

Guide to Using the 375 Board Room Lights, Window Shades, and Equipment

Lights

Step 1: Adjust the lighting

1. Light switches are located:
 - a. To the right of the main doors
 - b. Across the room on the west wall
2. Select the setting that fits your needs (labeled as follows):
 - a. A = All Lights On
 - b. B = Presentation Setting (no lights on either screen)
 - c. C = Movie Setting (minimal lights, all off except emergency lights and cove)
 - d. D = All Lights Off

Window Shades

Step 2: Adjusting the Electronic Window Shades

1. Shades can be adjusted using the wall control panels next to the west wall light switch panel.
2. There are 2 types of shades:
 - a. Woven (Light Filtering)
 - i. Allows some light but blocks the glare
 - b. Blackout
 - i. Blocks out all light
3. To bring the desired shades down or up select which shade type you want to put down Blackout or Woven, choose which window wall or walls, and press the down or up arrow.
 - a. 1 = West Wall (far end side)
 - b. 2 = South Wall (left side of room)
 - c. 3 = North Wall (right side of room)
 - d. 4 = All shades
4. Select stop when you reach a length that you find appropriate for your program
5. Note: if one shade does not go up/down all the way, put the whole wall of shades up and bring them back down again.
6. At the end please put all shades back up

Entrance Door Privacy Window Privacy

If your meeting requires additional privacy from the hallway, there is an automatic fogging glass on the entrance door side windows.

1. Simply use the electrical switch to the left of the doors when you walk inside the room to either engage or disengage the fogging setting.

Screen and Projector

Step 3: Screen Projector Operations and Connections

1. Locate a digital touch panel on either the west (far end of the room) or south wall (left as you walk in).
2. Touch the digital screen to begin
 - a. First panel is room configuration
 - b. Three screen choices
 - i. Screen 1 is the west far end
 - ii. Screen 2 south (left side of room)
 - iii. Screen 3 is both west and south screens
 - c. Select your option and allow the projection system to power
 - i. You will see the Lehigh University LTS Public Site screen
3. Select connection option on digital screen(located on left hand side of touch panel)
 - a. Room PC
 - i. This is a built in PC and requires no laptop or tablet connection
 - ii. When you select this button, you should see the Lehigh/LTS Public Site Login Screen
 1. If you do not, go to the AV closet in the back of the room, locate the PC and turn it on. On occasion it gets shut off by the customer that previously used the space
 - iii. Locate the Wireless Keyboard and Wireless Mouse and turn them on
4. Keyboard and Mouse
 - a. Should already be placed on the podium. If not, the Keyboard and Mouse are stored in the AV closet in the back of the boardroom on top of the AV unit
 - b. Turn on the keyboard and mouse, the small oval switch on the back of the device. The Keyboard and Mouse are only connected to the board room 375 PC.
 - i. Additional batteries for the wireless keyboard are located in the AV closet in the back of the room.
 - c. Login to your Lehigh account
 - i. Press Control-Alt-Delete until you see a login screen
 1. Enter your username and password
 - ii. Once you login you will have use of the room PC and can then access any site where you store your files
5. Using Zoom and Cameras/Mics in the Room
 - a. Cameras and Mics can only be used while connected to the Room PC
 - b. The steps to connect are as follows
 - i. Login to zoom and connect to a meeting room which will automatically connect to room cameras and mics
 - ii. To adjust cameras go to wall touch panel and select "camera controls" where there will be a series of buttons
 1. Top Row (Cameras 1-4)
 - a. This is where you will select which camera you want to be visible to zoom audience
 2. Center row
 - a. Autofocus allows the camera to autofocus and is kept on at all times
 - b. Directional Arrows

- i. Allows you to adjust the direction of the camera so you can see a different view of the room via the camera you have selected
 - c. Zoom in & out
 - i. Allows you to zoom in and out with the camera you have selected
- 3. Bottom Row
 - a. Presets
 - i. These are preferred camera settings based on past experiences
 1. Preset 1(Close Up)
 2. Preset 2 (Mild Close Up)
 3. Preset 3 (Mild Zoom Out)
 4. Preset 4 (Full Zoom Out)
- c. Mics and Audio Zoom
 - i. The audio for zoom while using the room PC is controlled through the touch panel
 - ii. Wireless and podium wired podium mic (plugged into the wall) will be automatically connected and picked up by Zoom when someone speaks in the room. There are two ways to adjust the volume.
 1. You can adjust the volume level on the room PC by selecting the small speaker emblem in the bottom right hand corner of the PC screen
 2. Via the touch panel by selecting Program Volume which is located on the bottom right hand corner of the touch panel
- d. Mics
 - i. To adjust wireless mic volume
 1. Go to microphone control and select wireless mics
 2. Wireless Mics are labeled mic 1 & 2; Podium mic will be the number where it is plugged into the wall (1 - 4 South wall and 5 -8 West wall)
 3. Adjust volume up, down, mute based on which number mic you are using
 - ii. To adjust wired podium mic volume, identify the number mic you are using by going to the wall panel where the mic cord is plugged into the wall, there will be a number listed (ex: mic 1)
 1. Go to microphone control and select wired mic either 1-4 or 5-8 (based on the number that it is plugged into)
 2. Adjust volume up, down, mute based on which number mic you are using
 - iii. When you are done using the room PC:
 1. click on the blue window emblem at the bottom center of the screen
 2. Click on your name and select sign out - **DO NOT SELECT POWER OFF**
- e. West & South Podium
 - i. On the touch panel you will find a selection for west and south podium connections. This allows you to connect a device via an HDMI cord.
 1. Step 1: Go the podium

