THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA

GRAND HALL
A/V SYSTEM

The AV system in the grand halls has been updated to allow for full video presentation and video conferencing. The system can be configured into multiple combinations of rooms. These combinations are configured automatically by the AV system when it senses that dividing walls are open or closed. The user can manually override the partition wall sensors if they wish to only use one space while the partition walls are open. Please see your IT support team if you need to access this function.

THE ROMAN CATHOLIC ARCHDIOCESE OF ATLANTA

GRAND HALL
A/V SYSTEM CONTENTS PAGE

GRAND HALL
A/V SYSTEM

Each grand hall has the following equipment installed …

- A lectern (consisting of equipment listed in the next section)
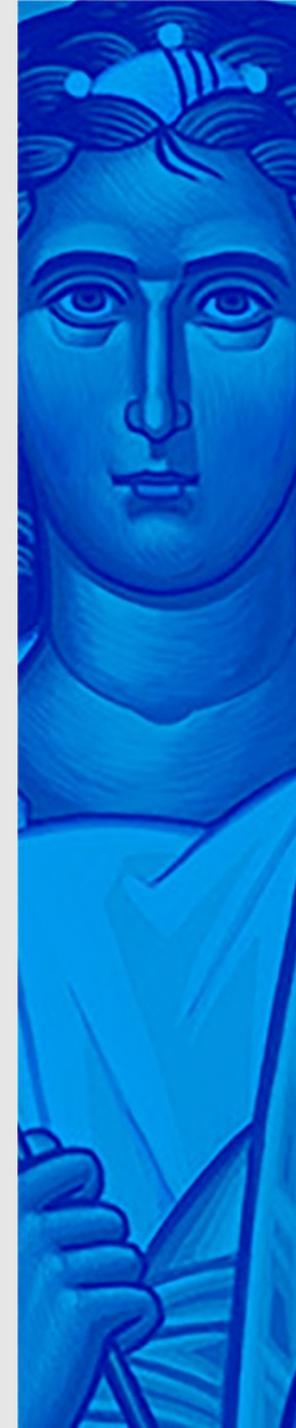- Ceiling mounted projector(s)
- Drop-down projection screen(s)
- Ceiling mounted speaker/mic arrays
- Controllable camera(s)

GRAND HALL A/V SYSTEM

Each lectern in each of the three grand halls

has the following items:

- Crestron control unit (lower drawer)
- Windows based PC complete with:
  - 10" monitor
  - wired keyboard
  - wired mouse
  - A variety of other connectors for use with personal laptops or other devices including the most common, a USB connector.
- Built-in gooseneck microphone handheld and lavalier microphones located on chargers in lower cabinet.

The drawers are spring-loaded to open, push them in to release the latch.

USB Extension Cable

Lectern's PC Monitor

Power Source

Video Connection options for an optional laptop

PC Mouse

PC Keyboard

Lectern Drawer

Control Drawer

USB/AC POWER

For "charging" purposes only! These USB ports do NOT connect to the lectern PC.
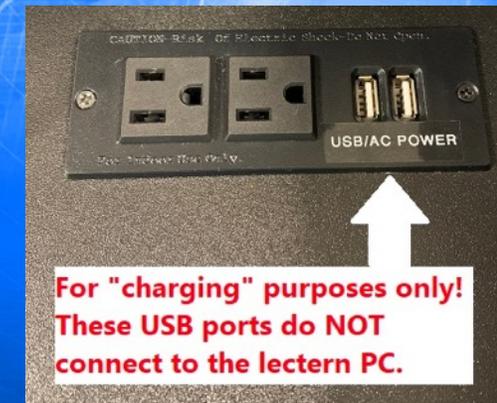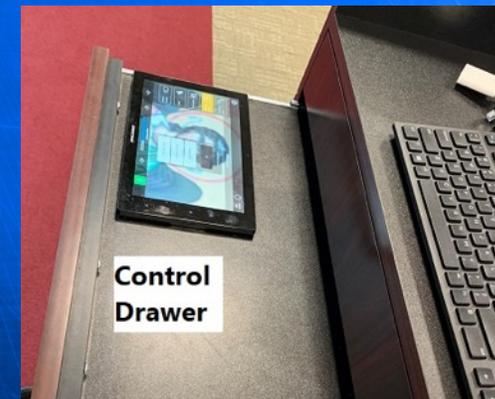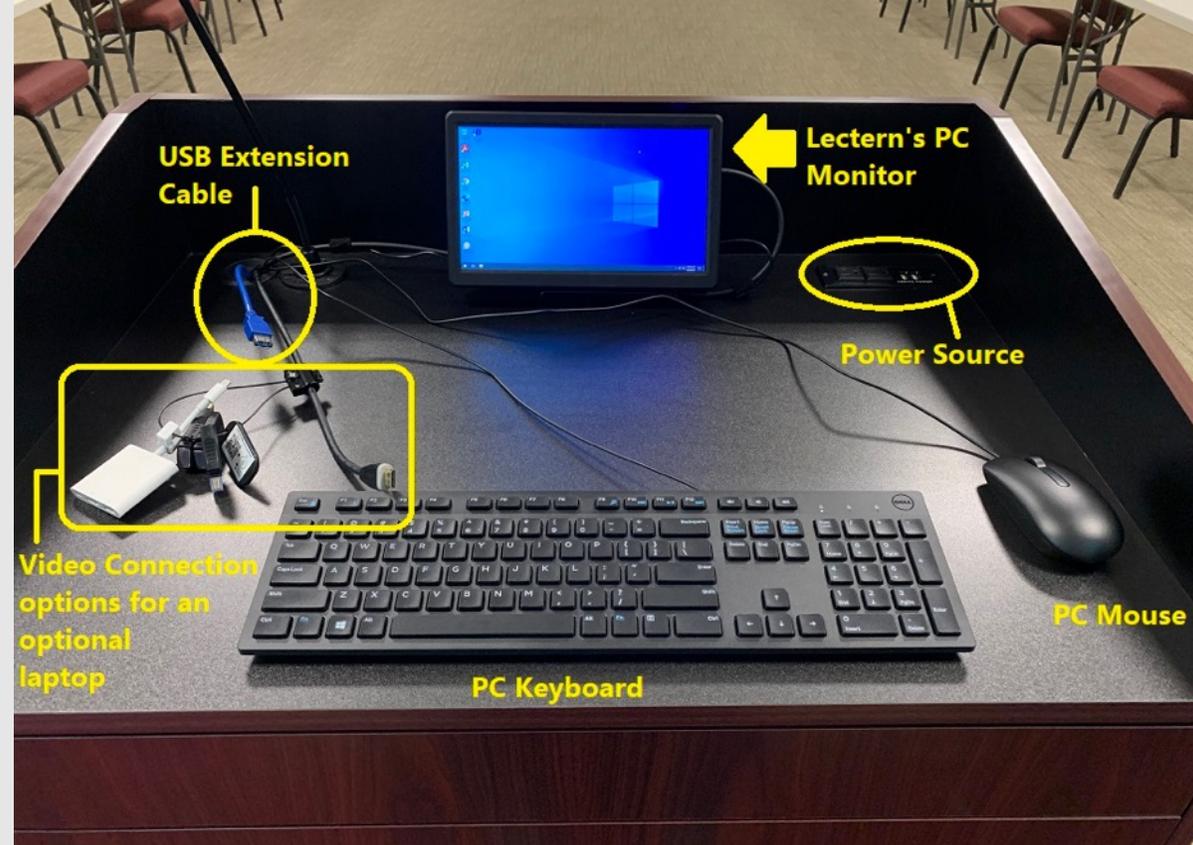
GENERAL
CRESTRON CONTROL

