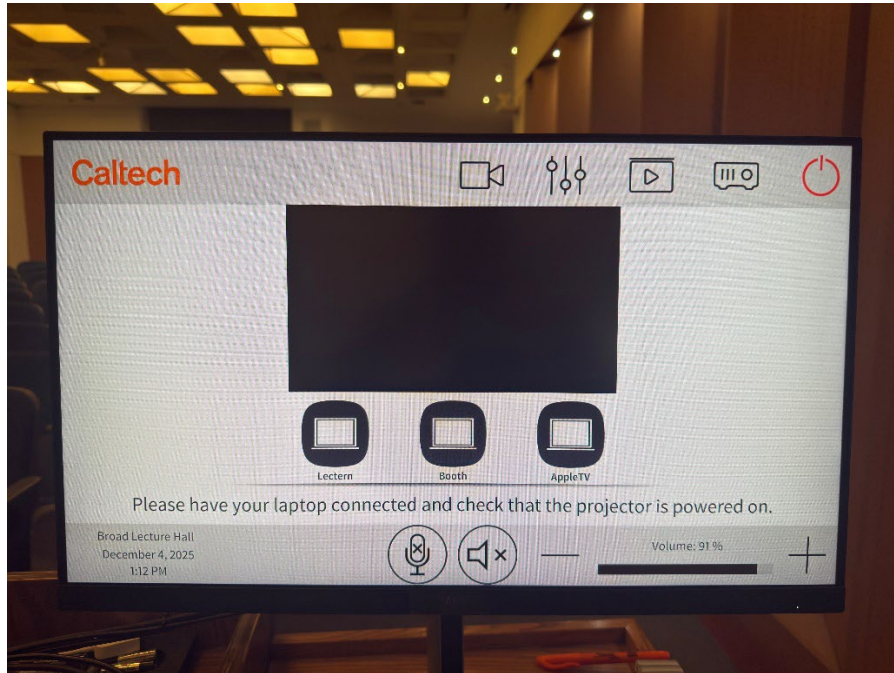


# Broad 100 AV Instructions

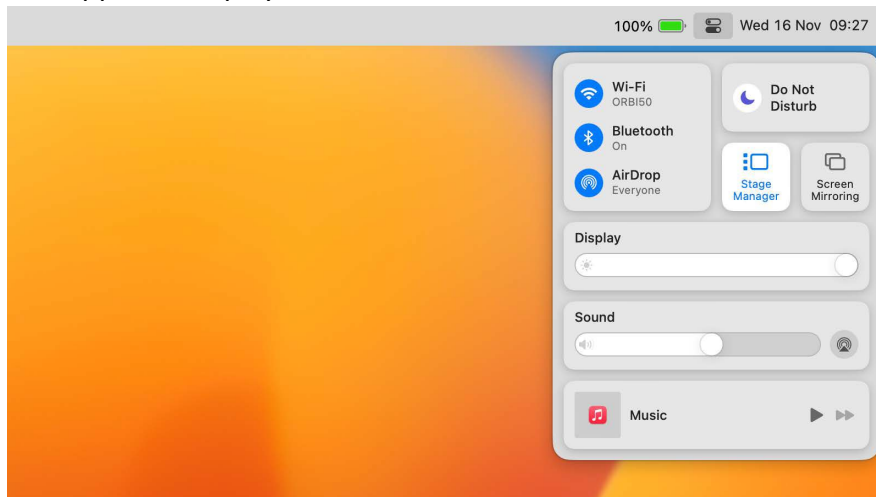


## For Intel-based Laptops

- Power on projector by choosing the source “Lectern”
- This will also bring down the projector screen
- Must connect with HDMI
  - Use adapter(s) if necessary

