

West Rec Center Audio Visual Equipment & Zoom Rooms

The AV rack in Oakmont's West Rec Center is like the AV racks at the East Rec Center and the Berger Auditorium. This article explains how to utilize the West Rec Center's audio-visual (AV) system.

Please remember to inform OVA's Event Coordinator of your desire to use the West Rec Center's AV system for your event, so that OVA staff can make sure all materials listed in this article are available for your event.

General Overview and Terms

Terminology

AV: Audio Visual

AV Rack (or just "Rack"): Defines the structure or cabinet where all or most of the audio-visual equipment is housed. Where the Extron-tablet is located.

AV Rack Computer: A computer that is installed in the AV rack.

Source: Refers to the location or device from which audio and/or video are emitted.

Extron: The Extron is the tablet that is mounted within the Rack.

Zoom Room: This is a digital setup that allows you to use the computer, a tablet, cameras, microphones, and more to hold virtual meetings. This is an integrated system for video conferencing, audio conferencing, and wireless screen sharing.

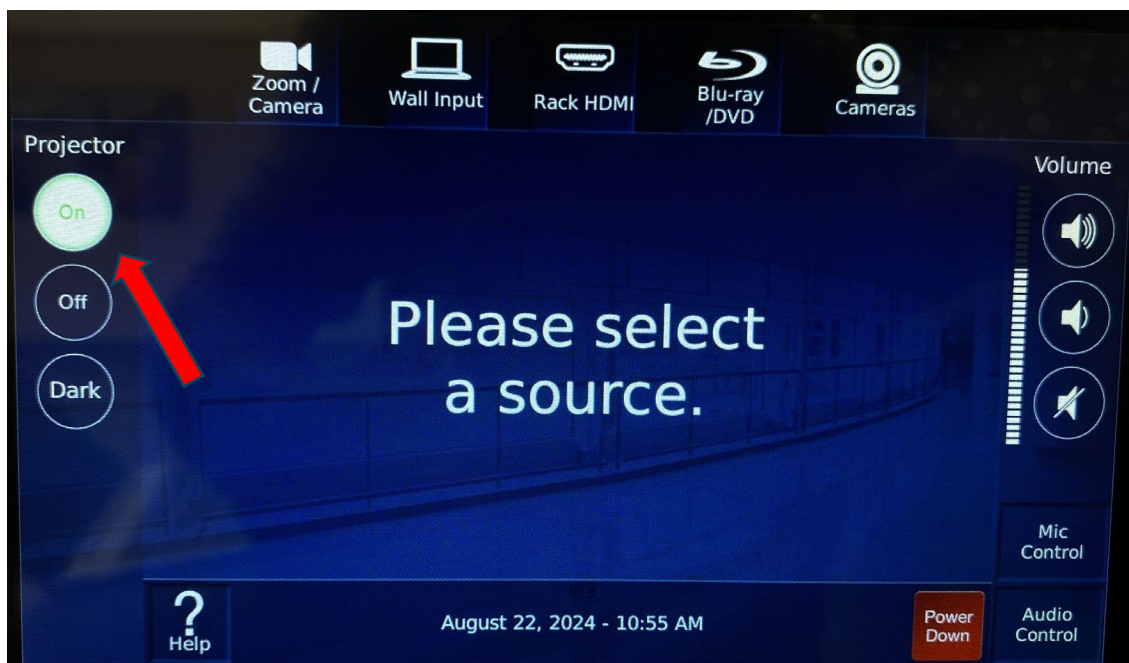
Quick Start Guide

Step 1:



- Press the start button on the Extron Controller

Step 2:



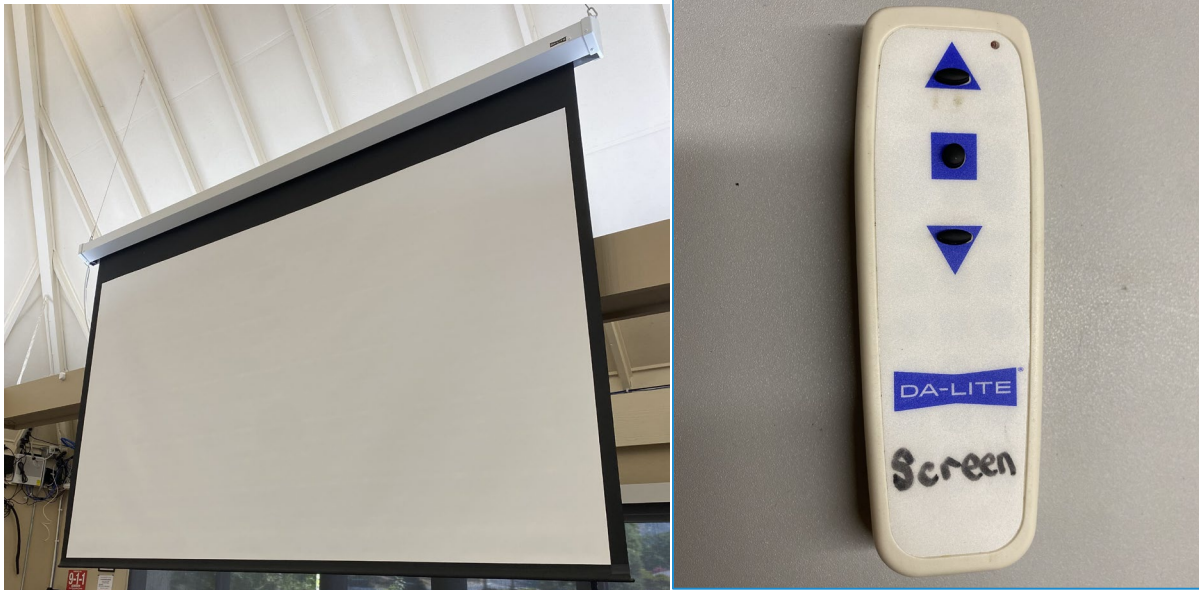
- Turn the projector (red)

Step 3:

