1. Touch the control screen (white screen circled above) to start.
2. Select “Video” or “Audio Only” option. These buttons will change in the future to say “Video + Audio” and “Audio Only”.
3. Right black screen on the lectern is the confidence monitor for the presenter. It shows exactly what the audience sees.

4. Select the input source
   - Lectern Laptop – To use your laptop, please use the HDMI adapter provided.
   - Mac Mini – you can connect your own USB stick to the MacMini found under the lectern. Password for the Mac Mini is password.
   - Wireless Presentation – Not yet working! Instructions forthcoming when we get this working.
a. For in-room lectures (no Zoom option), connect the presenter’s laptop to the cord on the lectern and select “Lectern Laptop.”
b. For in-room lectures (no Zoom option) where the presenter does not have a laptop, connect the USB drive with the presentation to the MacMini (underneath the lectern) and select “Mac Mini” on the screen.
5. Right column controls can be used for controlling audio for the presentation, but in general these do not need to be adjusted.

For Zoom meetings using the presenter’s laptop for slides:
1. Make sure the same Zoom meeting is running on both the presenter’s laptop and the Mac Mini. Password for the Mac Mini is password.
   a. Use the keyboard and mouse to start Zoom, and connect to your Zoom session.
   b. Either log in to Zoom or open Zoom and select “Join a Meeting” and type in the meeting ID.
      i. If you are choosing to log in with your Caltech credentials, select SSO Login, type “caltech” in the domain field, and it will take you to a Caltech login page. If this does not work and you get an error message of a stale request, close the window and start over.
   c. Turn on the Video in Zoom on the Mac Mini.
   d. Turn on the Audio in Zoom on the Mac Mini. If need be, set audio to “Core 1.”
2. Do not turn on the Zoom Audio on the presenter’s laptop.
3. Do not turn on the Zoom Video on the presenter’s laptop.
4. Mute the speaker/audio on the presenter’s laptop to avoid echo/feedback.
5. Select “Lectern Laptop” to display your presentation and connect to the Zoom session.
   a. When displaying a PowerPoint presentation, make sure the view that is in the Zoom session is the presentation view and not the presenter view.

A microphone must be used for all Zoom sessions. You can use the lectern microphone, the wearable microphone (pictured right) or the handheld microphone (pictured left). All three microphones will work individually or together, and serves as the audio input for Zoom meetings.