QUEST TECH SETUP QUICKSTART *TW 9/4/26*

Get the designated laptop, a clicker & podium light, if needed, and wireless mics for 15-17 from office.

1. **Power Up the podium**

- ☐ *In the Auditorium*: 1st turn on the "main power" switch in the equipment closet & get mics
- ☐ Touch console to wake, then select "**Turn System On**"
  - ☐ While waiting, make sure projection screen is down
  - ☐ (For Hybrid class, can jump to step 3 and log on to laptop while waiting)
- ☐ **Push on/off button** for the computer on podium shelf - look for arrow!
- ☐ "**Built-in PC**" on the console (screen on right side)
- ☐ *In the classrooms*: "**Turn Monitor On"** on console
- ☐ **Log In** to the Quest account: select "Other User" and enter .\quest (period, backslash, "quest") and the password **Quest25B** then press the **"enter"** key.

2. PowerPoint

- ☐ Locate and open the presentation from downloads, (or Open Gmail in FireFox - PW: 25Broadway)
- ☐ Select **"Reading View."**

3. For Hybrid: Log In to Zoom - Passcode: 252525 Meeting ID is on laptop.

- ☐ **Laptop**: Click "**Join a Meeting**" Join with **No Audio** and **No Video**
  - ☐ **Designate Zoom hosts: Participants/ claim host**. (claim code is 252525)
- ☐ **Podium**: "**Join a Meeting**" Join with **Computer Audio.** Click **Unmute** and **Start Video**
- ☐ **Laptop**: Make **podium/ co-host**
- ☐ **Podium**: In upper right of the Zoom screen, click **View,** choose **Gallery**
  - ☐ Click **More** (on right with 3 dots) and choose **Show Video Panel**
- ☐ **Share Screen**: choose the panel showing entire desktop with PowerPoint (usually in blue)
  - ☐ Options: check **Share Sound** and **Optimize for video clips** then click **Share**

4. Sound settings: Check computer audio settings: 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: If you do not see the ProFX 3-4 option you need to shut down the podium system, then turn on the sound mixer in the closet, and then turn the podium back on.
If side monitors don't come on with system startup, use remote in closet drawer.
15-17: Use handheld mics from office for hybrid classes.
27: Make sure **side monitor is turned on**.

Zoom sound settings should be the same as computer sound settings.
Note: Console sound control is for mic; use slider on YouTube for video volume.

☐ **Check sound-** unmute laptop and listen for echo

5. Finish Setup

- ☐ Press **Windows Key + p** Choose "**Extend**"
- ☐ **Drag the Zoom window** to the side monitors & maximize using box in upper right, might need to "stretch" side and bottom to fill screen
- ☐ On Zoom toolbar, click on the 3 dots and select "**Hide floating meeting controls**"
- ☐ **Maximize the PowerPoint window**.

☐ "**Turn Projector On**" on the console 15 minutes before class, leave on during lunchtime

In Auditorium:

- ☐ Adjust light switches- lights off in front of screen, podium light on
- ☐ Distribute handheld mics to audience members on each side of room
- ☐ If PowerPoint is too large for screen, get Epson remote and adjust to 16:9 aspect ratio

☐ *In classrooms:* Lights off, might need to adjust blinds to darken room

☐ For Hybrid: **IF RECORDING, REMEMBER TO START RECORDING-** choose **to the Cloud**

6. Power Down

☐ Click on **Stop Share**

☐ Close the PowerPoint

- ☐ If flash drive was used, eject it.
- ☐ If remote was used, remove USB dongle and replace inside remote.

☐ If last hybrid class for the day, **End the zoom meeting on laptop.**

After **<u>the last class of the day</u>**:

- ☐ Shut down the computer (**Windows icon/ Power icon/ "Shut-down"**)
- ☐ Touch the following commands on the console:
  - ☐ *In the classrooms,* "**Turn monitor off**"
  - ☐ "**Turn projector off**"
  - ☐ "**Turn system off**"
  - ☐ Click **Yes** when asked to Power Down
- ☐ *In the auditorium*- turn off the power switch on the rack.

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