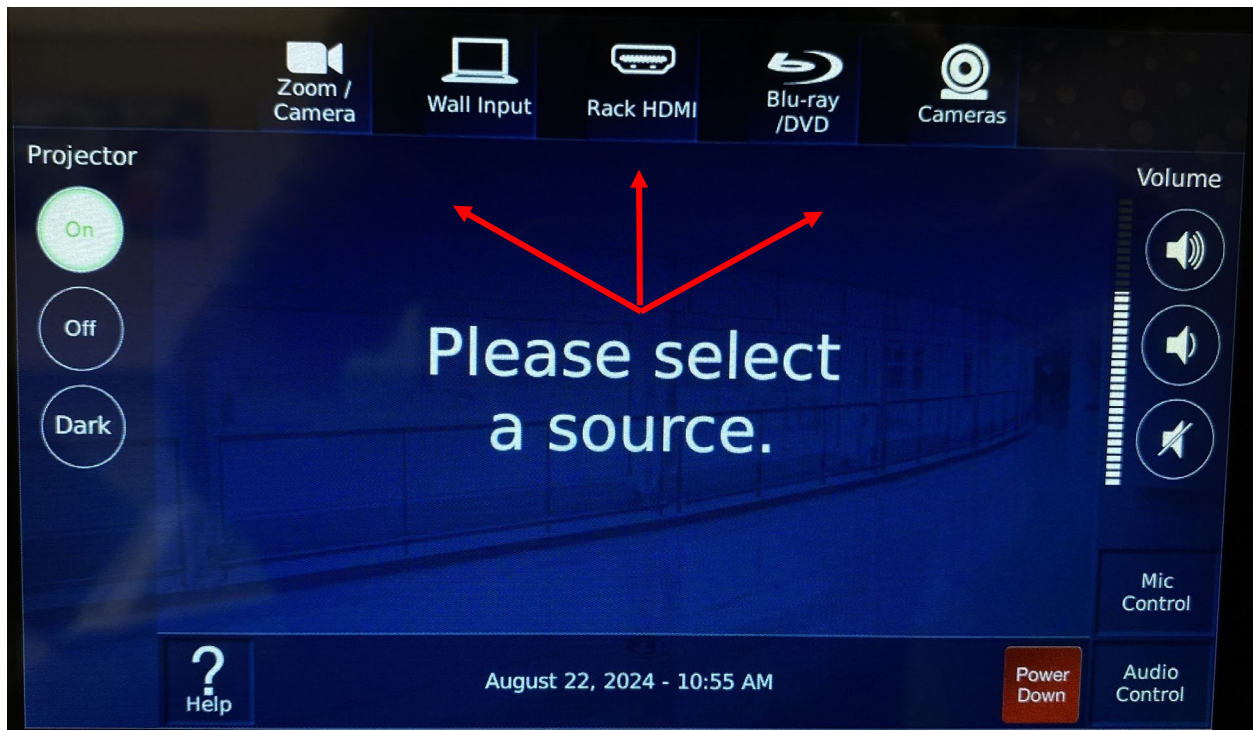


- Turn on the main power to the projection system

Step 4:



- Lower the screen with the Da-lite remote



- You are now ready to select your audio-visual source (red), which are explained in detail in the following section.

AV Sources

- [Zoom/Camera](#)
- [Wall Input/Rack HDMI](#)
- [Blu-ray/DVD](#)
- [Cameras](#)

Visual Controls

- [Projector](#)
- [Screen](#)
- [Audio Controls](#)

Operating Instructions: Detailed

Turning On the AV Rack



- The AV rack is on the upper floor of the West Rec Center. The rack is on the right side of the room opposite the kitchenette. To turn on the AV rack, use the start button on Extron switcher pictured above. The screen may be dark, tap it to wake it up.
 - o DO NOT TOUCH THE KEY.
- You will know the system is on when the lights illuminate.

Using The Projector

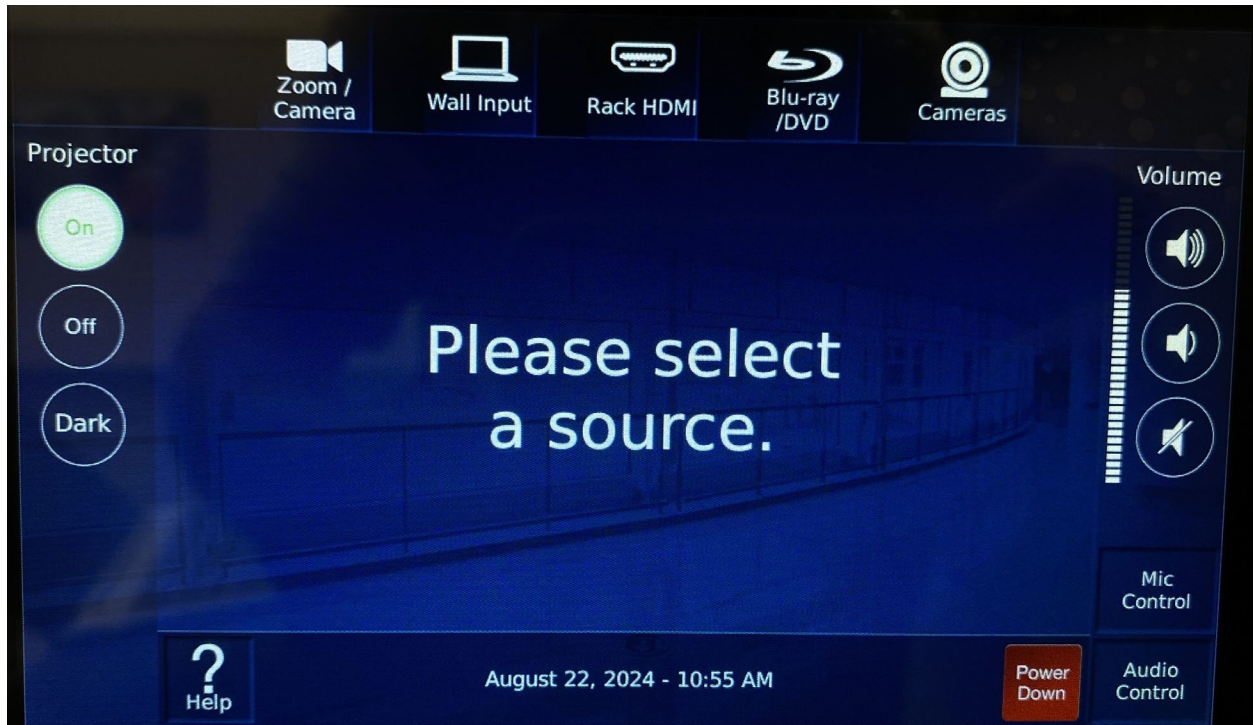
- The West Rec Center features a projector and screen to which residents may connect a computer or other devices.

