

RTH 526 AV Equipment Usage Guide

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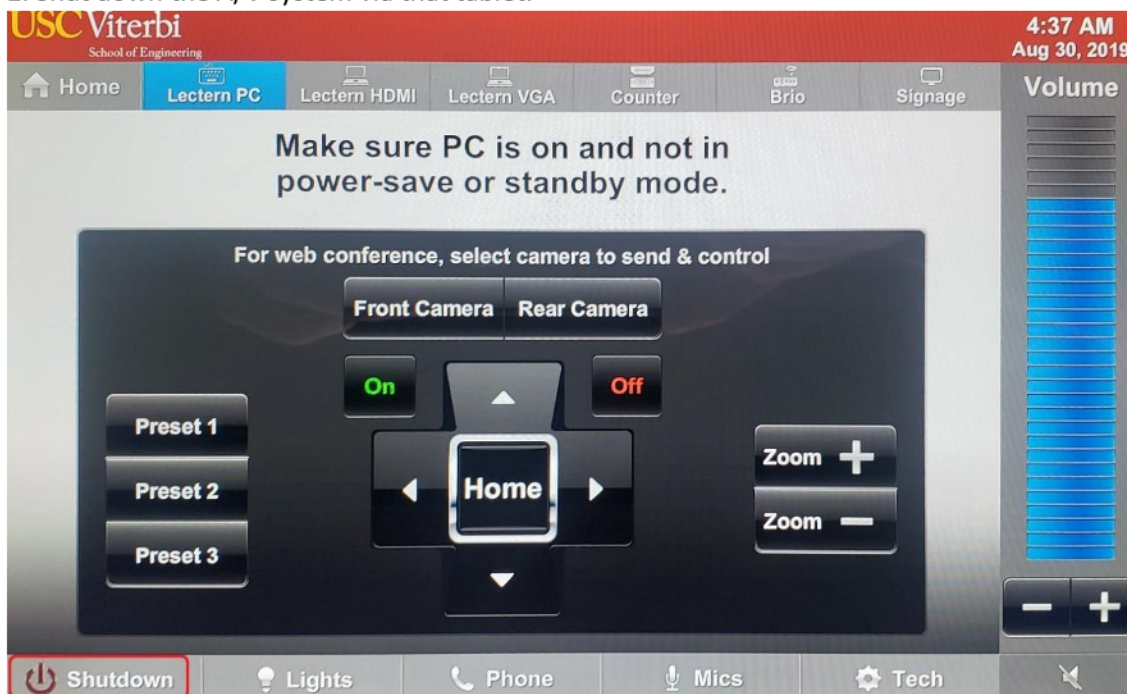
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Reminders

Before you leave the room, please remember to:

1. Log out of any accounts that you sign into and delete any files you transferred onto the lectern computer.
2. Shut down the A/V system via that tablet.



3. Turn off the mics and place them in their respective charging stations. If this is the tabletop mic, please remove the battery pack and place the battery pack in the charging station.

