

QUEST AUDITORIUM & CLASSROOM TECH SETUP (9/4/26)

Important info:

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Prior to the presentation: Presenters should email PowerPoints to the tech person for help with embeds and a readability check. Embedded videos should also include the link as a backup. We recommend testing PowerPoints at the podium, especially any videos. Presentations should be downloaded from gmail (open with Firefox) and saved in the Downloads folder- label with date, presenter, and title.

Addresses for emailing PowerPoints (Passwords: 25Broadway):

For all classrooms use: room1517quest@gmail.com

For the auditorium use: auditoriumquest@gmail.com

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

For room 15-17 hybrid classes, also bring the wireless mics.

1. Power Up

* *In the Auditorium:* **Must do 1st!!!! Turn on the main power 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 on right side) touch the screen to wake it, then touch “**Turn System On**” (this will take ~ 2 minutes).

While waiting, lower the projection screen. *In the auditorium the controls are on the wall near the podium.* For hybrid classes, can log on to laptop (step 4).

Turn on the podium monitor by pressing the **on/off button for the computer** on the shelf in the base of the podium (marked with an arrow). A small light next to the button will blink indicating it is on.

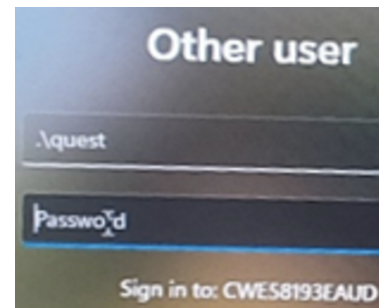


Touch “**Built-in PC**” on the console (if using a personal laptop select “External device,” pull out the shelf on the podium’s right side and use the HDMI or VGA connector - might need an adapter).

In the classrooms: Touch “**Turn Monitor On**” on the console to turn on the wall-mounted screen.

2. Log In

Pull out the keyboard tray until it clicks, then place the mouse alongside the keyboard. Click the mouse. If you don’t see a large Q on the screen, you need to log in: select “Other User” in lower left corner. (If the cursor is on the side screen, move the mouse to the left or right to re-center.) You will see a screen with two blank lines. In the top line enter a period, a backslash and “quest”- like this- [.quest](#) For the password. Type in [Quest25B](#) and hit “Enter.”



3. Configure PowerPoint Window

Locate the presentation in the Download or Documents folder.



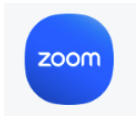
OR Insert a flash drive with the presentation into the USB port located on the left side on top of the podium. **Download** the presentation to the computer. **Eject** the flash drive by clicking on the caret on the right-hand side of the lower toolbar, then clicking on the flash drive icon, pictured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



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).

4. Log In to Zoom - Hybrid classes only

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



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 **252525** (which stay the same all year). They are printed on each laptop.

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

Designate Zoom hosts: If the laptop is not designated as “host,” click on **Participants** and then click **claim host** at the bottom of the participants panel. Claim host code is **252525**. 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. After Zoom is open at the podium, make the podium **co-host**.

At the podium: Click on the **Zoom icon** at the bottom of the screen. Click **“Join a Meeting”** and from the dropdown menu choose the correct classroom. **Name** should be the room name, then click **“Join.”** Passcode **252525**.

* Make sure to select **Join with Computer Audio**. On the bottom left of the Zoom screen, click **Unmute and Start Video**. Using the laptop, make the podium **co-host**.

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**.