Using The Projector – Step 1: System Main Power



- The projection system’s main power must be turned on to use the projectors. The main power is mounted right of the barn door. Power it on by pressing the green button.

Using The Projector – Step 2: Power on Projector

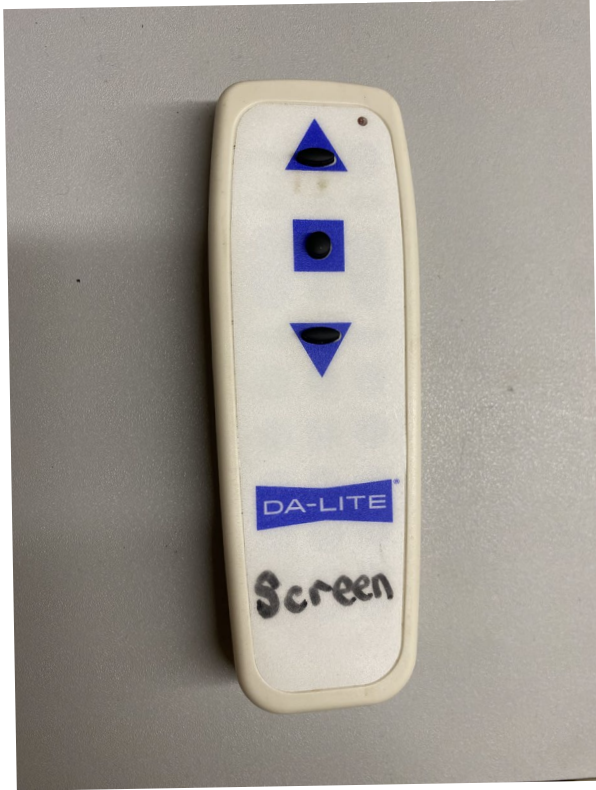


- Press the ON button to start up the projector

Using The Projector – Step 3: Lowering The Projector Screen

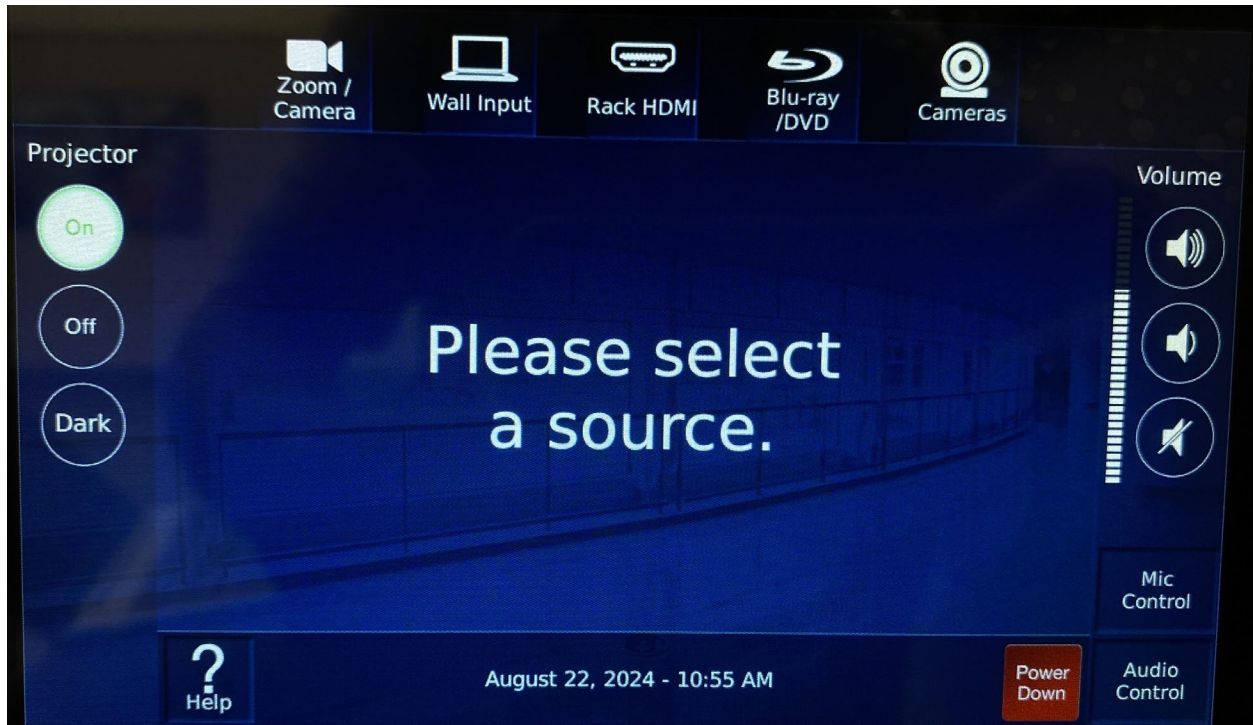


- After turning on the projection system’s main power, the screen may be lowered using a 3-button remote. The remote can be in the West Rec Center’s rolling AV cart. The AV cart must be specifically requested when setting up your event with OVA’s Events Coordinator.



- Use the down-arrow button on the remote to lower the screen, and the up-arrow button on the remote to raise the screen.

Using The Projector – Step 4: Turning On The Projector



- Using the Extron, press the ON button underneath the word Projector.