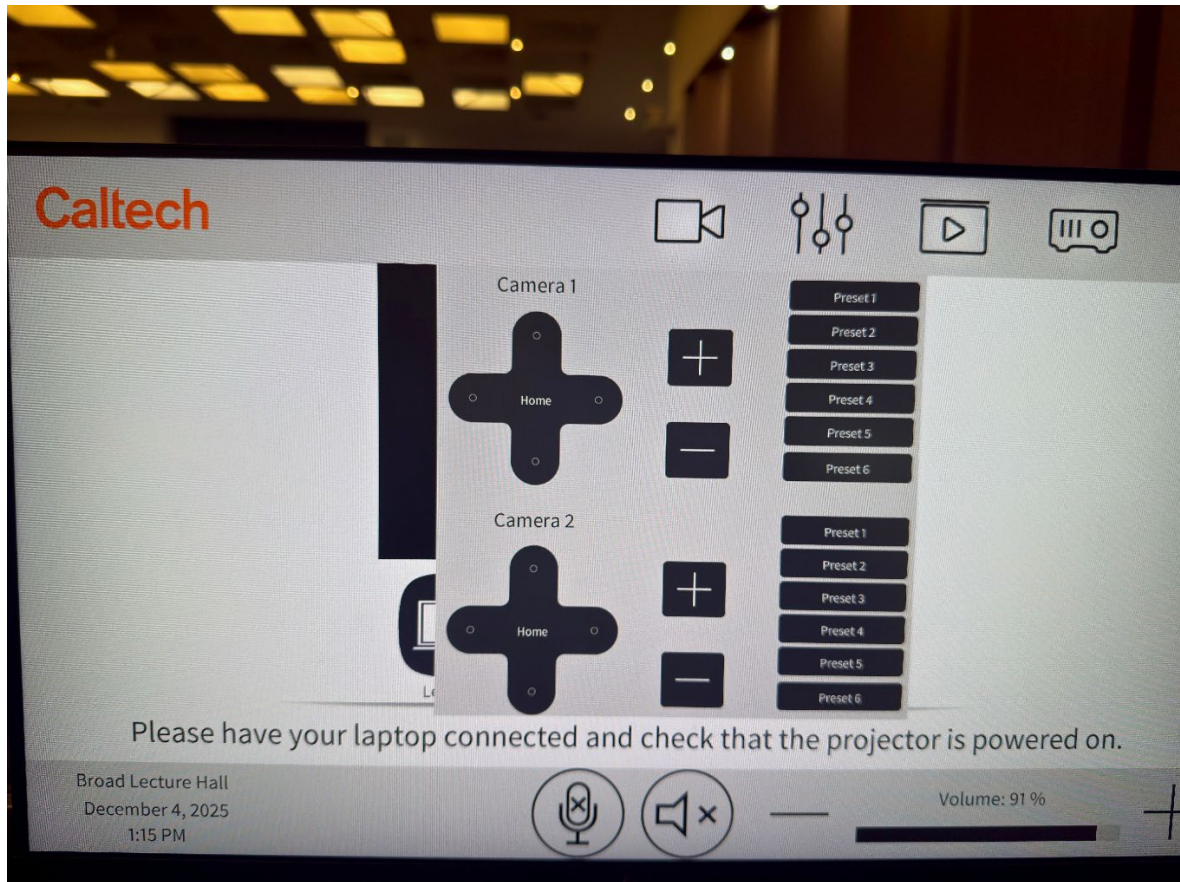
## For Apple/ Mac Users

- Power on Projector, by selecting Apple TV
- Device must be connected to Caltech Secure or Visitor
- Use Apple TV Airplay to connect



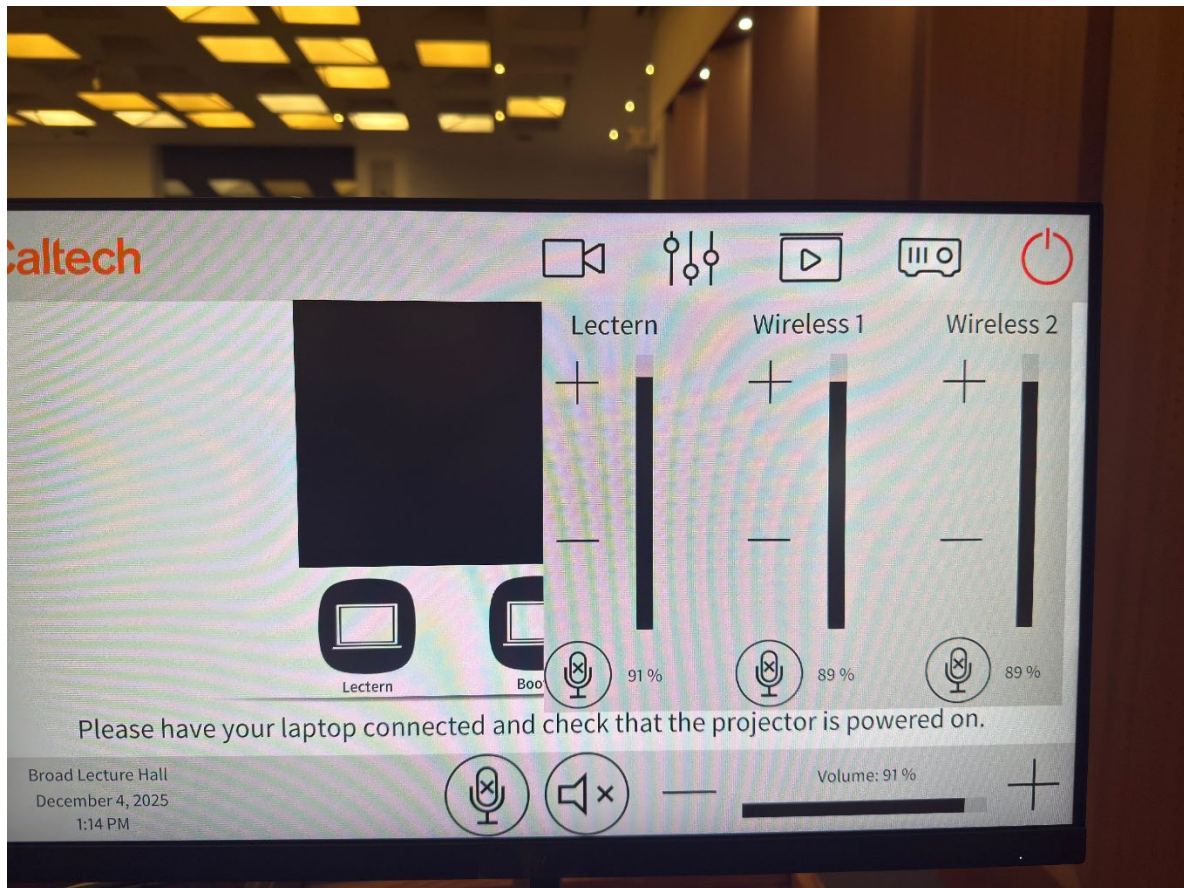
- Control center icon should be on the menu bar located on the top right of the screen (Next to the battery bar, icon is selected)
- Press “Screen Mirroring” and then select on “Broad 100 projector”
- Enter 4-digit code displayed on projector into your device

