SBSG 1517 Instructions for Hybrid Zoom Meeting, connecting to the camera and microphone

1. On the touch screen panel on the wall turn on the projector.
2. Select the wall plate on the touch screen.
3. Plug in both HDMI and USB cords into your computer:
   a. If you have a MAC: you will need to use the converters like the below picture
4. Open up your Zoom meeting (see below pictures):
a. Go to your microphone icon, click the little arrow and select source: Microphone: TesiraFORTE and for Speaker: Crestron

b. Go to your video icon, click the little arrow and select source: Camera: AVer CAM 520 Pro2

c. HANDHELD MICROPHONES are NECESSARY for remote ZOOM participants to hear!! Go to your microphone source and click on Microphone Array (Realtek(R) Audio), Microphones will need to be requested in advance from the storage room please contact Fran Hom or Allison Marks
5. To move the camera around click camera controls on the touch screen and use the arrows or presets.

1. Connect device to the HDMI or VGA cable at the wall plate.
2. For VGA, connect device to audio cable.
3. Make sure device is setup for output to an external display.
4. For web conference, connect device to USB cable at the wall plate.