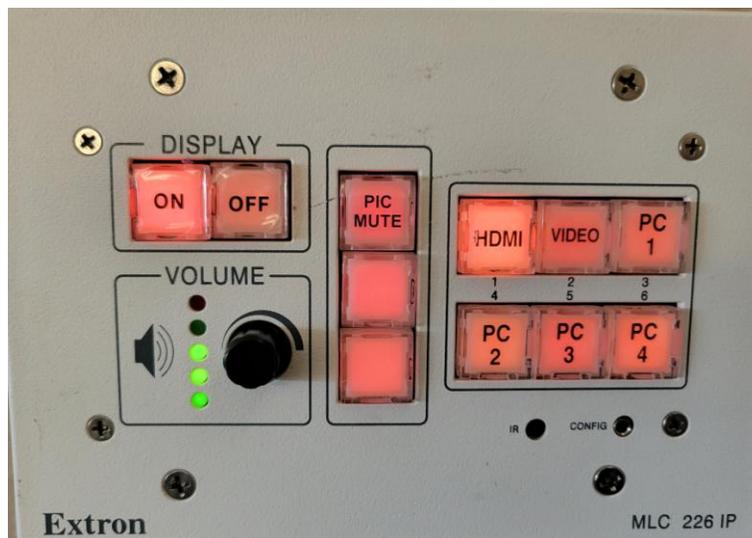


Center of Urban Horticulture Audio/Visual Connections for NWOS Hybrid Meetings

The UW staff for the Center of Urban Horticulture will have set up the AV for you with cords needed to the podium and the control panel at the wall next to the door to the equipment room. The control panel should have the Display 'on' button and the HDMI button activated. The volume should be set at level three as shown. You can go up one, but risk feedback or other noise from too much gain on the feed.



The cords available should be a USB cord which is black coated rubber and a HDMI cable which is blue/black braided cord coated as shown.



USB Cable



HDMI Cable

The HDMI cable for video can be used with a USB adapter plug. We used this one for the MAC from the society as shown below.



HDMI video connector on top. USB audio on bottom with green light.

If you don't have a connector, the Center will have one for you in the additional cables and connector parts bins in the room behind the podium in the equipment room. Shown below is the storage bins for such connectors. The drawer open is where we found the connector pictured.



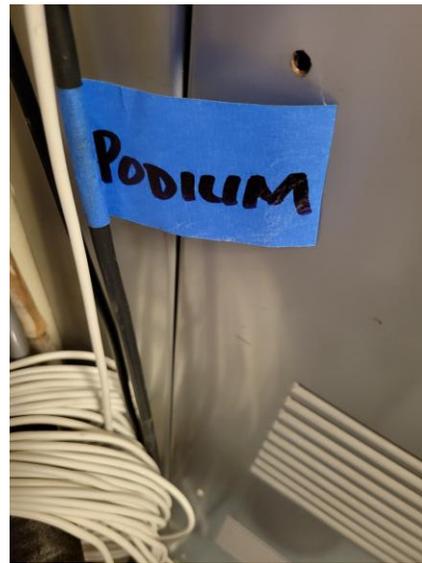
Once you enter the equipment room behind the podium, look immediately to the left. There is a large stainless steel panel with “Meeting Rooms” on it. And to the left of it is where all the cables are stored for the feeds to the HDMI, USB, and podium mic. The mics for separate use are on top of this panel.



Below is the feed from the panel to the podium mic which is fixed at the podium. That mic is not as directional and will be used for the presenter with the laptop on the podium. The laptop will use the camera on it for the Zoom meeting and that will also be used to share a screen. The shared screen is for Zoom participants and the meeting room to be viewed during presentations.



Podium mic connection at podium



Podium cable marked at panel

Although most things are marked well, the “video feed” cable is really the USB cable for the audio to be connected to the laptop USB input.



