QUEST AUDITORIUM & CLASSROOM TECH SETUP

Important info:
Cell #s: Felix 646-286-9348, Wayne 631-357-2973, Michael 914-772-1618, Bob 516-356-4036

Prior to the presentation date: It is strongly recommended that PowerPoints be tested at the podium by the tech support person and the presenter, especially if the PowerPoint contains embedded video. All embeds should also include the link in case of problems. If this is not possible the presenter should email the PowerPoint to the tech support person well in advance of the class. Presentations should be downloaded from gmail (open with Firefox) and saved in the Downloads folder- label with date, class, and title.

Addresses for emailing PowerPoints:
For the classrooms use   room1517quest@gmail.com
For the auditorium use   auditoriumquest@gmail.com

Get designated laptop & remote from the cabinet in office. Key is in envelope on top of desk on right side.

1. Power Up

In the Auditorium: Turn on the main switch on the far right of the top of the rack in the equipment closet on the stage, adjacent to the podium. This powers up the mixer and the room speakers.

At podium: On the console (small screen to right of monitor) touch the "**Turn System On**" button (this will take ~ 2 minutes).

While waiting, lower the projection screen. *In the auditorium the controls are on the opposite wall from the podium.*

Touch the "**Turn Projector On**" button on the console (projector takes a while to warm up).

Turn on the podium monitor by hitting the **on/off button on the small CPU** that is marked with an arrow on the shelf in the base of the podium. A small light next to the button will blink indicating it is on.

Then touch the "**Built-in PC**" option on the console (for a guest device, select "External device," pull out the shelf on the podium's right side and use the HDMI or VGA connector (might need an adapter).

In the classrooms, touch "**Turn Monitor On**" on the console to turn on the side screen.

2. Log In

Slide out the keyboard tray until it clicks, then place the mouse alongside the keyboard. Click the mouse and you should see the "Q" display on the podium monitor. If not, select Quest ID. If the cursor is on the side screen, move the mouse to the left or right to re-center.

When prompted, enter the **Password**   Quest25B

3. Configure PowerPoint Window

Locate the presentation in the Download or Documents folder.

OR Insert a flash drive with the presentation into the USB port located on the left-hand side on top of the podium. **Download** the presentation to the computer. **Eject** the flash drive by clicking on the caret on the right-hand side of the lower toolbar, then clicking on the flash drive icon, pictured at the left. Follow the prompt to safely eject the flash drive.

Reading view (Ctrl+Shift+R)
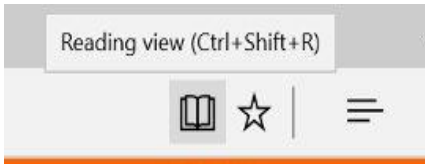
Open the PowerPoint presentation by double clicking on its icon on the desktop. **Put PowerPoint on "Reading View."** The Reading View icon is on the bottom of the page and looks like an open book (see left). This view will have the Windows icons on the bottom.

To present using the full screen, select "Slide Show" on the top menu bar but make sure that "Use Presenter View" is **NOT** selected.

4. Log In to Zoom

You need to log into Zoom first on a laptop, as host, and then at the podium, as co-host.

Laptop: Set up on desk in front row close to podium. Power on and check charge level. If low, plug in the power cord.

Click on the **Zoom icon** at the bottom of the screen. Click "**Join a Meeting**" and from the dropdown menu choose the correct classroom. Log in with the meeting ID number and passcode (which stay the same all semester). They are printed on each laptop.

For the laptop join with **No Audio** and **No Video**

2023-2024 codes:
Auditorium   Meeting ID: 813 5977 7119   Passcode: 252525

Owner: Wayne https://us06web.zoom.us/j/81359777119?pwd=K1lBK3FuZmczZ0p6Q3BHL0pEUXVQQT09

Room 15-17   Meeting ID: 893 8196 3761   Passcode: 252525
Owner: Wellner https://us06web.zoom.us/j/89381963761?pwd=NHNieGxPNTR4akNDaXdyTUxmRGlyQT09

Room 27 Meeting ID: 834 6569 8593   Passcode: 252525
Owner: Reiss https://us06web.zoom.us/j/83465698593?pwd=T2IrMTloTkZsL21VRitqaFowZ2hVdz09

<mark>At the podium</mark>: Minimize the PowerPoint window and click on the **Zoom icon** at the bottom of the screen. Click "**Join a Meeting**" and from the dropdown menu choose the correct classroom. The Name should be the room name, then click "**Join**." Use the passcode above.

