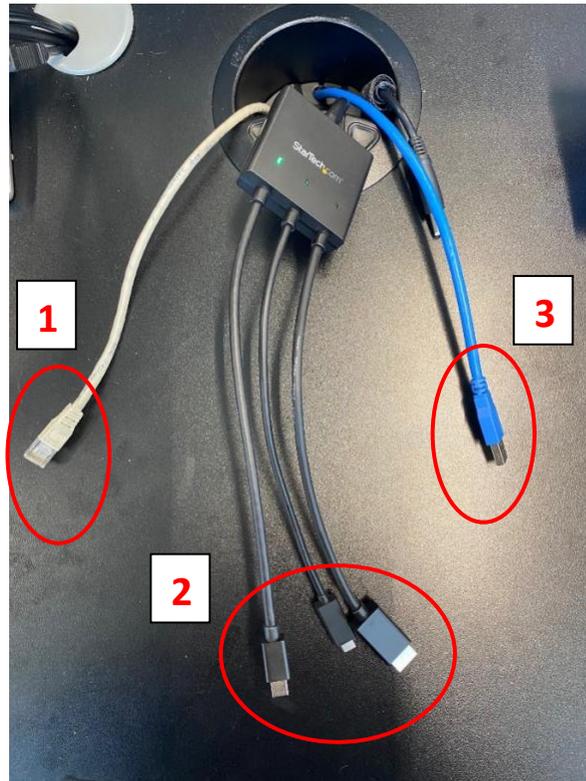


PLNU Zoom Classroom Instructions

Step 1: Get connected.

Connect your laptop to the AV system.

1. Connect to the wired network to ensure your best connection on Zoom
2. Connect to the projector system via the multi-head cable. (HDMI, MiniDP or USB-C) This is your laptop's audio-video connection to the projector in the classroom.
3. Connect the **BLUE USB** cable to your laptop. This connects the in-room camera, microphone, and podium content feed into your laptop. Please note, that if you are mac user with a USB-C port, you will need to use the USB to USB-C adapter.



Step 2: Verify your laptop audio settings

For a Windows laptop, click on the speaker icon in the lower right corner. The selected playback device must be “Crestron”. Your laptop volume settings will now, exclusively, be controlled via the volume control on your laptop. The volume bar on the podium control panel will not affect computer volume. This means you can now play video with volume. See figures below for help.

Figure 1. Verification of laptop audio settings for PC

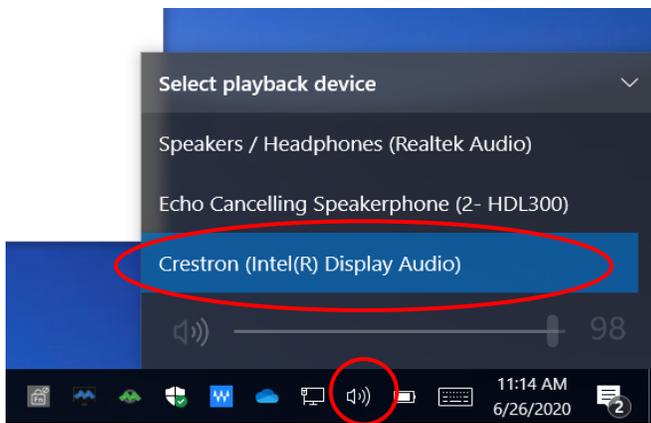
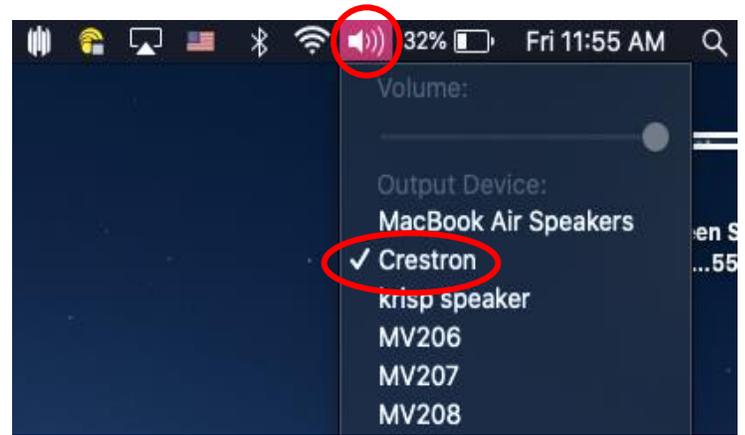
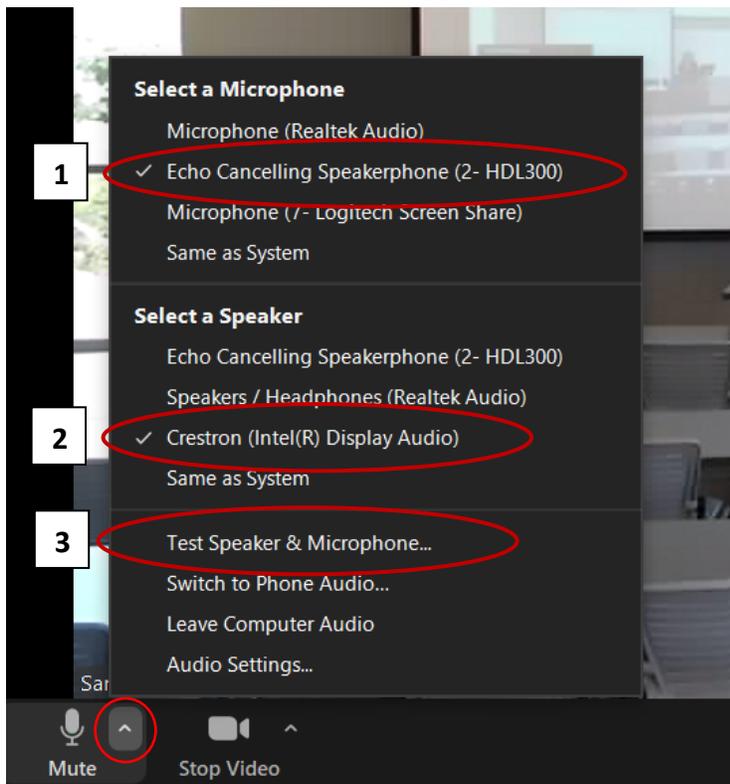