## Cameras



- To use the rooms' cameras, connect to the USB on the podium
- Press the camera icon to bring up the menu shown above
- Cameras can move in all directions as well as zoom in and out
- Camera 1 shows the audience, located on South wall
- Camera 2 shows the presenter + screen, located on East wall
- To save preset, press and hold the Preset # for 5 seconds

## Microphones

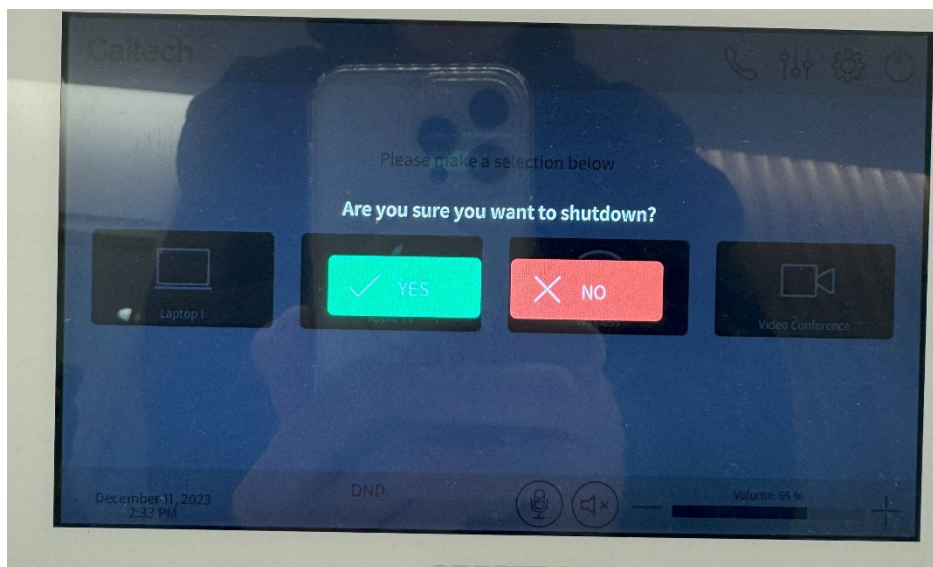


- Broad 100 has 3 available microphones: 1 at the lectern and 2 lavaliers mic
- Press the three vertical fader icon to bring up the menu shown above
- Make sure the device is powered on before using
- Users can manually adjust each microphone's input volume as well as mute individual microphones.
- To mute all 3 microphones, use the mute button located on the bottom row of the touch screen.



## Reminders/Troubleshooting:

- To bring up the projector's screen, please either power off the projector or press the media icon located on the right of the three vertical fader icon and on the left of the projector icon (middle icon)
- If the projector did not turn on by selecting one of the sources, users can press the projector icon on the left of the red power icon to manually turn on/off the projector. Please wait a few seconds to let the projector turn on/off
- If Apple TV is not displaying, users may need to turn it on or reconnect to Caltech Secure/Visitor.
- Use the touch screen to adjust sound and to toggle the microphone mute button.
- The Booth source is for users that want to connect their device in the Booth located in the back of the room



- Press the **red power button** on the top right of the touchscreen and select Yes to shutdown AV system.

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