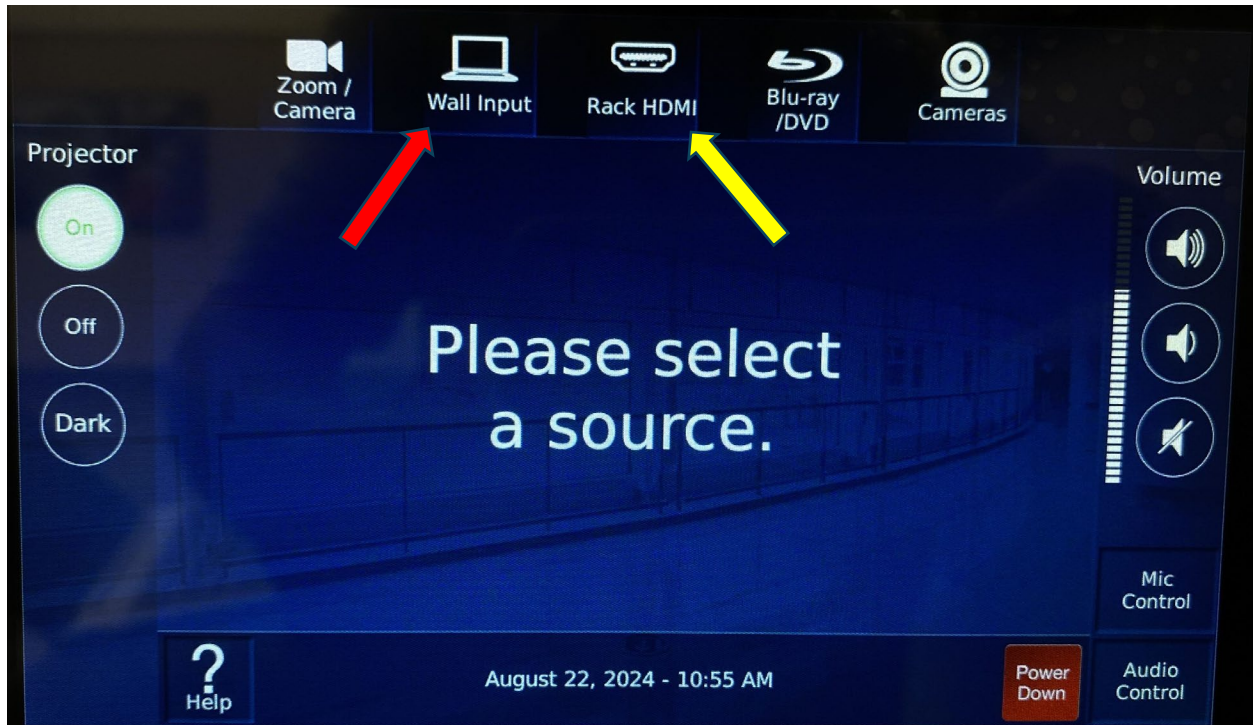
- Pressing the Dark button will stop the projector from displaying anything, but keep the power on. This can be used to hide a presentation before a meeting.

Using The Projector: Connecting Your Device



- You may connect any device that is compatible with HDMI or VGA to the projector via a wall plate near the projector screen. The wall plate (above) is located opposite the projector's main power box. (see [Using the Projector: Step 1](#)). There is another connection on the rack that is only for HDMI. Please select your input location on the rack.

Source: Wall Input/Rack HDMI



- Press Wall Input (Red) if your device is connected via the wall plate. Press rack HDMI (Yellow) if you are connected via the rack.
 - HDMI and VGA cables are available in the West Rec Center’s rolling AV cart. Please request any cables needed when setting your event up with OVA’s Events Coordinator.
- Plug one end of a VGA or HDMI cable into the wall plate or rack and the other end into your device. The image from your device should be displayed on the projector screen.

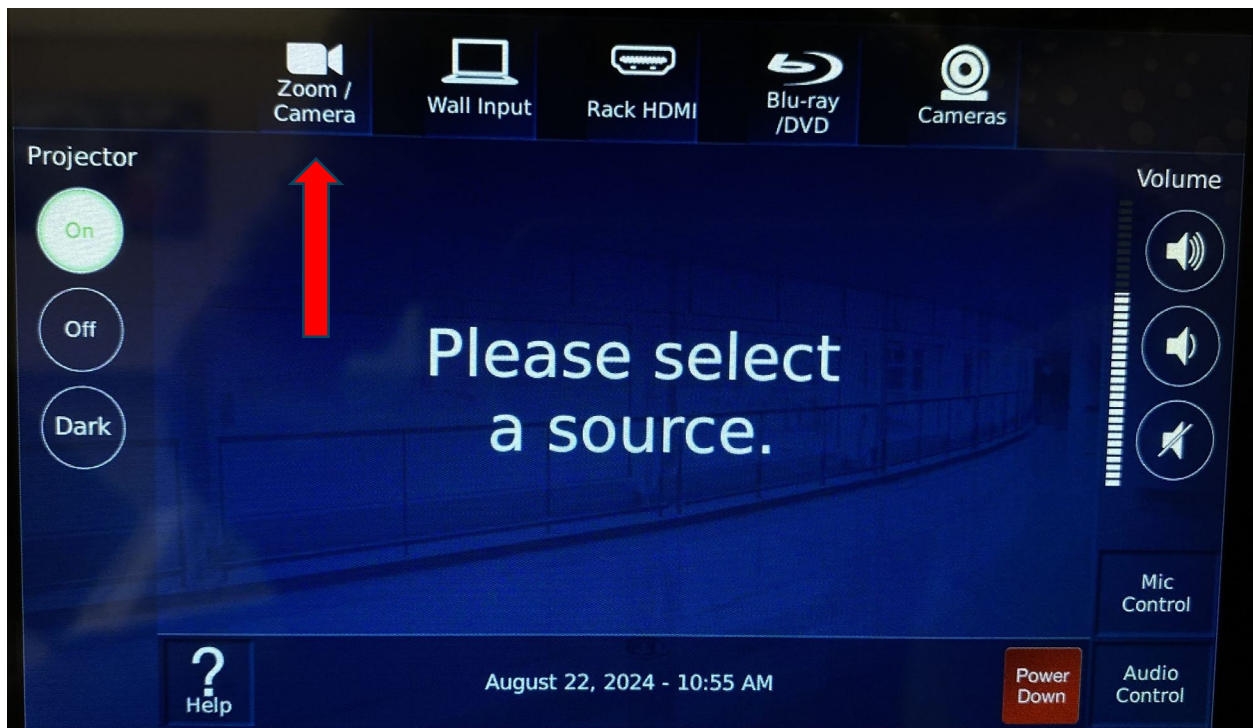
Audio: HDMI-Connected Devices (Laptops/Computers)

- Once your device is connected and displayed on the projector, you can also play audio through the system’s speaker. If you are connected via HDMI cable (VGA cables do not transmit audio).