Figure 2. Verification of laptop audio settings for Apple

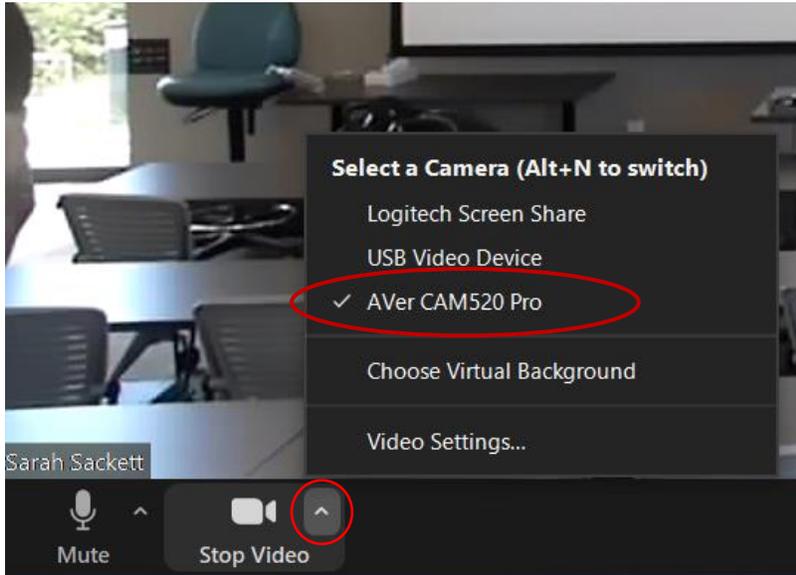


Step 3: Start your Zoom call, then:

1. Select the correct microphone and speaker within the Zoom call.
 - a. Click on the UP arrow next to the Microphone icon
 - b. Under 'Select a Microphone', select HDL-300 (or USB-audio-CODEC in other rooms)
 - c. Under 'Select a Speaker', check Crestron.
 - d. You can use the 'Test Speaker & Microphone' tool to make sure all is working.
 - e. If the volume is not loud enough, turn up the volume on your laptop.



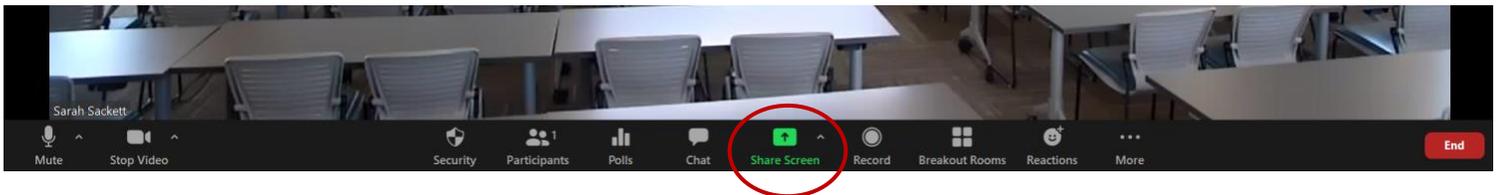
2. Select the correct camera. Camera should be Aver CAM520Pro.



