

# Royce 314 A/V Guide

## New Lenovo Windows computer

- The Lenovo Computer is located on the bottom right side of the cabinet below the mouse and keyboard. Press the power button on the bottom right of computer to turn it on.
- The user profile to use is Royce 314 (This user account has no password)



## New Rode wireless mics and receiver (for use with Zoom meetings)

- These devices can be found in the storage drawer located on the right side of the cabinet, and are labeled.
- To turn on receiver push and hold button located on top of receiver for a few seconds until device powers on.
  - If device does not turn on you may need to charge device via the provided USB cables.
- To turn on microphone push and hold button located at the bottom of the microphone for a few seconds until device powers on.
  - If device does not power on device may need to be charged
    - Note: Receiver is already set to link to microphones there is no need to change channels on device.

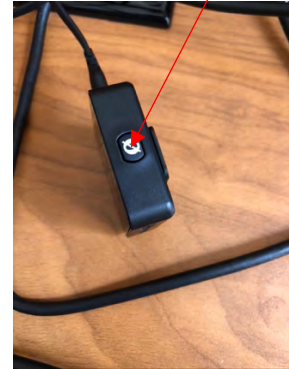
2 microphones  
1 receiver



Webcam  
Remote



Hold Power button  
to turn on device

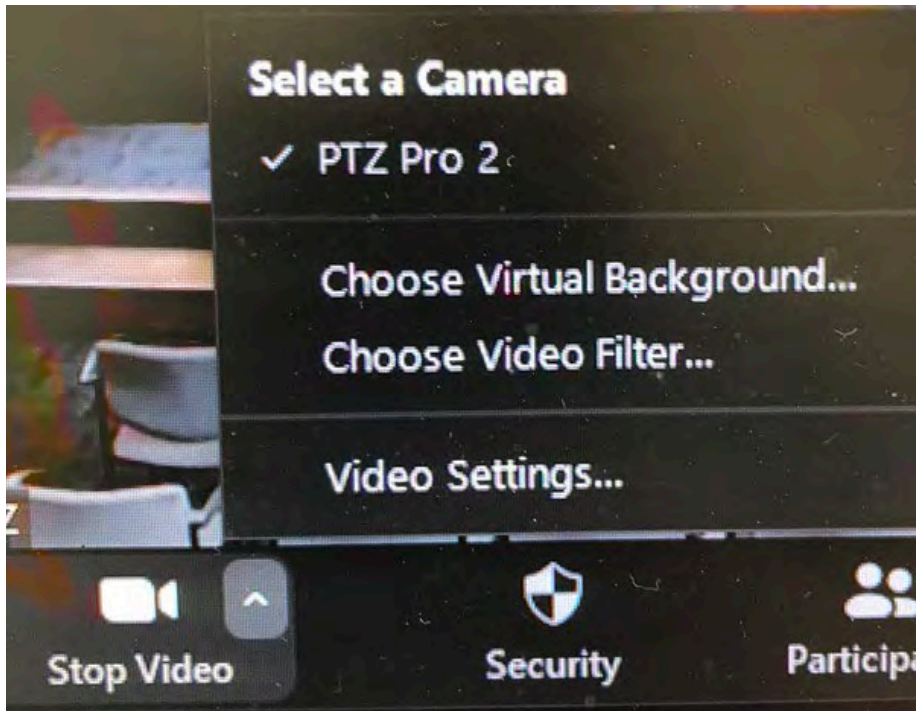


New webcam on tripod located on the balcony in the back of Royce 314

- PTZ pro 2 needs should be the selected camera for Zoom meetings.
- Webcam remote should be located in the side storage cabinet located on the right side of the podium.

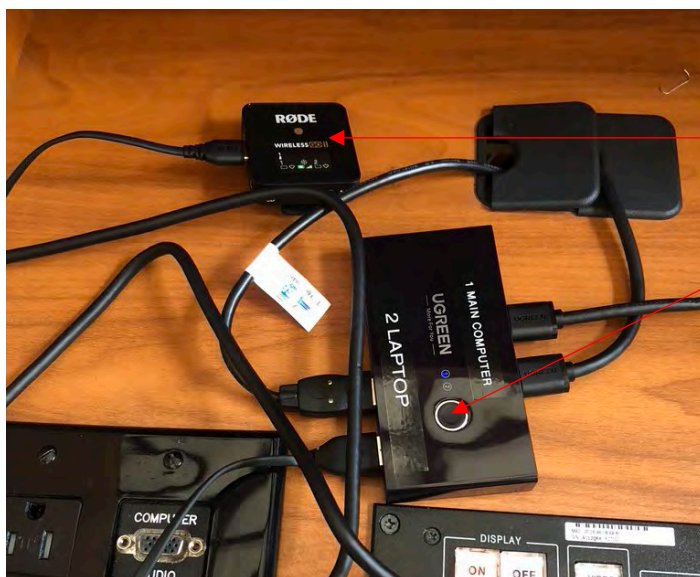


Webcam located  
in back of room  
314 on top of  
balcony.



