Avery 114 AV Tutorial for Hybrid Learning

(Updated 05/25/2021)

PODIUM TECHNOLOGY controls:

1. TURN ON MONITOR/TOUCH SCREEN

Tap the monitor to begin.

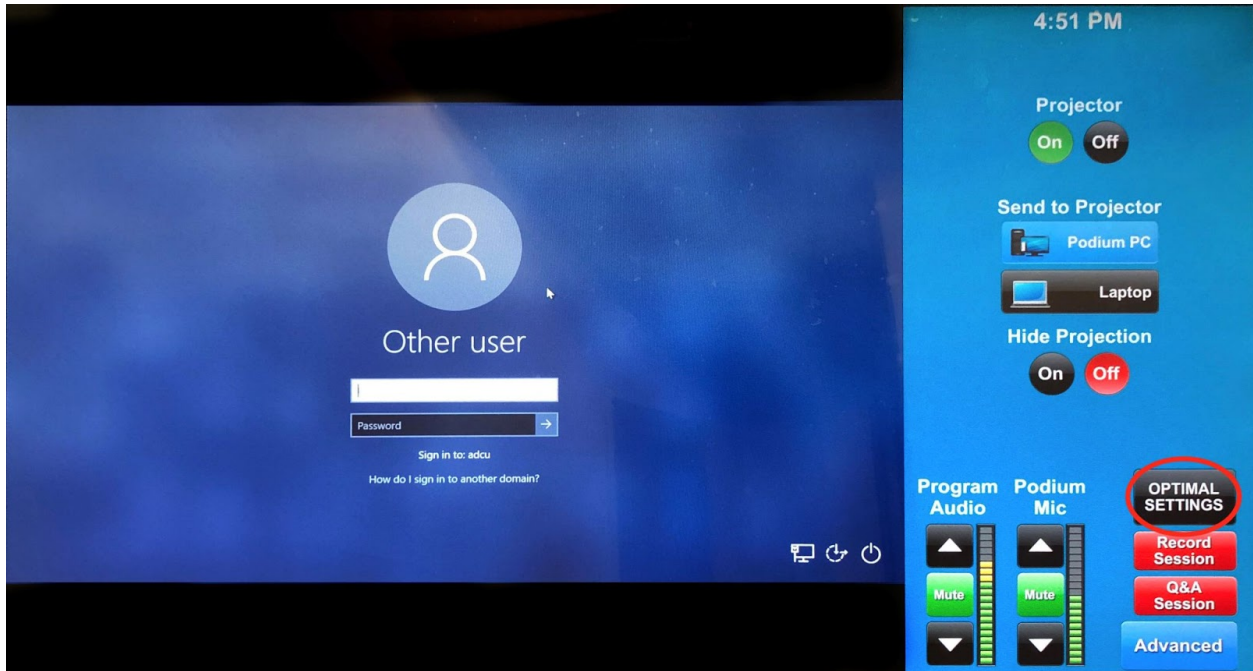Note: the screen goes black when in sleep mode.

- remind speakers to tap the screen if Crestron goes black during presentation. Ideally, it should be reactivated between presentations;

2. LOGIN

- You should login to the computer using your UNI and Password.

3. PRESS THE "OPTIONAL SETTINGS" BUTTON TO RESET ALL THE AUDIO AND CAMERA SETTINGS TO A RECOMMENDED BEST SETTING.

3. LOAD CONTENT TO PODIUM COMPUTER

Files can be downloaded from the internet or uploaded to the podium computer via USB drive. Plug in your USB drive into the USB port located on the top right of the podium next to the power outlet and cable inputs. Please save your files to D-drive. To hide the desktop while you switch, toggle between the Hide Projection YES/NO.

Label the order of the speakers if there are multiple speakers. Check that each file is working by going through each presentation on each computer. Make sure that the software (powerpoint, keynote, adobe reader, etc.) on each computer is up to date. After you have checked each file label the file with a green dot so other people will know that that file has been checked.

