SOP - MCS-B52

Starting the System

- Turn on the display with the Panasonic remote control. It is a large display, so it takes a little longer to start than a smaller TV. Listen for the click, then wait for the blue Panasonic screen.
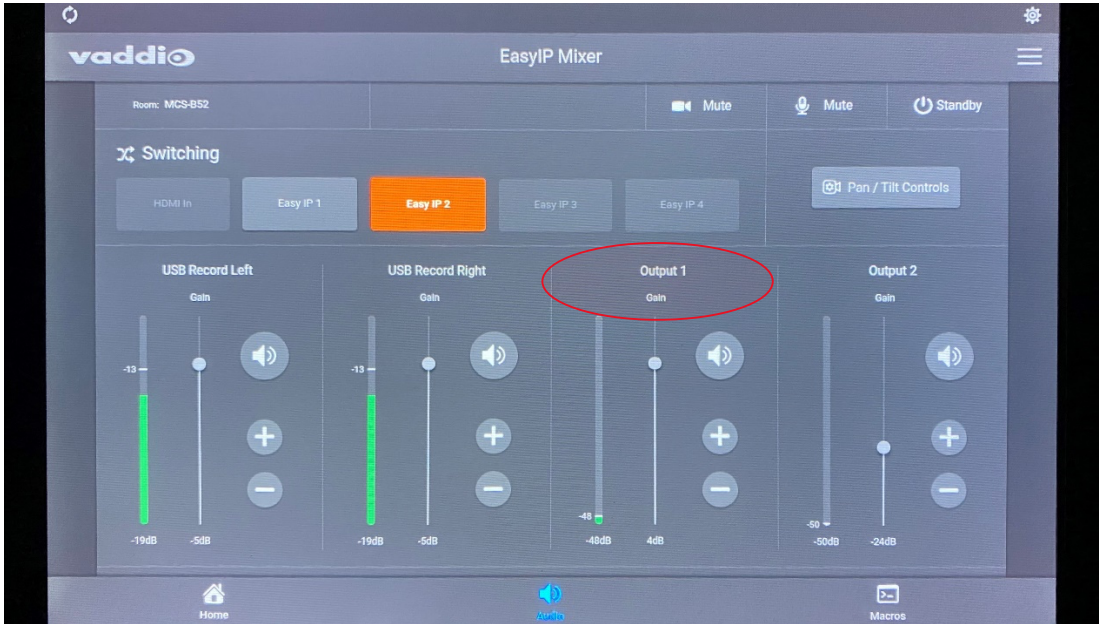
- If you wish to connect a laptop, with the remote,

 press the 'input' button until the TV settles on 'HDMI 2'. If you wish to use the Crestron AirMedia wireless presentation, select HDMI 1.

- Then connect the HDMI cable from your laptop (with an adapter if necessary) to the HDMI input on the box attached to the cabinet to the righthand side of the TV. The TV may blink once or twice while connecting.

- If you intend to use the built-in cameras and microphones to conduct a web-conferencing meeting such as *Zoom* or *Teams*, then you need to connect the USB 3.0 cable to your laptop also. This is a special cable filled with electronics, so you should be gentle with it. Connect this from your laptop to the USB input on the same box as the HDMI input.
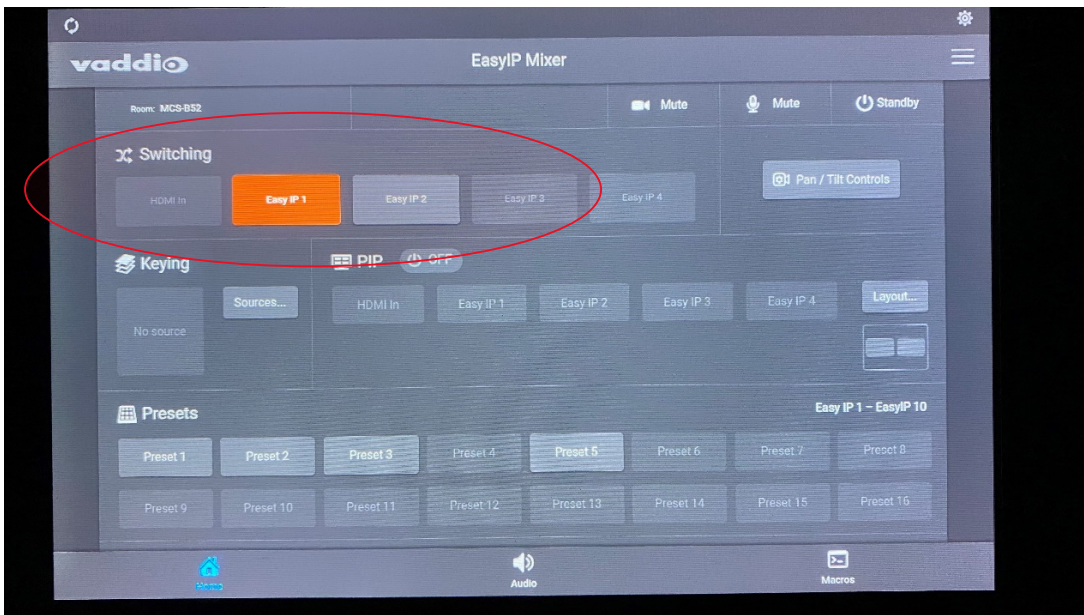
VADDIO TOUCH PANEL CONTROLS

