

Easy to use A/V system instructions

Classroom Audio/Visual Systems:

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, audio or video 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:

To access the wiki, type this link into your browser or scan the QR code - www.rossierportal.usc.edu

Scan QR code



MIS Training and Support Wiki



Arrange the classroom 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 classroom technology

On the classroom touch-panel:

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 left side of the screen.

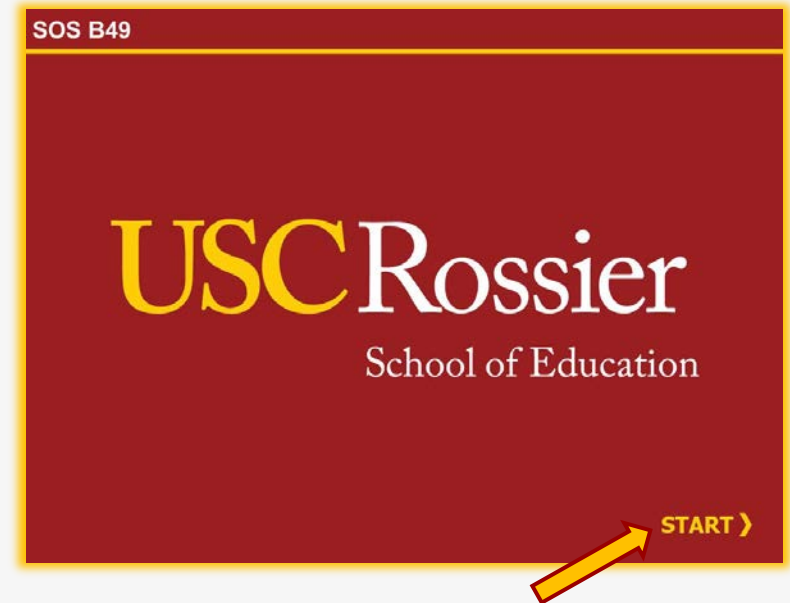




Arrange the classroom technology

On the classroom touch-panel:

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



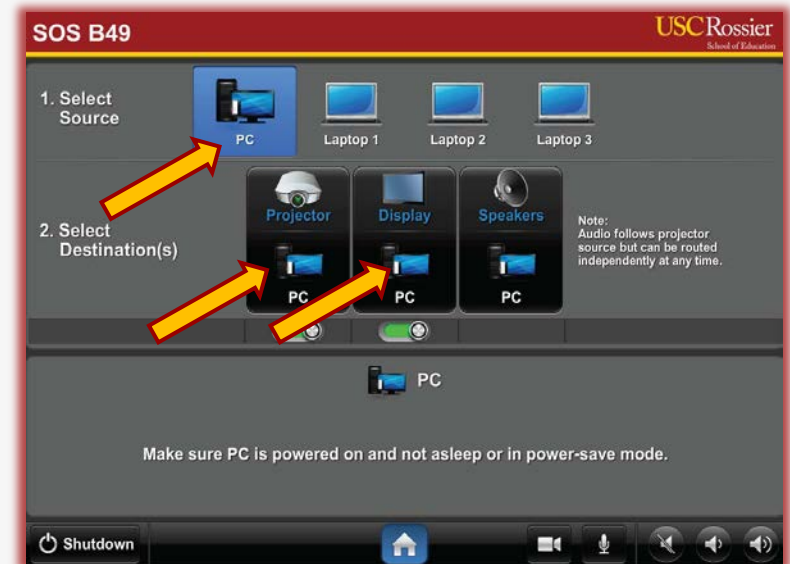
Arrange the classroom displays

On the classroom touch-panel:

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.

To route individual sources to the speakers, touch the desired source, then touch Speakers as a destination.



Operate the classroom 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.



