

## Easy to use A/V system instructions

Follow this step by step guide (with pictures) for starting and operating the in-class A/V system.

This guide is intended for inside the classroom instructional use of the A/V equipment in conjunction with the “Rossier Classroom PC.”





## Easy to use A/V system instructions

\*\*\* Starting an online meeting on your laptop or Bring Your Own Device (BYOD) system, and then plugging your personal BYO device into the classroom system with the lectern cables will NOT transfer content into the online meeting. \*\*\*

For information on how to present a BYOD system, both in-class and online, please visit our online instruction wiki that includes videos and step by step directions:

Scan the QR or type this link into your browser or use the provided QR code:

[www.rossierportal.usc.edu](http://www.rossierportal.usc.edu)

Scan QR code



MIS Training and Support Wiki



## “Rossier Classroom PC” in conjunction with BYOD

### Agenda:

- Bring Your Own Device (BYOD)
- Benefits
- Step By Step Process
- Testing
- Requesting Support



## Bring Your Own Device (BYOD) examples:

- Laptop
- iPad
- Tablet
- Chromebook
- Smart Phone



## Benefits of using Rossier Classroom PC and BYOD together

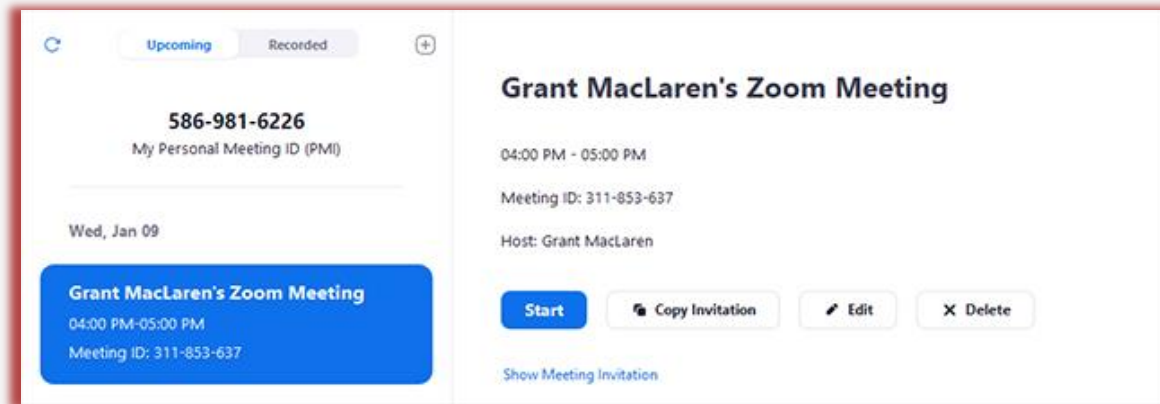
- Presenters do NOT have to transfer files to the classroom PC.
- Advanced programs can be displayed on the classroom projectors and monitors.
  - Some instructors use programs that the University does not license or keep installed on in-room machines.
  - With BYOD, you can display the computer applications that you run from your personal/business devices.





## “Start” the Zoom Meeting on your Laptop or BYOD

“Start” your meeting from the Zoom Application on your laptop/BYOD.

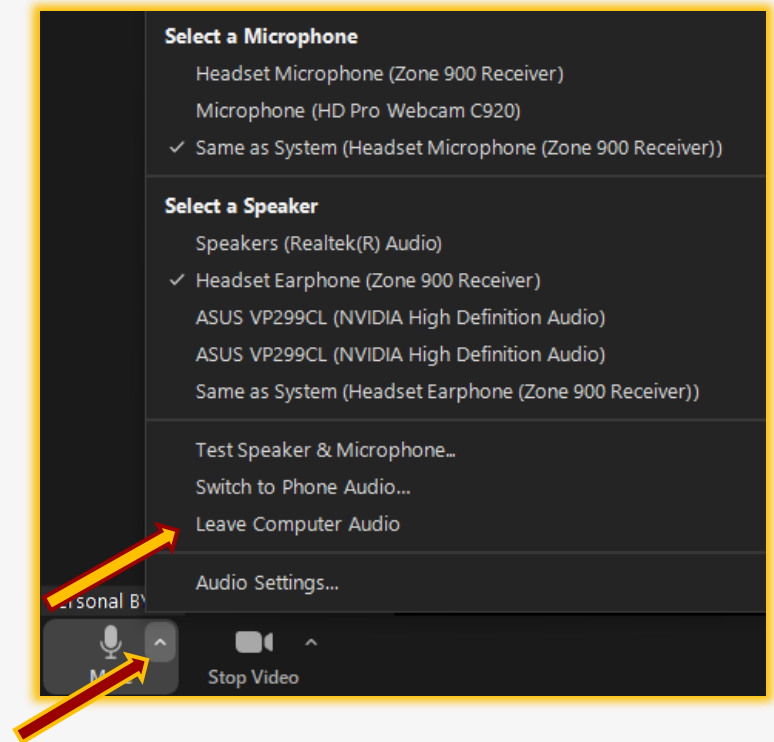


Starting from your BYOD makes your BYOD “host” and gives your BYOD priority control over other users and devices.