- <u>USB audio controls on Vaddio Touch Panel</u>– 'Output 1 gain' is the feed that goes to the in-room loudspeakers. Adjust this to the desired volume.
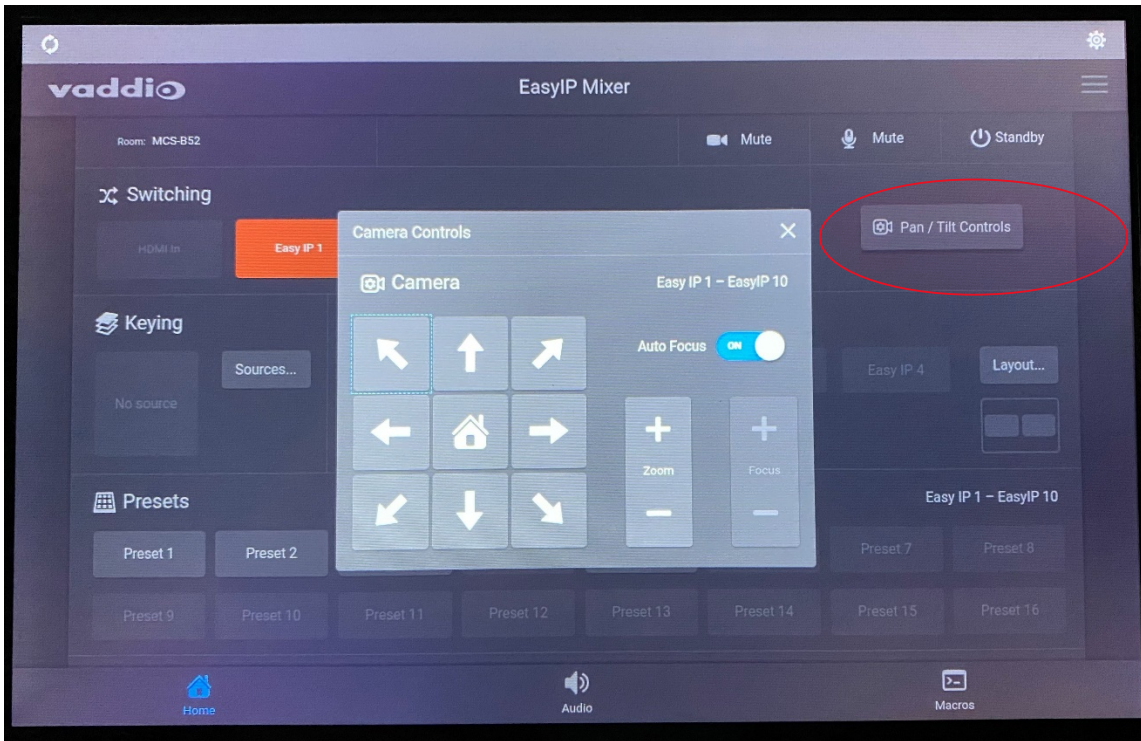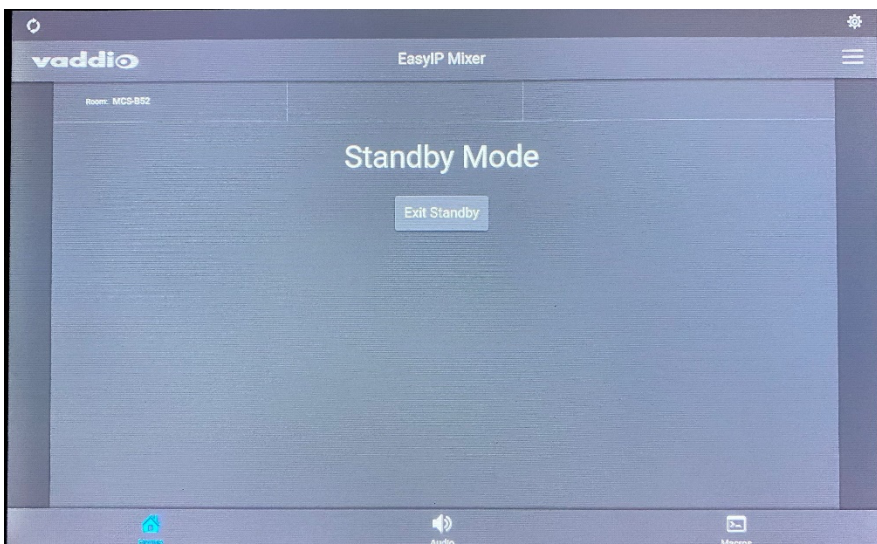