The Crestron units are always powered-on.

Touch anywhere on the screen to activate them.

TOP BAR

GEAR ICON – gives access to the Technician Functions. This is passcode protected.

POWER OFF – Turn off the system, then confirm system shutdown.

LEFT BAR

AUDIO CONFERENCE – Allows phone calls from the system. Note that this can only have three participants at a time.

VIDEO ROUTING – This is how you select what will appear on your screen. You can select between the PC, an external device such as a laptop or cable TV.

AUDIO LEVELS – Individually control each microphone level in the room.

CABLE – Allows access to the cable TV controls.

CAMERA CONTROL – Allows control of the cameras in the room.

BOTTOM BAR

SPEAKER MUTE ICON – Speakers in the room are muted and microphones are still active.

VOLUME BAR – Increase or decrease the volume for ALL audio concurrently.

MICROPHONE MUTE ICON – mutes all microphones in the room.

GENERAL
VIDEO INFORMATION

- The center of the touch panel will show the available sources in the room.

- Tap the desired source to display to all the projectors in the room.

- The name of the source that is currently displayed on the projector(s) will be shown in the black text box above the sources.

- In certain scenarios there may be more sources available in the room than can be displayed on the touch panel. Scroll down to see all sources.
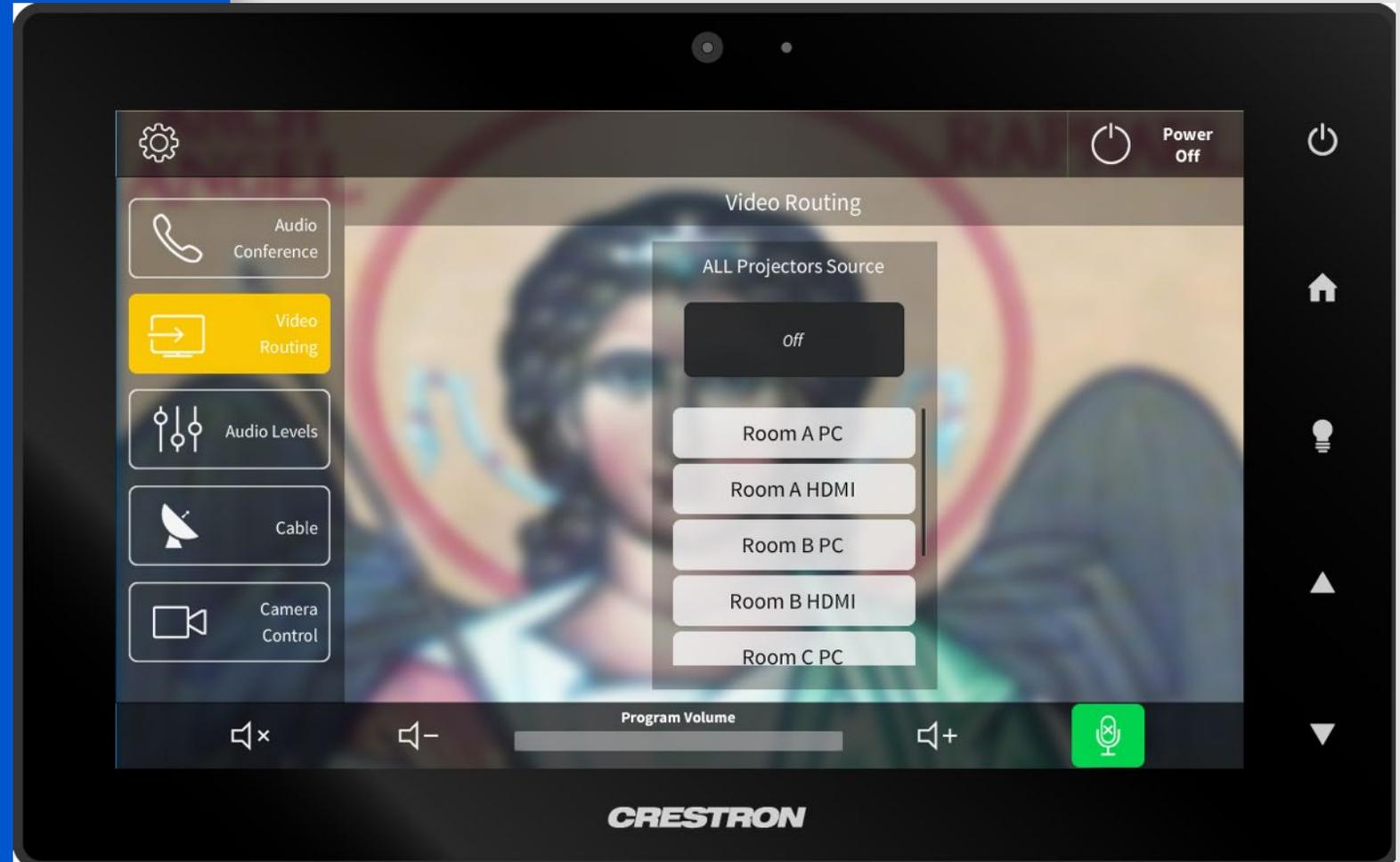
GENERAL
AUDIO INFORMATION

● Displays the adjustable microphone levels.

● Only the sources that are available in the current configuration will be available on the panel for selection. For example, you will not see microphones for Grand Hall A if you are using Grand Hall B/C combined.