To Share Content:

To share content from your laptop (PowerPoint, webpage, etc...)

1. Click on the Share Screen icon



2. Select your desktop or the application that you would like to share. Click 'Share'.

****Troubleshooting Tip****

Be sure to click 'Share computer sound' if your content includes audio that the far side needs to hear.

Select a window or an application that you want to share



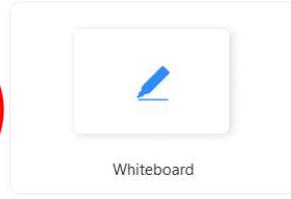
Basic

Advanced

Files



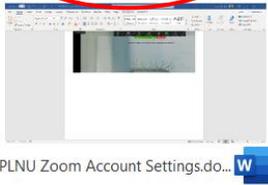
Screen



Whiteboard



iPhone/iPad



PLNU Zoom Account Settings.do... W



BEST UPCOMING MOVIES (2020) ...

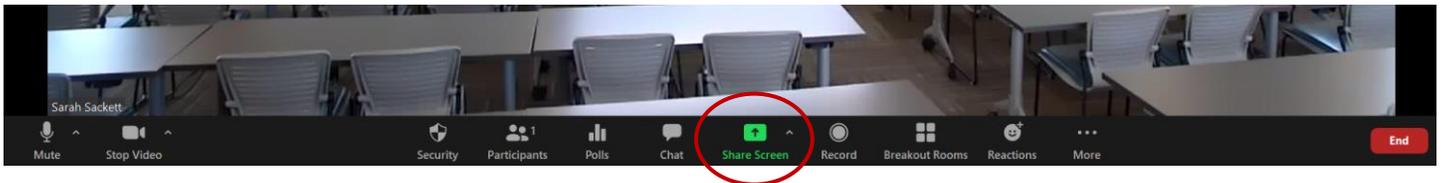
Share computer sound

Optimize Screen Sharing for Video Clip

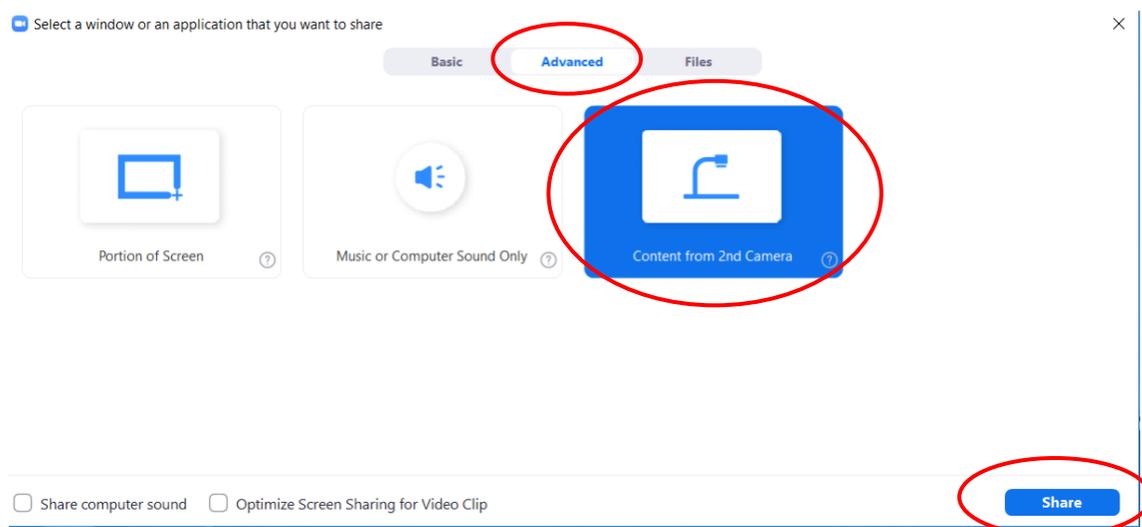
Share

To share a podium source (AppleTV, Document Camera or BluRay):

1. On the podium control touch panel, select the podium source you want to share. You will now see this source on the projection screen.
2. In your Zoom call, Click the 'Share Screen' icon