This is where you switch between cameras:

'Easy IP 1' and 'Easy IP 2' are the names of the different cameras.

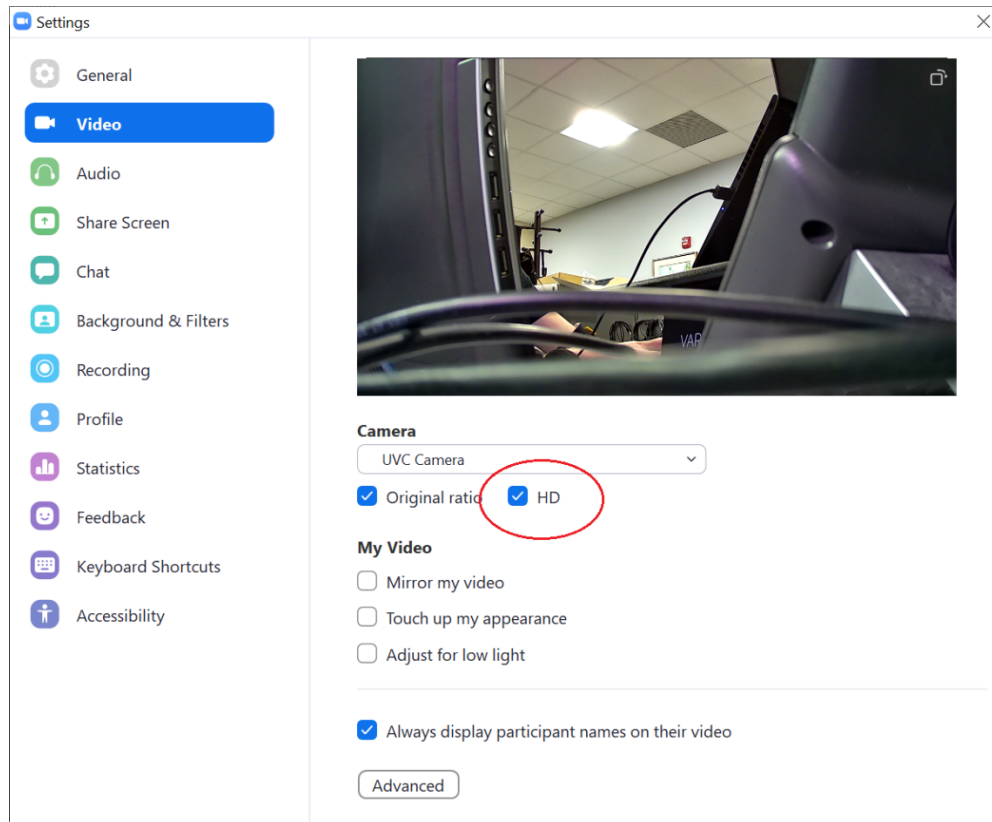The button "Pan/Tilt Controls" gives you the individual camera controls:

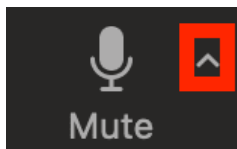When you are done, put it into Standby Mode:

USING ZOOM WITH THE SYSTEM

- Make sure you have checked the 'HD' box under video settings, so that Zoom maximizes the quality of the video from the cameras.

- Under the audio controls –

Always do the "test speaker and microphone…." before your meeting starts.

Turn on 'Original Sound':

How to Avoid the Zoom Meeting Attendees Getting the Black Screen Instead of Shared Content When Hosting with a Mac

*This is a known issue by Zoom for mac users.

– Share the specific program you are using (e.g. PowerPoint, Firefox). Do not share your entire screen.

– Zoom encourages Mac users to use Wi-fi, not a hard-wired internet connection.

– Also, you can 'Use Presenter View' under 'Slideshow' in PowerPoint. This can prevent the black screen problem.

- If the camera drops out, and Zoom cannot even '"see" it anymore - disconnect and reconnect the USB cable.