- You may adjust the volume to your device with the volume buttons on the Extron (yellow arrow).

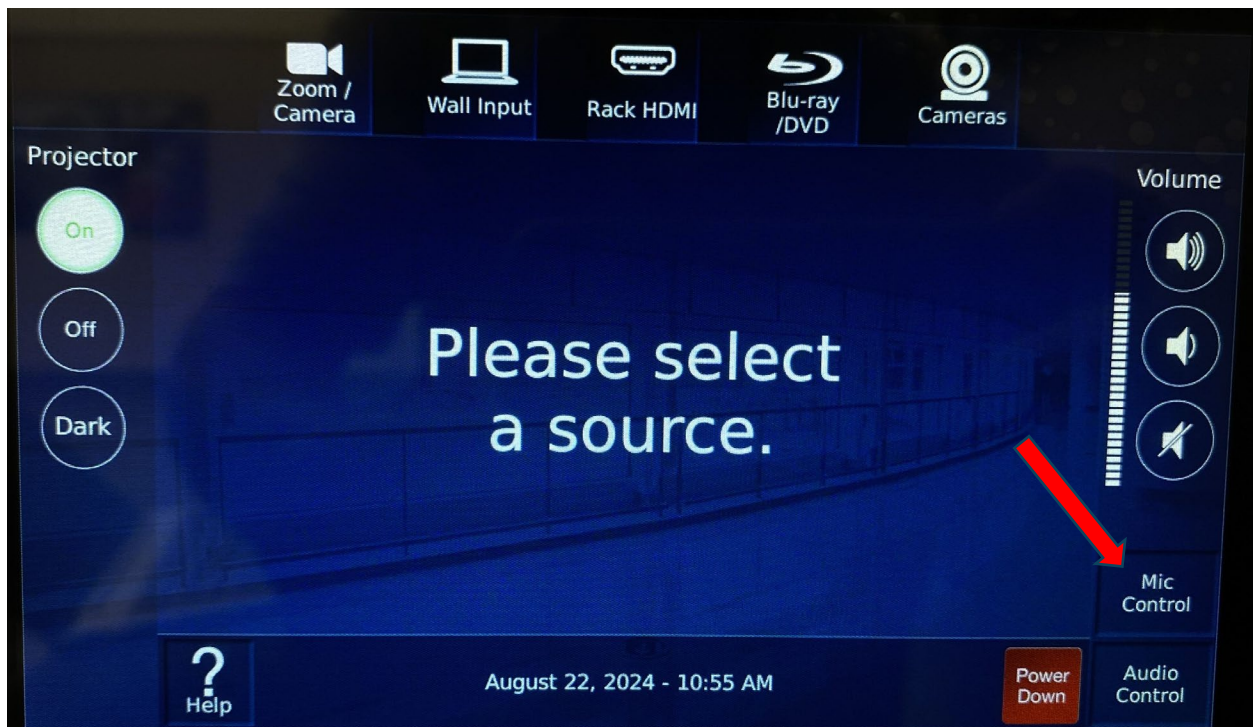
Source: Zoom



- The Zoom/Camera option will display your zoom meeting when you start it from the iPad. If you are planning to utilize Zoom during your meeting, please request the facility's iPad with OVA's Event Coordinator. If you are unfamiliar with the facilities equipment, request and AV Run through with Maintenance or the IT Coordinator. Users may connect to meetings in their own Zoom account by entering their meeting ID (and passcode if applicable) in the Zoom Room Controller app on the facility's iPad.
- You can control two cameras to customize the display for your meeting. Go to [Source Cameras](#) for more details.

Audio

Mic Control



- Microphone audio is controlled via the Mic Control button located under the Volume buttons (Red arrow).

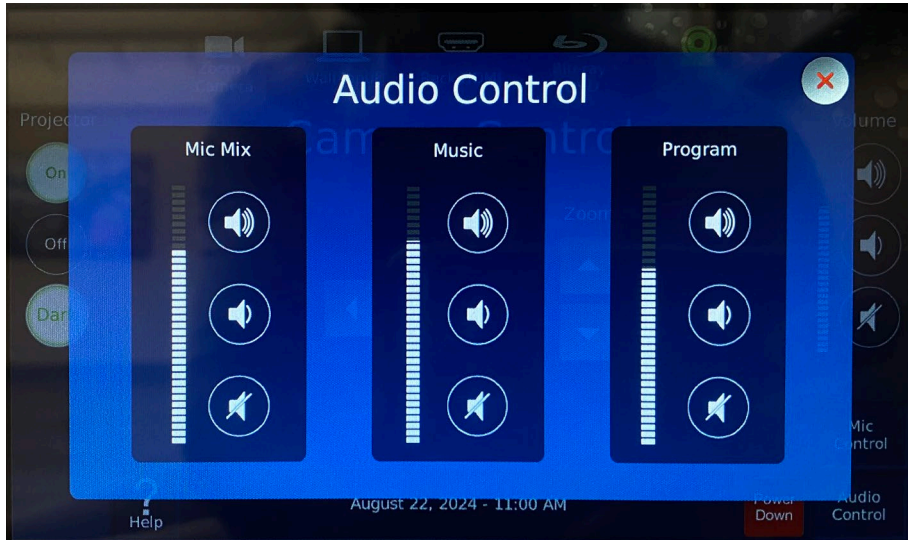


- You may control the volume of the individual microphones. You can use the Mix to control all microphones volume at the same time