## “Start” the Zoom Meeting on your Laptop or BYOD

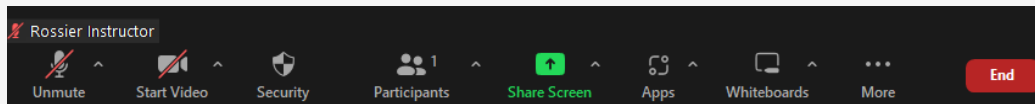
- Click the up arrow next to the mic button on your in meeting controls.
- Choose “Leave Computer Audio.”



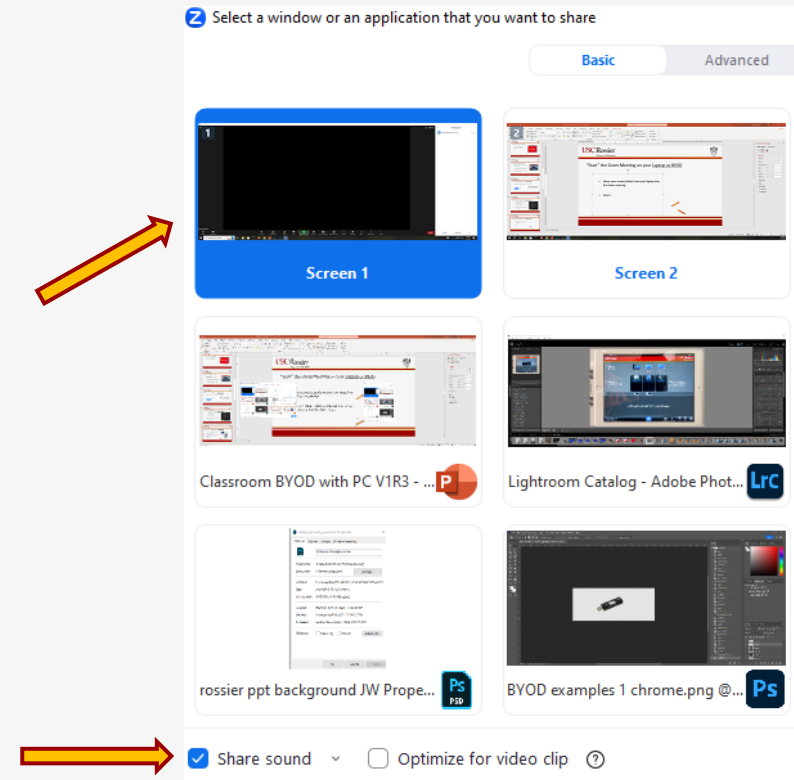


## Continue setup on your Laptop or BYOD

- Share your screen/slides from your BYOD into the Zoom meeting.



- Select “Share sound” from the check box on the bottom left of the share screen.
  - Audio stemming from your BYOD such as YouTube will now be shared into virtual meetings and the classroom speakers.





## Set your BYOD aside and continue on the “Rossier Classroom PC”

Your BYOD should be all setup at this point

- Now, we will connect the “Rossier Classroom PC” to the running online meeting.
- Use the PC keyboard and mouse to set up the “Rossier Classroom PC.”



## Arrange the in-room technology

Move the PC mouse or press Enter on the keyboard to wake up the “Rossier Classroom PC.”

\*\*\* There is NO PASSWORD required to log into the Rossier Classroom PC, just press Enter. \*\*\*



## Arrange the in-room technology

Wake up the classroom touch-panel by pressing the circular activation button on the front of the touch control pad.

