Quick start guides

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Use of the AV Installation in a lecture hall

1 Press *ON* to turn on the AV installation. Use the lecture hall PC (CZ-PC) or connect your laptop with the use of the spider. The system will show the image of the device in use, automatically. Your device has priority over the CZ-PC. Switch on the CZ-PC, if wanted.

2 Pres *AV MUTE* to mute image and sound. The button light will blink. Press the button again to unmute.

3 Press *OFF* to shut down the AV Installation. It takes about two minutes for a complete shutdown. No other buttons can be used during this cooling down period.
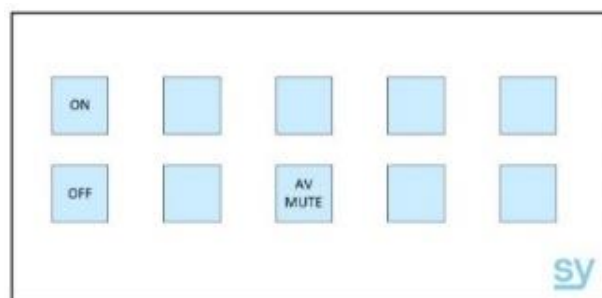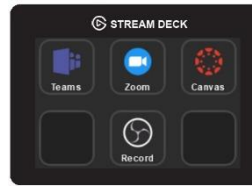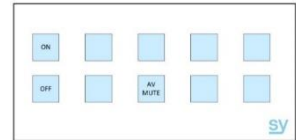

Kramer spider cable

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Using lecture hall PC (CZ-PC) with Big Blue Button

1 Connect the blue USB cable into the connector on the desk
Turn on the CZ-PC
Startup the AV system with the panel.

2 Use the Streamdeck to select Canvas
Log in with your credentials
Join the conference for this lecture

3 Do the microphone test
Press the telephone button 📞 to select the appropriate microphone

4 Press the camera button 📷 to select the webcam (you will see a preview)
Use *Start sharing* to start your stream
Use *Start recording* if you wish to record your lecture

5 To end the lecture
Stop the recording, if used
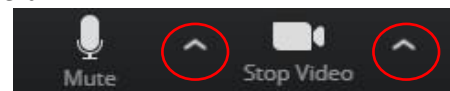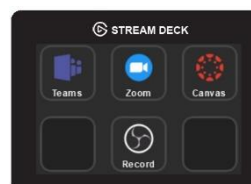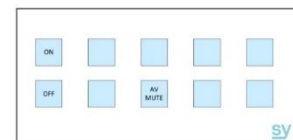Click on the 3 dots and select *End meeting*

CZ-PC with Big Blue Button

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Using lecture hall PC (CZ-PC) with Zoom

1 Connect the blue USB cable into the connector on the desk
Turn on the CZ-PC
Startup the AV system with the panel.

2 Use the Streamdeck to select Zoom
Choose *Join from Your Browser*
Log in with your credentials

3 Permit to use the camera and click *Start Video* to select the camera
Click on *Join Audio by computer* and give access to the microphone
The " ^ " buttons allow you to select microphone and camera

4 Use *Share screen* to start sharing your presentation
Use *Record* if you wish to record your lecture

5 To end the lecture
Stop the recording, if used
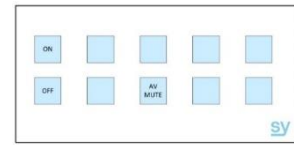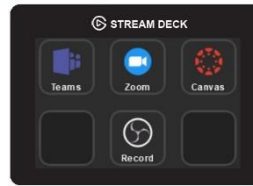Click on the 3 dots and select the red button *End*

CZ-PC with Zoom

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Using lecture hall PC (CZ-PC) with MS-Teams

1 Connect the blue USB cable into the connector on the desk
Turn on the CZ-PC
Startup the AV system with the panel.

2 Use the Streamdeck to select Teams
Log in with your UT-credentials

3 Open your meeting and start the lecture
Select another camera or microphone by "…"

4 Select 🔼 to enter the sharing bar
Use … / *Record* if you wish to record
your lecture

Screenshare   Browse   Whiteboard

5 To end the lecture
Stop the recording, if used by … / *Stop recording*
Click on the red phone hook button to end the lecture

CZ-PC with MS-Teams

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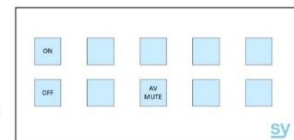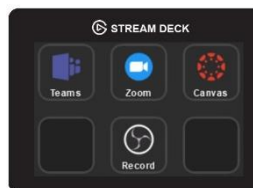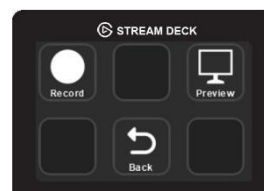

Using lecture hall PC (CZ-PC) for Recording

1 Connect the blue USB cable into the connector on the desk
Turn on the CZ-PC
Startup the AV system with the panel.

2 Use the Streamdeck to select *Record*
The Streamdeck shows new buttons

3 Use *Preview* to show a preview on the CZ-PZ
Close the preview window with ✕ on the CZ-PC

4 Press *Record* to start recording
The Streamdeck will show the recording time
Use *Stop all* to end your recording

5 The file is stored on the desktop with a date and time stamp.
Copy the file to an appropriate device
Do not forget to delete permanently the file on the desktop (Shift Del)

CZ-PC for Recording

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Using your laptop with the lecture hall webcam

1 Connect the blue USB cable to your laptop
Startup the AV system with the panel.

2 Startup your laptop
Startup the software on the laptop you want to use with the webcam

3 Select the appropriate camera in your software (Logitech 930)

4 Select the appropriate microphone in your software
Use the microphone of your laptop or select the UMC202HD for the Revolabs wearable microphone (if available)
Select the Logitech 930 microphone only if no better microphone is available

5 To end the lecture
Disconnect the blue USB cable
Put the Revolabs microphone into the charger, it fits one way (if used)
Shut down the AV system

Your laptop with the lecture hall webcam

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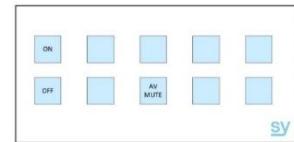
Connect Spotlight to your device (Bluetooth)

Attention: only works if the lecture hall PC (CZ-PC) is turned off

On Windows 10

1. Select the Windows icon, then select *Settings*
2. Select *Devices*, then *Bluetooth* in the left pane
3. Put the Spotlight in pairing mode, by pressing the Cursor [2] and Back [4] simultaneously until the Spotlight vibrates
4. Press *Add Bluetooth or other devices*, select *Bluetooth* and select the Spotlight device and select *Done*

On Mac OS X

1. Select the Systems Preferences and click Bluetooth
2. Put the Spotlight in pairing mode, by pressing the Cursor [2] and Back [4] simultaneously until the Spotlight vibrates
3. Select the Logitech device from the Devices and select *Pair*
4. Follow the on-screen instructions to finish pairing

Tip

To get the most out of Spotlight, download and install Logitech Spotlight Presentation software

Connect Spotlight to your device

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