Cable for USB audio as presently marked

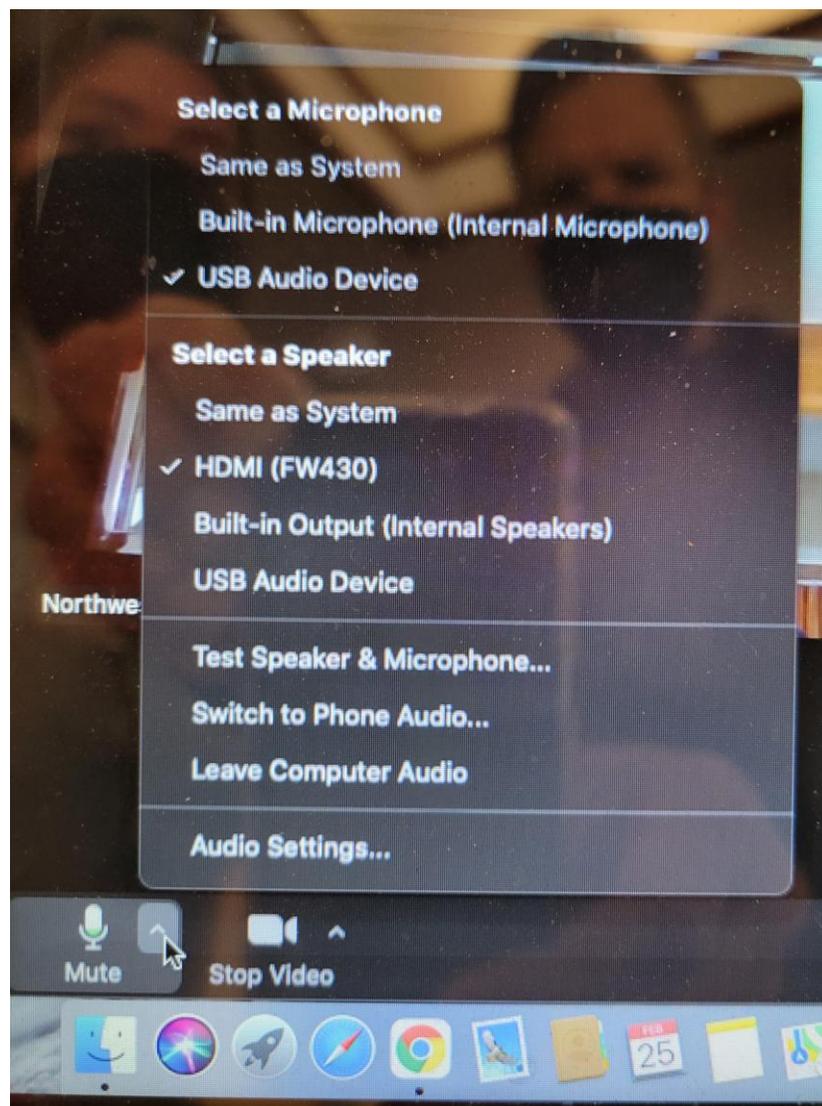


USB connection at laptop on podium

If you choose to use a separate mic in addition to the podium mic, the one with the blue tape is recommended by the Center. It has an indicator for battery strength when first turned on and a green light to indicate it is operable. On the right is enlarged to show the on/off switch.



Before starting, be certain that the settings for the Zoom meeting are the correct ones. Look at the mute/unmute button at the lower left of the Zoom page. A small ^ will denote to open the menu. Select a microphone – it should be at USB audio device. Select a speaker – should be at HDMI (FW430).



To the right of the stainless steel panel will be a white plastic shelf/rack holding the mic level control panel. The colored tape at the base are to coordinate with the separate mics available.



The far left set of control knobs is for the podium levels. Do not change any of the lower knobs. All are at the 12:00 position.



If you need to change the mic level of the podium mic or the separate mic for the CuH room, use the knobs labeled “TRIM” to change the gain.



If the volume to the Zoom needs adjustment, you can use the row just below the “TRIM” labeled “AUX”. This will only adjust the feed to the Zoom participants, not the room.