✴ Make sure to select <mark>**Join with Computer Audio.**</mark> On the bottom left of the Zoom screen, click <mark>**Unmute**</mark> and <mark>**Start Video.**</mark>

In the upper right of the Zoom screen, click **View** and choose **Gallery.** Using the Zoom menu, click **More** (on right with 3 dots) and choose **Show Video Panel**.

Click on **Share Screen** (green button at bottom), and choose the panel in which PowerPoint is running. This should be Screen 2 with the desktop, not just the PPT. Be sure to **check Share Sound** and **Optimize for video clips** at the bottom of the screen, and then click on **Share**, in the bottom right of the window. You should get a message at top "You are screen sharing."

The side monitor(s) should be configured as second monitors that will present different images than the front screen. To do this, press the <mark>**Windows Key + p**</mark> simultaneously on the keyboard. Choose "<mark>**Extend**</mark>" from the menu of four choices.Your mouse can extend the cursor to the side monitors like one big screen.

Drag the Zoom window to the side monitors using your mouse. Maximize the Zoom window on the monitors that should be showing the video panels of you and the at-home participants. You might need to select the grid icon at top. You can maximize by dragging the bottom corners and the bottom middle.

Maximize the PowerPoint window.

<mark>On the laptop- Designate Zoom hosts:</mark> click on **participants**, choose **laptop**, and select **claim host**. Next, select the **podium** and make it the **co-host**. The person monitoring the laptop should be able to see the presentation and the gallery, and respond to chat messages and alert the presenter if there is a question or comment.

Now the presenter can begin the slideshow. Advance slides using the down arrow key on the keyboard, the enter key, right-click the mouse, or use a remote. On the side monitors, you will be able to see the video panel with the Zoom participants' images. Those at home should see the presentation and an image of the presenter.

5. *Set Up Speakers and Microphones (Auditorium)*

There are three external wireless microphones in the drawer in the equipment rack in the closet for use as roving mics, necessary for in-person attendees to be heard during Q&A. Normally, two mics are used. They can be powered up at the beginning of the class and left on during the presentation, ready for use at any time. Someone must be assigned to carry the devices to each person for Q&A.

6. Troubleshooting

Sound: Make sure the podium mic is switched on at the base. Volume should be adjusted on the computer, not the touchscreen console.

PowerPoint: Does the synchronization between the mouths and words on your video look OK to your at-home participants? If not, you may need to stop share and start the share again. If embedded videos don't work properly use the URL.

7. Power Down -

At the end of class, **end the zoom meeting and close the PowerPoint**.

After **the last class of the day**, turn off the podium as follows:

1. If a flash drive is still mounted, eject it.
2. Shut down the computer by clicking on the **Windows icon** in the lower left hand corner of the screen, then click the **power icon** then "**Shut-down**."
3. Shut off the overhead projector using the console: "**Turn projector off**."
4. In the classrooms, turn off side monitors using the console: "**Turn monitor off**."
5. **Turn off** the entire system using the console, click **yes to "Power Down**."
6. Restore the mouse and push in the keyboard tray.
7. *In the auditorium- turn off the power switch on the rack.*

Helpful Info:
For shorter presenters, the computer screen can be lowered by grasping the frame on both sides or the top and pushing gently, DO NOT push on the screen itself.
The outlets & USB ports on the side of the podium are for charging, they are not connected to the computer.

To access emailed PowerPoints: Use FireFox to open the appropriate gmail account:
For the classrooms use room1517quest@gmail.com (Password 25Broadway):
For the auditorium use auditoriumquest@gmail.com (Password 25Broadway):

Download presentations to the Download folder. They should be named with Date, Presenter, and a Keyword to indicate the topic.

Last updated by Tamara Weinberg 11/13/23