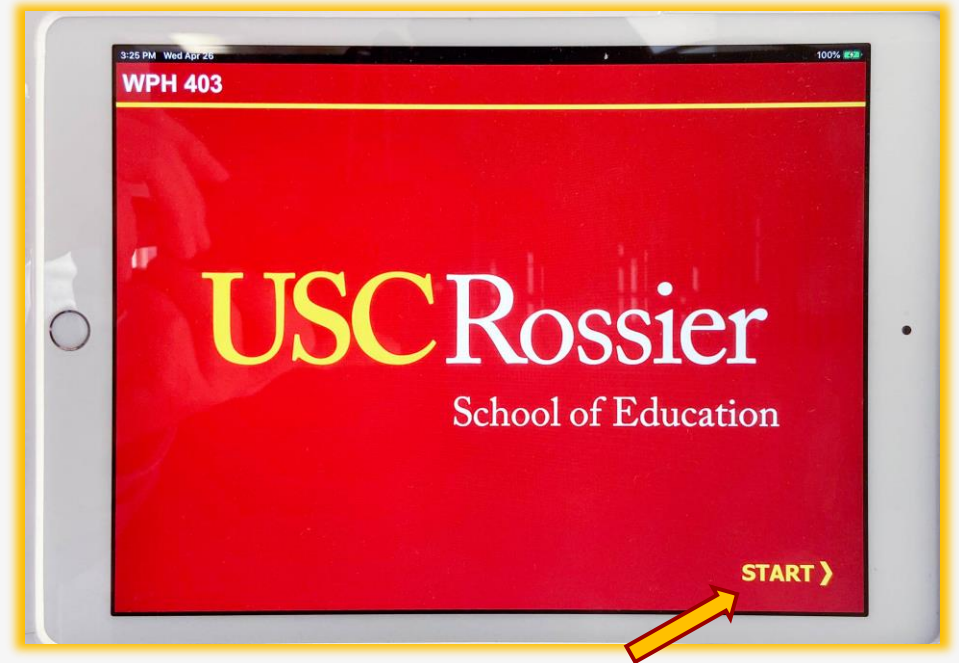
\*\*\* You may need to activate the Crestron touch-panel application.\*\*\*

To activate the Crestron application, press the swirling icon on the bottom right corner of the screen.



## Arrange the in-room technology

Now you can press START and continue your classroom environment setup.



## Arrange the in-room displays

From the classroom iPad touch-panel

- Route PC to the projector and display monitor.
- Touch the PC icon as a “source” then touch Projector, Display (large LCD monitor), or both as the “destination.”
- The source that is routed to the projector will automatically route to the classroom speakers.



## Operating the in-room audio

On the classroom touch-panel

- Make certain the classroom speakers are **UNMUTED.**
- If the speaker icon is red the speakers are muted.
- Press the speaker icon to mute or unmute the classroom speakers.
- If left on mute, students in the classroom will not be able to hear online participants.



**MUTE**



**UNMUTED**

## Operating the in-room microphones

On the classroom touch-panel

- Make certain the classroom microphone is completely **UNMUTED**.
- All selections under the Mic selection menu should be **UNMUTED** at this time.
- If left on mute, online meeting attendees will not be able to hear events unfolding in the classroom.

**MUTE**



**UNMUTED**



## Operating the in-room camera

On the classroom touch-panel

- Use the Camera Icon at the bottom of the classroom touch-panel to pan, tilt or zoom the classroom camera.
- The camera controls include position presets that will focus on typical teaching areas such as “front projector” and “side LCD.”
- This is the camera the online attendees will see.

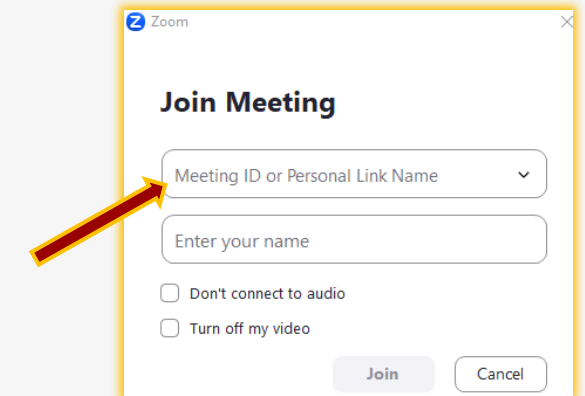
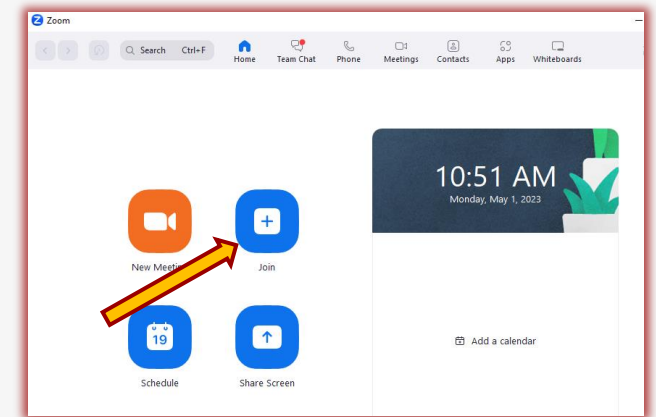




## Arranging the Zoom Meeting on the “Rossier Classroom PC”

### On the “Classroom PC”

- “Join” the Zoom session on the “Rossier Classroom PC” using the meeting information.
- For best results, please use the ZOOM application that is installed on the Classroom PC and NOT the browser based version of zoom.
- Admit the Rossier Classroom PC into the meeting from the waiting room from your laptop/BYOD.
  - \*\*\* Tap the participants icon, then Admit or Admit all. \*\*\*
- Admit guests from waiting room as needed from your laptop/BYOD.

