1220 MRB III PowerPoint Presentation / Zoom
Set Up Instructions

Support: Call 615-875-9188 for immediate assistance.
Email av.support@vanderbilt.edu for training.

Note: It is highly recommended that you use the PC with
Zoom pre-sets already in place.

When using a laptop, set up your meeting in this order:
  1. Open your PowerPoint presentation
  2. Then log in to your Zoom meeting
Using the Podium PC

1. **Set up Presentation:** Turn on the PC (left) podium monitor. Press any key to activate the login window (using black keyboard).
   Log on using your VU Net ID.
   Guest log in is username: **visitor** password: **Vanderbilt!**

2. Touch the “PC” on the LCD control panel screen.
3. Press the podium computer switch box button until the “PC” light comes on.

4. Place your flash drive into the USB port of the podium switch box.

5. Click on the File Explorer icon to find and open the presentation on your flash drive. It is recommended that you drag the presentation to the PC desktop.
6. Open your PowerPoint presentation (minimize if necessary to open Zoom).
7. The presentation on the large room screen (which your in-person audience will see) should look like the presentation on the PC monitor (what your Zoom audience will see). If not, hold down the Windows key on the keyboard, and press “P”. You will see a right sidebar of icons. Click on “Duplicate”.

8. **Access Zoom Meeting**: Click on the Zoom icon and log into a meeting.
9. Join the Zoom meeting (enter the appropriate Meeting ID and Passcode)

10. Zoom settings should already be in place, if not...Click on the Unmute caret (upward-pointing arrow) and choose “Creston MRBIII 1220 Room Speakers (Intel(R)Display Audio)” under Select a Speaker, then choose “Echo Cancelling Speakerphone (AV Bridge 2x1) under Select a Microphone. Be sure to click the “Unmute” icon so that the “Mute” icon displays.
11. Click the “Start Video” icon, then click the caret next to it, and make sure “AV Bridge 2x1” is selected.

12. **Share Screen**: Click the Zoom “Share Screen”.
13. Zoom will ask you what you would like to share. Choose desktop or Presentation, and click the “Share” button.

14. Zoom viewers will see something like the following (whatever you designated in step #13 above), including a side screen of the zoom speaker.
15. Ask someone on the Zoom call to speak. If you can’t hear them, click the Mute caret (upward-pointing arrow) and choose “Test Speaker & Microphone…”

A pop-up screen will display. If you hear a ringtone coming from the ceiling speakers, click the “Yes” button. If you don’t hear a ringtone, click the “No” button.

Another pop-up screen will appear asking you to speak (e.g., “Test 1, Test 2”) and pause. If you heard your voice replay through the ceiling speakers click “Yes.” Your Zoom audience should be able to hear you, too. If not, call AV Support: 615-875-9188
16. Your presentation should appear on the PC monitor, the large room screen, and the floor confidence monitor as shown in the image below.

17. **Room Camera:** Adjust the room camera for optimal zoom viewing by pressing the control panel screen button labeled “Camera.” Use the zoom-in, zoom-out, and pan left-right-up-down controls to control what Zoom participants will see. Some presenters prefer to show a portion of the big screen and the podium.
18. **Sound:** The ceiling microphones pick up sound very well, and Zoom participants should be able to clearly hear both the speaker and questions from the audience. Lapel mics can cause a slight distortion for Zoom participants. If a lapel or handheld microphone is necessary, get one from the bottom podium drawer. Lapel mics should be attached directly beneath the speaker’s chin. Adjust the hand held or lap mic sound level as needed using the buttons on the Control Panel.