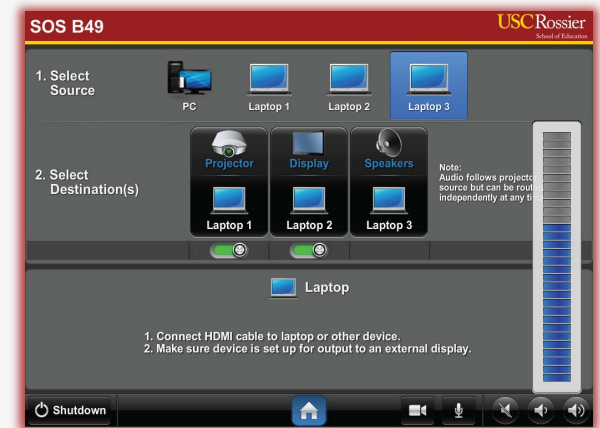


## BYOD together with Classroom A/V System

Follow this “*summarized*” guide (with pictures) to use Bring Your Own (BYOD) personal presentation devices in conjunction with the Rossier Classroom PC, and A/V systems.



## BYOD together with Classroom A/V System

\*\*\* 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. \*\*\*

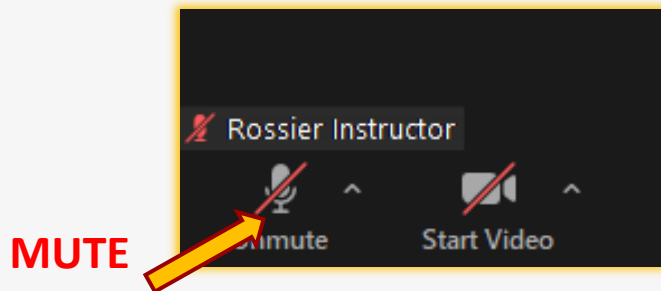
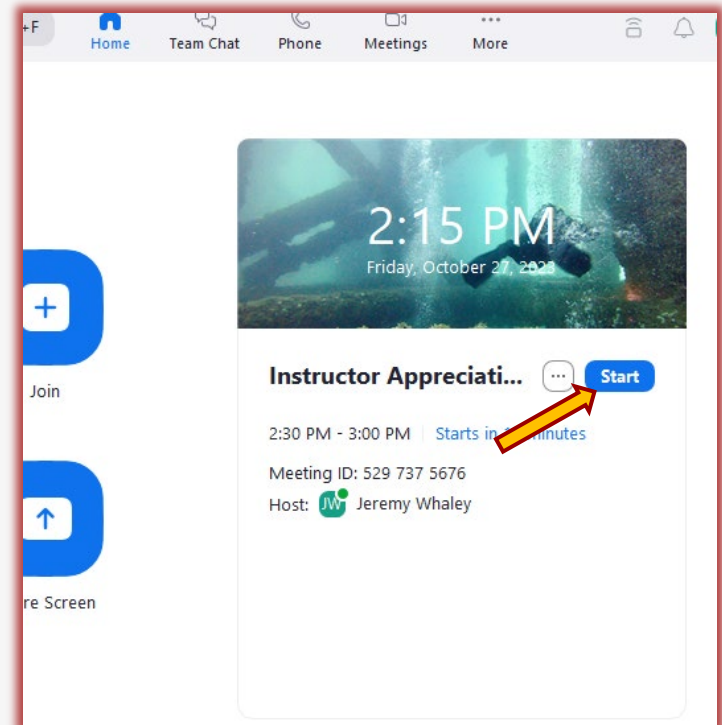


## Easy to use A/V system instructions

On your BYOD:

“Start” the online meeting on your laptop or Bring Your Own Device (BYOD) system.

\*\*\* Be certain the microphone on your BYOD is muted and the speakers on you BYOD are also muted. \*\*\*





## Easy to use A/V system instructions

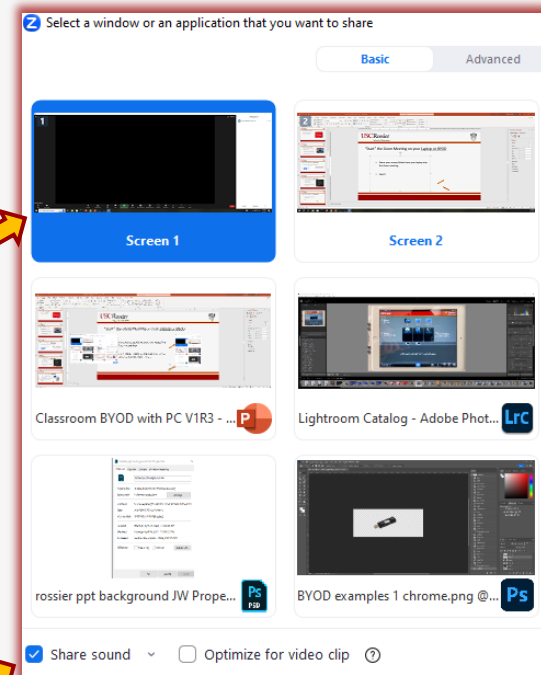
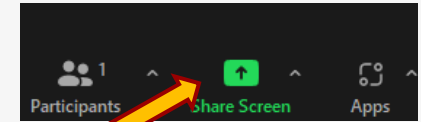
On your BYOD:

Your BYOD is “host” of the meeting.