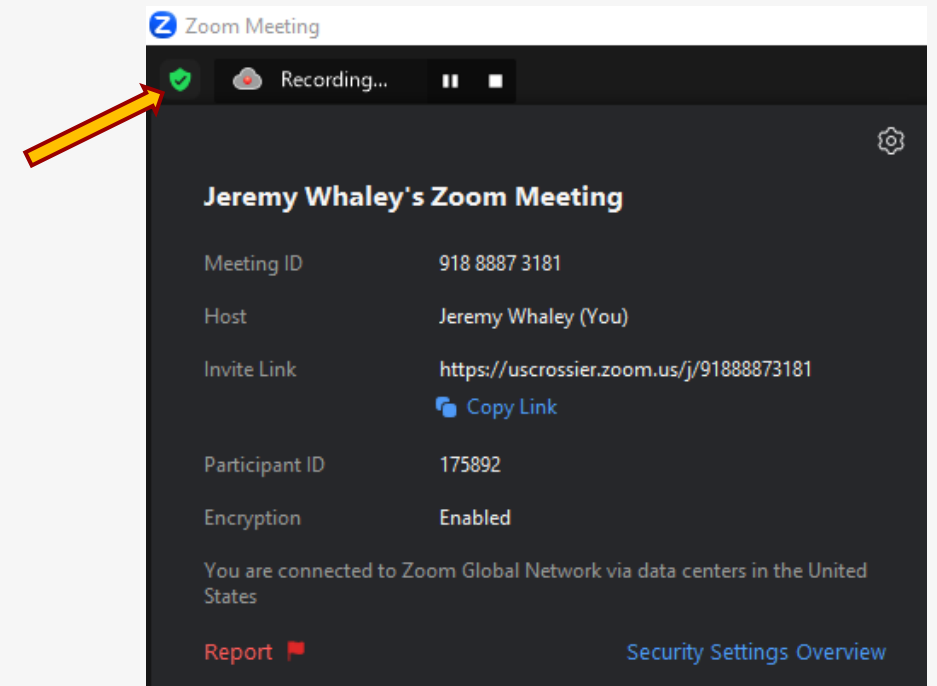




## Arranging the Zoom Meeting on the “Rossier Classroom PC”

### Find your Meeting Information

- Select the checked green shield located on the upper left corner of your Zoom meeting.
- Click the green checked shield and a popup window will appear with your meeting information, including Meeting ID and Participant ID.



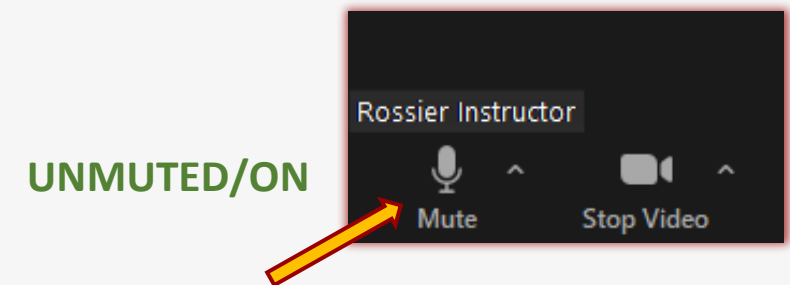
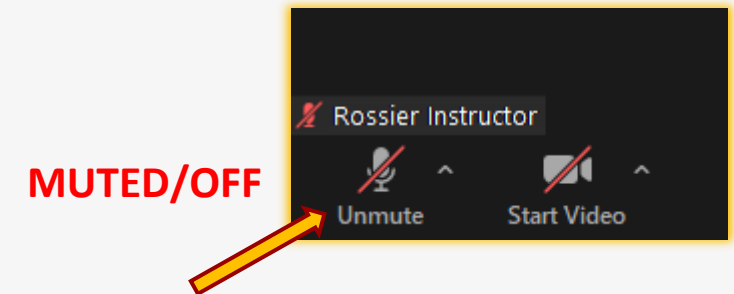