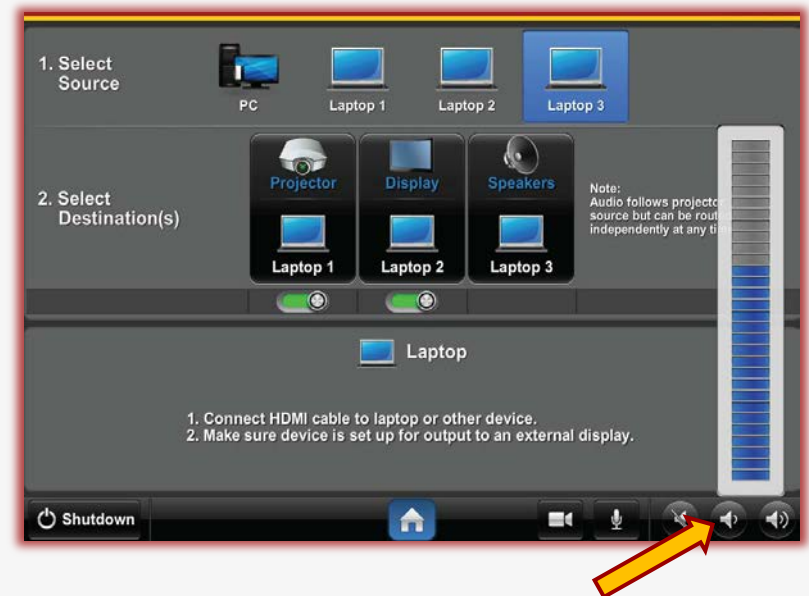
Operate the classroom audio

On the classroom touch-panel:

Use the Speaker icons at the bottom right corner of the classroom touch-panel to raise and lower the in-class volume.

Adjust the volume when online attendees speak, or when media with sound is played into the room.

Again, make certain the classroom speakers are **UNMUTED**.



Operate the classroom microphones

On the classroom touch-panel:

Touch the microphone icon at the bottom of the classroom touch-panel to activate the overhead microphone controls.

Press the onscreen mute button to mute or unmute the classroom microphones.

UNMUTE the classroom microphones, or online meeting attendees will not be able to hear events unfolding in the classroom.



MUTE



UNMUTE

Operate the classroom PTZ camera

On the classroom touch-panel:

Touch the camera icon at the bottom of the classroom touch-panel to activate the PTZ camera controls.

Press the onscreen buttons to pan, tilt and zoom the classroom camera.

The camera controls include position presets that will focus on typical teaching locations.



*** This is the camera image the online attendees will see. ***

Recap

What we've done so far:

- Wake the classroom PC.
- Turn on the projectors and digital display with the touch panel.
- Unmute the classroom speakers and microphones.
- Select the desired position and framing for classroom PTZ camera.



*** The classroom A/V and online meeting can now be managed from the classroom PC. ***



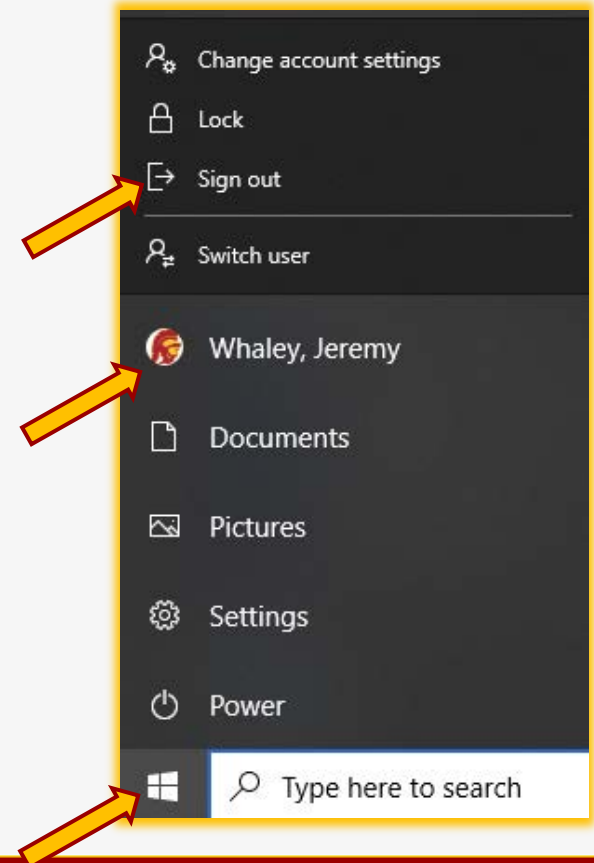
Shut down the classroom technology

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.

Presenters can now “Sign out” of the Rossier Classroom PC.

*** DO NOT “SHUT DOWN” THE CLASSROOM PC ***



Shut down the classroom technology

On the classroom touch-panel:

Shut down the projectors and monitors with the “Shutdown” button that is displayed at the bottom of classroom touch-panel.

All equipment will turn off at the end of the timer, or you can choose “Shutdown Now” from the classroom touch panel.



Rossier MIS Classroom A/V Support

In-Person Training and A/V Tech Support:

Hours:

- Monday through Friday - 9:00am until 5:00pm

Video training and downloadable step by step instructions:

- Rossier Support Wiki – rossierportal.usc.edu

Contact:

- Email - rsoesupport@rossier.usc.edu
- Call Rossier MIS A/V Classroom Support at (213) 740-9800.

Scan QR code



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