

Royce 314 AV Guide

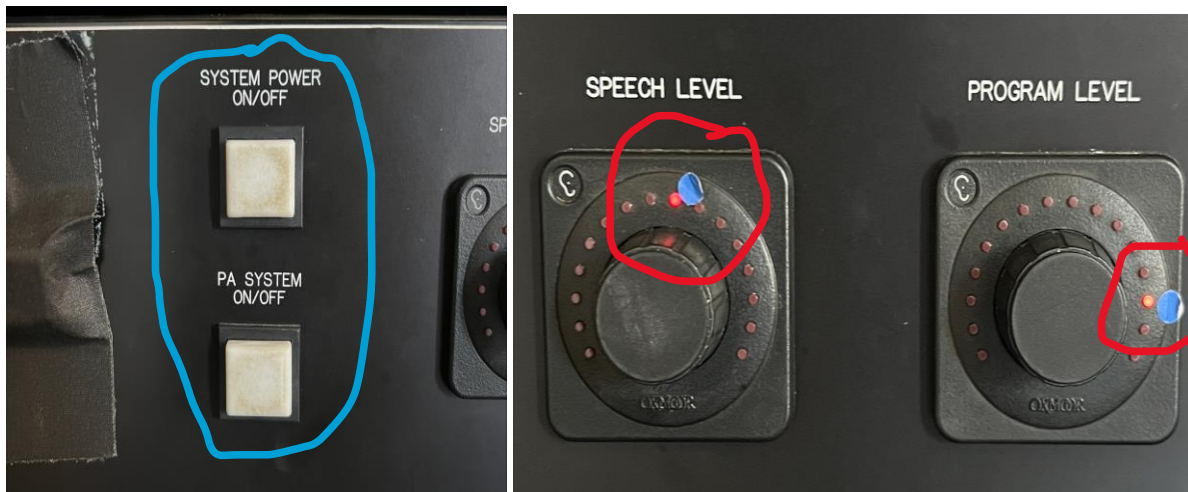
First things first...

Main Audio Panel:

- Locate the Main Audio Panel on the right side of the stage (red circle)
- You will only need to use the controls in the lower cabinet, as pictured (blue circle)



- Press the System Power and the PA System to turn them on. (blue circle)
- Turn clockwise the two volume controls until they match with the blue stickers.
 - Speech Level – controls the podium mic and the wireless handheld mic
 - Program Level- controls audio playing through your device

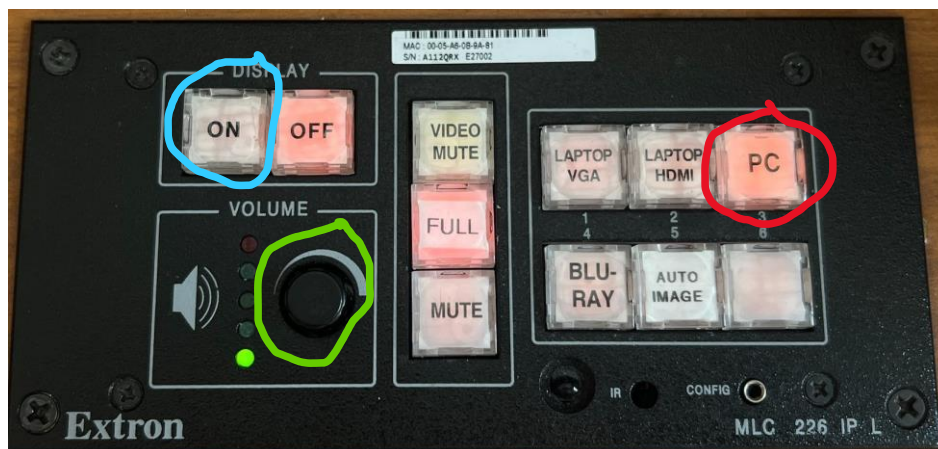


New Windows computer

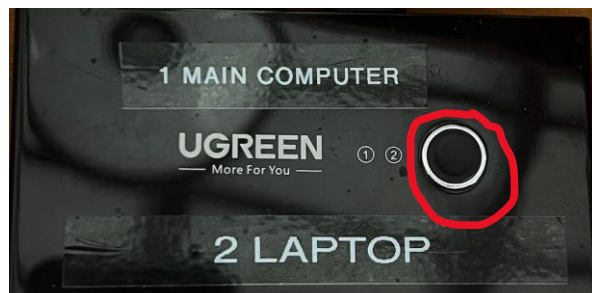


- The Windows computer is located on top of the podium. The mouse and keyboard are right below (red circle).
 - If your event requires Zoom, it is highly recommended to use the New Windows computer. The web camera is located on the balcony and is not accessible.
 - There are USB ports for those bringing PowerPoints and Google is accessible.
- The computer power button is on the bottom right (blue circle) of the screen.
- The screen will automatically display, there is **no password**.

How to use the projector (and sound):



- Make sure the Extron system is On (blue circle) and PC (red circle) is selected
 - If you are using a personal computer, make sure LAPTOP HDMI is selected.
 - In addition, click the circle button (red circle) until the display is shown on the projector for laptop use.