● In certain scenarios there may be more volume levels available in the room than can be displayed on the touch panel. Scroll left or right to see additional volume controls.

● **Ceiling mic mute will mute the ceiling microphones when they are not needed. These microphones are very sensitive so even if you are speaking softly, people on the other end of the call or conference will likely hear you.**

CABLE TV
INFORMATION

- This page controls basic functions of the cable TV boxes.

- Multiple boxes will be available when multiple rooms are combined. They will be selectable on the left side of the center section.

- Options may include, "Cable (Rm A)," "Cable (Rm B)," "Cable (Rm C)"

GENERAL

CAMERA CONTROL
INFORMATION – 1/2

There are a total of four (4) cameras for the system.

One (1) in Hall A.

One (1) in Hall B.

Two (2) in Hall C.

These cameras can be used for both streaming events to the production system and web-based video conference platforms.

To use the cameras from a specific room for video conference meetings, the call will have to be hosted from the lectern in the room with the camera the user wants to use.

GENERAL
CAMERA CONTROL
INFORMATION – 2/2

● To see the camera shot prior to a meeting, open the "Camera app" located on the PC in the "taskbar" at the bottom of the screen. You will be able to see the shot on the PC screen. Open the camera control option on the Crestron. There are three (3) preset shots labeled 1-3 that should give you a general area of where to point the camera. You can then use the pan and zoom to fine tune your shot.

● You must close the camera app on the PC before you start your meeting. If you do not close the app, the video conference platform will not be able to access the camera.

● In Hall C, you can select one of two cameras for a video conference meeting prior to the start of the meeting. To switch between the cameras on the camera app, use the "flip camera" button similar to what you use on your phone to change between the forward and backward facing cameras.

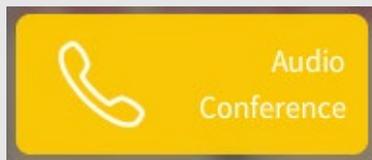# AUDIO

CONFERENCE CALL ONLY – 1/3

1 Tap on the face of the touch panel to wake up the screen.

2 Then touch anywhere on touch panel's face and the system will start. The system defaults to video conference so the screens will drop and the projectors will turn on.

3 From the main screen, press the "Audio Conference" button along the left column to display the screen at right.

AUDIO
CONFERENCE CALL ONLY – 2/3

4 Use the buttons on the screen to dial the conference number* and control the audio settings (make sure your speaker volume is turned up).
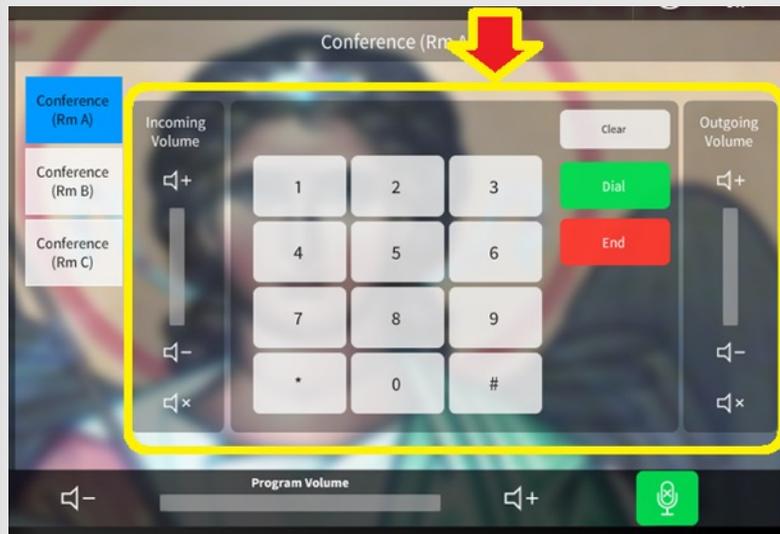
* If using the built in phone number assigned to the Crestron panel, be aware that only three (3) participants can be on the phone call – including the presenter. If more participants are required, it will be best to use an audio-only number associated with a web-based video conference platform.

AUDIO
CONFERENCE CALL ONLY – 3/3

5 When finished with the audio call, click [End] to hang up.
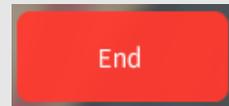
6 When completely finished with the grand hall equipment, click on the [Power Off] Power Off button near the top right corner of the screen ...
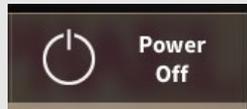
The system will want you to then confirm the shutdown:

7 Close all drawers and doors of the lectern and put away all equipment – leaving the area the same way you found it for the next event coordinator.