Audio Control

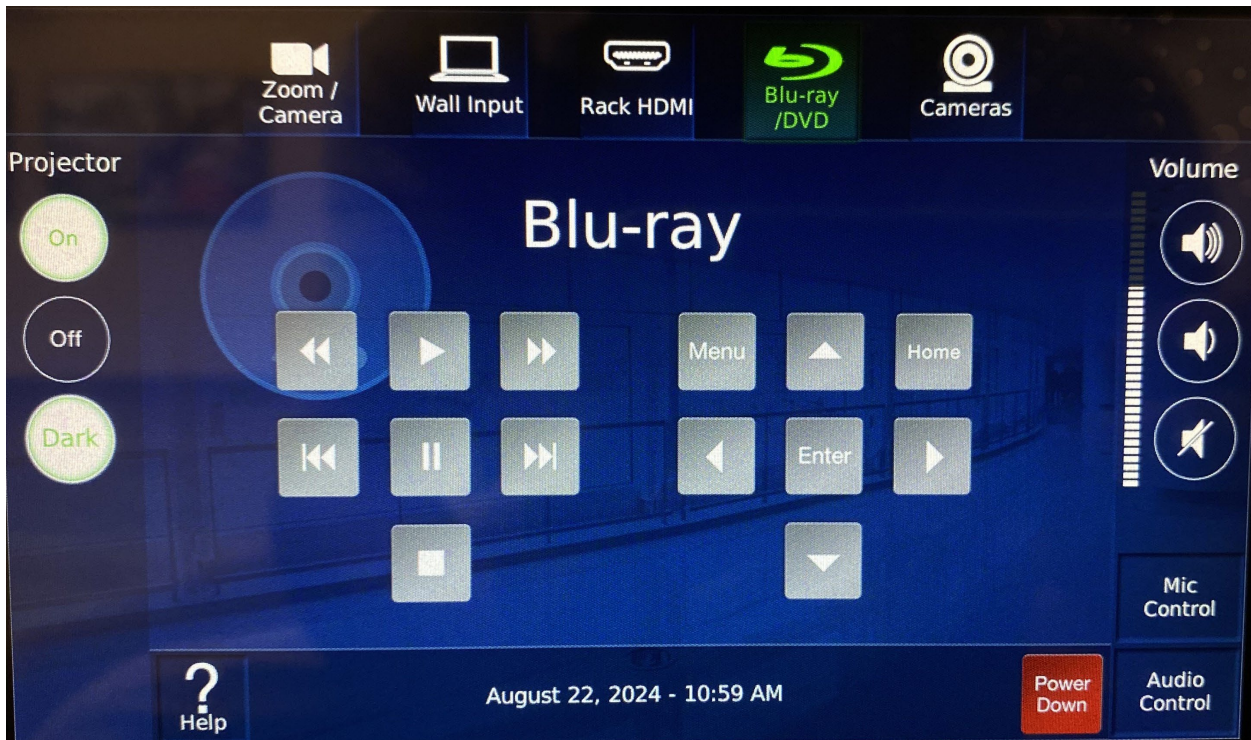


- The audio is controlled via the Audio Control button located under the Volume buttons (Red arrow).



- You may control the microphones, music, and program volume levels

Source: Blu-Ray/DVD



- The Blu-ray/DVD player is in the AV rack, beneath the Extron-tablet controller. It will turn on with the main power button from the beginning.

Source: Cameras



- The camera option turns on and provides controls for two built-in cameras without the need to have a zoom meeting. This would be useful for

Camera Select:

- There are two cameras built into the AV system, one facing the stage where speakers and presenters are generally located, and another facing the room where the audience is generally seated. Switch between these cameras at any time by pressing the "1" and "2" buttons.

Pan/Tilt Controls

- Pan and tilt of the cameras are controlled by the four arrow buttons grouped in an up, down, left, right format. They are purposefully set to pan and tilt slowly to allow for the most accurate adjustments possible.

Zoom Controls

- Zoom controls are on the far right in Camera Controls. The up arrow zooms in and the down arrow zooms out. The cameras are capable of up to 30X zoom with exceptional clarity.

Presets

- Users can create presets by panning, tilting, and zooming to a desired camera view, and then holding down one of the three preset buttons for five seconds. The camera will return to this view when the corresponding preset button is tapped. This can be especially useful for shifting the camera view mid-meeting, without having to use the manual pan, tilt, and zoom controls.