## Arranging the Zoom Meeting on the “Rossier Classroom PC”

On the Classroom PC

\*\*\* On the “Rossier Classroom PC”, make certain that **Start Video is on** and the **Microphone is UNMUTED** from the Zoom meeting control-panel. \*\*\*

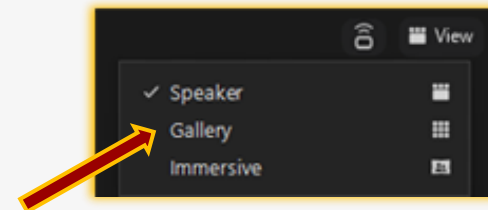
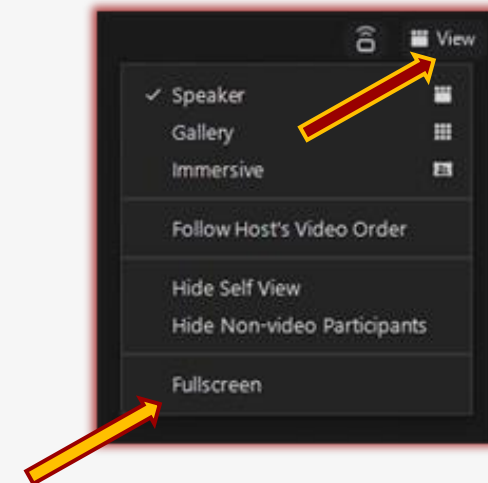
- If the microphone icon has a red line through it, click the icon to remove the red line and unmute the classroom microphone.



## Arranging the Zoom Meeting on the “Rossier Classroom PC”

### On the Classroom PC

- Put the Zoom meeting into full screen mode from the “View” button in the upper right-hand corner of the zoom meeting interface.
- From the open view menu, you now have the option to choose between the “gallery, speaker and immersive views.”