LOCAL
PRESENTATION – 1/3
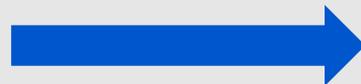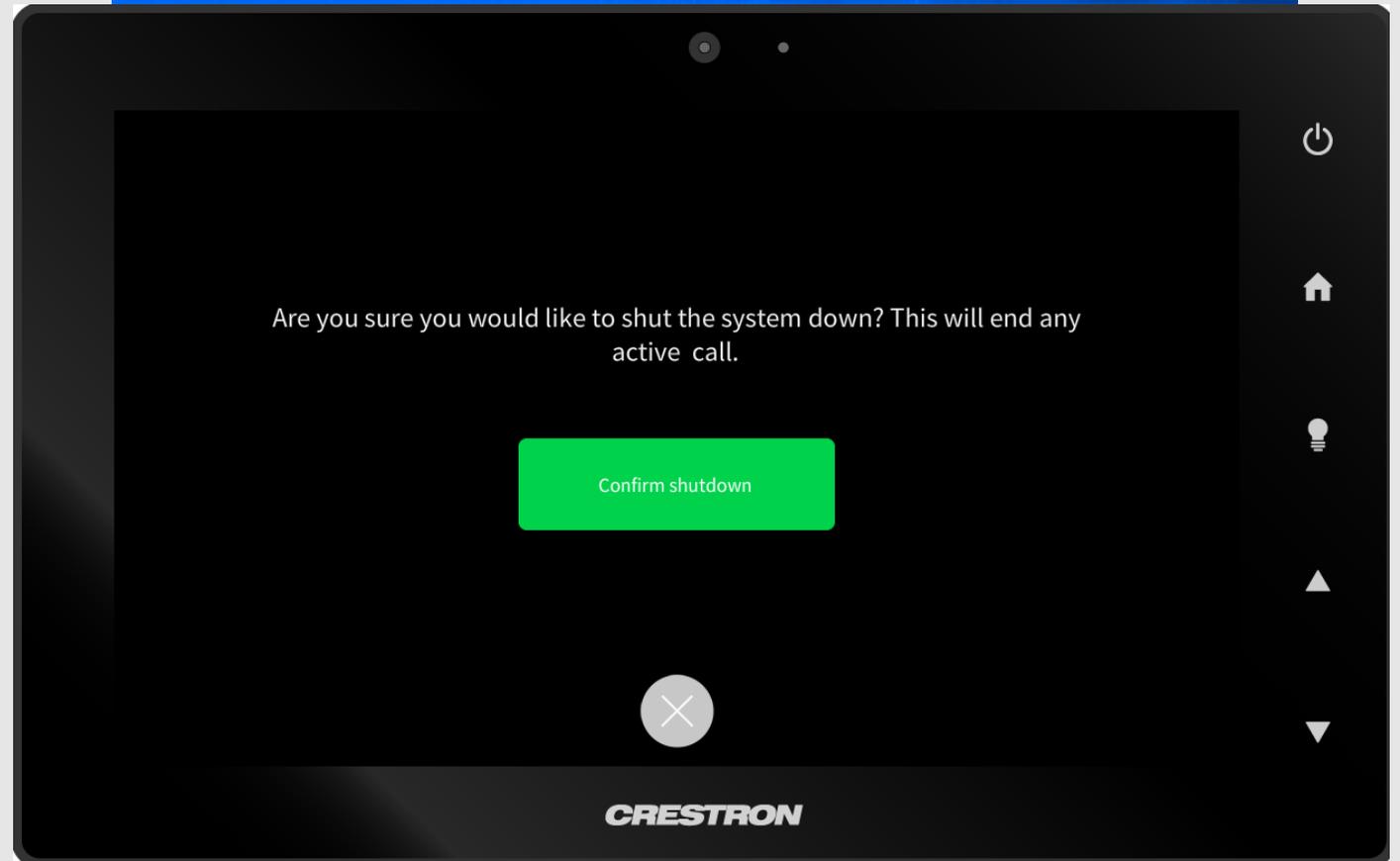
(using lectern PC, projectors; screens and built-in audio mics/ceiling speakers)

Note: It is important to remember that the following items are performed <u>PRIOR</u> to the meeting:

● If you are using the PC in the lectern, presentation file(s) has/have been uploaded to accessible platforms such as Dropbox or an arch-based e-mail account. Remember, the lectern PCs are NOT connected to the archdiocesan network and therefore have no access to network drives such as M: or U:

● If a remote "clicker" is required, it has been acquired from the IT department and has been connected to the USB extension cord on top of the lectern.

1 Tap on the face of the touch panel to wake up the screen ….

2 Then touch anywhere on touch panel's face …

3 From the main screen, press the "Video Routing" button along the left column …

LOCAL

PRESENTATION – 2/3

(using lectern PC, projectors; screens and built-in audio mics/ceiling speakers)

4 Use the buttons on the center of the screen to choose the source of your presentation. For example, if you have combined Grand Halls B and C, you can present from the lectern in either hall so you need to indicate which source you want projected onto all screens.

5 If you are using the PC in the lectern, log on to your…

 Dropbox account:

https://www.dropbox.com/home

- or - **Arch E-Mail account:**

https://outlook.office.com/

OR plug your flash drive into the USB or other port located on the cord coming out of the top of the lectern.

6 Retrieve your presentation document(s). You can copy them onto the desktop of the PC so they are easily accessible.

7 Check the audio settings to make sure the mics are not muted and the volume is to your liking.

LOCAL
PRESENTATION – 3/3

(using lectern PC, projectors; screens and built-in audio mics/ceiling speakers)

8 When finished with the presentation, log out of the email or Dropbox account or eject your personal device.

9 Please remove any files you may have left on the PC – being sure to delete them and then purge them from the Recycle Bin by right-clicking on the desktop icon and choosing "Empty Recycle Bin" - so that the Recycle Bin displays as empty.

10 When completely finished with the Grand Hall equipment, click on the Power Off button near the top right corner of the screen.

The system will want you to then confirm the shutdown.
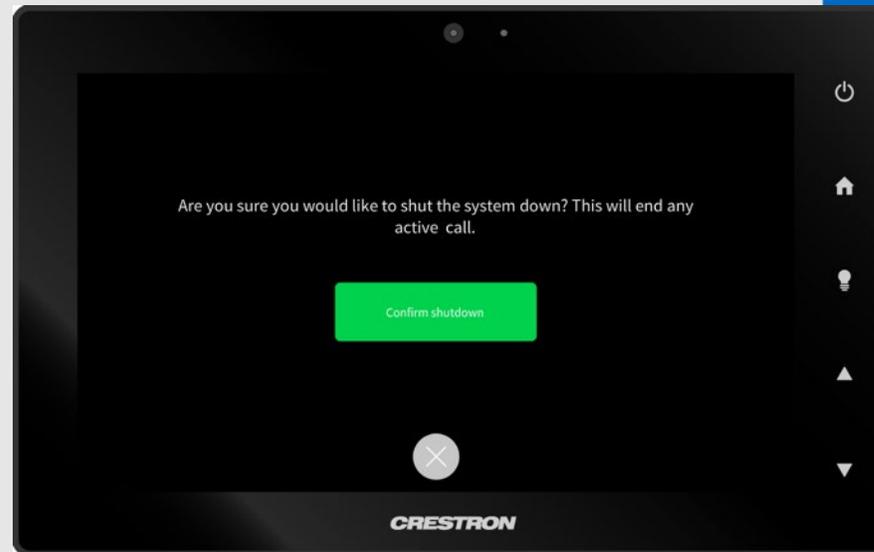
11 Close all drawers and doors of the lectern and put away all equipment – leaving the area the same way you found it for the next event coordinator.

LOCAL

PRESENTATION – 1/3

(using your own PC, tablet or other device, projectors, screens and built-in audio mics/ceiling speakers)

Note: It is important to remember that the following items are performed <u>PRIOR</u> to the meeting:

- If you are using the PC in the lectern, presentation file(s) have been uploaded to accessible platforms such as Dropbox or an arch-based e-mail account. Remember, the lectern PCs are NOT connected to the archdiocesan network and therefore have no access to network drives such as M: or U:

- If a remote "clicker" is required, it has been acquired from the IT department and has been connected to the USB extension cord on top of the lectern.

