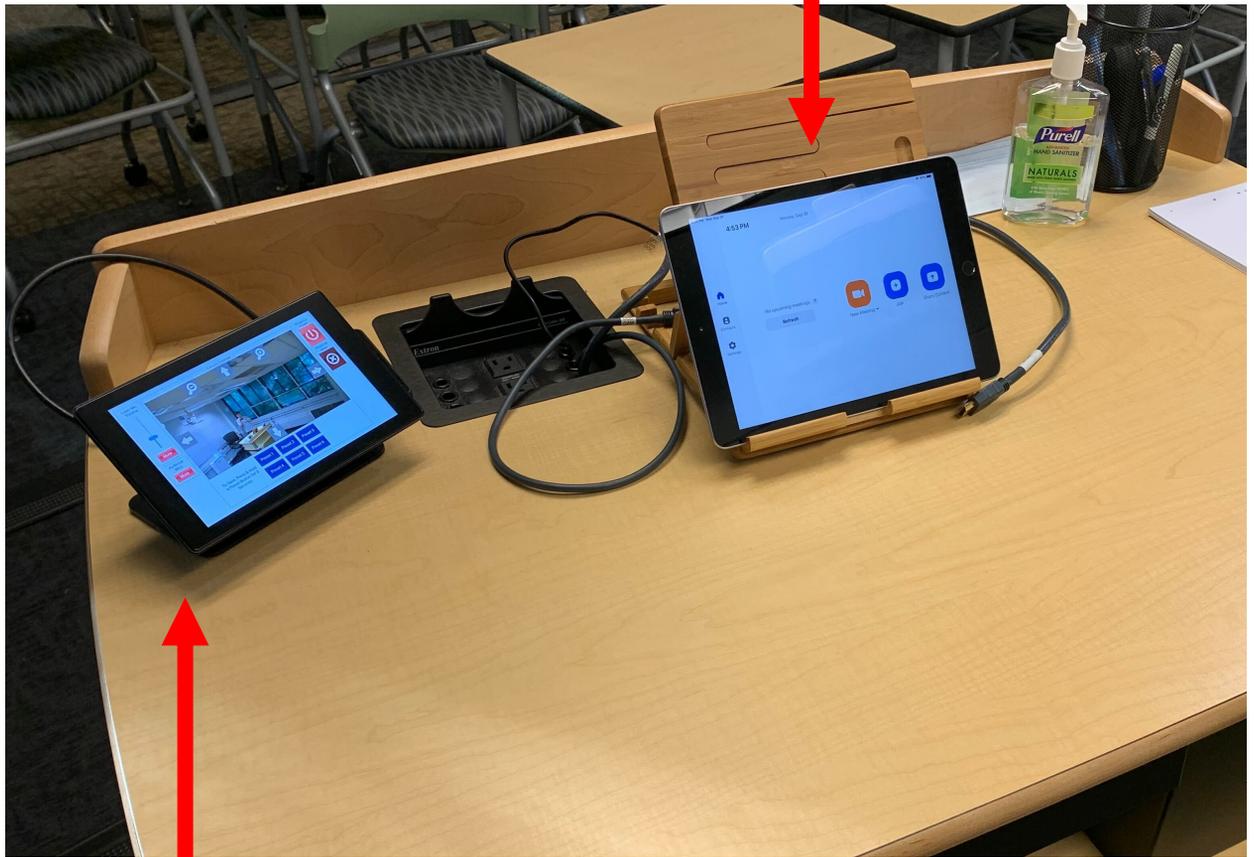


# **MEB 106 Quick Start Guide: How to connect an HDMI device to the room projectors**

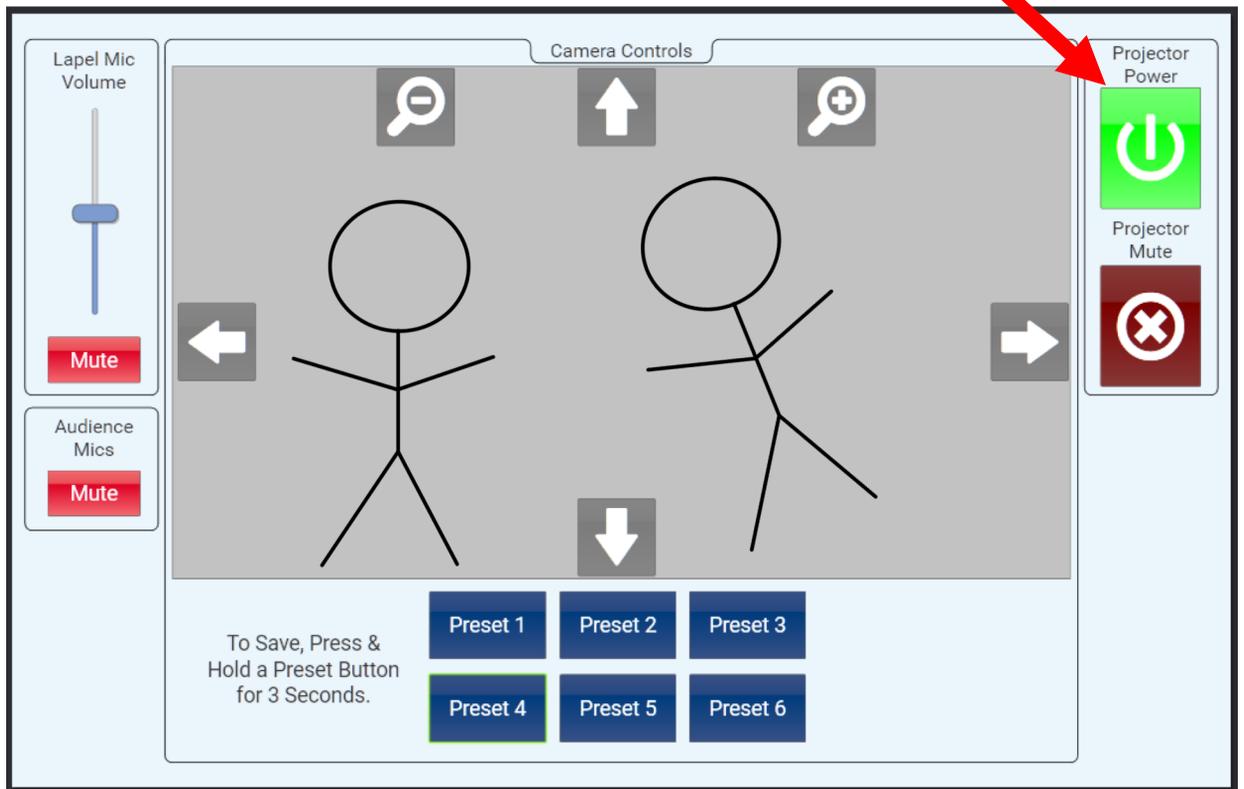
*Please note that this guide shows instructions only for connecting an HDMI device in the MEB106 Optoma projector displays, for tasks such as presenting a PowerPoint slide or playing video locally within the classroom. These instructions do NOT cover Zoom meetings - Zoom meetings are not required for connecting an HDMI device within the room, unless you require starting a Zoom meeting for remote participants. Please see other documentations accordingly.*

# Review the following items on the front podium:

iPad for Zoom Rooms Controller app



QSC touch panel for controlling projector display, microphones, and QSC room camera



From the QSC touch panel on the podium, tap the Projector Power icon to turn on the three room projectors. The icon will turn from red to green like in the above screenshot. Green indicates that the projectors are powered on.

