Step by Step guide for USB connection Rooms

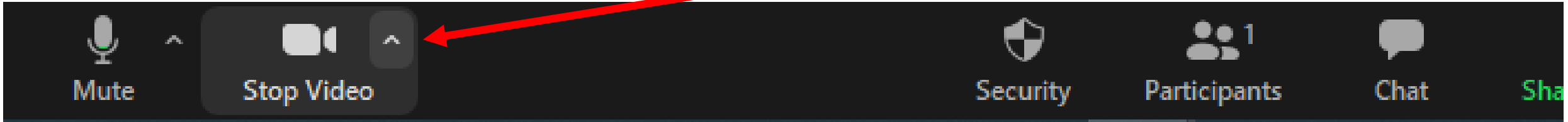| Rooms Equipped with USB Connection Camera and Microphone		
School	Room	Room No
SOA	Seminar Room	1-1
SOA	Seminar Room	2-2
LKCSB	Seminar Room	1-1
LKCSB	Seminar Room	1.2
LKCSB	Seminar Room	2.1
LKCSB	Seminar Room	2.2
LKCSB	Seminar Room	2.3
LKCSB	Seminar Room	2.4
LKCSB	Seminar Room	2.5
LKCSB	Seminar Room	2.6
LKCSB	Seminar Room	2.7
LKCSB	Seminar Room	2.8
SoE/SoSS	Seminar Room	B1.1
SoE/SoSS	Seminar Room	2.1
SoE/SoSS	Seminar Room	2.5
SoE/SoSS	Seminar Room	3.2
SIS	Seminar Room	2.4
SIS	Seminar Room	3.1
SMUC	Active Learning Classroom	3.1
SMUC	Active Learning Classroom	3.2
SMUC	Active Learning Classroom	3.3
SMUC	Active Learning Classroom	4.1
SMUC	Active Learning Classroom	4.2

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1. Turn on Classroom Projection System

2. Start your Zoom or Webex session

3. Look for the HDMI and USB cable on the Lectern

4. Plug the HDMI cable to your laptop

5. Connect the USB cable to your laptop

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6. To switch from your webcam to the Classroom camera, click on the arrow
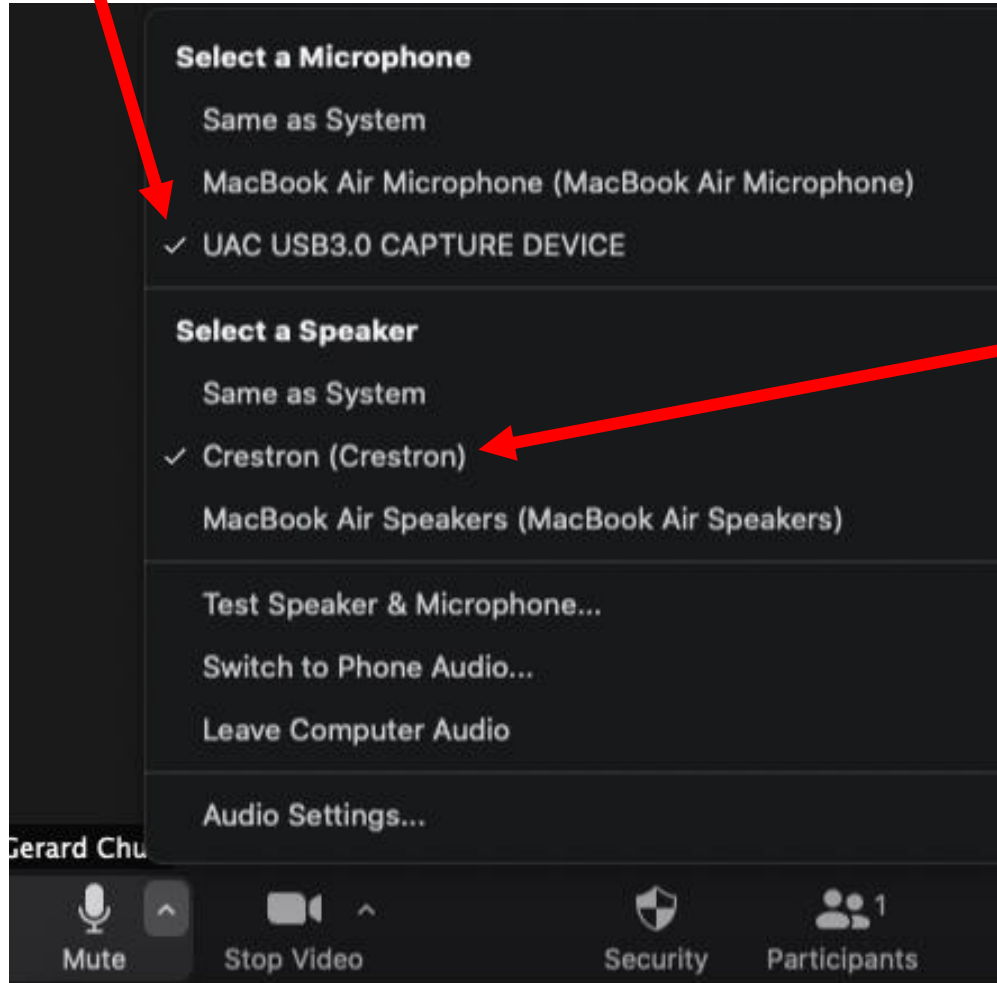

7. Select UAC USB3.0 eEver USB Device.

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8. Now switch the microphone from your laptop built-in mic to the Classroom Ceiling Microphone

Select UAC USB3.0 Capture Device

9. Now switch the audio output from your laptop speakers to the Classroom Speakers.

Select HDMI (Crestron) or HDMI (Extron)

Select a Microphone

Same as System

MacBook Air Microphone (MacBook Air Microphone)

✓ UAC USB3.0 CAPTURE DEVICE

Select a Speaker

Same as System

✓ Crestron (Crestron)

MacBook Air Speakers (MacBook Air Speakers)

Test Speaker & Microphone...

Switch to Phone Audio...

Leave Computer Audio

Audio Settings...

Gerard Chu

Mute   Stop Video   Security   Participants 1

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10. To change the camera angle, use the Remote control (located in AV closet)

11. Press <**1** > once to select the camera

12. Press the 6 Presets to select the pre-configured views. (Refer to the table pasted on the back of the remote controller)

13. Press the UP/DOWN/LEFT/RIGHT buttons to move the camera

14. Zoom in / Out (Fast)

15. Zoom in / Out (Slow)

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16. Click on <**SHARE SCREEN**>

17. Select the application you want to share to your students

18. Click on <**SHARE**> to start sharing content