2. Step 2: On the touch panel, select the location where the podium is located South(on the left hand side of the room) or West(far end of the room)
 3. Step 3: Connect your device to the HDMI cord
 - ii. Audio for this setting is controlled on the touch panel by selecting the Program Volume button at the bottom right-hand corner of the screen.
 - iii. If you login to Zoom via this connection method you will not be able to use the room cameras or microphones but rather those of the device plugged into the HDMI connection
 1. The HDMI cord is located inside the podium cabinet and the podium cords must be plugged into the wall connections in order for the HDMI to work.
 - f. Wireless Connect A & B
 - i. This selection allows you to connect your device wirelessly to the projector
 1. To do so select either one and follow the instructions listed on the landing page that will be displayed on the projector screen. It typically has a note directing you to connect your device to Lehigh, you must be on the Lehigh wireless network to connect ***NOT Lehigh guest wireless***
 - a. **Via Solstice App**
 - i. Open the solstice app
 1. This can be downloaded by going to mersive.com/download or using the qr code displayed on the touch panel
 - ii. Tap UC-375 Boardroom Pod A (B if using wireless B)
 - iii. Enter the four digit code displayed on the screen
 - iv. Share content to this screen
 - b. **Without the Solstice App**
 - i. Open web browser and go to share.mersive.com
 - ii. Enter 128.180.86.107
 - iii. Enter the four digit code displayed on the screen
 - iv. Share content to screen
2. Zoom
 - a. It is not recommended to use wireless connection for a Zoom meeting as there is feedback and you are not able to connect to the room cameras/mics
3. Audio
 - a. To adjust audio settings, use the Program Volume button on the touch panel on the wall

Music, Audio Controls, Microphones

Step 4: Music, Audio Controls, and Microphones

1. There are two ways to get music into the space
 - a. Bluetooth Connection
 - i. Use your own device to connect
 - b. Internet Radio
 - i. Use our building subscription to play a set station
 - c. To access these please see a Clayton University Building Supervisor at the Welcome Desk on the first floor who can assist. The audio controls have a passcode that is controlled by the Student Center Operations Staff which is located on the 1st floor Information Desk or Room 127
2. Wireless Microphones
 - a. You have the ability to use two wireless microphones in the room at any time.
 - i. We have 2 lavalier wireless microphones and 2 handheld wireless microphones, any combination of these can be used up to two.
 - b. Depending on what was initially requested with the space confirmation they will be placed on the podium before the start of the event. If they are not on the podium they will be stored in the AV closet in the back of the room.
 - c. Volume control for microphones can be accessed by selecting "microphone controls" on the touch panel, selecting wireless microphones and the corresponding numbered mic, and adjusting the volume

Shutting Down the Computer System

Step 5: Shutting Down the Computer System

1. At the conclusion of your event/presentation to shut down the system. Use either the West or South touch panel screen, at the bottom left corner press "System Off"
2. It will present you with two options: Power Down or Cancel
3. Select Power Down
 - a. This will disconnect your device and/or shutdown the room PC and retract the projectors/projector screens

Advanced Planning

For events and meetings requiring more advanced Audio Visual Support needs when using the Clayton UC Board Room we recommend scheduling a meeting with a member of our Student Center Operations Staff at least a week prior to do a dry run. Please contact our office at inucr@lehigh.edu to set up a time.

Additional Resources:

[Clayton UC Guide to Using 375 Board Room Equipment](#)

How-To Videos (in development by LTS)

LTS will provide same-day technical support for the Clayton UC Board Room. To request assistance, submit a Jira ticket for either:

- **Option 1:** Modified same-day support for an LTS staff member to meet with the client approximately 45–60 minutes before your event starts for a 15-minute AV check (nominal fee applies).
- **Option 2:** Advance AV support, Distance Ed offers advance consultations and same-day AV assistance that can include event monitoring and AV operation (hourly rates apply).

Please submit Jira tickets early to ensure a staff member can accommodate your request.

Requesting AV Assistance Clayton UC Board Room 375

Day of Technology Help:

- Call: LTS (technology) Help Desk: 610-758-HELP (4357)
- Chat: lehigh.edu/ltschat
- Text: 610-616-5910
- Clayton UC Welcome Desk 610-758-4160