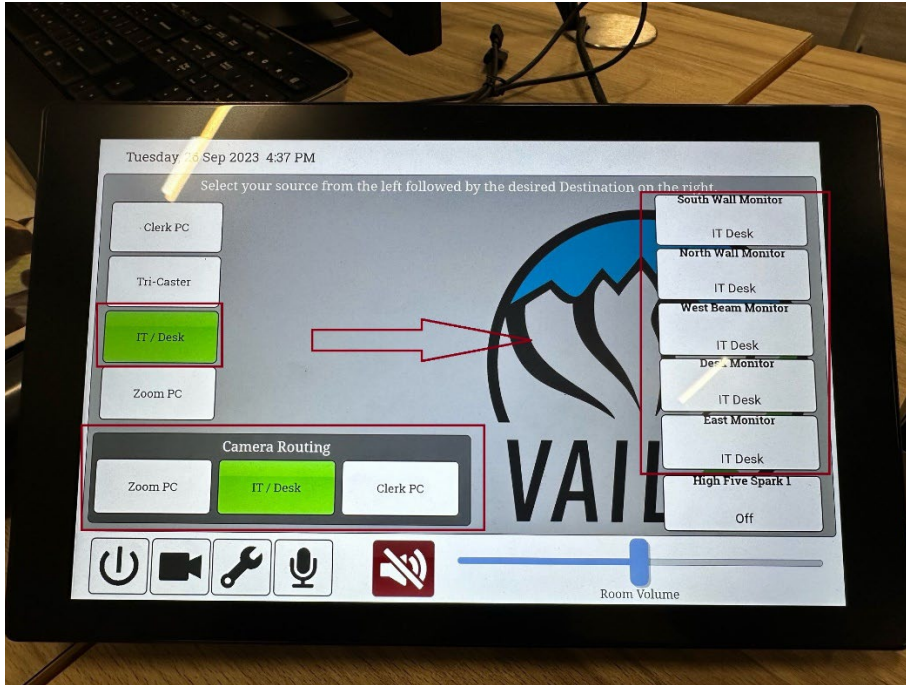
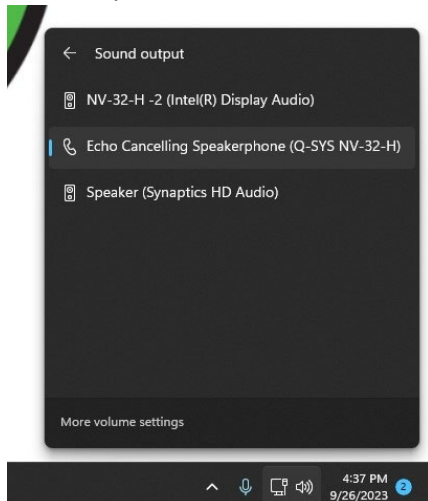


Chambers Room AV Setup

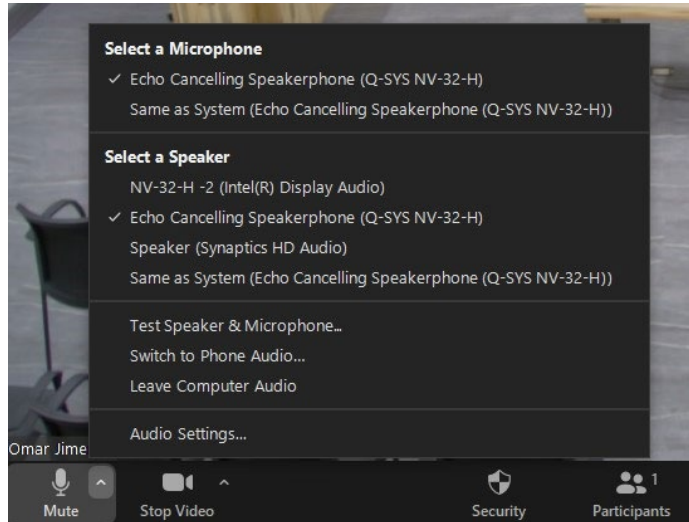
1. Please login to the computer that you will be presenting and/or doing your online meeting from. **For BYOD laptop refer to step 7.**
2. On the touch panel, make sure you select the correct computer on the left-hand side (ex: IT desk is the back right computer). On the right side of the touch panel will be the TV location that will turn on. Normally we turn the top 5 like the example below. **If you are only doing a presentation, you should be done. If you are also doing zoom, please continue with the next steps.**



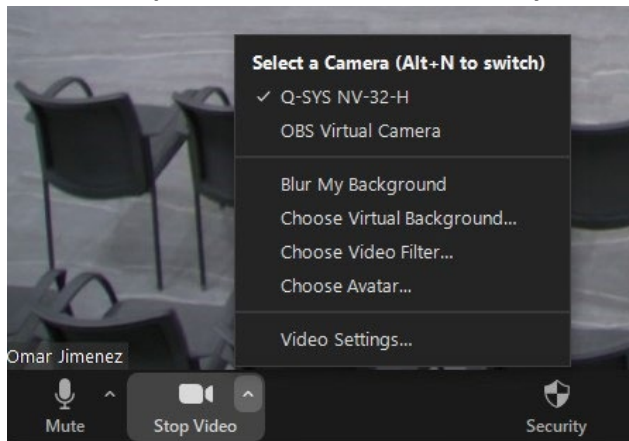
3. The Camera Routing on the lower left will display the camera in zoom and the audio “which is very important that you select the correct one.” The Clerk PC is the laptop that is on the dais.
4. On the computer, always make sure the audio is in Echo Cancelling Speakerphone on the lower right which normally it is.



5. In zoom, make sure your microphone and speaker are both in Echo Cancelling Speakerphone. **TIP: Please remember to unmute or else the zoom callers won't be able to hear anyone in the room.**



6. If video is being used, please make sure the Q-SYS NV-32-H camera is selected. **TIP: If you see a blue QSYS screen this usually means that you selected the wrong computer under camera routing on the touch panel. Refer to step 3. You should be all set but if you are using your own laptop please continue.**



7. If you bring your own laptop and want to connect to our displays and in-room camera you will need to sit on the dais where the other laptop is. There is a wired USB (this is for the camera feed) on the left side of the laptop and a HDMI cable (this is for the displays) that you will need to swap to your laptop. Follow steps 2-6 if you are using Zoom, Microsoft Team or any other web meetings. **TIP: Some agencies will block the use of HDMI being displayed so if you are having issues then this is possibly the case. Not all laptops have the power to output to our displays (depending on the year and make). If this is the case, then use the provided computer.**