4. EJECT EXTERNAL DEVICE

Be sure to eject your hard drive or drive, as this can interfere with the system during the event.

5. TURN ON PROJECTOR

Select PROJECTOR: ON by tapping 'ON' on the display panel.
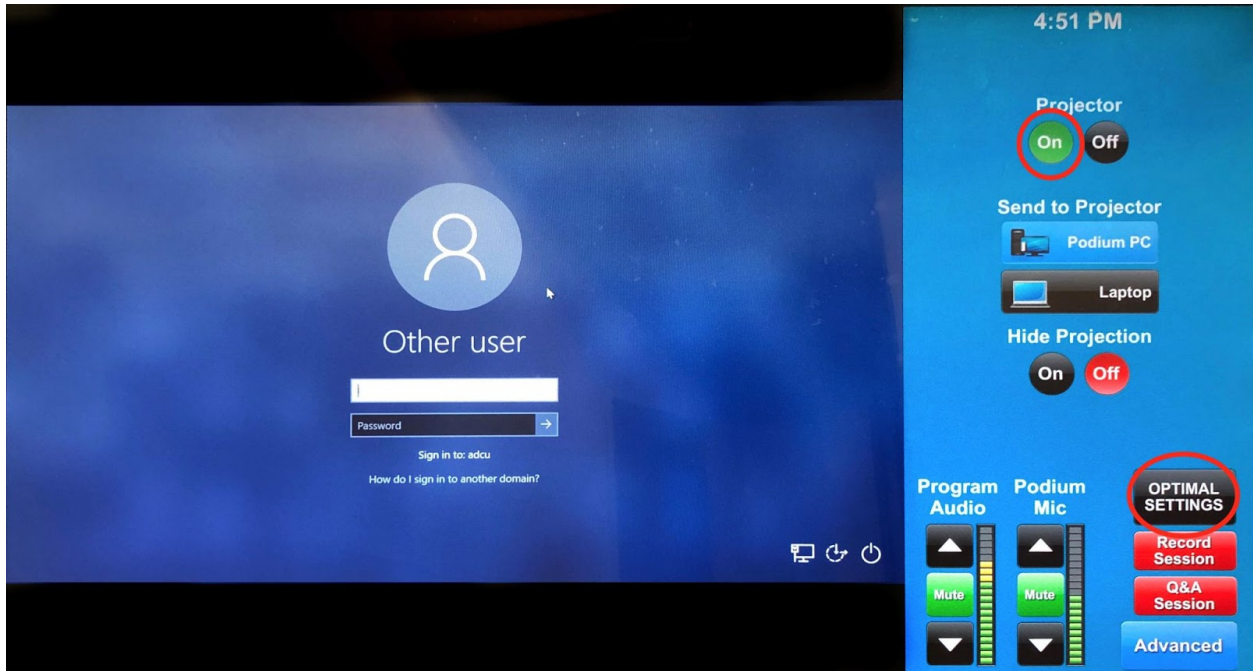
6. SOUND SETTINGS ON COMPUTER AND SYSTEM