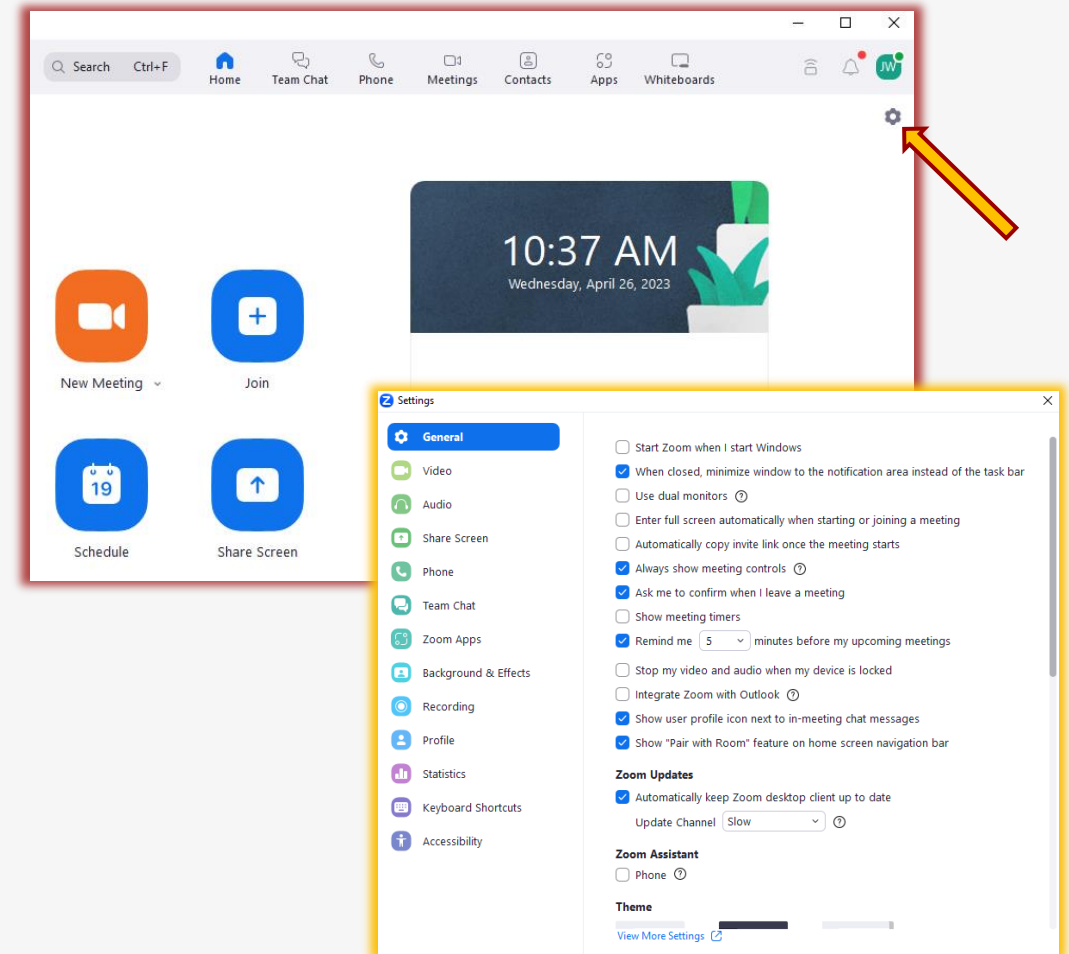




## Testing the system before lecture

### Access the Zoom Settings

- Select the gear icon in the upper right corner of the main Zoom application window.
- A popup window will appear with your setting choices.

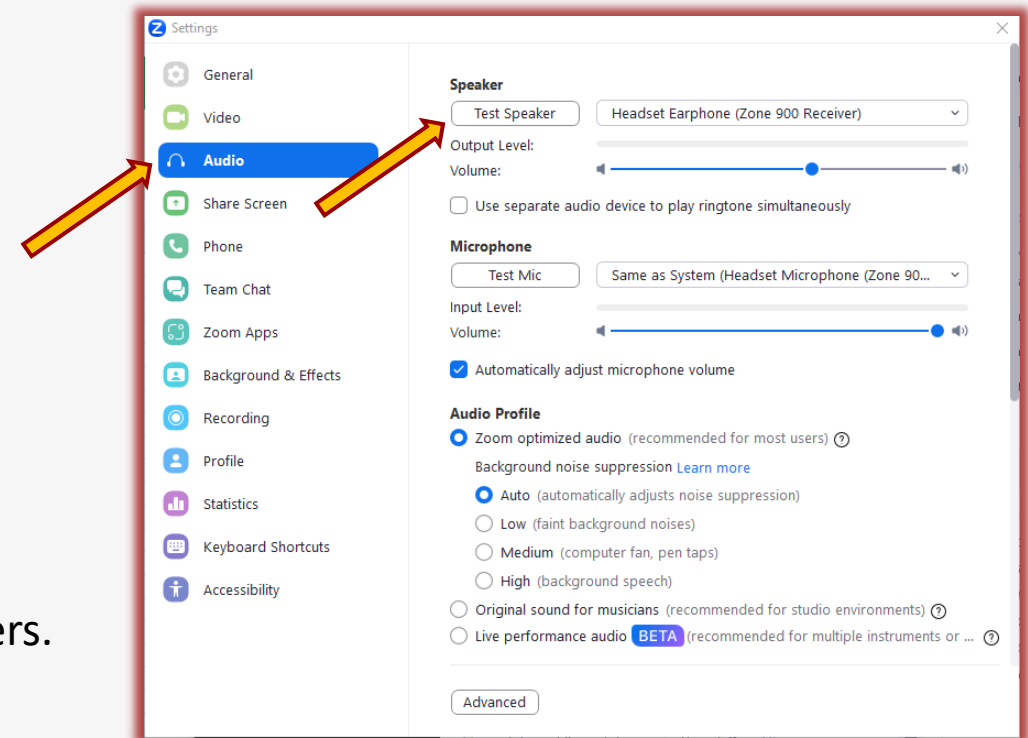




## Testing the system before lecture

In the Zoom Settings

- Choose Audio from the column on the left.
- Select “Test Speaker.”
- You should hear audio coming from the Classroom Speakers.