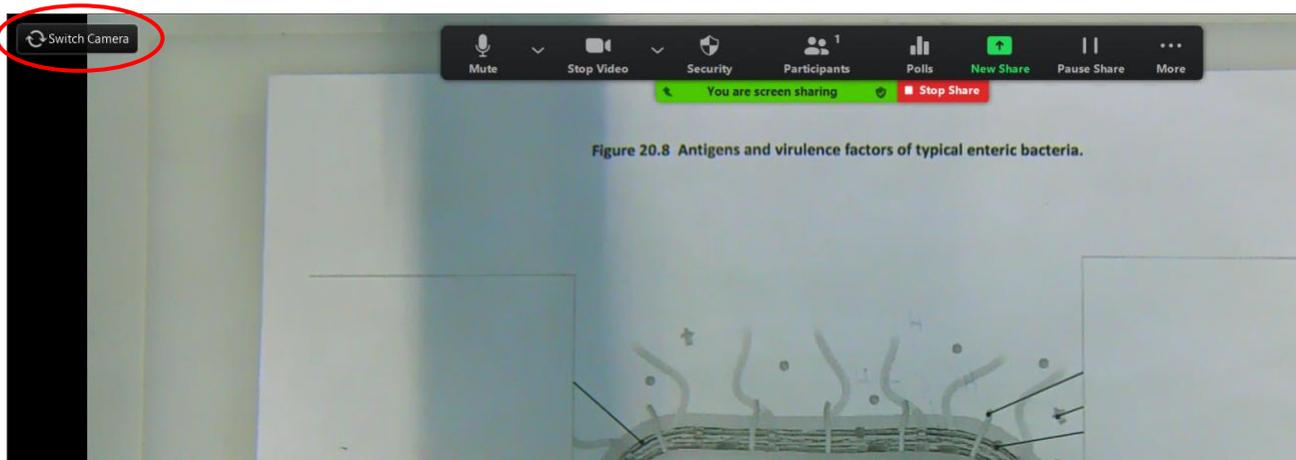


3. Select 'Advanced'
4. Select 'Content from 2nd Camera' and click 'Share'.



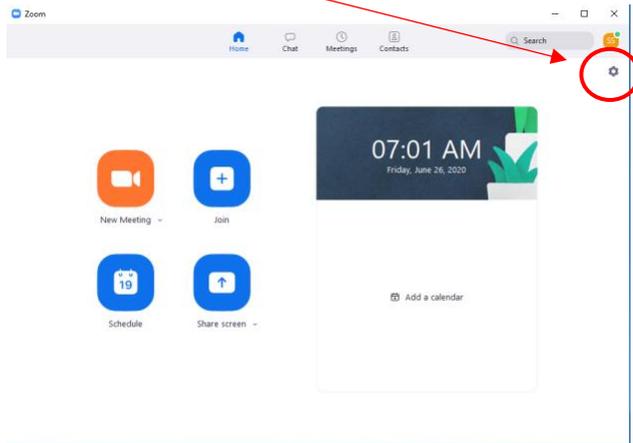
****Troubleshooting Tip****

When you do the above, your computer might decide to show the internal web cam on your laptop instead of the podium source. Click on 'Switch Camera' in the upper left of the Zoom window until you see the correct content.

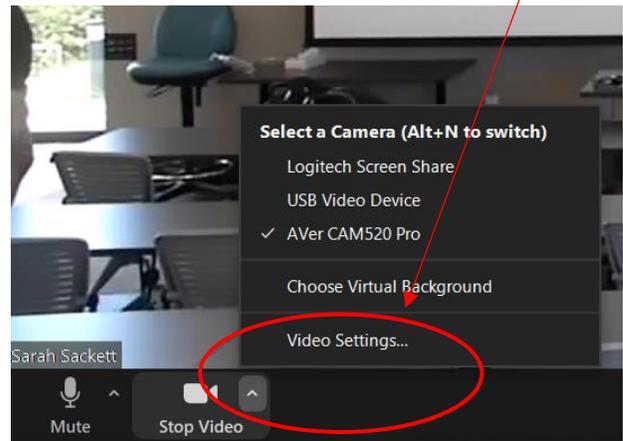


Optimizing Zoom Settings:

Certain Zoom Settings should be made to optimize your experience. These can be made prior to joining a call by clicking here:



Or after joining a call by clicking here:



1. Check the box next to 'Enable HD'
2. Uncheck the box next to 'Mirror my video'.

These settings should only need to be adjusted once.