If your presentation has sound, make sure the audio levels are tested and are to the appropriate levels on the computer and touchscreen. On the computer make sure that the sound is not on mute and is on the "Crestron" setting. On the touchscreen tap the "ADVANCE" button (bottom right) then the "AUDIO" button (near the bottom right) and adjust the levels on the touchscreen accordingly--if too low: tap the up arrow, if too loud: tap the down arrow. The audio coming from the Podium PC is considered "Source." Turn off the wireless mics when you finish testing the mic levels to save battery.
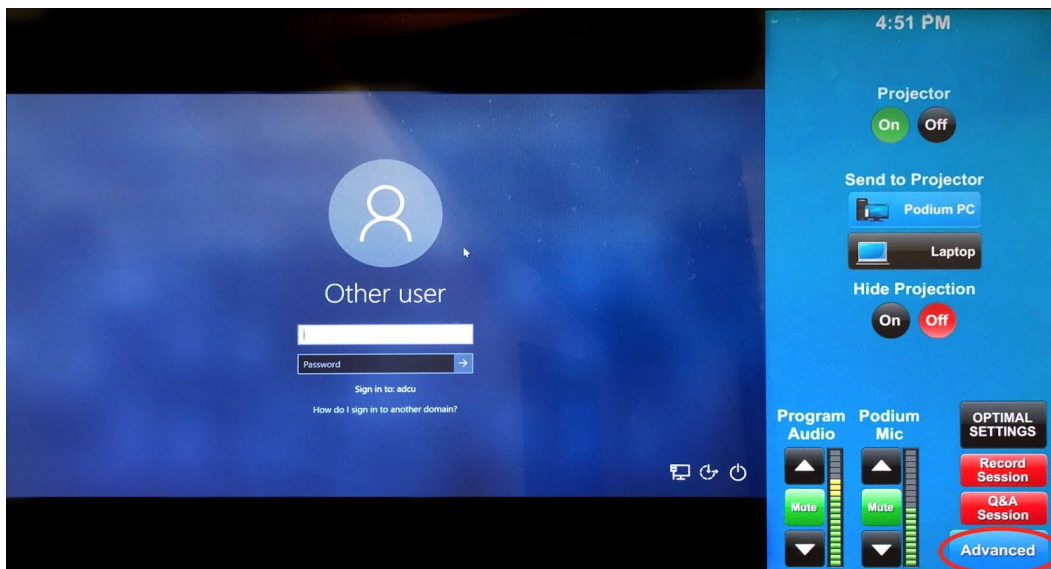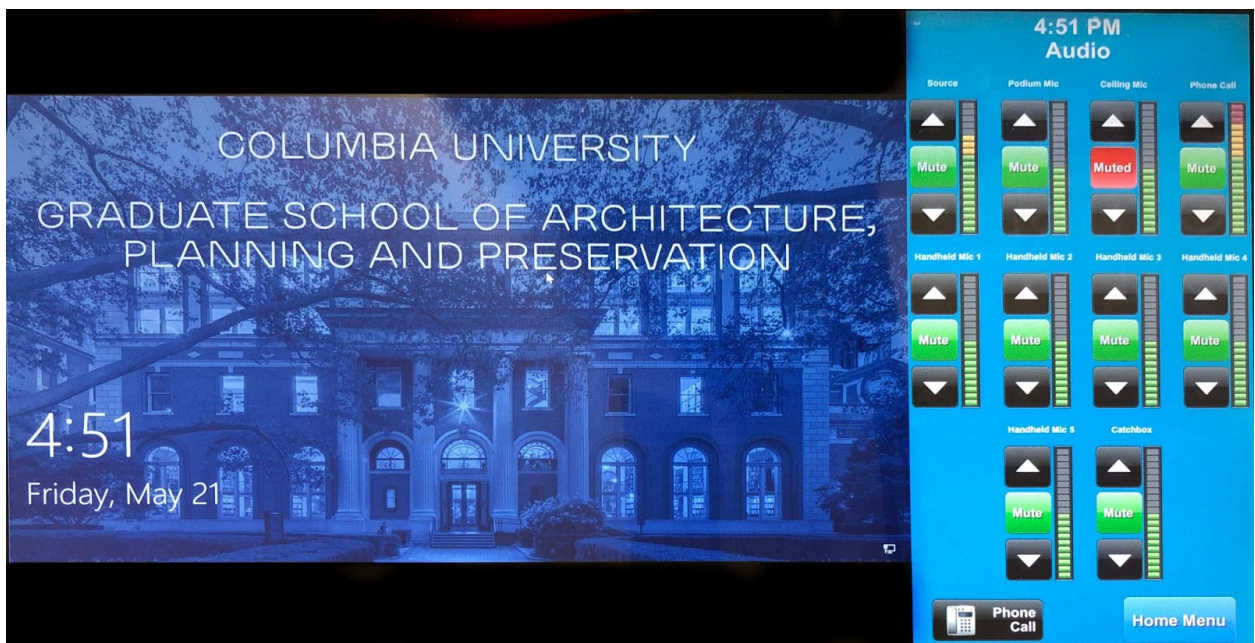
If your presentation does not have sound, consider muting the audio to prevent unintended computer sounds.
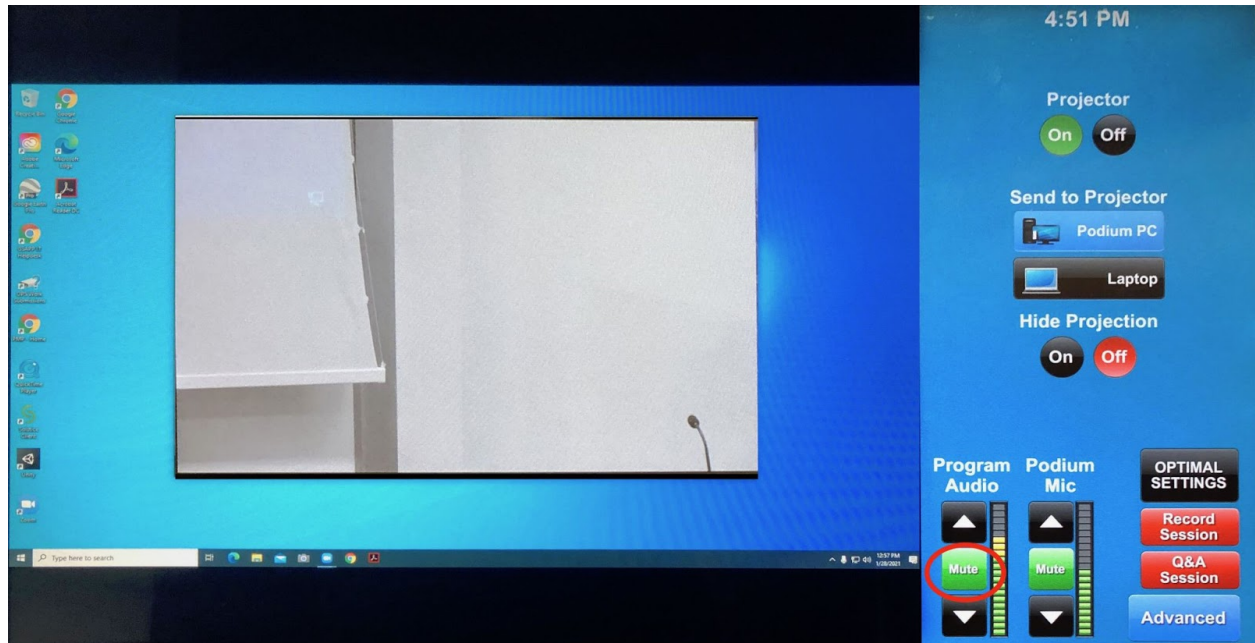
ADJUSTING VOLUME: There is a green bar with arrows to adjust up or down. If you do not see green on the bar, tap it at the top several times until the green scale shows up. If there is still no sound, or not enough sound, check the volume settings of the computer you are using. Additionally, if you are playing sound off a given program (Quicktime Player, Powerpoint, etc.), check the sound settings within that program.