1 Tap on the face of the touch panel to wake up the screen ….

2 Then touch anywhere on touch panel's face …

3 From the main screen, press the "Video Routing" button along the left column …

… to display the following screen:

LOCAL
PRESENTATION – 2/3
(using your own PC, tablet or other device, projectors, screens and built-in audio mics/ceiling speakers)

4 Plug your device into the black cable coming out of the top of the lectern. This cable has a variety of connectors and adapters for you to use.

5 Change the video routing to the HDMI in the room you are using. Your device screen should appear on the screen. You can open your presentation on your own device and proceed.

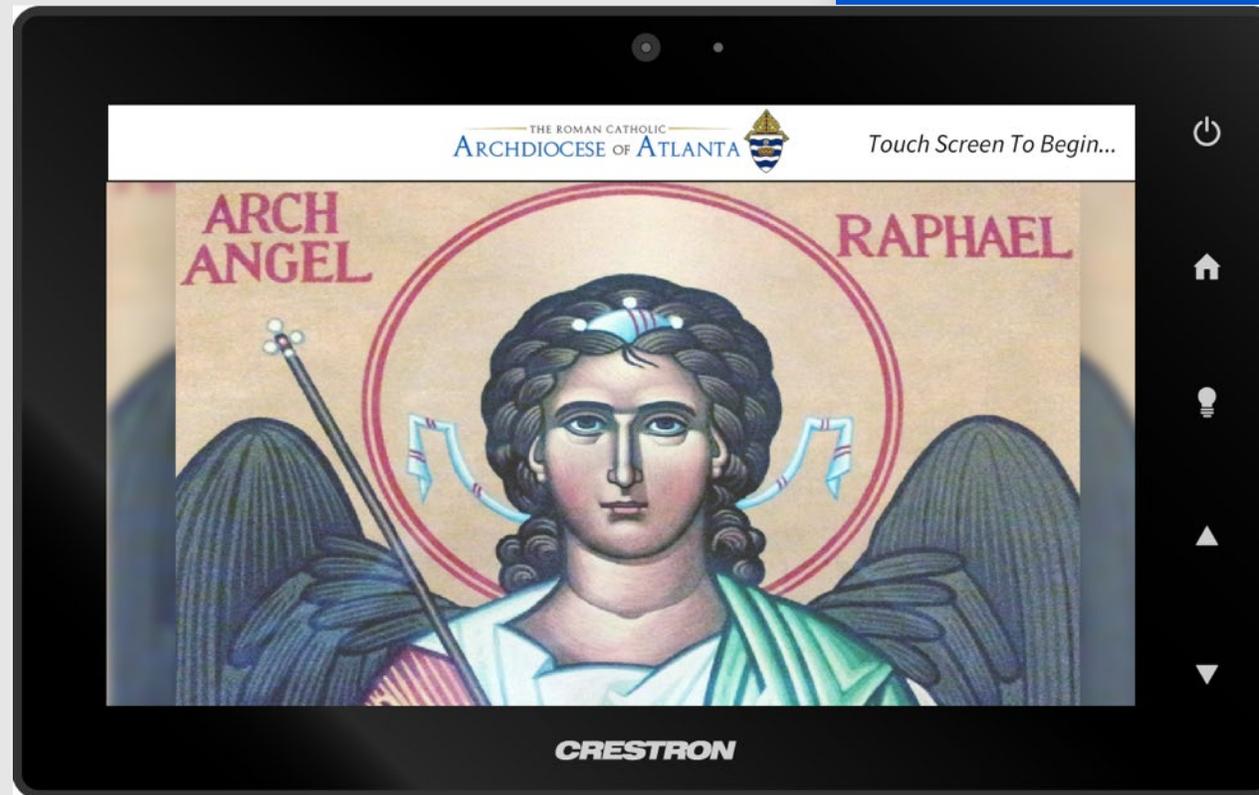**6** Check the audio settings to make sure the mics are not muted and the volume is to your liking.

LOCAL

PRESENTATION – 3/3

(using your own PC, tablet or other device, projectors, screens and built-in audio mics/ceiling speakers)

7 When completely finished with the Grand Hall equipment, click on the Power Off button near the top right corner of the screen.

The system will want you to then confirm the shutdown.

8 Close all drawers and doors of the lectern and put away all equipment – leaving the area the same way you found it for the next event coordinator.
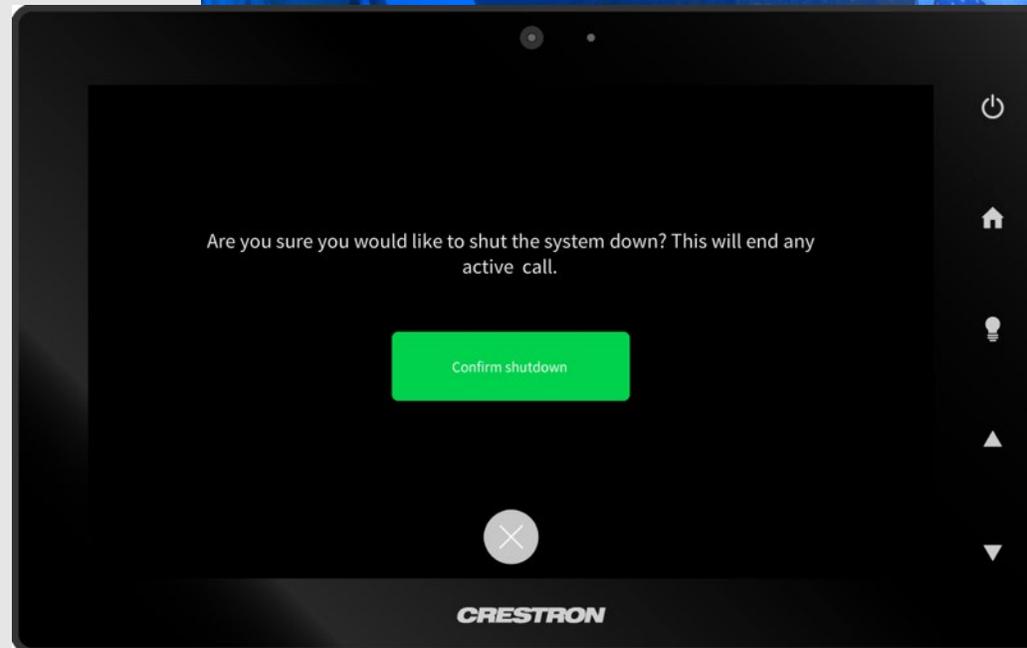
HYBRID
DIGITAL
IN-PERSON
PRESENTATION – 1/4

(using lectern PC; projectors; screens; built-in audio mics/ceiling speakers and web-based video conference platform)

Note: It is important to remember that the following items are performed PRIOR to the meeting:

General overview: In this scenario, you are integrating three systems: the Crestron to control the room, the PC to access your presentation and the web platform to connect others to your meeting.