Zoom Meeting: Extended

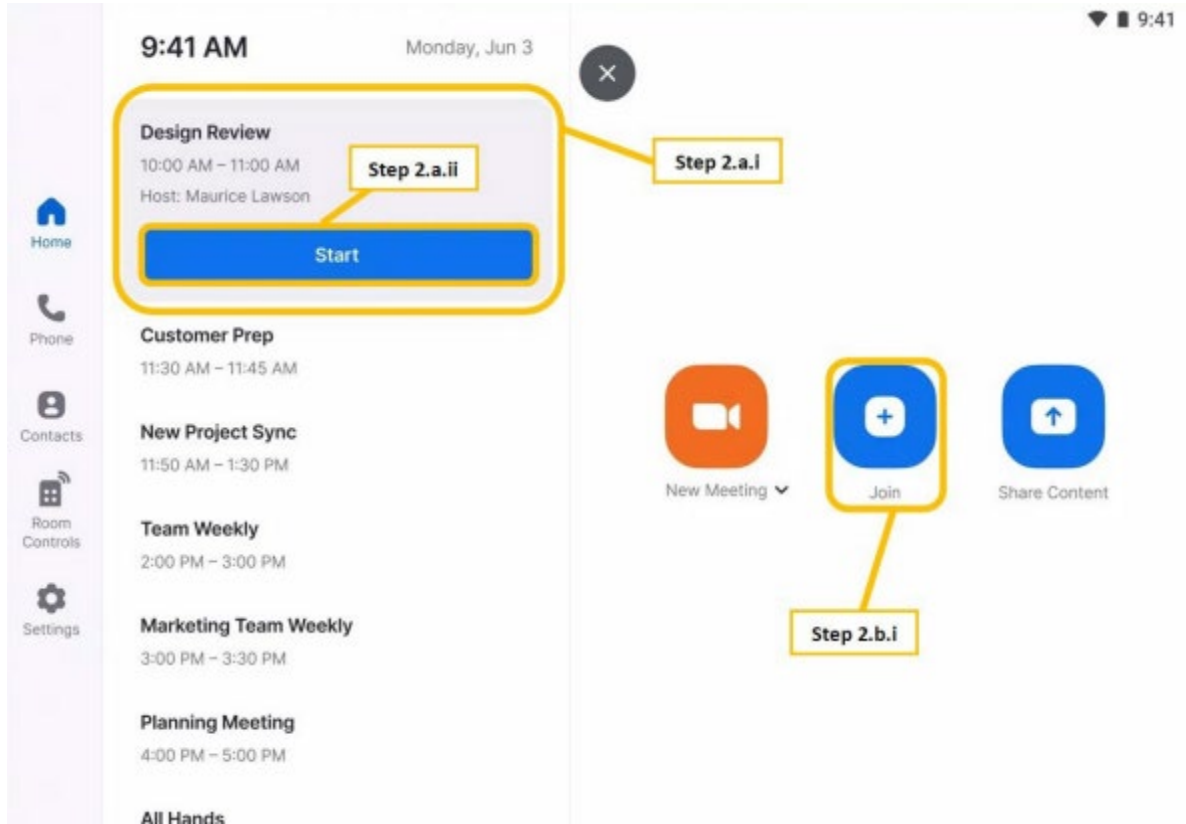
On the AV Rack

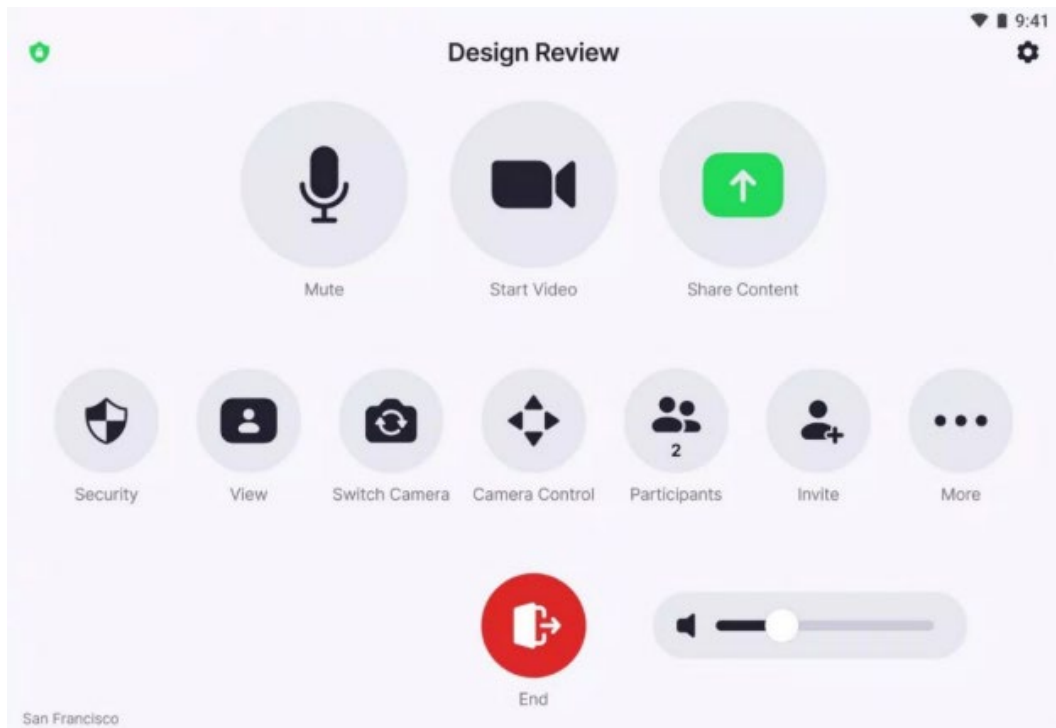
- Turn on the AV system via the Extron-tablet (wall-mounted on AV-rack).
- Turn on the projector and lower the screen.
- Select the Zoom / Camera option.
 - Give the system up to 5 minutes to warm-up.
 - After 5 minutes or less a message should be present on the screen prompting you to use the facility's iPad to get started.

On the facility's iPad

- Open the Zoom Room Controller app
 - Note: If the app isn't working or is asking you to "Retry" the connection, please see the Troubleshooting Section
- Signing into your meeting:
 - If your meeting is scheduled **with OVA's Zoom account:**

- Select your meeting on the app’s dashboard from the list of meetings occurring that day.
- Select the blue Start button
- If your meeting is scheduled **with your own Zoom account**:
 - Select the blue “Join” button
 - Enter in your meeting ID
 - Enter in your passcode, if applicable





Managing the meeting

- Everything you need to manage a Zoom meeting will be present in the Zoom Room Controller iPad app after you sign into your meeting.
 - **Mute:** Stops sound from being broadcasted from Zoom Room into Zoom meeting, i.e., people who are not in the room will not hear sound captured by facility microphones.
 - **Start/Stop Video:** Stops or starts video broadcasted from Zoom Room into Zoom meeting using cameras installed at any given facility.
 - **Share Content:** Selecting this will allow you to share the screen of the iPad hosting the Zoom Room Controller app, and it will also provide instructions on how to share the screen of other devices, i.e., a laptop or cellphone of someone in the room.
 - **Security:** Selecting this button will reveal many options, the most frequently used being the Waiting Room which you can toggle on or off.
 - **View:** This button allows you to toggle between Gallery, Thumbnail, and Speaker view for the Zoom Room.
 - **Camera Control:** This button reveals a menu with controls to pan, tilt, and zoom the currently selected facility camera. The Extron app, available on the

iPad and on the AV-rack display, is still required for presents, switching between cameras, and fine tune control of camera movements.

- **Participants:** Selecting this button will reveal all options needed for participants, including settings to mute, stop video, admit from waiting room, and more.
 - **Invite:** This is a handy menu for inviting people to the meeting. Simply enter an email address and an invitation will be sent.
 - **More:** Selecting this button will reveal additional options, such as settings to increase the size of Closed Captions.
-
- Adjust camera position and presets as desired. For details go to the [Presets](#) section of Camera Controls

Zoom Best Practices

- Every participant should mute their microphones.
- Participants *in the same room* as the zoom meeting should mute their speakers (Otherwise, horrible echoes will occur).
- Sharing your screen is a wireless event.
- Remote participants should be heard through the WRC speakers (they will need to unmute themselves).