7. SETTING UP REMOTE SLIDE ADVANCER:

It is available at the AV office. Make sure the batteries are full. If not, replace. New batteries can be found on the shelf.

- Insert USB end of the remote to the USB slot at the podium retractable cable box.

- Turn on the remote;

- Test both, laser function and slide advancing with one of the presentations.

8. CONTENT BACK-UP

- Be sure to have the entire presentation file structure copied to an external laptop for back-up.

9. PROJECTING FROM EXTERNAL LAPTOP

If the Podium PC does not suit the needs of the event (i.e. special software is not on the podium PC, or a DVD player is needed, etc.) or if the need arises to project from a backup device, a laptop can be plugged in:

1) Make sure to plug in the power cord. Power outlets are also with the input box on the top right hand side of the podium.
2) Connect via HDMI or VGA - both extendable cables are also in this input box and labelled. If you are using a Mac laptop make sure you have adapters handy.
3) Power on your Laptop.
4) Choose the type of input from the touch screen display: i.e. Laptop VGA or Laptop HDMI.

Note: these appear as on screen tabs on the right hand side of the screen.
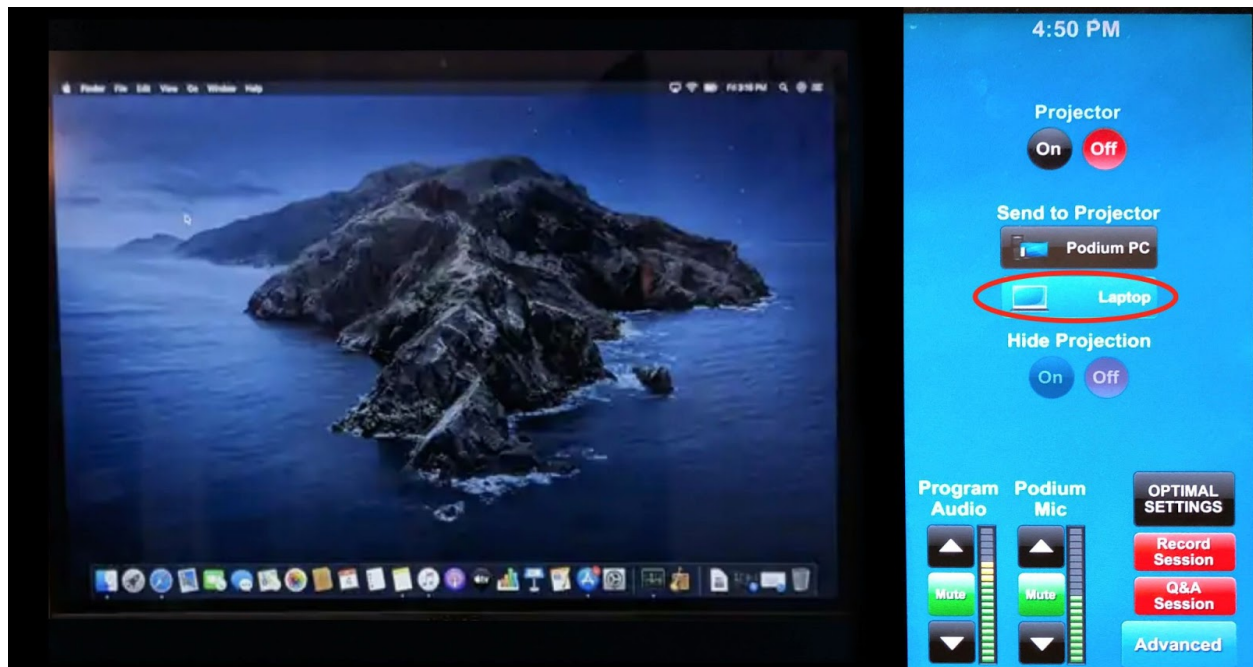
11. USING THE MICROPHONES

- The podium has a microphone. Check to see that it is not on mute or the volume is turned all the way down.

- If you are having a table discussion or Q&A there are up to **4 wireless handheld mics** you can checkout from the AV Office for Avery 114. There are only 4 wireless mics available. Sound quality is best with two.

Transmitter's power button circled in red, (unfortunately also the mute button): To turn on, hold the power button where it says "mute" down until a yellowish green light appears. It is now "on". Hold it down again and it will turn orange. It is now on mute. Hold it down longer to power it off. Keep the wireless mic off until in use to preserve battery and to prevent feedback. Turn off the wireless mics when you finish testing the mic levels to save battery. Please make sure to turn off completely.