- If you are using the PC in the lectern, presentation file(s) has/have been uploaded to accessible platforms such as Dropbox or an arch-based e-mail account.

- Remember, the lectern PCs are NOT connected to the archdiocesan network and therefore have no access to network drives such as M: or U:

- If a remote "clicker" is required, it has been acquired from the IT department and has been connected to the USB extension cord on top of the lectern.

1 Tap on the face of the touch panel to wake up the screen ….

2 Then touch anywhere on touch panel's face …

3 From the main screen, press the "Video Routing" button along the left column …
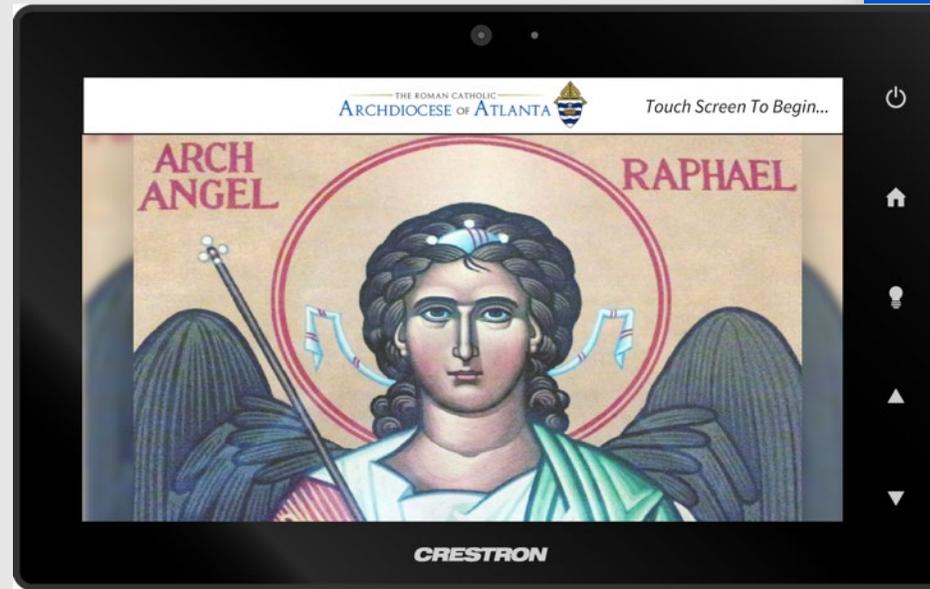
… to display the following screen:

HYBRID
DIGITAL
IN-PERSON PRESENTATION – 2/4

(using lectern PC; projectors; screens; built-in audio mics/ceiling speakers and web-based video conference platform)

4 Use the buttons on the center of the screen to choose the source of your presentation. For example, if you have combined grand halls B and C, you can present from the lectern in either hall so you need to indicate which source you want projected onto all screens.

5 If you are using the lectern PC, log on to your… **Dropbox account:**
https://www.dropbox.com/home
- or - **Arch E-Mail account:**
https://outlook.office.com
OR plug your laptop, flash drive, tablet or other storage device into the USB or other port located on the cord coming out of the top of the lectern.

6 **Retrieve your presentation document(s) and save them to the lectern PC. You should be able to use the lectern PC to manipulate the presentation file(s) as needed.**

HYBRID
DIGITAL
IN-PERSON
PRESENTATION – 3/4

(using lectern PC; projectors; screens; built-in audio mics/ceiling speakers and web-based video conference platform)

7 Before you start your virtual meeting, open the "Camera app" located on the PC in the "taskbar" at the bottom of the screen. Next, open the camera control option on the Crestron. There are three (3) preset shots labeled 1-3 that should give you a general area of where to point the camera.
You can use the pan and zoom to fine tune one of these three presets.

You must close the camera app on the PC before you start your meeting. If you do not close the app, the conference platform will not be able to access the camera. (In Grand Hall C, you can select one of two cameras for a video conferencing meeting prior to the start of the meeting. To switch between the cameras on the camera app, use the "flip camera" button similar to what you use on your phone to change between the forward and backward facing cameras.)

8 Start up the virtual meeting you will be using. We suggest that the organizer use the "browser based" version. If you download the app, it will retain the login for the last user, which can make it hard for the next person to access their account or meeting. During your meeting, you will be able to switch between the camera shot and your presentation using the "share my screen" function of your virtual meeting.

9 Check the audio settings. On the Crestron make sure no speakers or mics are muted. On the meeting platform, make sure the speakers are the Crestron speakers. The mic should be the echo cancelling microphones.

HYBRID DIGITAL

IN-PERSON PRESENTATION – 4/4

(using lectern PC; projectors; screens; built-in audio mics/ceiling speakers and web-based video conference platform)

10 When finished with the presentation, log out of your meeting platform, Dropbox or your email account and close all browser windows. Please remove any files you may have left on the PC – being sure to delete them and then purge them from the Recycle Bin by right-clicking on the desktop icon and choosing "Empty Recycle Bin" – so that the Recycle Bin displays as empty.

FULL → PURGE → EMPTY

11 When completely finished with the Grand Hall equipment, click on the Power Off button near the top right corner of the screen.

Power Off

The system will want you to then confirm the shutdown.

