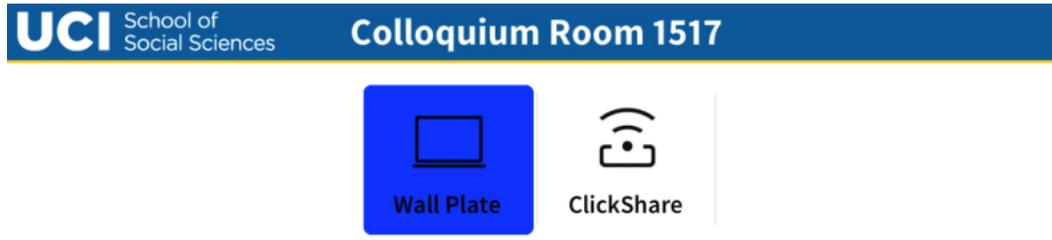
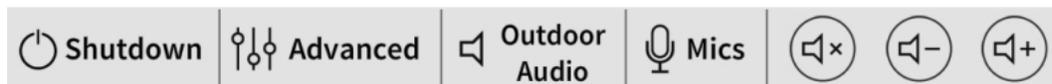


SBSG 1517 Instructions for Hybrid Zoom Meeting, connecting to the camera and microphone

1. Make sure your Zoom application is up to date and running on your desktop.
2. On the touch screen panel on the wall turn on the projector.
3. Select the wall plate on the touch screen.



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.

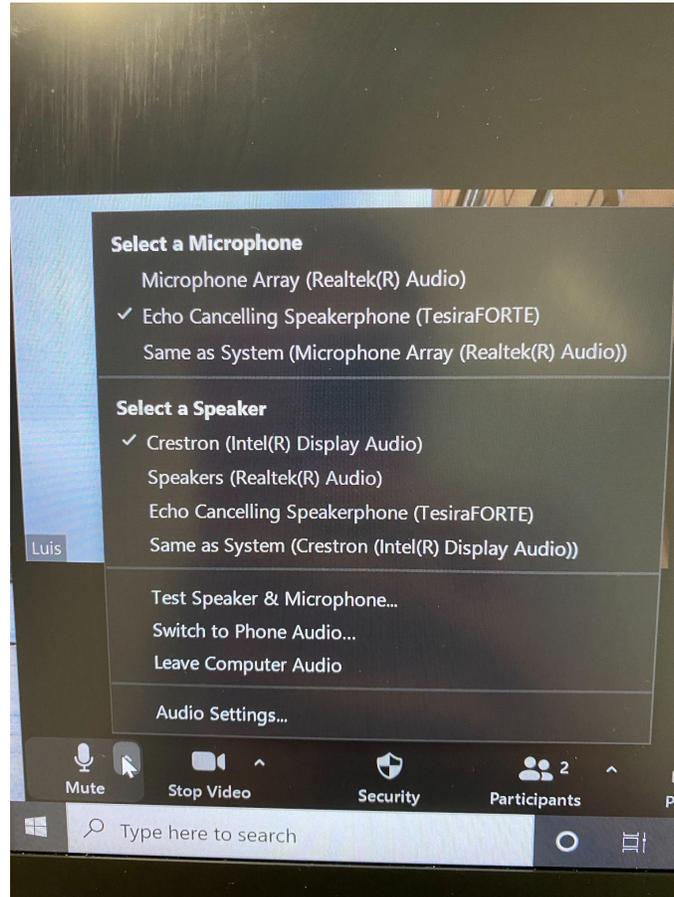


4. Plug in both **HDMI** and **USB** cords into your computer:
 - a. If you have a MAC: you will need to use the converters like the below picture

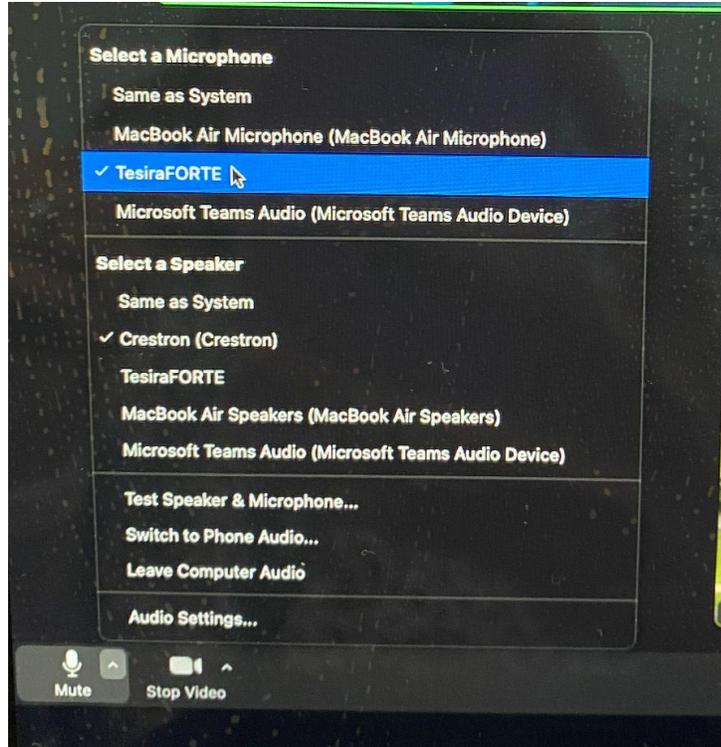


5. Open up your Zoom meeting (see below pictures):

- a. Go to your microphone icon, click the little arrow and select source: Microphone: TesiraFORTE and for Speaker: Crestron



Apple laptop view (above)

