

# Conference Room A/V Guide

Rooms D101 · D120 · S100

Audio · Video · Microphones · Conferencing

## 1. Getting Started

- Log into the desktop computer using your PCC credentials — OR plug your laptop into the HDMI cable on the podium. The display switches automatically.
- Turn the monitor (video wall) on by pressing the red power button on the LG remote.



★ Please wait approximately 15 seconds for the monitor to fully power on before use.

## 2. Handheld Microphones

### How to Use

- Turn the mic ON by sliding the button to the — position.
- When finished, slide the button back to the O position to turn it off.



★ Please return the microphone to the charging station after use to keep it fully charged.

### 3. Lapel Microphones

#### How to Use

- Turn the mic ON by sliding the button to the — position.
- When finished, slide the button back to the O position to turn it off.



★ Please return the lapel microphone to the charging station after use to keep it fully charged.

### 4. Volume Control

#### D101 & D120 — Podium Control Panel

To adjust the volume for microphones or lapels in rooms D101 and D120, use the control panel on the podium.



★ Ensure that the microphone button is illuminated. If it is not, please press it to activate it.

#### S100 — Control Unit Inside Podium

To adjust the volume in room S100, use the control unit located inside the podium.



#### S100 Channel Label Map

LAV	Lapel Microphone	HH2	Handheld Microphone 2
HH1	Handheld Microphone 1	PROG	Wireless Table Microphone

## 5. Camera Setup (Zoom & Teams)

### Power On

- Press the red power button on the camera remote to turn the camera on.

### Camera Presets — Repositioning the Camera

- Preset 1 — Returns the camera focus to the presenter at the podium.
- Preset 2 — Focuses the camera on the screen.

### Pan & Tilt the Camera

- Use the arrow buttons on the camera remote to adjust the camera direction.

### Auto Tracking

- Toggle Auto Tracking on or off using the On/Off button in the Auto Tracking section of the remote.



## 6. Joining Zoom or Teams Meetings

To join a meeting using the conference room audio and video, select the following devices in your meeting application:

<b>VIDEO</b>	<b>Lumens VC-TR61 USB Camera</b>
<b>AUDIO</b>	<b>Extron HDMI (NVIDIA High-Definition Audio)</b>

★ *The conference room screen must be turned ON to stream audio from the computer.*

Questions? Contact the Help Desk · Extension **2300**  
Instructions available at [www.piedmontcc.edu/it/cr](http://www.piedmontcc.edu/it/cr)