ARCH ANGEL   RAPHAEL

Are you sure you would like to shut the system down? This will end any active call.
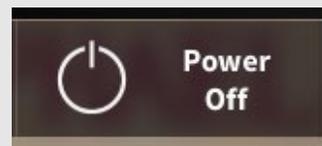
Confirm shutdown

CRESTRON
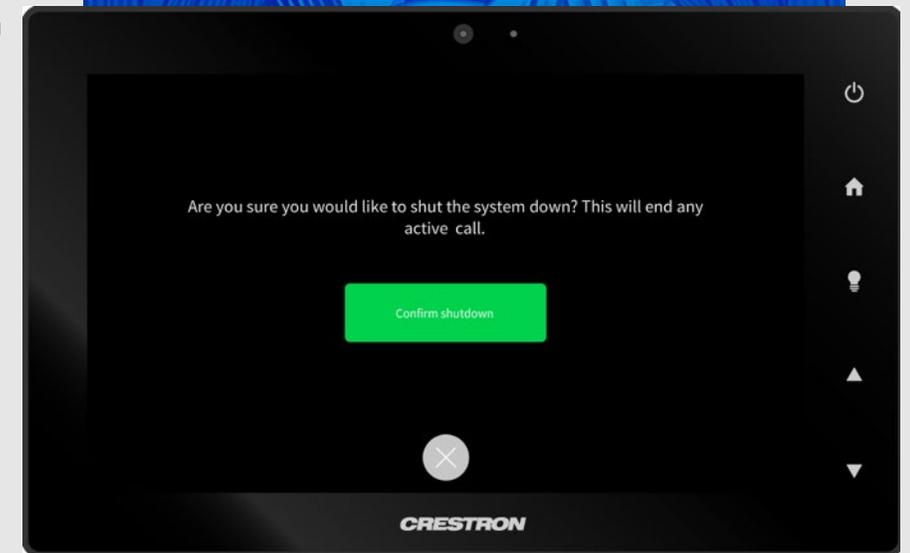
12 Close all drawers and doors of the lectern and put away all equipment – leaving the area the same way you found it for the next event coordinator.

HYBRID
DIGITAL
IN-PERSON
PRESENTATION – 1/3

(using personal PC or other device; projectors; screens; built-in audio mics/ceiling speakers and web-based video conference platform)

General overview: THIS IS NOT RECOMMENDED. Presenters should access their material on the lectern PC for best results. In this scenario, you are integrating four systems: the Crestron to control the room; your personal device to control the presentation; the lectern PC to access the web platform and the web platform to connect others to your meeting

Note: It is important to remember that the following items are performed <u>PRIOR</u> to the meeting:

- Have the credentials for your virtual meeting on hand and it is ALWAYS recommended that the meeting be tested well in advance of the event using the virtual meeting.

1 Tap on the face of the touch panel to wake up the screen ….

2 Then touch anywhere on touch panel's face …

3 Plug your laptop, flash drive, tablet or other storage device into the USB or other port located on the cord coming out of the top of the lectern.

4 From the main screen, press the "Video Routing" button along the left column …

Video Routing

… to display the following screen:

HYBRID
DIGITAL
IN-PERSON
PRESENTATION – 2/3

(using personal PC or other device; projectors; screens; built-in audio mics/ceiling speakers and web-based video conference platform)

5 Use the buttons on the center of the screen to choose the source of your presentation. For example, if you have combined grand halls B and C, you can present from the lectern in either hall so you need to indicate which source you want projected onto all screens. *To show the presentation on a personal device, select the HDMI input for the room you are in.*

6 Before you start your virtual meeting, set your camera shot. Open the "Camera app" located on the lectern PC in the "taskbar" at the bottom of the screen.

7 Next, open the camera control option on the Crestron. There are three (3) preset shots labeled 1-3 that should give you a general area of where to point the camera. You can use the pan and zoom to fine tune one of these three presets.

You must close the camera app on the PC before you start your meeting. If you do not close the app, the video conference platform will not be able to access the camera. (In Grand Hall C, you can select one of two cameras for a video conferencing meeting prior to the start of the meeting. To switch between the cameras on the camera app, use the "flip camera" button similar to what you use on your phone to change between the forward and backward facing cameras.)

HYBRID
DIGITAL
IN-PERSON PRESENTATION – 3/3

(using personal PC; projectors; screens; built-in audio mics/ceiling speakers and web-based video conference platform)

8 Start the virtual meeting you will be using on the lectern PC. We suggest that the organizer uses the "browser based" version. If you download the app, it will retain the login for the last user, which can make it hard for the next person to access their account or meeting.

9 Check the audio settings. On the Crestron, make sure mics are all muted. On the meeting platform, make sure the speakers are the Crestron speakers. The mic should be the echo cancelling microphones.

10 Log in to attend virtual meeting with your personal PC. Share your screen on that PC to show your presentation. Make sure all microphones and speakers are muted on your personal PC since you will be using the built-in mics and speakers in the Grand Hall for audio and video.

11 When finished with the presentation, log out of your meeting on both your personal PC and the lectern PC. Eject or disconnect your PC or personal storage device.
Please remove any files you may have left on the lectern PC – being sure to delete them and then purge them from the Recycle Bin by right-clicking on the desktop icon and choosing "Empty Recycle Bin" – so that the Recycle Bin displays as empty.

12 When completely finished with the GH equipment, click on the Power Off button near the top right corner of the screen. .

Power Off

will want you to then confirm the shutdown.

13 Turn off the power button on the table-top microphone set's control unit. Close up all drawers and doors of the lectern and put away all equipment – leaving the area the same way you found it for the next event coordinator.

HYBRID

PRESENTATION – 1/5

(using projectors; screens; table-top microphone set and web-based video conference platform)

General overview: In this scenario, you are integrating four systems: the Crestron to control the room, the tabletop mic set, the PC to access your presentation and the web platform to connect others to your meeting.

IMPORTANT: *This setup is reserved for Council of Priests meetings only. All other meetings will use the built-in audio mics/ceiling speakers.*

Note: It is important to remember that the following items are performed PRIOR to the meeting:

- Presentation file(s) have been uploaded to accessible platforms such as Dropbox or an arch-based e-mail account. Remember, the lectern PCs are NOT connected to the archdiocesan network and therefore have no access to network drives such as M: or U:
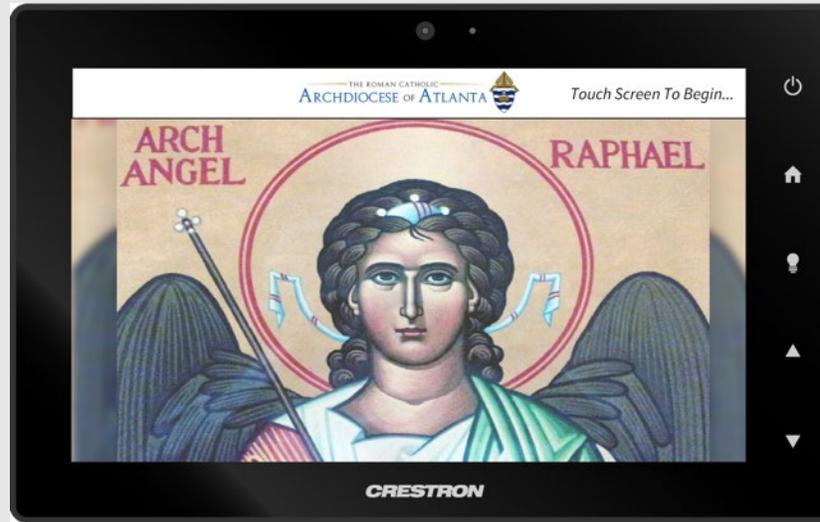
- A remote "clicker" cannot be used under this scenario as the table-top microphone set requires the use of the **blue** USB extension cord on top of the lectern.