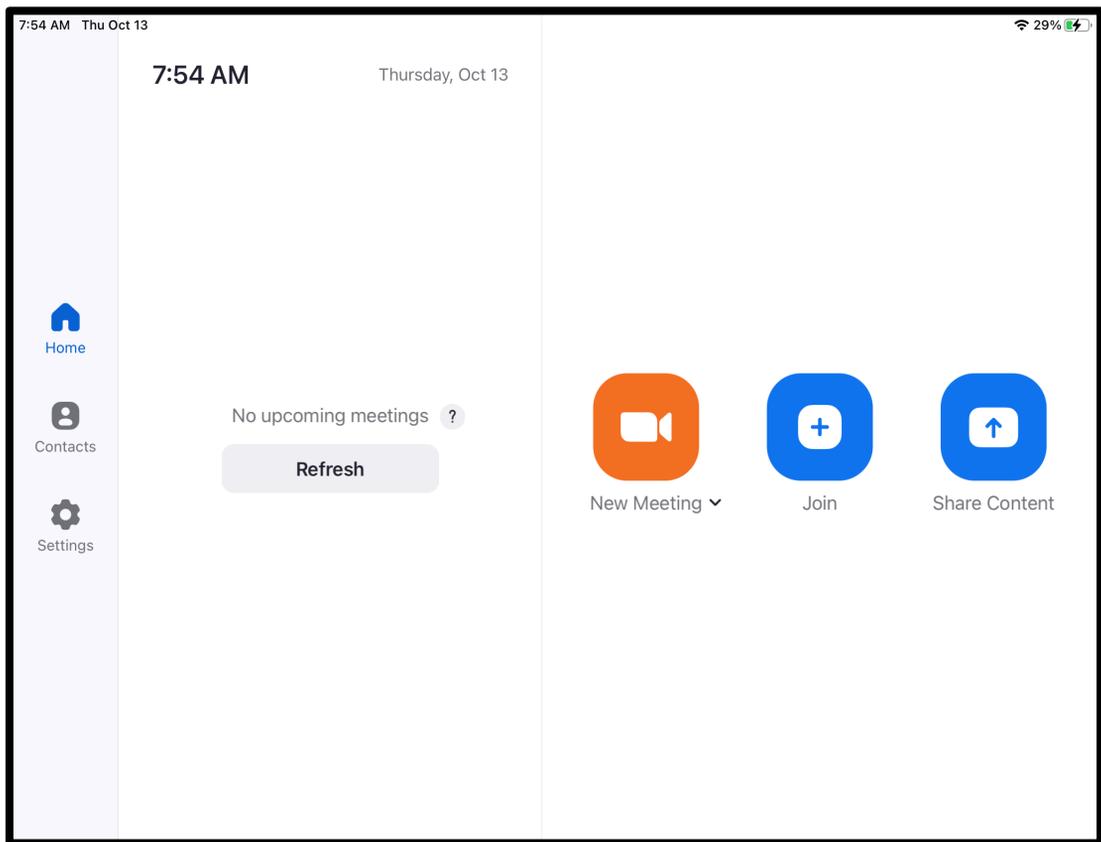
You may also use the projector remote to turn on the three room projectors.