Controlling East Rec and Berger Cameras through Zoom

- In most cases it is best to control the East Rec and Berger cameras with the Extron-tablet mounted on the AV rack in each facility. Occasionally it may be preferable or necessary to control the cameras through Zoom.
- Camera control through Zoom is not possible on the OVA av rack computer; This is due to parameters within Zoom that we cannot change. To request control, join the meeting on a computer separate from the AV rack computer, and once in the meeting, right-click on the Zoom video of the OVA camera feed, and select “Request Camera Control.”
- The request for camera control will need to be approved on the AV rack computer.
- Once the request is approved, the controls will appear for the requesting Zoom user within the video of the OVA camera feed. The controls allow for panning and tilting via the up, down, left, right arrows on the
- left, and the controls allow for zooming in and out with the up, down arrows on the right.

- Through Zoom it is not possible to switch cameras or utilize camera preset



Controlling who is displayed on in-room screen and for Zoom-only viewers

- When the host has the Zoom meeting/webinar set to Speaker View, the person speaking will be automatically featured on the screen. If there other participants or panelists in the meeting or webinar, their video feeds will be featured by default on the in-room screen at the Berger or East Rec Center. To override this default, right-click the video feed you want featured and select either “Pin” or “Spotlight.”
- Please note the differences between pinning and spotlighting video feeds:

Pin	Spotlight
Always available	Only available in a meeting with three or more participants or in a webinar with two or more panelists.
Controls who is featured on the in-room screen at Berger and East Rec Center.	Controls who is featured on the in-room screen.
Does not control who is featured to Zoom-only viewers.	Does control who is featured to Zoom-only viewers.

To Pin or Spotlight a Video

- At the top of your meeting window, hover over the video of the participant you want to pin and click the ellipsis or three-dots (...) or right-click their video to reveal a menu of options.
- From the menu, click Pin or Spotlight.
- Optional: If the host wants to pin additional videos (up to nine total), follow steps 1 and 2 again as needed.
- Optional: If you have at least three participants in the meeting and dual monitor enabled, you will have the option to pin to your first screen or your second screen.

To Cancel/Remove a Pin or Spotlight

- Click Remove Pin or Remove Spotlight in the upper left corner of any video pinned currently.
- This will return your view to Active Speaker layout.

Troubleshooting Zoom Rooms

- iPad cannot connect (in Zoom Rooms Controller app) If you open the Zoom Room Controller app and receive a stating, “Cannot connect to Zoom Rooms,” then it is likely the computer for the Zoom Room is asleep. Follow these steps to wake up the computer:
 - Locate the keyboard for that facility.
 - Make sure the keyboard is turned on, if it is battery-powered, i.e., wireless.
 - Press the spacebar on the keyboard 3 – 5 times.
 - Take notice if the computer for the Zoom Room makes any noise or illuminates any lights.
 - It may take 1 – 5 minutes for the computer to fully wake up.
 - Wait for the computer to fully wake up.
 - Select the Retry button in the Zoom Room Controller app on the facility iPad.
- If the iPad does not reconnect, and present the Zoom Room Controller dashboard, then please try the troubleshooting steps for a problem on the computer below.

Computer disconnected (displayed on projector-screen)

- If you turn on the AV-rack and projector, with the Zoom / Camera source option selected, and there is a message on the screen asking you to connect, possibly accompanied by a 6-digit code, then the computer for the Zoom Room is likely to be logged in to the wrong account. Follow these steps to log into the correct account for Zoom Rooms:
 - With the Zoom / Camera source selected, check if the room’s name is shown in the upper-left corner of the projector-screen display.
 - If the name of the room is in the upper-left corner, then the room is connected.
 - If the name of the room is not in the upper-left corner, then move on to step.
 - Locate the keyboard for that facility.
 - Make sure the keyboard is turned on, if it is battery-powered, i.e., wireless.
 - Press the Windows key in the lower-left corner of the keyboard.
 - Select the account icon.

- Select the Zoom Rooms account.
- The password is printed on the keyboard.
- Enter the password and log in.
- Give the account a few moments to load, Zoom Rooms should launch automatically, once it has launched, try reconnecting on the iPad in the Zoom Rooms Controller app.

Enabling Live-Transcription (Closed Captions)

- To enable closed captions, follow these steps:
 - On the facility's iPad:
 - Make sure you're in the Zoom Room Controller app
 - Make sure you have started your meeting
 - Select Participants
 - Select More
 - Select Enable Live-Transcription
- Closed captions will now be present whenever anyone speaks into the microphone connected to the Zoom Room. To change the size of closed captions, navigate to back to the main meeting controls, and select the ellipses button (...) labeled More. In the following screen select Closed Captions to adjust the size of closed captions on the screen.
- **IMPORTANT NOTE:** If you're scheduling your meeting with OVA's Zoom account, then live-transcription is automatically enabled, and you can adjust the size of the closed-captions by selecting the More button during your Zoom meeting. But if you're using your own Zoom account, then live-transcription must first be enabled in your account settings in a web browser by visiting <https://zoom.us> and logging into your account. Here are instructions from Zoom on that procedure:
- <https://support.zoom.us/hc/en-us/articles/8158289360141-Enabling-automated-captions>

Sharing Your Screen

- Selecting the Share Content button in the Zoom Room Controller app will display instructions on how to share your screen on the iPad. Methods for sharing your screen are different depending on the screen of the device you're sharing. You may follow the instructions displayed in the Zoom Room Controller app to share your screen in a Zoom Room, even if you don't have a Zoom meeting scheduled.

- Visit this page on the Zoom website for more information and videos on sharing your screen:
- <https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen-or-desktop-on-Zoom>

No Signal Errors

- If an audio-visual source is selected (Cameras, Laptop, Blu-ray/DVD, TV, Solstice), but no image appears, look for the words “No Signal” followed by a number, in one of the corners of the screen. For example, “No Signal 3” or “No Signal 5.” Provide this information to OVA staff and they can power cycle the appropriate audio-visual source in the AV rack.
- No signal errors will also show up if you select the Camera option, but the computer in the AV rack is off. Contact OVA staff to ensure the AV rack computer is on.