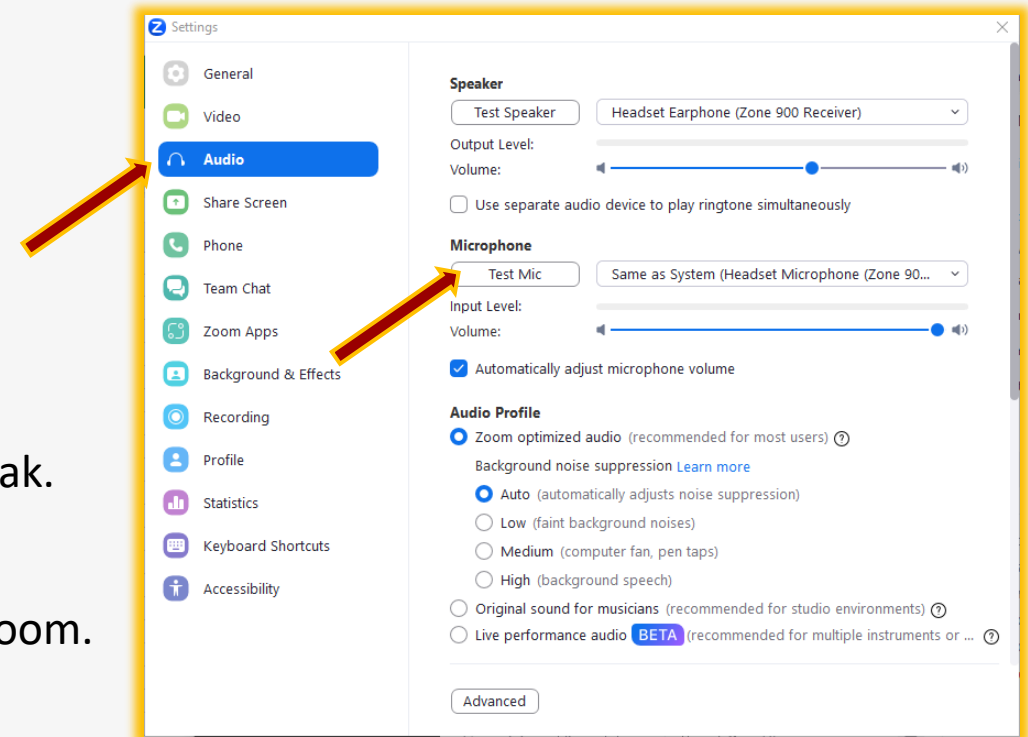
**\*\*\* You can turn audio up or down from the speaker icon on the classroom A/V Touch pad. \*\*\***



## Testing the system before lecture

In the Zoom Settings

- Select “Test Mic.”
- You should see the audio VU meter moving when you speak.
- The program will record a sample and play it back in the room.

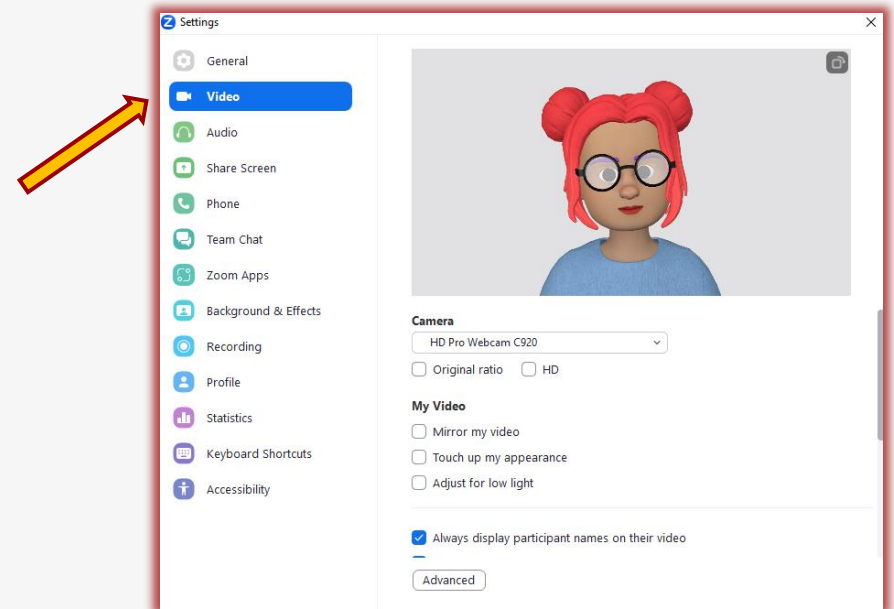


**\*\*\* You can turn audio up or down from the speaker icon on the classroom A/V Touch pad. \*\*\***

## Testing the system before lecture

### In the Zoom Settings

- Select “Video” from the column on the left.
- Take this opportunity to set the camera position to your liking.
- From the bottom of the A/V touch screen, choose the camera icon. Now you can pan, tilt, and zoom the camera.