Audio levels can be adjusted by speaking closer or further from the mic or raising or lowering one's voice. They are set for optimal amplification. Always make sure the batteries are full. Change the batteries if needed. Keep the wireless mic off until used to preserve battery and to prevent feedback.

ROOM LIGHTING controls:

There are two sets of lighting controls: if you are facing the projector screen the incandescent overhead lights are controlled by the light switches on the right; the fluorescent lights are controlled by the light switches on the left.

If you are recording the event, It is recommended that all the lights stay on and constant during the event as it affects video capture.

If you require the lights off for the presentation there is a set of lighting controls near the projector screen: if you are facing the projector screen the controls are on the left near a closet door--see pic below:
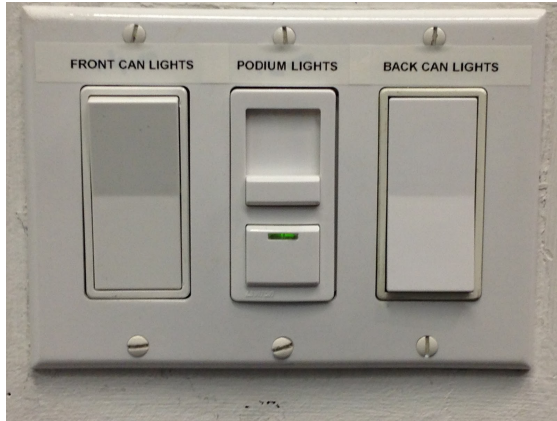
The switches are labeled: Front Can Lights, Podium Lights (which are dimmable), and Back Can Lights.

If the lights have to be off preferably "Podium Lights" should stay on.

RECORDING

Tap the "ADVANCE" button (bottom right) circled in red then select the PRESET that best suits the needs of the recording.

The following are the REAR CAMERA PRESETS and their respective visual representation:

REAR CAMERA PRESET 1: CU of Podium

The following are the FRONT CAMERA PRESETS and their respective visual representation

FRONT CAMERA PRESET 1: WS of Audience

Please use the Zoom app on the Podium PC to record your meetings to the cloud.

Note: Cloud recordings generally take about 2 times the meeting duration to process. Due to unusually high volume during the COVID-19 pandemic, cloud recordings may require extra processing time that may take up to 24 to 72 hours.

Enabling cloud recording

User

1. Sign in to the Zoom web portal: https://columbiauniversity.zoom.us/
2. In the navigation panel, click **Settings**.
3. Navigate to the **Recording** tab and verify that the **Cloud Recording** setting is enabled.
   Notes:
   ○ If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
   ○ If the option is grayed out, it has been locked and must be changed at either the group or account level. Contact your Zoom administrator for assistance.

Changing cloud recording settings

After enabling cloud recording, you can change these settings. These settings can be applied at an account, group, or user level:

● **Record active speaker with shared screen**: Record both active speaker view and shared content on the same video.
● **Record gallery view with shared screen**: Record both gallery view and shared content on the same video.
● **Record active speaker, gallery view and shared screen separately**: Select the recording layout types that you want to record as separate videos.
   Note: By selecting this option for cloud recordings, you will see the shared screen recording beside the active speaker / gallery view when viewing a cloud recording using the Zoom web portal.
● **Record an audio only file**: Only receive an M4A file with a recording of the audio.
● **Save chat messages from the meeting / webinar**: Receive a TXT file with the transcript of in-meeting chat messages.

Note: For meetings, the chat transcript saved on the cloud will only include chat messages sent to everyone. For webinars, the saved chat will only include messages from the host and panelists to all participants. Messages sent between individuals are not saved on the cloud.

