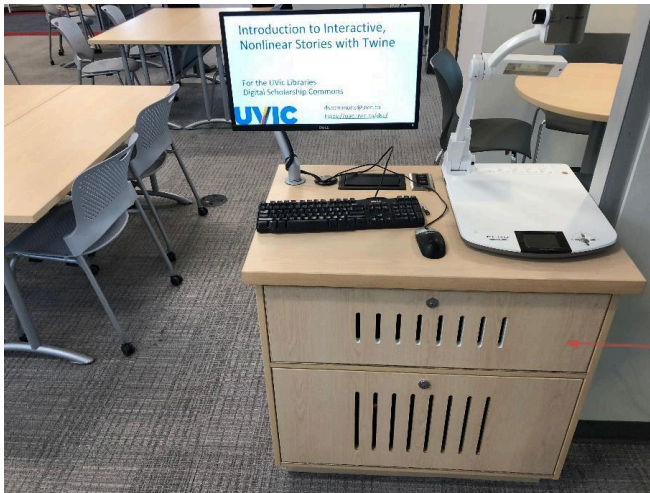# AUDIO/VISUAL CABINET
DETAILED GUIDE

Open the top cupboard to turn on the computer and projector, or switch between input devices.

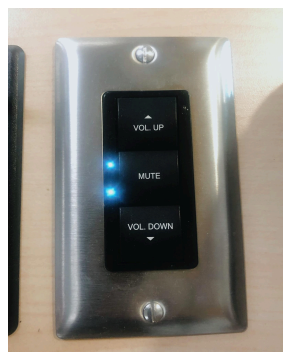Under the monitor is a small door that houses the following cables:
-VGA
-HDMI
-Audio 1/8"

Some laptops will require an additional adaptor to work with the VGA or HDMI cables. Talk to the DSC staff if you need to borrow one, or they can be borrowed from the Music & Media desk on the 1st floor.

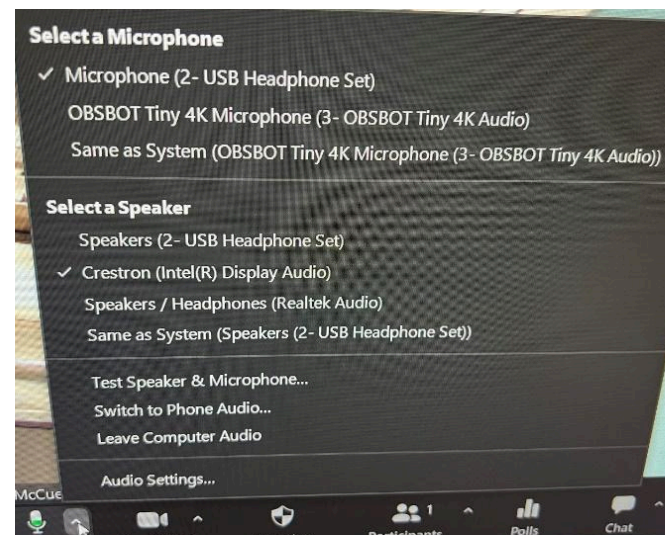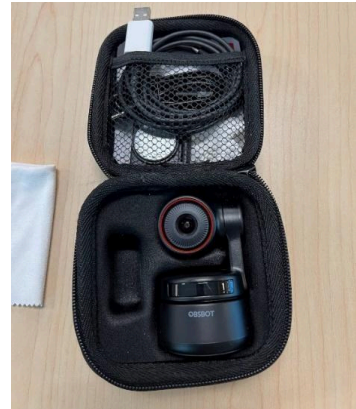To turn on the projector, press the button for your input device.

Please turn off the projector after your event.

To adjust the room speakers, just the mute/volume buttons that can be found on the top of the podium, below the monitor. (lights flashing when muted)

![University of Victoria Libraries logo]

Hybrid Presentations - using the projector computer

1. Retrieve equipment from the 3D printing/storage room (A310) on the cart in the far back corner:

   - RODE microphones (two mics with fuzzy wind guards, one receiver)

   - OBSBOT Camera case

   - DSC Laptop

2. Open the AV top cupboard with the AV key.

3. If the projector is not on, press the Laptop button inside the AV cabinet.

4. Log in to the DSC Laptop (generic user: **libweb**)

5. Open the camera case and screw the camera onto the podium stand.   Hold the base to make sure the camera is attached securely.

   - Adjust position as needed - the cable should attach at the back and the camera should point towards you.

   - Plug the other end of the cable into a USB- C port on the laptop.

6. Plug Rode microphone receiver using one of the charging cables into the USB port on the laptop.

7. Turn on both the mics and receiver: press and hold the power button on both the microphones and receiver until a light appears on all of them.

8. Position your microphone: use the plastic microphone holder in the AV cabinet, or clip the mic to yourself.

9. Login to your Zoom meeting and set up:

   - To share your screen, click the green "share screen" button.

   - Make sure the Microphone input is set to **Microphone (USB Headphone Set) or WIRELESS GO II** and Speaker is **Crestron (Intel® Display Audio)**

   - Double check sound is working: ensure the Mute button on top of the AV cabinet is off

(flashing=mute on, solid light=mute off), and that you are unmuted on Zoom.

10. It's a good idea to have a partner to test your audio on Zoom.

Takedown

1. Unplug Rode cable from the computer.

2. Press and hold Rode power buttons until the lights go out.

3. Unplug the camera and put away the camera and cable in the carrying case.

4. Return mics and camera to the storage room, plug in both microphones to charge. Turn off lights in the storage room and make sure the room is locked.

5. Turn off the projector (Hit the OFF button in the AV cabinet)

6. Lock AV cabinet and return key to key storage place

Using your own Laptop

- *If you want to use the OBSBOT camera with full camera tracking functionality you will need to install the OBSBOT TinyCam software onto your device ahead of time: https://www.obsbot.com/download/obsbot-tiny-series*

1. Connect your laptop to the HDMI Cable under the monitor (see p. 1 photos)

2. Connect camera and microphones to your laptop instead of the computer – if needed, there are adapters under the AV cabinet or in the storage room

3. Switch the projector input to "laptop" using the AV Cabinet buttons.

Rode Cable Reconnection for the single mic set:

If the Rode cables get disconnected, use the photo to the right as a guide to connect them back together correctly: