

LSP 2550 Audio/Visual QuickStart Guide

(Call (951) 827-3045 between 8am-5pm for immediate assistance from Media Services while you are using the room.)

Step #1:

- Take out the TV remote, wireless keyboard, and wireless mouse from the equipment cabinet



- Use TV remote to turn on TV Monitor (red button)



- Turn on wireless keyboard
- Turn on wireless mouse
- **Carefully** remove the double cover on the Rally Bar and place on table



- Click "Enter" on the keyboard to wake up the in-room PC
 - ◆ Password 2550
 - ◆ *If the "Check Device Power" screen comes up, select "SOURCE" and then the in-room PC will wake up.*
- Double click on Zoom shortcut and sign in using your SSO credentials
- Start your meeting
- Click "Join with Computer Audio" (this enables all-in-one unit automatically, it is preset, no need to adjust anything, may take a few seconds for the sensor to pickup your voice/movements)
- Click "Start Video"

After you complete step #1, if you are going to Share Screen from your laptop (PC or Mac) using the HDMI cable, follow these next steps:

- Connect the HDMI cable to your laptop
 - ◆ The in-room PC will automatically detect your PC and you will see it on the monitor
- Sign in to Zoom on your laptop using your SSO credentials
- Start or Join Meeting **without audio**
 - ◆ **DO NOT JOIN with COMPUTER AUDIO** (mute laptop mic & speakers)
 - ◆ Click on Continue box
 - ◆ Host should be on “host unmute”
- Now you can let your participants in through the Wait Room or Invite people

When you are done with your Meeting:

- From your laptop, stop sharing your Zoom screen
- Unplug HDMI cable from your laptop
- Click on “Source” using the TV remote (it will appear on the screen after you unplug the HDMI cable)
- Using the TV remote, select “PC”
- You will now see the in-room PC again on the TV monitor, using the keyboard
 - ◆ Sign out of Zoom
 - ◆ Close all tabs
- Use the TV remote to turn off TV Monitor (red button)
- Turn off wireless keyboard
- Turn off wireless mouse
- Place TV remote, wireless keyboard, and wireless back mouse safely back in the equipment cabinet
- **Carefully** place the double cover back on the Rally Bar
- Wrap HDMI cable and leave on small table

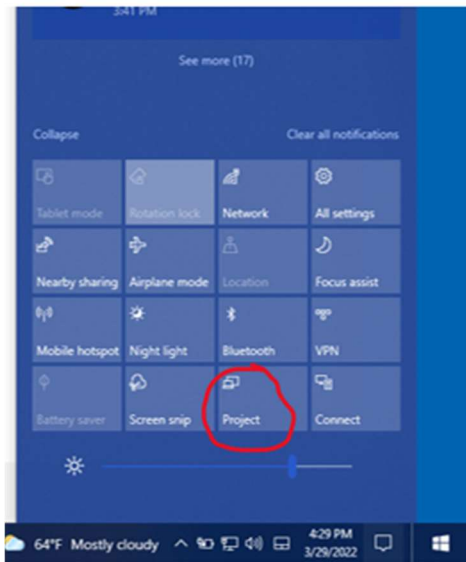


- Turn off room lights
- Close door to keep room secure

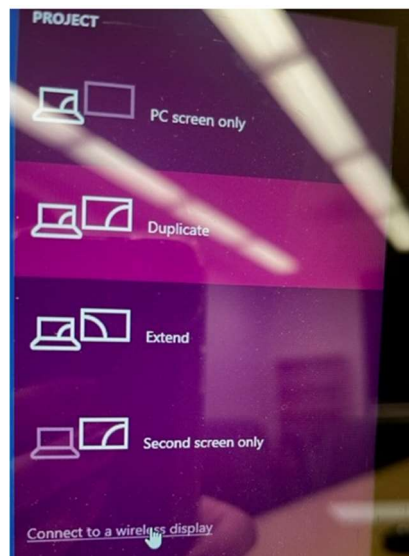
If you are going to Share Screen from your laptop using Wi-Fi

After you complete step #1, if you are going to Share Screen from your laptop (PC only) using Wi-Fi (no HDMI cable), follow these next steps:

- Make sure your laptop is connected to campus Wi-Fi (UCR-SECURE)
- Make sure your labptop Bluetooth is on
- On the right side of the task bar, select
 - ◆ Project



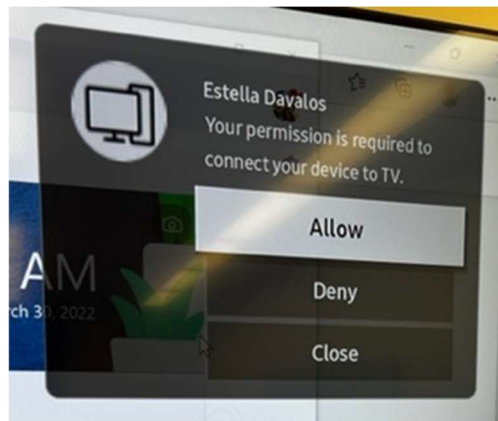
- ◆ Then select Duplicate
- ◆ And Click on Connect to a wireless display



- ◆ Select “Samsung AU8000 85 TV” from the listing that appears



- Using the TV remote, click on “Allow”



- Your PC will now Project on the TV monitor
- Sign in to Zoom on your laptop using your SSO credentials
- Start or Join Meeting **without audio**
 - ◆ **DO NOT JOIN with COMPUTER AUDIO** (mute laptop mic & speakers)
 - ◆ Click on Continue box
 - ◆ Host should be on “host unmute”
- Now you can let your participants in through the Wait Room or Invite people

When you are done with your Meeting:

- From your laptop, stop sharing your Zoom screen
- Disconnect from TV
- Using the TV remote, click on “Source” if it appears on the screen after you disconnect
- Using the TV remote, select “PC”
- You will now see the in-room PC again on the TV monitor, using the keyboard
 - ◆ Sign out of Zoom
 - ◆ Close all tabs

- Use the TV remote to turn off TV Monitor (red button)
- Turn off wireless keyboard
- Turn off wireless mouse
- Place TV remote, wireless keyboard, and wireless back mouse safely back in the equipment cabinet
- **Carefully** place the double cover back on the Rally Bar
- Wrap HDMI cable and leave on small table
- Turn off room lights
- Close door to keep room secure