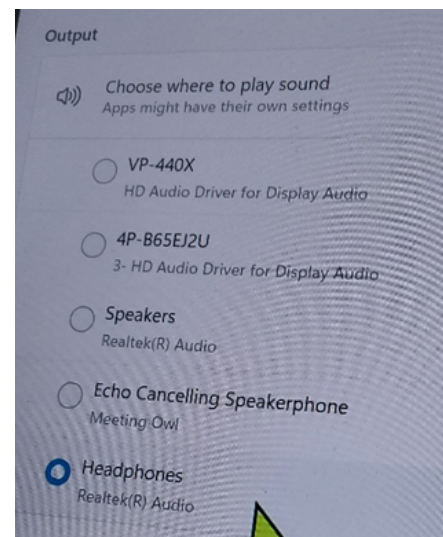
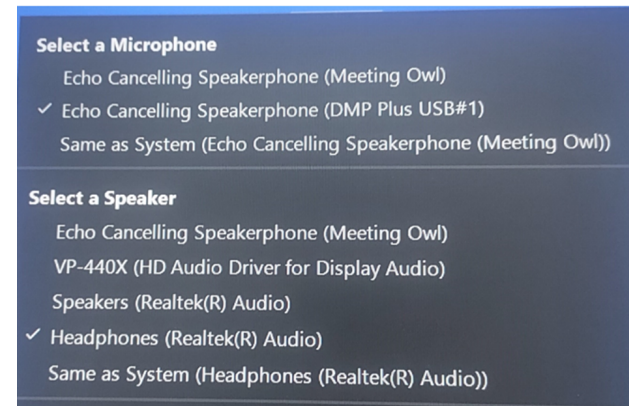
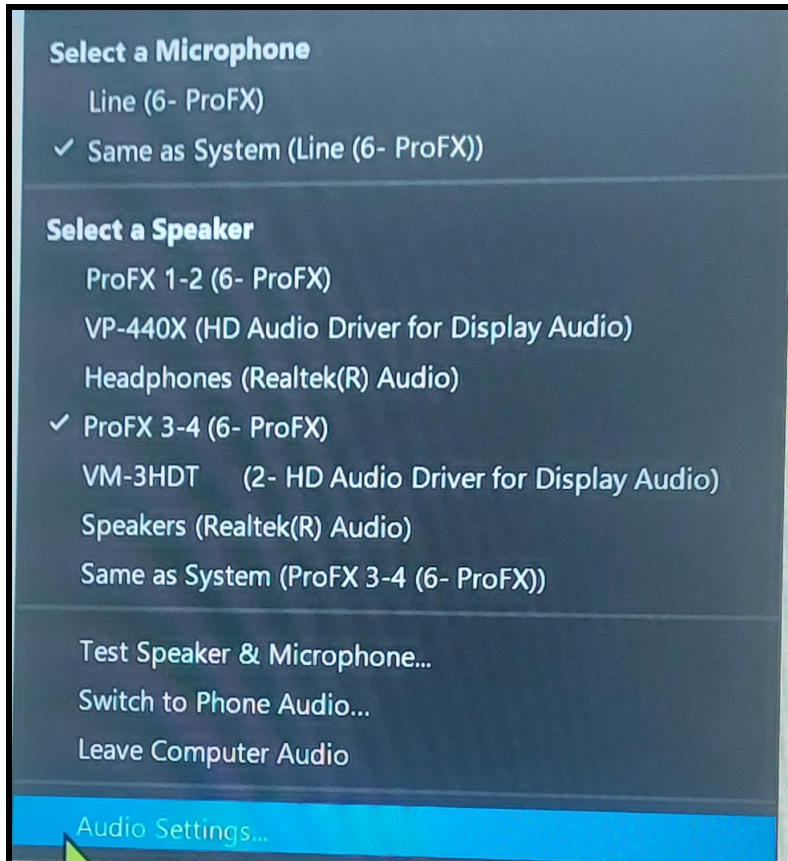
Click on **Share Screen** (green button at bottom), and choose the panel in which PowerPoint is running. This should be the blue box showing the entire desktop, not just the PPT. Be sure to **check Share Sound** and **Optimize for video clips** at the bottom of the screen, and then click on **Share**,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

5. Check audio settings On computer: open Settings/ System/ Sound and set as below:

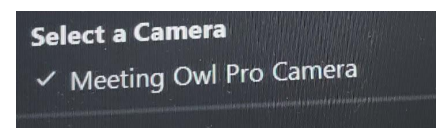
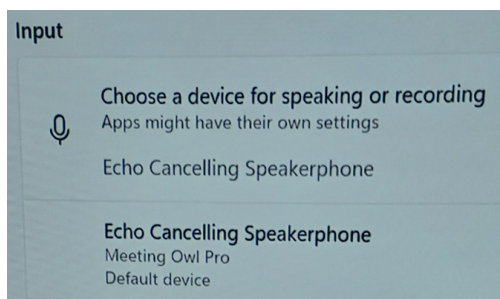
ROOM	SPEAKER/ OUTPUT	MIC/ INPUT	VOLUME	CAMERA
Auditorium	ProFX 3-4	ProFX	50%	n/a
15-17	Headphones (Realtek)	DMP Plus (NOT Owl)	100%	OWL
27	Headphones (Realtek)	Echo Cancelling Speakerphone (Owl)	100%	OWL

Auditorium Settings :

Room 15-17 settings :



Room 27: side monitor must be turned on



THE AUDITORIUM SETTING SHOULD BE CHECKED EVEN IF THE CLASS IS IN-PERSON ONLY BECAUSE THE WRONG SETTING WILL RESULT IN YOUTUBE VIDEOS PLAYING AT VERY LOW VOLUMES.