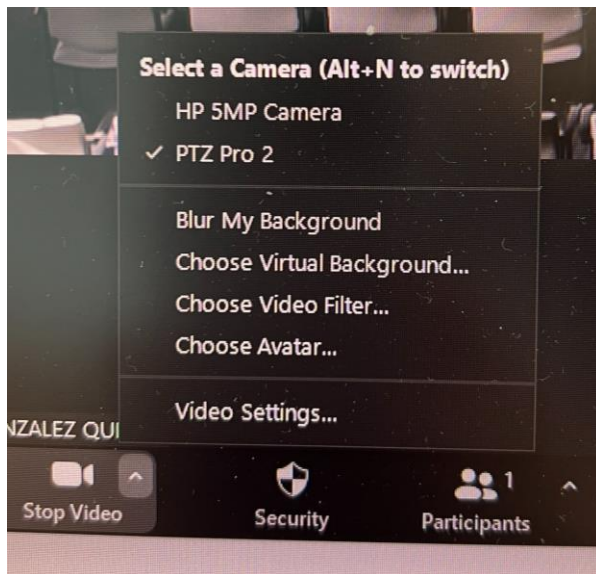


- You must wait until the ON (blue circle) button is **completely solid**.
 - The sound dial will not work (green circle), and the PC (red circle) selection will not work if the ON button is **still blinking**.
 - The projector takes a few minutes to start up.
- Ensure the volume Knob/sound dial (green circle) is turned all the way up and the red light is on. This controls both the computer output sound and the podium microphone.

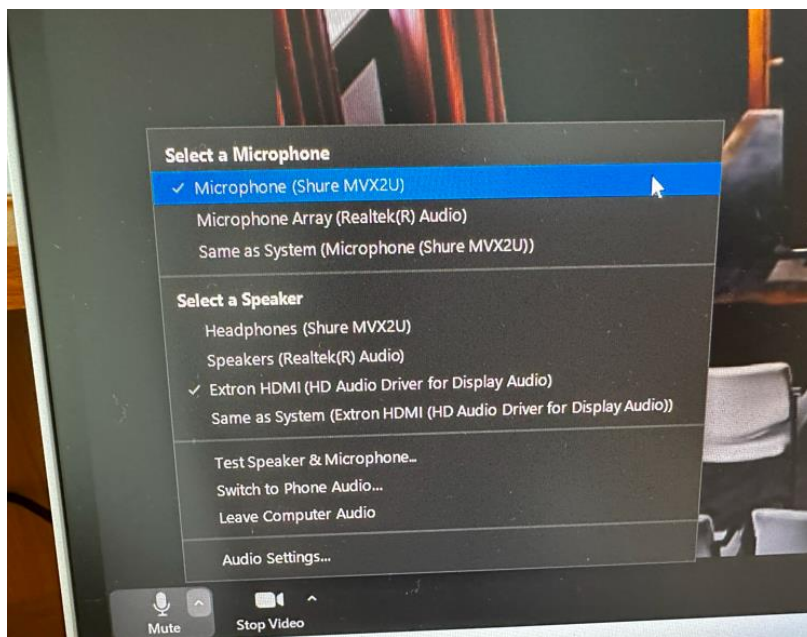
If you are using Zoom...

Zoom Settings – Camera and Sound

- Ensure the camera settings are on the following:
 - Select a camera: PTZ Pro 2



- Ensure the audio settings are on the following:
- Select the 'Microphone (Shure MVX2U), which is the wireless microphones.

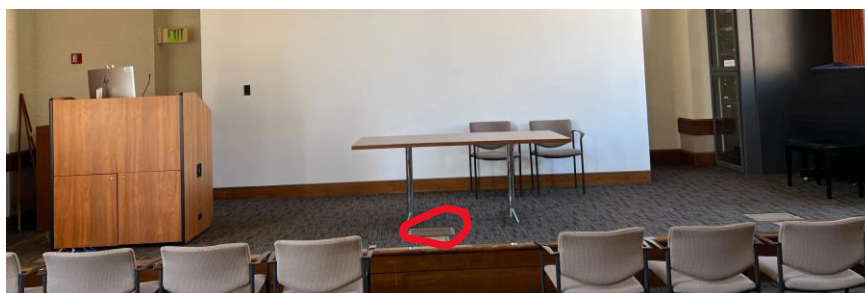


New Shure wireless mics (for use with Zoom meetings)

- These devices can be found in the storage drawer located on the right side of the cabinet and are labeled.
- To turn on mics, push and hold button located on the center of the mic for a few seconds.
 - If mics do not turn on, you may need to change batteries which are located next to the mics.
- Note: Shure mics (red circle) and podium mic are automatically connected to Zoom. The third wireless mic (blue circle) only connects to the in-house speakers.
 - All microphones are connected to the in-house speakers.



Need additional mics?



- If you are in need of additional mics, we have wired mics that connect to the center of the stage (red circle).
 - Please notify the Conference Rooms Coordinator (2 weeks) in advance to coordinate with our DTA about the installation of the microphones.
 - Test runs can occur during walkthroughs.