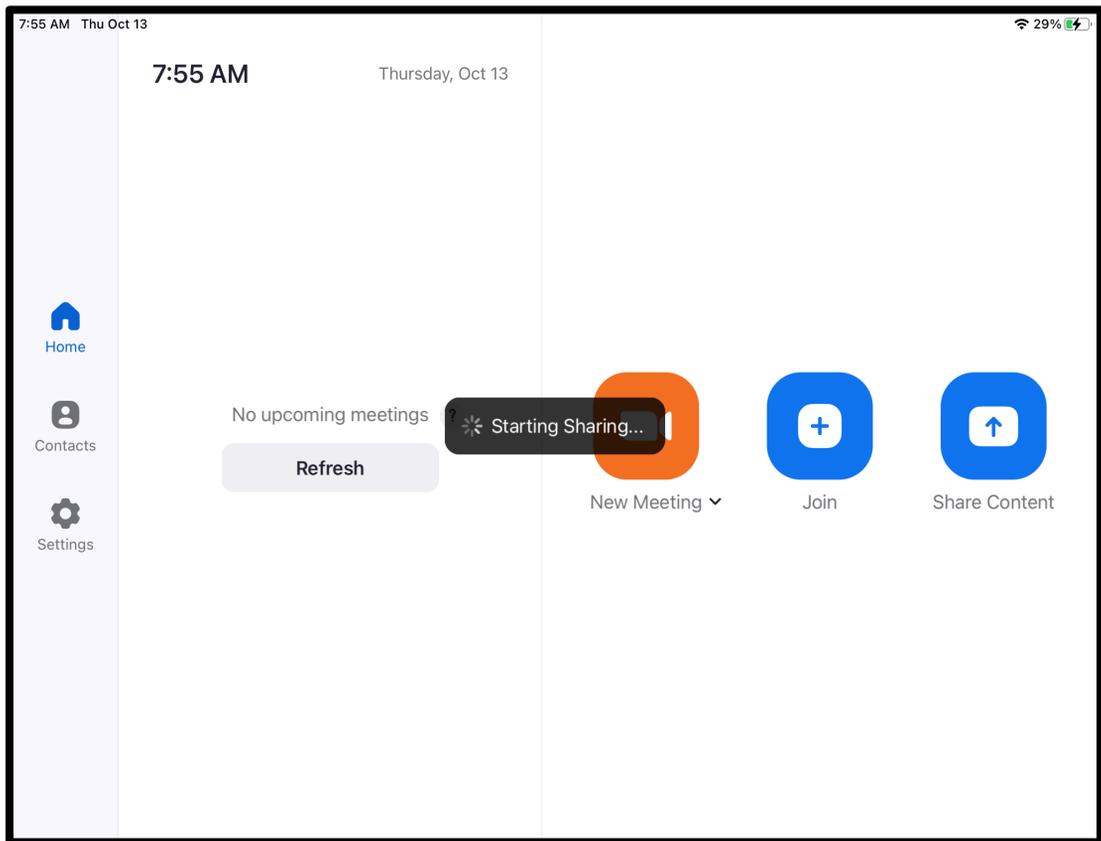
Locate the podium HDMI cable with the label "LAPTOP HDMI". This is the correct HDMI cable for devices that you want displayed onto the room projectors with or without device audio.



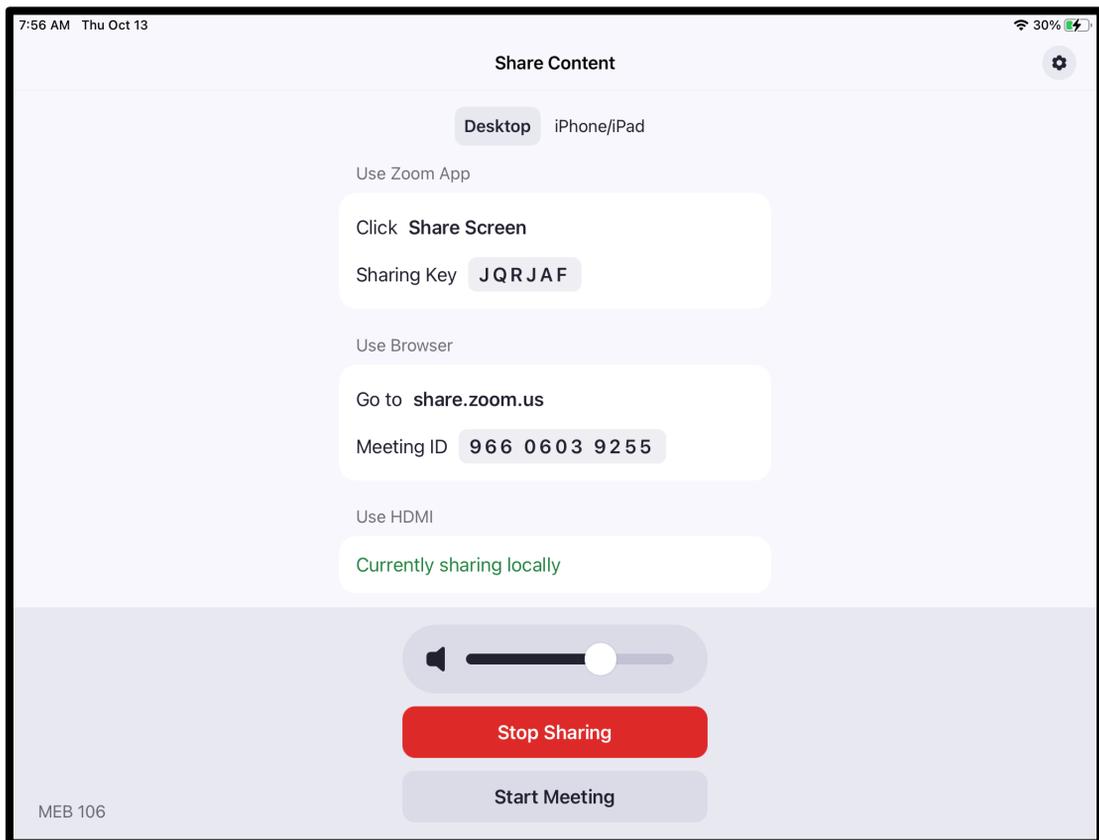
Connect the LAPTOP HDMI cable into your chosen device, such as a laptop.