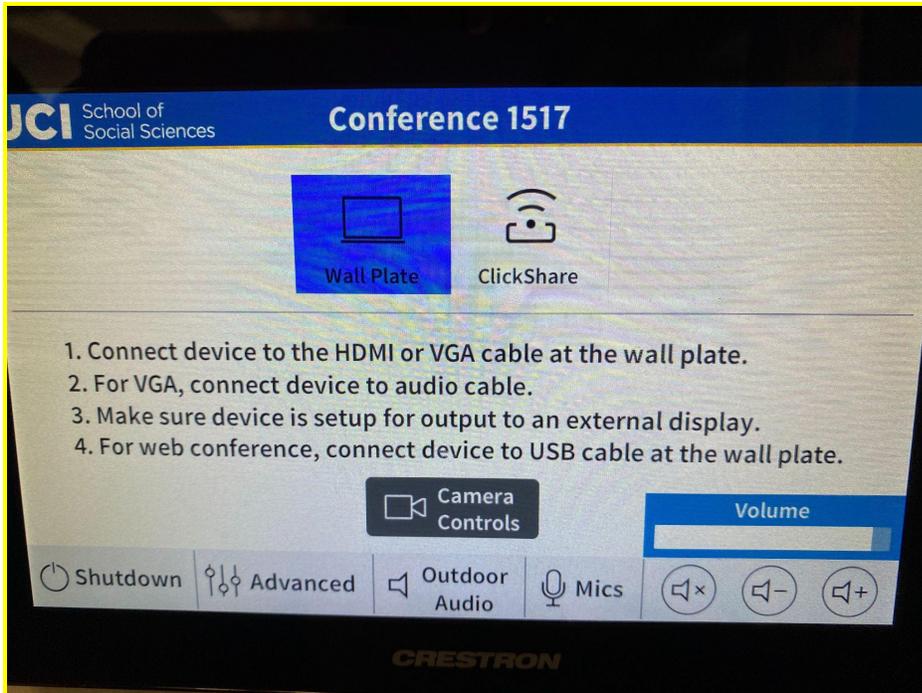


Dell laptop view (above)

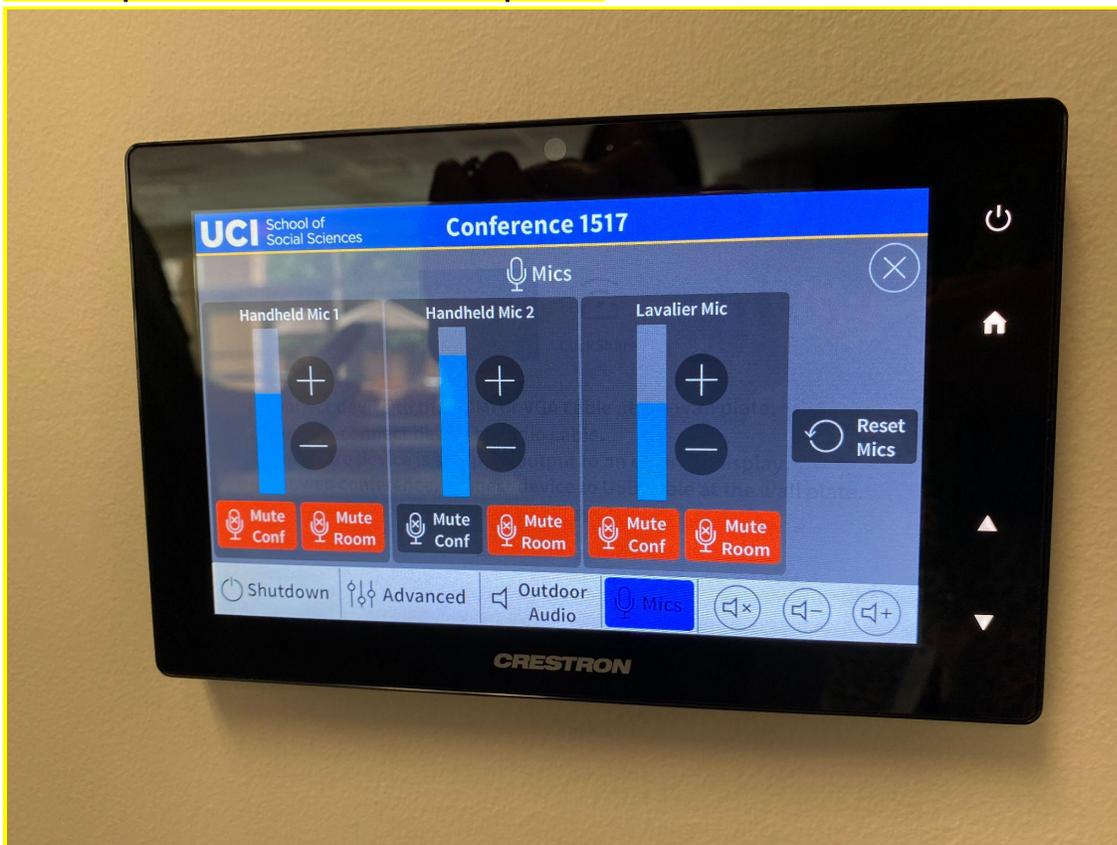
- b. Go to your video icon, click the little arrow and select source: Camera: AVer CAM 520 Pro2



- c. **HANDHELD MICROPHONES are NECESSARY for remote ZOOM participants to hear!! Turn on microphone and update settings on the touch screen panel**
On the touch screen panel: Press the bottom right button (Volume +) to set the speaker volume, the higher the better you can hear participants (below picture)



Click the Mics button then you will need to update the settings to reflect the below in order to hear the microphone and mute the outdoor speakers



6. 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.