Use your (BYOD) to share instructional content.

Make certain to check the “share sound” box if you will be presenting videos with sound or audio files.

Shared instructional content will appear on the classroom projector and monitors.

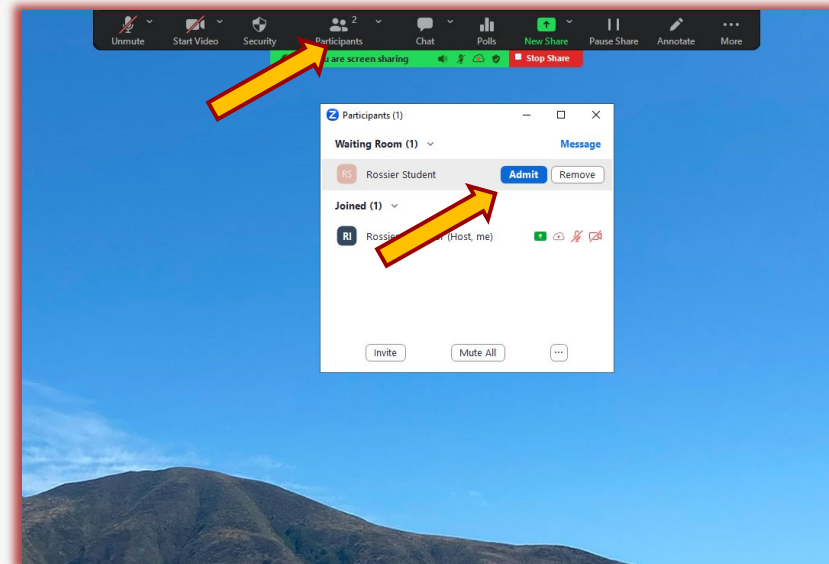
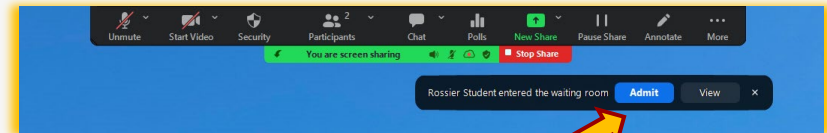


## Easy to use A/V system instructions

On your BYOD:

Use your BYOD to admit attendees from the waiting room.

Use your BYOD to mute attendees microphones if necessary.



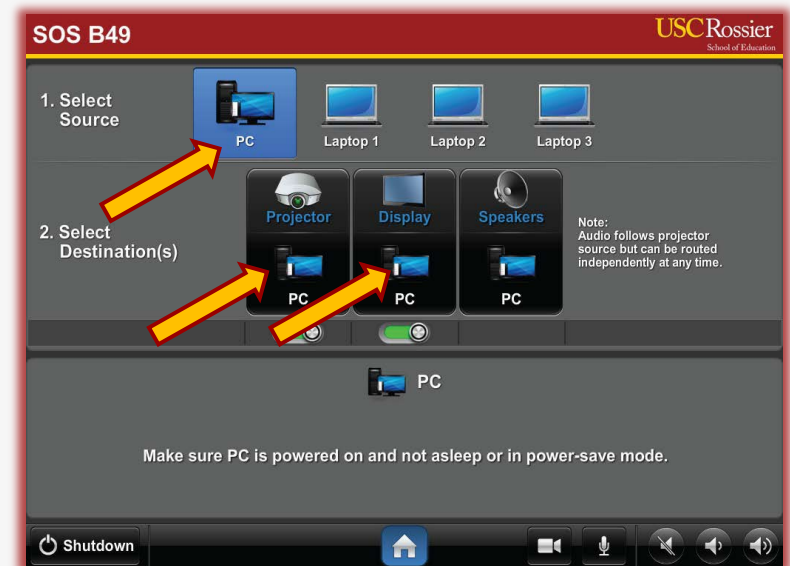
## Arrange the classroom displays

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.



