

Instructions for CNF

NOTES:

- i. Camera is in the back of the CNF
- ii. USB ports on top of lectern are power only – not for computer access
- iii. Available generic login: lawclass password: mymclaw

Tap the A/V control console (with MC|Law on it)

When finished, PLEASE PRESS Power Down

To use the projector(s): Press “Display” ON

SCREEN CONTROL: raise or lower any of the four screens

DISPLAY CONTROL: turn any of the projectors on or off

The camera comes on automatically. You don't have to press “Display” ON to use the camera with ZOOM. The camera doesn't record anything unless you start a program that uses it.

Camera Control

NOTE: Camera is in the back of the room!

TURN ON CEILING MICS HERE!

Green lights on mics mean they are on and red means off
These mics are for ZOOM/recording. They do not amplify the sound.

Press the Camera Control button along the bottom of the A/V console
To control the camera, you can press the controls on the console to move the image up, down, or zoom in and out.

The camera is only enabled in camera-specific applications like ZOOM.

Preset control buttons

HOME BUTTON:	entire classroom
1 BUTTON:	lectern and main screen
2 BUTTON:	lectern
3 BUTTON:	lectern and side projector
4 BUTTON:	center stage / main screen
5 BUTTON:	main screen
6 BUTTON:	entire classroom

Using laptop computers with A/V system

Laptops can be used with this system. There is an HDMI and a USB-C connector available to connect your laptop on the lectern. After attaching your laptop, select the connection you are using to connect your laptop from the selection along the top of the A/V console: HDMI; USB-C.

At the rear of the room there is a lectern with an HDMI connection that you can connect to a laptop. You can use this for an alternate source for display on the screens. See “Routing” for more information.

Routing

This is used to change the source for display on the screens. The options are:

1. Lectern – on the stage at the front of the room
2. Rear – the lectern at the rear of the room – no computer, but there is an HDMI connector for a laptop
3. Signage – this is the signage display seen on the monitors around campus

You can send any signal from 1, 2, or 3 to any of the screens.

Audio Control

The master volume control is on the right side of the A/V console. The **Audio Control** button is underneath it.

Pressing **Audio Control** brings up a panel of labeled “sliders” with mute buttons underneath them. If the mute button is green, the audio from that source is muted.

The wireless mics are located in the drawer at the bottom of the inside of the lectern. They are labeled to match the “sliders” on the A/V console. Turn one on with the power button on the mic, and then un-mute the matching mute button. You can then adjust the volume of the mic as needed using the slider.

Note: The ceiling mics are not to amplify the sound in the room. They are for ZOOM / recording sessions to capture sound from the room. Thus they have no slider/mute button on this screen.

Document Camera

To use the document camera, press the power button on the camera and place your document under it.

In Zoom, click the ^ beside the “Stop Video” button and select the document scanner. You can now view and share the document on-screen.

Troubleshooting

If there is no sound, make sure the speaker with a slash on the lower right of the A/V console screen is NOT GREEN.

If the light on the podium mic is off, it isn't turned on. There is a button at the base of the mic to turn it on. Green is on.

Check the **Audio Control** panel to make sure the audio you want to use isn't muted or turned down via the slider.