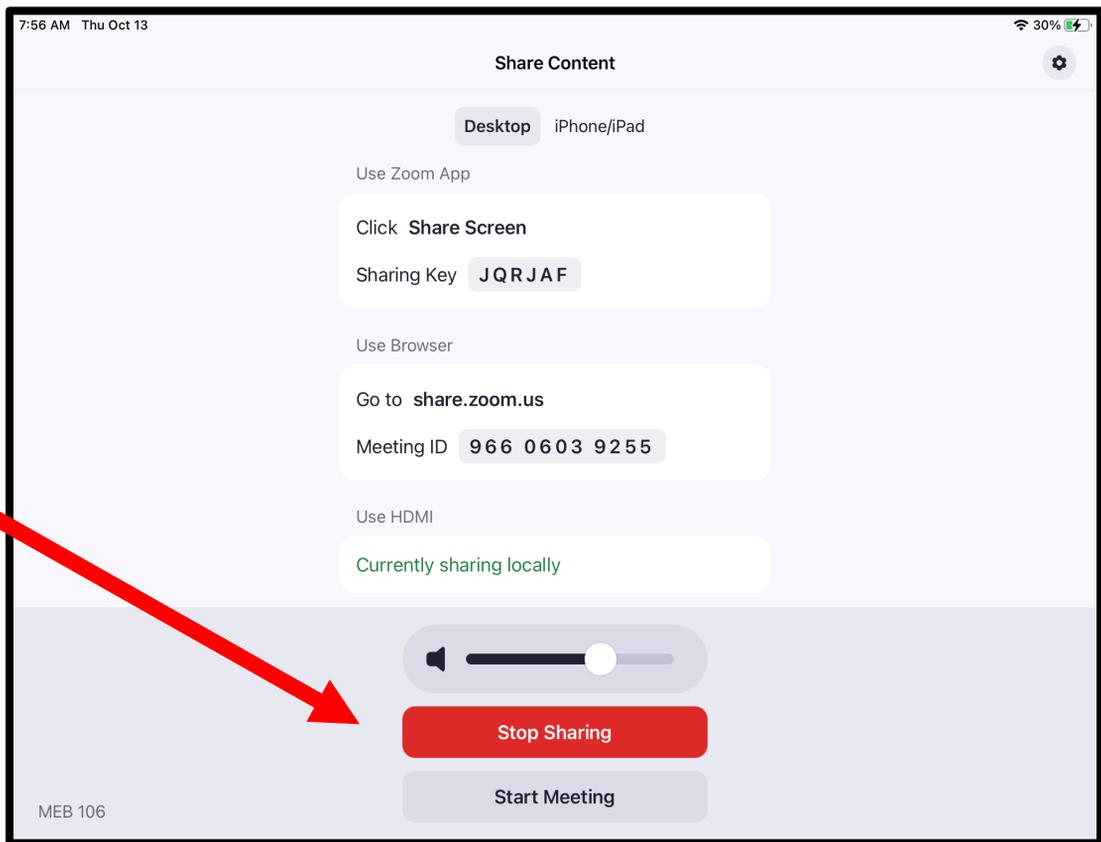
From the Zoom Rooms Controller app on the podium iPad, tap Share Content.