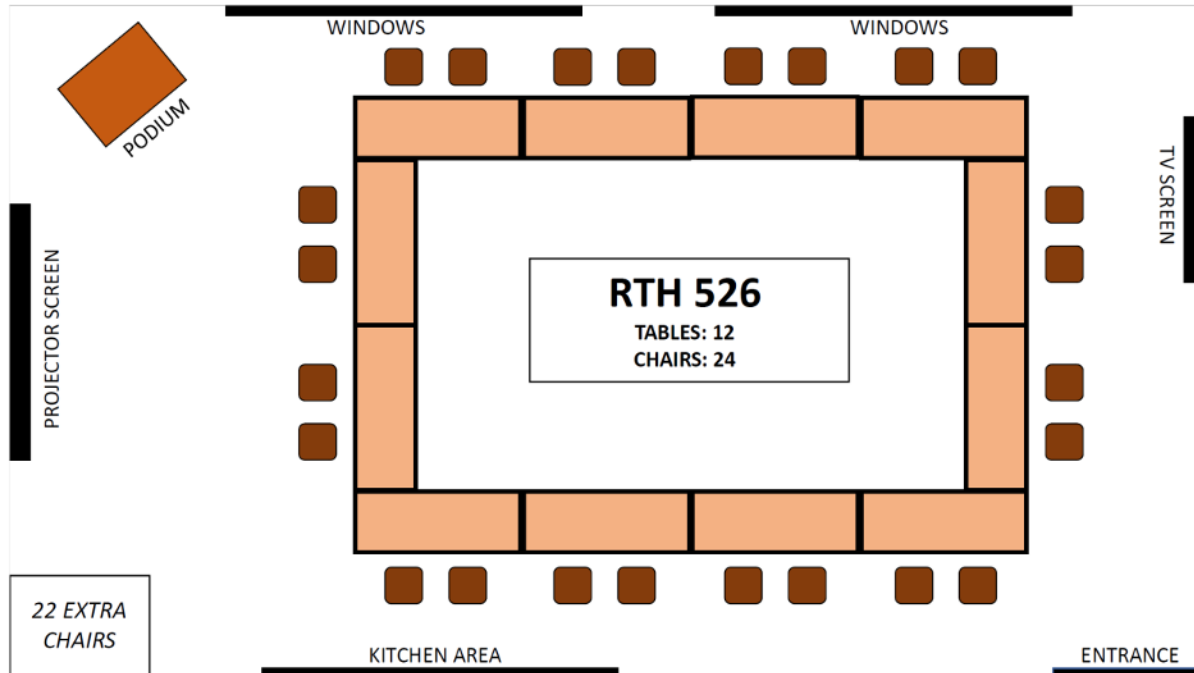


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Handheld	Lavalier
	
	
	

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4. Clean up by removing any trash, placing the extra chairs back in the extra chairs area, and resetting the table arrangement.



5. On your way out the double doors, turn off the lights with the switch by the entrance, close the doors and make sure the doors are locked.

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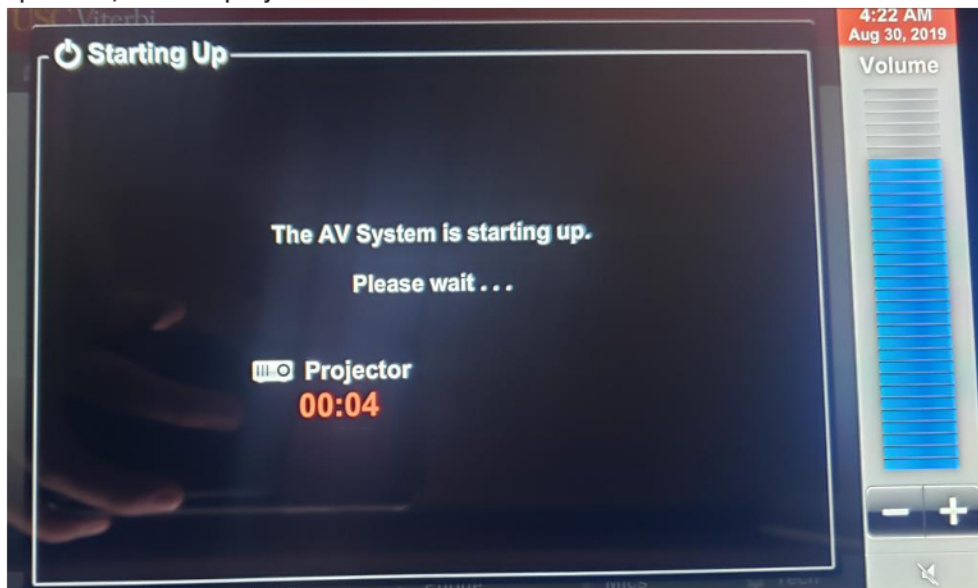
AV System

How to turn on the AV System:

1. On the counter behind the lectern, there is a black tablet, this is the controller. Locate it and touch the screen. The screen will either be black or have below screen saver on.



2. The system will power on once the screen is touched. This includes the projector, LCD TV, the speakers, and the projector screen will come down.

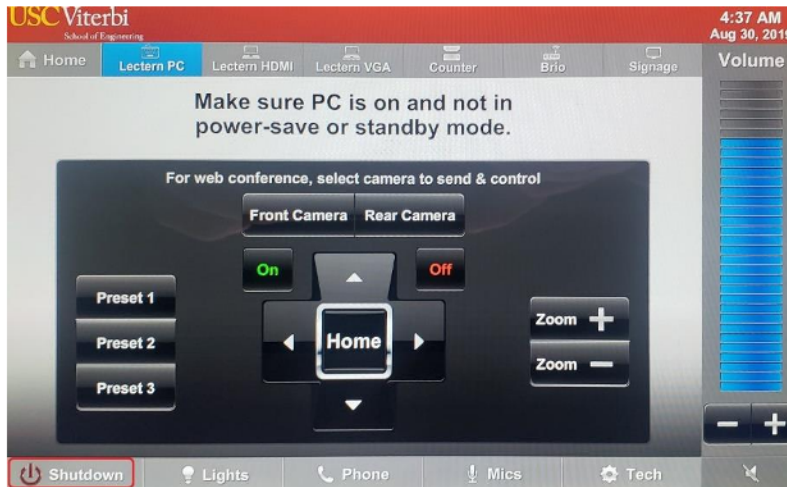


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How to turn off the AV System:

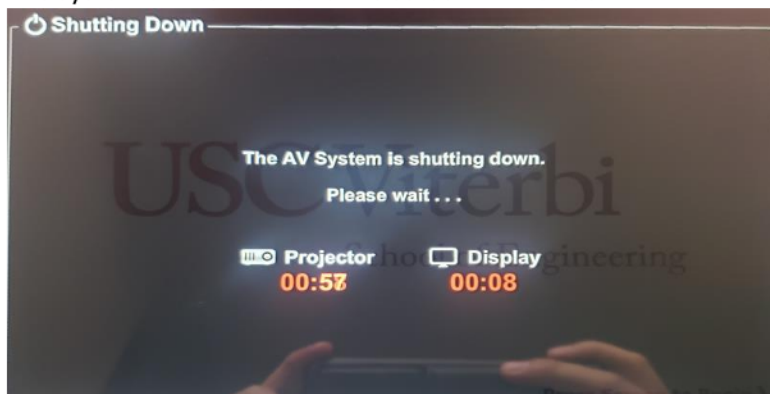
1. In the lower left hand side of the tablet is an icon labeled "Shutdown" –press it.



2. Click "Shutdown Now" or "Cancel" if you do not want to turn the system off.



3. The system will turn off and the screen will retract.



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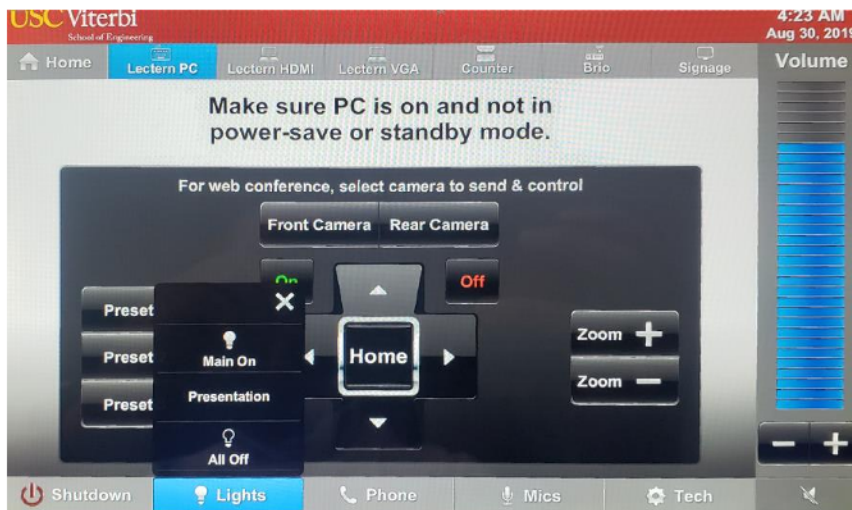
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Lights and Blinds

Lights

Tap on the Lights tab located on the bottom left of the Crestron screen to bring up the three available modes.

1. **Main On** – All lights in the room will be on.
2. **Presentation** – Optimal mode when projecting onto the projector screen.
3. **All Off** – All light in the room will turn off.



Blinds

The blinds are used in order to darken the room. The control for the blinds is located in the kitchen pillar.