Advanced settings

- **Add a timestamp to the recording**: Add a timestamp of the meeting to your cloud recordings. The time will display in the host's timezone, set on their [Zoom profile](#).
- **Display participants' names in the recording**: Add participants' name to the bottom-right corner of their video.
- **Record thumbnails when sharing**: Include a thumbnail of the presenter when screen sharing.
- **Optimize the recording for 3rd party video editor**: Generate your cloud recording video files with a standard format that is compatible with 3rd party video editors. This may increase file size.
- **Audio transcript**: Automatically [transcribe](#) your cloud recordings.
- **Save panelist chat to the recording**: The messages sent by panelists during a webinar to either all panelists or all panelists and attendees will be saved to the recording.

Other settings

You can also enable or disable these feature by clicking the toggle.

- **IP Address Access Control**: Only allow specified IP address to playback shared cloud recordings. This setting applies to cloud recordings that are [shared publicly or to authenticated users](#). If a cloud recording is shared to authenticated users, signed-in users in the same account will still need their IP address allowed to view the recording.
- **Record meeting as WORM state (write once, read many)**: After enabling this setting, cloud recordings cannot be [edited or deleted in the web portal](#). If a retention time range has been configured, recordings can't be edited or deleted until the retention period expires.
  Note:
    - This setting needs to be enabled by Zoom. After contacting support, please allow up to 3 business days for the feature to be enabled.
    - If you set an recording to auto delete, the time to auto delete will only apply after the retention period expires.

- **Auto delete cloud recordings after days**: Delete cloud recordings after the specified amount of days.

Starting a cloud recording

Note: Only hosts and co-hosts can start a cloud recording. If you want a participant to start a recording, you can make them a co-host or use local recording. Recordings started by co-hosts will still appear in the host's recordings in the Zoom web portal.

To record a meeting to the cloud:

1. Start a meeting as the host.
2. Click the **Record** button.

3. Select **Record to the Cloud** to begin recording.
4. To stop recording, click **Pause/Stop Recording** or **End Meeting**.

   Once the recording has been stopped, the recording must be processed before viewing. Zoom will send an email to the host's email address when the process is completed. There will be two links in the email, the first will be for the Host-only, to manage the recording. The second link will be for the participants.
5. Manage your cloud recordings:
   - Download, share, or delete cloud recordings.
   - Trim the playback range of a shared recording.

TROUBLESHOOTING:

Podium PC is frozen or unresponsive:

- select reboot. (Do not shut down)

Podium PC appears to be off (black screen on touchscreen)**:**

- Make sure the right input is selected on the podium touchscreen. If so:
- Open up the front of the podium. The actual computer/laptop is located on the left side. Power it off and on again.
- Podium touchscreen display (it remains black or frozen despite tapping it), reboot it using the button on the back right.

No playback/program audio:

Tap the "ADVANCE" button (bottom right) circled in red then the "AUDIO" button (near the bottom right) and adjust the levels on the touchscreen accordingly--if there is still no sound, or not enough sound, check the volume settings of the computer you are using. Additionally, if you are playing sound off a given program (quicktime player, powerpoint, etc) check the sound settings within that program. If too low: tap the up arrow, if too loud: tap the down arrow. The audio coming from the Podium PC is considered "Source."

ADJUSTING VOLUME - there is a green bar with arrows to adjust up or down. If you do not see green on the bar, tap it at the top several times until the green scale shows up.

Projector is 'ON' on touch screen but no image:

- Make sure the right computer input is selected.
- Make sure the hide button is "off".
- Make sure the projector bulb is on.

If yes to all of the above, it sometimes happens that if the PROJECTOR ON/OFF button on the touchscreen is pressed too many times while the projector is warming up or cooling off, the system gets off sync. Try the following:

- Press PROJECTOR OFF on touch screen and wait for projector to turn-off and cool off completely (look at the actual physical projector);
- Now press PROJECTOR ON on the touchscreen. If after several seconds you do not see the projector bulb turning on, find the projector remote in the podium and turn it on manually.

No audio from wireless mics:

- Make sure the mics are on and the receiver is on;
- Make sure the batteries are not dead. If yes, replace or charge if possible. Alternatively, swap the mic with a working one.

PLEASE TURN OFF THE PROJECTOR AT THE END OF CLASS