

How to start a Zoom meeting with the **table MPI laptop**

1. Power on Crestron system (via control panel on the wall next to the entrance or on the lectern). Switch on the presenter spotlight (lectern).
2. Once powered on, select '**lecture with audio and video from the table**'.



3. Check the Aten switch on the white cabinet in the corner, it should be set to **Table**:



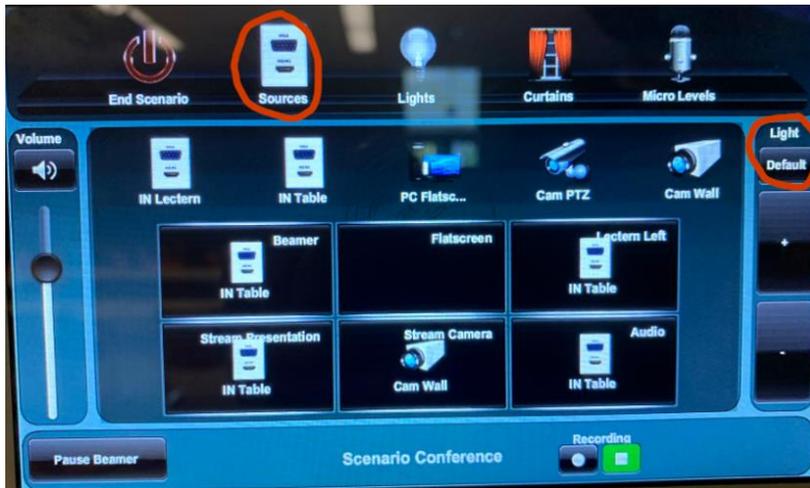
4. Check the audio levels of the table mics (default = 100 %).



5. Login to the laptop on the round table as 'terminalpc' (no password). The laptop screen should also become visible on the projection screen.
6. Verify and test video and audio settings in Zoom and start the meeting.
 - i. (video= *Blackmagic design*, mic= *Blackmagic design*, audio output= *intel Crestron*)
7. When done, log out of Zoom, end the scenario on the control panel, and click 'power off system'. Switch off the lights with the switch near the door.

Help and tips

1. After the scenario has been selected on the Crestron system, the main lights can be controlled on the right-hand side of the touch-screen (via + and -).
2. Check the audio/video routing: press the Sources button to verify:



Crestron: Sources settings

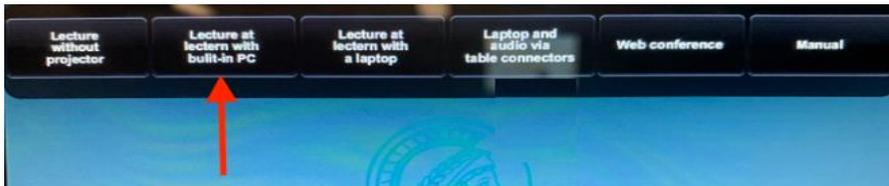
3. If the layout is not what you want, you can drag and drop the top-row items to the correct field.
 - Beamer** = input source for the projector
 - Flatscreen** = separate touch screen on the left of the projector, on the wall
 - Lectern left** = left screen on the lectern
 - Stream Presentation** = not relevant or used
 - Stream Camera** = PTZ lectern camera (lectern view) or Cam Wall (shows audience)
 - Audio** = input source for sound in the room
3. Curtains can be opened or closed via the 'Curtains' icon. Press the buttons of the left, right, or rear curtains to open or close these. *Press and hold* to stop these at a specific point.
4. For all mobile devices present in the room that are in the zoom meeting: disable speaker-output + microphone for these devices (to avoid feedback loops).

*For help, use the phone in the front-left of the room, on the cabinet:
Jeroen Geerts (phone 151), Alex Dukers (phone 114) or Peter Nijland (phone 588).*

How to start a Zoom meeting with a **Personal Presenter Laptop**

In this scenario the Lectern PC hosts a Zoom meeting and controls the microphones and camera in the room, the personal laptop shares the presentation via Zoom.

1. Power on Crestron system (control panel on lectern or wall near door). Switch on the presenter spotlight (on the lectern).
2. Once powered on, select 'Lecture at Lectern with built-in PC' or 'lecture at lectern via table connectors'. This device will be the Zoom host.



2. Check the Aten switch on the white cabinet in the corner, it should be set to **lectern**: Lecture at Lectern with built-in PC
Table: lecture at lectern via table connectors



4. Optional: check the audio levels of the table mics, mute them if needed.



5. Log on to Zoom, verify and test video and audio settings and start the meeting.
(video= *Blackmagic design*, mic= *Blackmagic design*, audio output= *intel Crestron*)
6. **Do not** connect the presenter laptop to the Lectern. Disable Microphone + Sound output over internal speakers.
7. On the presenter laptop join the Zoom meeting. On the host device make the presenter laptop (co)-host.
8. Start the presentation slideshow on the presenter laptop, share the presentation screen in Zoom (tick share video + sound in Zoom sharing setup window). Check slides with audio/video.

9. When done, log out of Zoom, end the scenario on the control panel, click 'power off system'. Shut down the lights with the switch near the door.

Help and tips

1. After the scenario has been selected on the Crestron system, the main lights can be controlled on the right-hand side of the touch-screen (via + and -).
2. Check the audio/video routing: press the Sources button to verify:



Crestron: Sources settings

3. If the layout is not what you want, you can drag and drop the top-row items to the correct field.
 - Beamer** = input source for the projector
 - Flatscreen** = separate touch screen on the left of the projector, on the wall
 - Lectern left** = left screen on the lectern
 - Stream Presentation** = not relevant or used
 - Stream Camera** = PTZ lectern camera (lectern view) or Cam Wall (shows audience)
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3. Curtains can be opened or closed via the 'Curtains' icon. Press the buttons of the left, right, or rear curtains to open or close these. *Press and hold* to stop these at a specific point.
4. For all mobile devices present in the room that are in the zoom meeting: disable speaker-output + microphone for these devices (to avoid feedback loops).

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