**Connect via HDMI or VGA**

1. Press the desired source button to connect to the display (also triggers projector & screen).
2. The Signal Detected light will turn green when a source is connected.
3. Adjust the source volume by pressing the volume up, down, or mute icons.
4. Adjust the mic volume with the dedicated buttons.

**Getting Started**

1. To start the system, connect a laptop using the HDMI or VGA cables provided.
2. If you intend to use Zoom, plug in the USB cable to your laptop.
3. The projector will turn on & the screen will lower.
4. Or touch anywhere on the control panel screen to turn the system on.

**Room Source**

1. Please visit podcast.ucsd.edu to request a podcast recording for your class session.
2. This control page shows the recording status and a small preview of what’s being recorded.
3. Click on Preview Window for full screen view.

**Podcast**

1. Connect via HDMI or VGA

**System Off**

When finished, please remember to shut down the audiovisual system from this page.

**Help Desk**

For assistance with the audiovisual system, please refer to the contact information on this page or view information located on the wall.

**For Zoom App Instructions:** please see the back side of this AV guide.
**Using Zoom App**

1. When launching the Zoom app, make sure the USB cable from the cubby has been connected to your laptop.
2. Make sure you are using the clip-on lavalier mic so that you can be heard remotely over Zoom. Otherwise, no one will hear the instructor since the audio will neither be broadcast nor recorded.
3. In the software settings, please select "USB Capture SDI+ #x" to act as your camera.
4. For your audio, select "DisplayPort (Crestron)" as your audio speaker when using the HDMI connector.
5. For your microphone select "USB Capture SDI+ Line In."

*Please note for steps #3 - 5: The video and audio options may vary depending on the device (Mac or PC) and the lecture hall you are in.

6. Your Zoom camera will now be the Auto Tracking Camera in the room.
7. In order for the remote students to see your presentation or laptop screen, you will need to "share" your screen in the Zoom app.
8. To do this you select the green "Share Screen" button at the bottom of your Zoom window, choose the screen or application you wish to share, then click the blue "Share" button on the bottom right.
9. If you would like to stop sharing your screen you can click the red "Stop Sharing" button at the top of the screen.
10. If you select the Document Camera or the DVD player the outgoing image on Zoom will switch from the tracking camera to the image from the document camera or DVD player.
11. To return to the tracking camera you will need to select "Laptop" as your video source.
12. The sound from the room will be sent over to Zoom. The remote student's responses will be played over the room sound system. If you wish to mute the remote students, you will need to do so manually through Zoom.

*REMEmBER to shut down the AV system when you leave.*