UGREEN USB switcher located on top of Cabinet

- This will be used to switch the webcam and wireless Zoom microphones between the main Lenovo computer, and a laptop.
- Input 1 is the Lenovo Computer.
- Input 2 is the laptop.



- Rode Receiver Plugged into UGREEN Switcher
- Press UGREEN switcher button to switch between laptop and main Lenovo computer

Main Audio still needs to be turned on to use with system.

### MAIN AUDIO PANEL



Locate the Main Audio Panel on the right side of the stage. **You will only need to use the controls in the lower cabinet, as pictured.** Press the System Power and the PA System buttons to turn them on. These are the two square buttons located on the top left of the panel. **Please note that the light for the PA button (the lower one) is not working.**



There are two volume controls:  
Speech Level – controls the podium mic and the wireless handheld mic  
Program Level – controls audio playing through your device (i.e. mp3, video file, etc.)  
The blue mark indicates optimal volume.

### How to use Zoom with the Lenovo computer

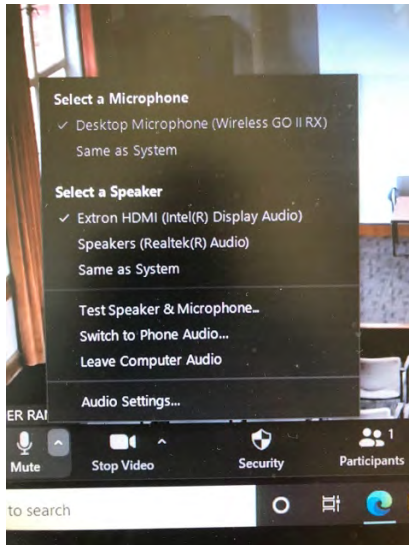
- Turn on the Lenovo computer
- Sign into profile “Royce 314” (no password)
- Make sure Extron display is turned on and “PC” is selected (see screenshot below).
- Next check that the UGREEN USB switcher is set to input 1
- Make sure Rode receiver is on and plugged into UGREEN switcher
- Next make sure the Rode microphone(s) are turned on



Lenovo Computer  
Display On  
PC selected

## Zoom Settings:

- Audio settings
  - Microphone needs to be set to: “Wireless GO II RX”
  - Speaker needs to be set to: “Extron HDMI”
- Webcam input:
  - PTZ Pro 2



## How to use Zoom with Laptop

- Make sure Extron system is on and Laptop HDMI is selected
- Turn the UGREEN switcher to input 2
- Make sure the Rode receiver is still connected to switcher.
- Plug a HDMI cord from podium to your laptop of use
  - You may need an adapter for your computer.
- Next plug the USB cord from the switcher to your laptop (see picture below for example)



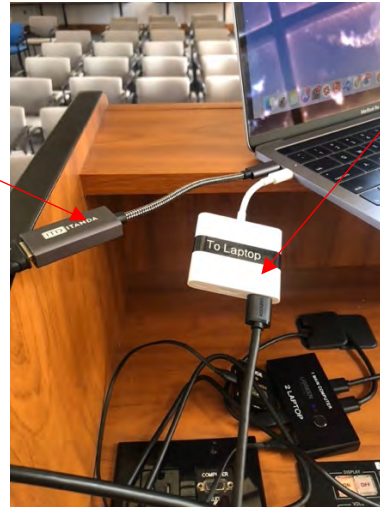
Display On

Laptop HDMI selected

Plug HDMI cord from podium to laptop or adapter.



HDMI from Podium to laptop adapter



UGREEN USB switcher USB cable to Laptop adapter.

### Zoom settings:

- Audio Set up
  - Microphone: Wireless GO II RX
  - Speaker: Extron HDMI
- Webcam
  - PTZ Pro 2