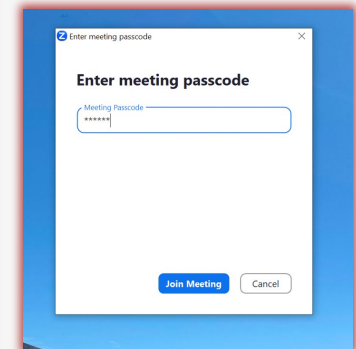
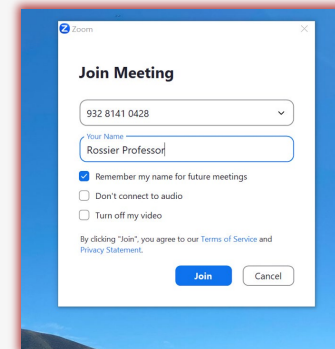
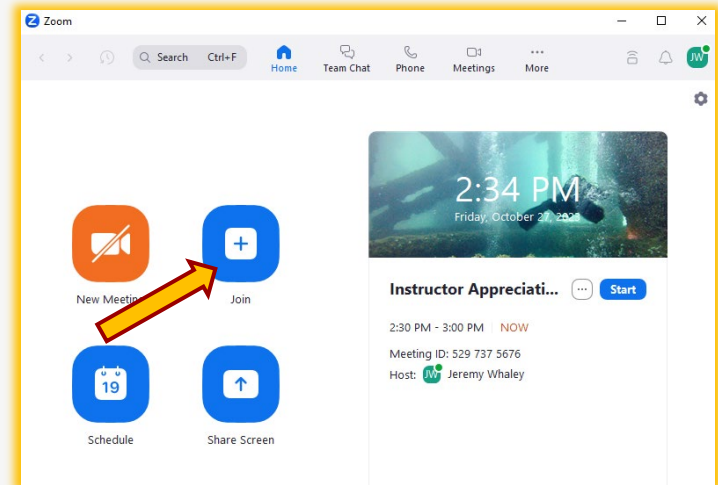
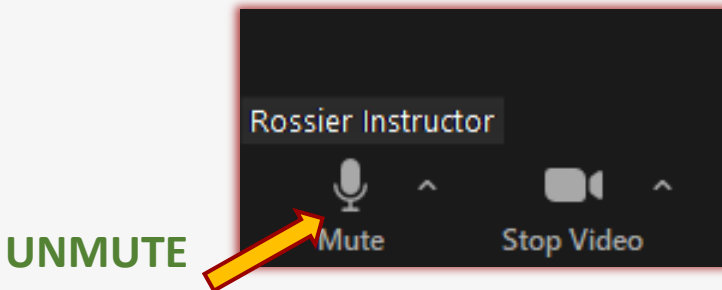


## Easy to use A/V system instructions

On the Rossier Classroom PC:

Use your meeting information to “Join” the same meeting from the Rossier Classroom PC.

On the classroom PC Zoom meeting, be certain the microphone is UN-muted and the camera is also UN-muted.





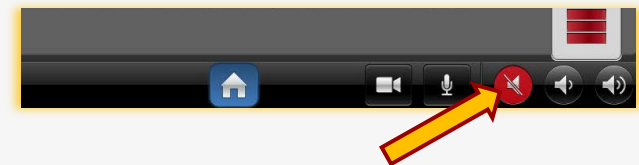
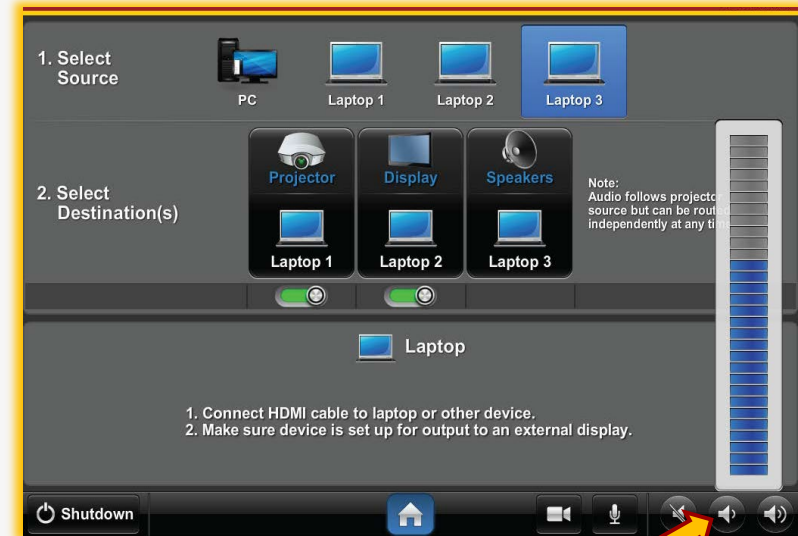
## Operate the classroom audio

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.

Make certain the classroom speakers are **UNMUTED**. If the speaker icon on the far left is **red**, the classroom speakers are muted.





## 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. \*\*\*



## 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](https://rossierportal.usc.edu)

#### Contact:

- Email - [rsoesupport@rossier.usc.edu](mailto:rsoesupport@rossier.usc.edu)
- Call Rossier Classroom Support at (213) 740-9800.

Scan QR code



MIS Training and Support Wiki