By selecting one of the 4 sources, the projector will turn on, but the screen will not lower.

**Hybrid Zoom Presentation** – Located in the middle floorbox directly in front of the whiteboard

- Previously known as “Floor Box”
- Can also just be used as HDMI connection

**Front Wallplate HDMI** – Located to the right of the whiteboard next to the window.

- Raise shade to access.

**Rear Wallplate HDMI** – Located on the back of the room, to the right of the projector.

**Zoom - Presentation/ Hybrid**

- Plug in the blue USB cable to use Broad 200 microphone and camera
- Once plugged in, go to Zoom and change video and audio settings under Settings

- Press the up arrow next to the Video button and select Video settings
- Make sure Broad 200 camera is selected and not your device’s camera
- Then under **Audio**, make sure:
  - Speaker --> Crestron or Crestron (Same as system)
  - Microphone --> “Echo Cancelling Speakerphone”
• Make sure device is not muted and audio is set to max (100%) and then adjust volume on Crestron located at the bottom right of the screen
• Use “-” and “+” to adjust volume percentage or toggle the sound mute button.
• There is also a toggle to mute the microphones which is next to the sound mute button.

There are 4 ceiling microphones and to tell if it’s unmuted then the 4 microphones will be green and red when it’s muted.

Options Page
If you do not hear it turning on then head over to the Options page:
1.) Located on the top right on Crestron, press the gasket (Options) button

2.) Under Projector on the left, press on

The projector screen does not automatically come down. If you want the projector screen then
1.) Press the gasket (Options) button
2.) Under Screen, press the down arrow one to lower the projector screen and up arrow for vice versa.

**Shades**
The shades button controls both the left and right shade.
1.) Press and hold the corresponding arrow to increase or decrease the amount of shade.

**Camera Presets**
- Manual Camera Controls - manually controls camera
- To set a preset, manually control the camera to where you want and then press and hold Preset button until it flashes green to save preset.
- Please note that this camera does not have tracking capabilities.

**AFTER USER IS FINISHED. PLEASE SHUTDOWN SYSTEM**