**\*\*\* Make sure “mirror video” is NOT selected or anything you write on the white board will be reversed. \*\*\***





## Recap

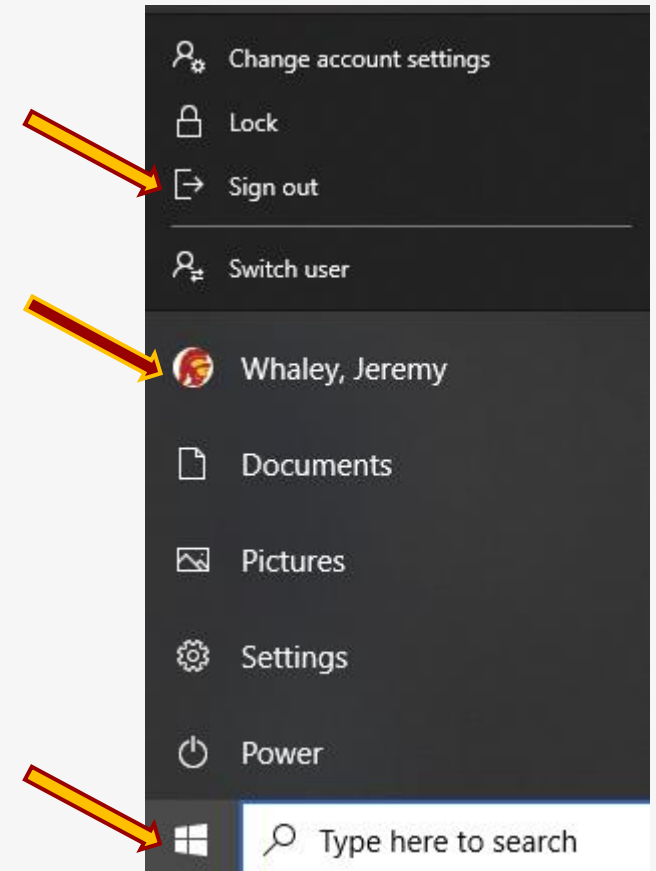
Setup is now complete. Here is a review of what we have gone over

- Setup the projector, LCD display, camera, microphone and speakers
- The meeting can now be managed from the Classroom PC.

## Shutting down the in-room technology

### From the Windows Start Menu

- Please log out of any software or applications that you may have accessed with your faculty or staff credentials on the Rossier Classroom PC.
- You can now sign out of the Rossier Classroom PC.
- Shut down the projectors and monitors with the Shut Down button that is displayed at the bottom of classroom touch-panel.
- \*\*\* DO NOT SHUT DOWN THE CLASSROOM PC \*\*\*

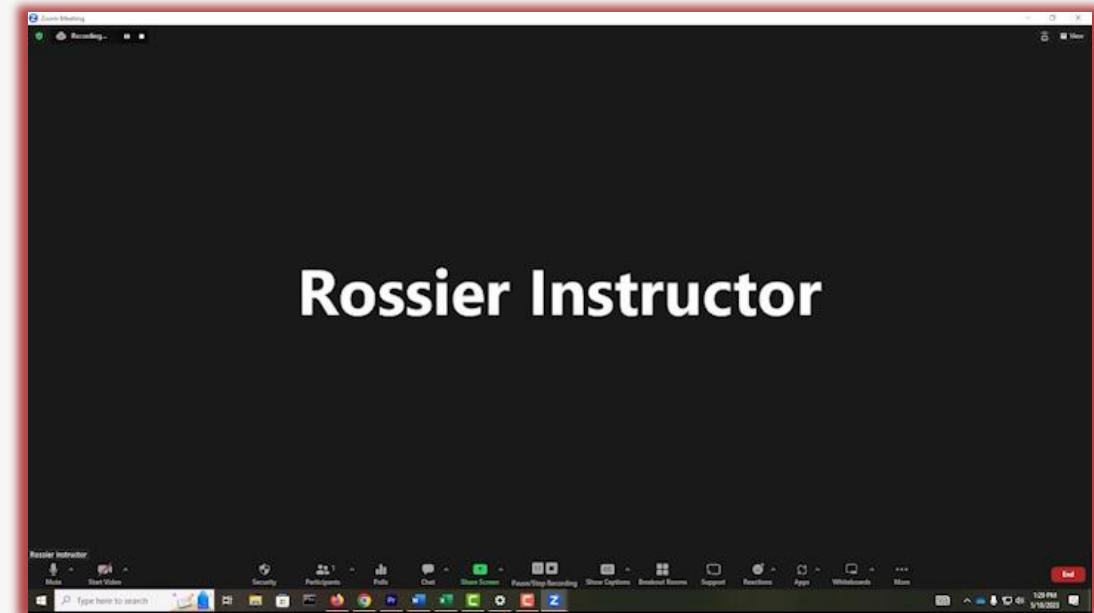




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## Requesting Support

### Rossier MIS A/V Classroom Support:

Available daily from 9:00am until 5:00pm.

Classroom Support is happy to answer questions in advance of your classes and presentations.

Personal classroom A/V training can be scheduled in advance.

- Rossier Support Wiki – [rossierportal.usc.edu](https://rossierportal.usc.edu)
- Call Rossier MIS A/V Classroom Support at (213) 740-9800.
- Email [rosoesupport@Rossier.USC.edu](mailto:rosoesupport@Rossier.USC.edu)

Scan QR



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