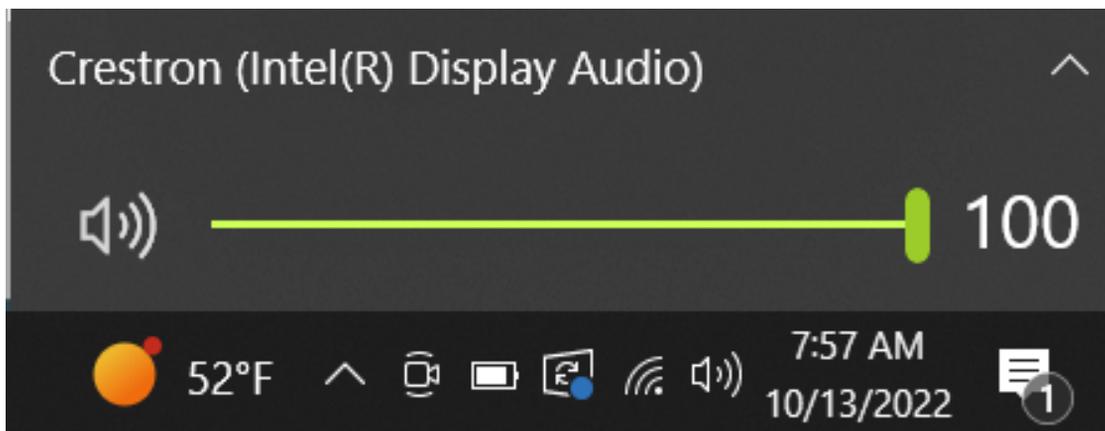
A message will appear indicating the sharing is starting up onto the displays.



Once successful, the Zoom Rooms Controller UI will appear as above. As confirmation of a successful connection, the message under Use HDMI will state: "Currently sharing locally".



In addition to rooms volume control and being able to start a meeting directly afterwards, below the volume slider, you may stop sharing the HDMI device display onto the projector at any time by tapping Stop Sharing.



For projecting sound into the room from the HDMI device, select Crestron as the audio output from your device. For example, on a Windows PC, this would be shown from the volume submenu option as seen above.

*Be aware that the HDMI connection for Windows devices defaults to an extended display - meaning, the projector will act as a second display to the laptop first display. This HDMI connection behavior is identical to what has always been the case in MEB106 before Zoom Rooms.*

*This also means that for PowerPoint slides, starting a presentation will show slides onto the projector, and the Presenter view (the view with the presenter's own notes) on the laptop display.*

**DO NOT** plug any cables or devices directly into any of the projectors or QSC camera located at the ceiling.

**DO NOT** turn off the PCs located in the cabinet near the TA desk station.

**DO NOT** leave the projectors on after the room is being used. Projectors should be turned off when displays are not needed; turn off the projector at the QSC touch panel by pressing the Projector Power Button to off so that the button icon appears as red instead of green.

**DO NOT** shut off the iPad used for Zoom Rooms controls. However, you may turn off the iPad's screen display by pressing the Sleep/Wake button at the top of the iPad.

**DO NOT** attempt to unplug or shut off the QSC touch panel; the panel automatically goes into sleep mode after a period of inactivity.

**DO NOT** leave the cabinet or drawers near the TA desk station unlocked when the room is unoccupied.

**DO NOT** leave the MEB106 entrance doors open.