If you do not see the ProFX 3-4 option it means the mixer in the cabinet was not turned on before the podium was turned on. You need to shut down the podium system and turn it back on. This can take a couple of minutes.

For Hybrid: Check to ensure Zoom sound settings are the same as computer sound settings (on podium zoom control bar, click down arrow to right of mic icon).

Note: Console sound control is for mic; use slider on YouTube for video volume.

Run through the presentation and make sure any videos work and can be heard.

Check sound for participants at home- on laptop briefly unmute in Zoom, with sound on, and listen for echo. Then mute on Zoom and turn sound off on laptop.

6. Microphones

Auditorium: Wireless microphones stored in the drawer in the equipment rack in the closet are necessary for in-person attendees to be heard at home during Q&A. Two mics can be powered up at the beginning of the class to check battery life. Turn off and then turn on as needed during the presentation. Choose helpers to carry the mic on each side of the room.

Room 15-17: For a hybrid class, you **must** use the charged mics stored in the office equipment cabinet.

7. Finish setup

The side monitor(s) should be configured as second monitors that will present different images than the front screen. To do this, press the **Windows Key + p** simultaneously on the keyboard.

Choose “**Extend**” from the menu of choices. Your mouse can move the cursor to the side monitors like one big screen. If not hybrid, can select “**Duplicate**.”



For Hybrid: Drag the Zoom window to the side monitors using your mouse. Maximize the Zoom window on the monitors which should be showing the video panels of the presenter and the at-home participants. You might need to select the grid icon at top. You can maximize by dragging the bottom corners or window edges.

Those at home (and on the laptop) should see the presentation and an image of the presenter.

Maximize the PowerPoint window.

15 minutes before class: Touch “**Turn Projector On**” on the console (projector needs time to warm up). Adjust light switches- lights off in front of screen or in classrooms, podium light on (in auditorium).

For Hybrid: If the class should be recorded, click on **Record** in Zoom, select **to the Cloud**.

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.

8. Troubleshooting

Sound in the room: Make sure the podium mic is switched on at the base (it should light up), use touchscreen console to adjust level. Video volume should be adjusted on the computer, using YouTube settings.

People at home can't hear: Make sure you have activated mic at the bottom left of the Zoom screen and you have selected the proper audio settings (see audio section above). *In the auditorium, if ProFX 3-4 is not an audio option, then you must restart the computer because you failed to turn on the mixer in the auditorium closet first.*

PowerPoint: If synchronization between the mouths and words on your video is off to your at-home participants, you may need to stop share and start the share again. If embedded videos don't work properly use the URL which should be on the slide.

If people at home can't see a video: You need to stop sharing and start a new share and choose the correct screen to share (usually the one in blue). Choosing the blue screen allows people at home to see not only the presenter's PowerPoint, but also allows the presenter to share Word documents, spreadsheets, and videos from browsers with the audience at home.

9. Power Down -

At the end of class, **close the PowerPoint** and **end the zoom meeting** unless next class is hybrid.

After **the last class of the day**, shut down the podium as follows:

1. If a flash drive is still mounted, eject it.
2. If the remote was used, remove the USB dongle and replace inside remote.
3. 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."**
4. Shut off the overhead projector using the console: **"Turn projector off."**
5. *In the classrooms, turn off side monitors using the console: **"Turn monitor off."***
6. **Turn off** the entire system using the console,
 - Select **"Turn system off"**
 - Click **yes to "Power Down."**
7. Return the mouse to its slot and push in the keyboard tray.
8. *In the auditorium- turn off the power switch on the rack.*



Helpful Info:

For shorter presenters, the podium's 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.

Created & debugged by TW, WC, & SC