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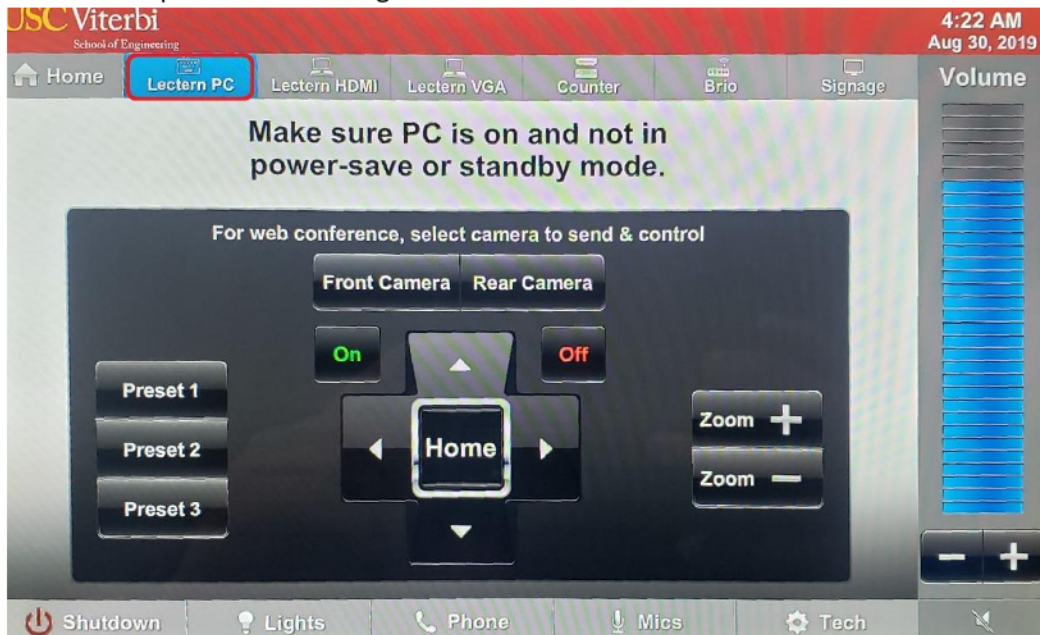
Lectern PC and Laptop Inputs

How to use the PC:

If using the lectern PC, press any key on the keyboard to bring it out of standby. If it does not respond you may have to open the cabinet and power it on. The Power button LED will emit a white light if it is on.



If the computer is on and there is no display on the screen, verify the correct input is selected by going to the touch panel and selecting Lectern PC.



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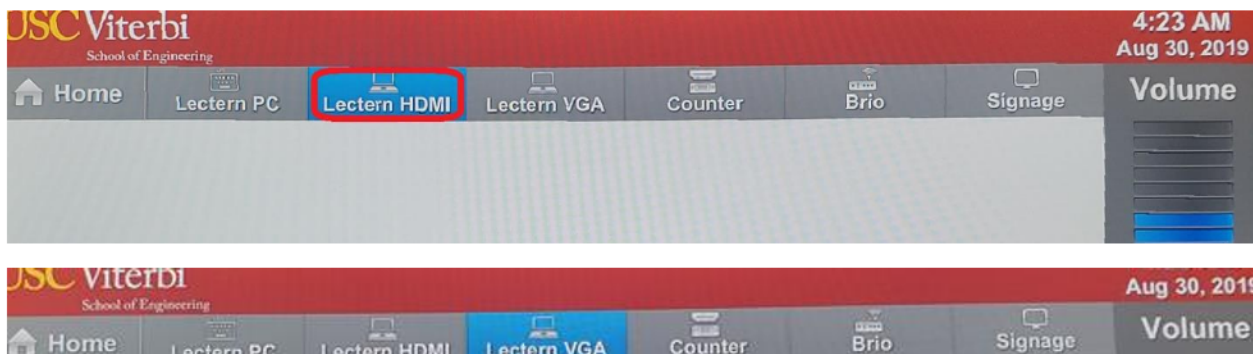
How to connect a laptop using HDMI or VGA:

**Please note that this is for presentation only. It does not offer access to the mics and speakers.*

1. Locate the laptop connection cable on the podium (HDMI or VGA) and connect it to your laptop.



2. On the touch panel screen, select the type of cable you used (HDMI or VGA)



Microphones

How to use the microphones:

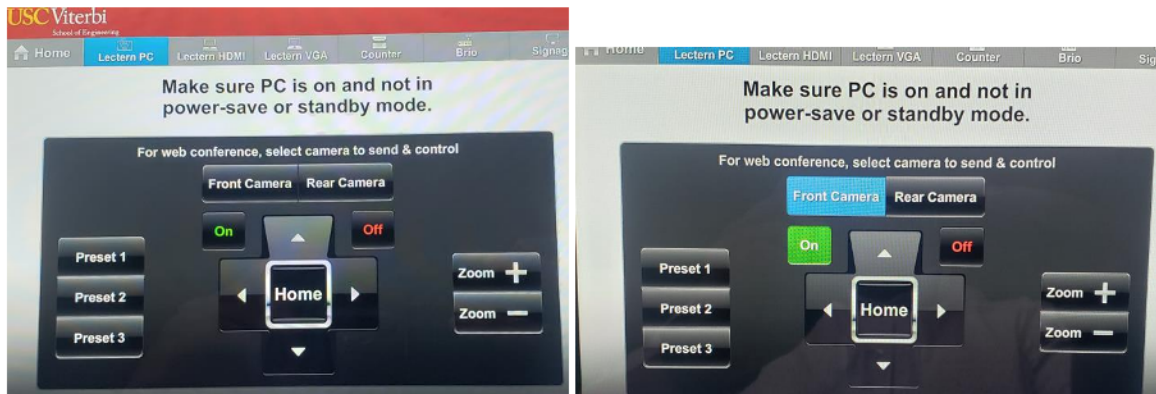
1. **Ceiling-Mounted Microphone** – mounted to the ceiling, these mics are “hot” once the AV system is turned on via the tablet. These mics are not adjustable and can only be heard by the Zoom audience. Please be mindful of this as it can pick up whispers and finger taps, and can only be mute through Zoom.
2. **Handheld Microphone** – is located in the cabinet beneath the Crestron touch panel. To use the mic, remove it from the charging station and turn it on, give it a few seconds to establish connection.
3. **Lavalier (belt clip) Microphone** – there are two available and are located in the cabinet beneath the Crestron touch panel. To use the mic, remove it from the charging station and turn it on, give it a few seconds to establish connection.
4. **Tabletop Microphone** – is located in the cabinet beneath the touch panel. To use the tabletop mic, remove the battery pack from the charging station and attach it to the bottom of the tabletop mic by aligning the contacts of the microphone and battery pack together. Switch the power button (located in the back of the mic) to the on position and press the black button in the front to enable the tabletop mic. If the light is red, it means that its on but muted. If the light is green, it is ready for use.

Cameras

How to use the cameras:

There are 2 cameras in the room, one located in the corner behind the lectern, and the other located above the TV.

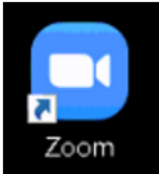
1. On the tablet, select “Lectern PC” and choose if you want the Front Camera or Rear Camera to be on. Your selection will become blue.



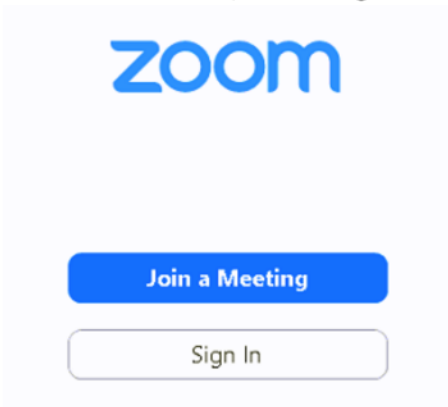
2. After selecting the camera, use the “on” and “off” button to turn it on and off. When on, the button will turn green. Use the Zoom buttons to zoom in and out, use the 4 arrows (top, right, bottom, left) to aim the camera where you want it. You can also use Preset 1.
Front Camera’s Preset 1 directs the camera to the meeting tables.
Rear Camera’s Preset 1 directs the camera to the lectern and focuses on the presenter.

Zoom

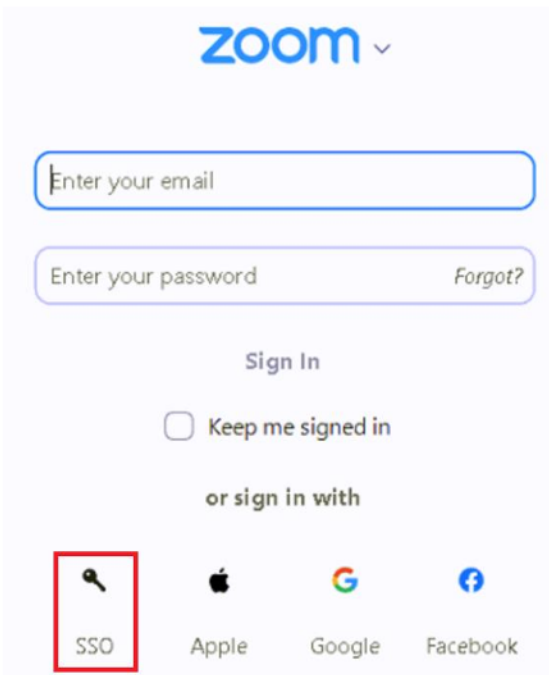
1. On the Lectern computer's Desktop, locate the Zoom Icon and double click it.



2. In the Zoom screen, select "Sign In"



3. Select "SSO"



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4. Enter “usc” and click on continue.

Sign In with SSO

Company Domain .zoom.us ▼

[I do not know the company domain](#)

Continue

5. It will prompt you for your Shibboleth credentials



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Southern California

Welcome. Please sign in to continue.

Sign in

6. From there you can start a meeting or join a meeting.