- Have the credentials for your virtual meeting on hand and it is ALWAYS recommended that the meeting be tested well in advance of the event using the virtual meeting.

- The table-top microphone set should be laid out, configured and tested. Be sure the USB connector of the red audio box is plugged into the blue USB extension cord on top of the lectern and the microphone set's control box is connected to a power source (normally on top of the lectern). Make sure the control box is powered on.
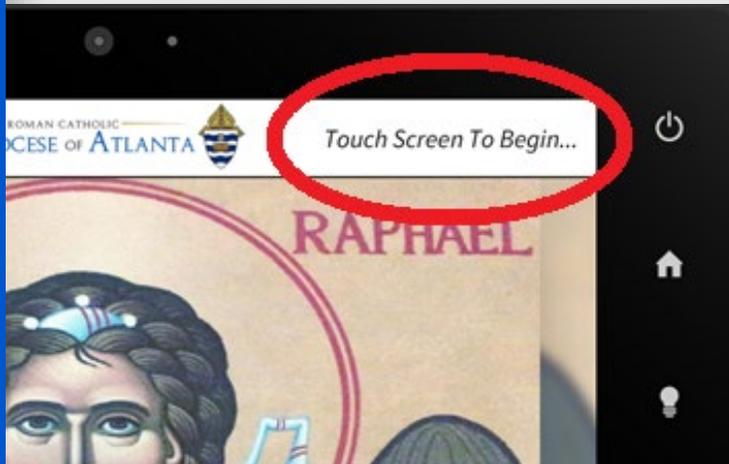

Connect this to the Blue USB ext. on top of lectern

To power source on top of the lectern

HYBRID

PRESENTATION – 2/5

(using projectors; screens; table-top microphone set and web-based video conference platform)

1 Tap on the face of the touch panel to wake up the screen ….

2 Then touch anywhere on touch panel's face …

3 From the main screen, press the "Video Routing" button along the left column …

… to display the following screen:

4 Use the buttons on the center of the screen to choose the source of your presentation. For example, if you have combined grand halls B and C, you can present from the lectern in either hall so you need to indicate which source you want projected onto all screens.

IF you are using the PC in the lectern, log on to your… Dropbox account:
https://www.dropbox.com/home
- or -
Arch E-Mail account:
https://outlook.office.com/

HYBRID

PRESENTATION – 3/5

(using projectors; screens; table-top microphone set and web-based video conference platform)

5 Retrieve your presentation document(s). If you are using the lectern PC, you can copy them onto the desktop of the PC (or some other local folder) so that they are easily accessible. Once copied, you should be able to use the lectern PC to manipulate the presentation file(s) as needed.

6 Before you start your virtual meeting, set your camera shot. Open the "Camera app" located on the PC in the "taskbar" at the bottom of the screen. Next, open the camera control option on the Crestron. There are three (3) preset shots labeled 1-3 that should give you a general area of where to point the camera. You can use the pan and zoom to fine tune one of these three presets.

7 You must close the camera app on the PC before you start your meeting. If you do not close the app, the conference platform will not be able to access the camera. (In Grand Hall C, you can select one of two cameras for a video conferencing meeting prior to the start of the meeting. To switch between the cameras on the camera app, use the "flip camera" button similar to what you use on your phone to change between the forward and backward facing cameras.)
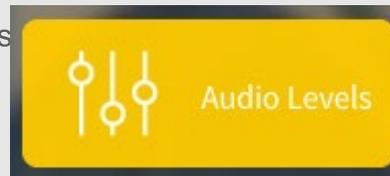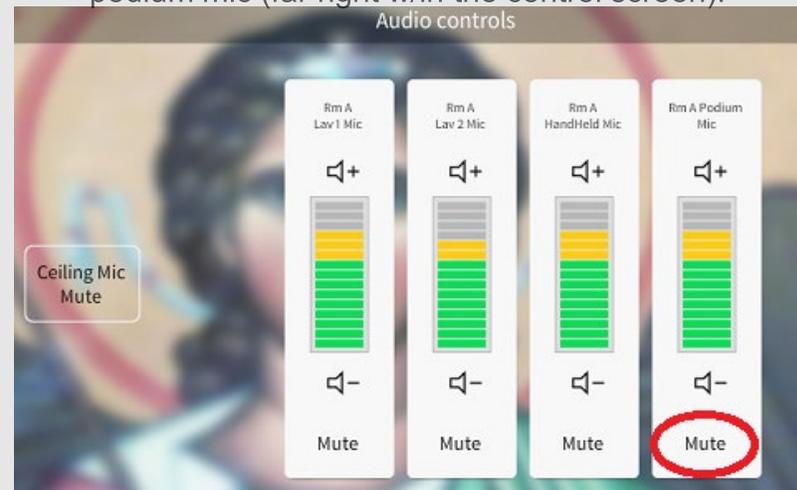
HYBRID

PRESENTATION – 4/5

(using projectors; screens; table-top microphone set and web-based video conference platform)

8 Start the virtual meeting you will be using. We suggest that the organizer uses the "browser based" version. If you download the app, it will retain the login for the last user, which can make it hard for the next person to access their account or meeting. During your meeting, you will be able to switch between the camera shot and your presentation using the "share my screen" function of your virtual meeting.

9 Check your audio settings. On the meeting platform make sure the mic selected is Biamp Tesira and the speaker is the default computer speaker. The presenter should use the table-top microphone that has been placed on the lectern – not the built-in gooseneck microphone. To mute the lectern microphone, the presenter should click on the Audio Levels button found along the left side of the dis

… and then click on the Mute feature for the podium mic (far right w/in the control screen).

HYBRID

PRESENTATION – 5/5

(using projectors; screens; table-top microphone set and web-based video conference platform)

10 When finished with the presentation, log out of Dropbox, email and the meeting account. Please remove any files you may have left on the PC – being sure to delete them and then purge them from the Recycle Bin by right-clicking on the desktop icon and choosing "Empty Recycle Bin" – so that the Recycle Bin displays as empty …
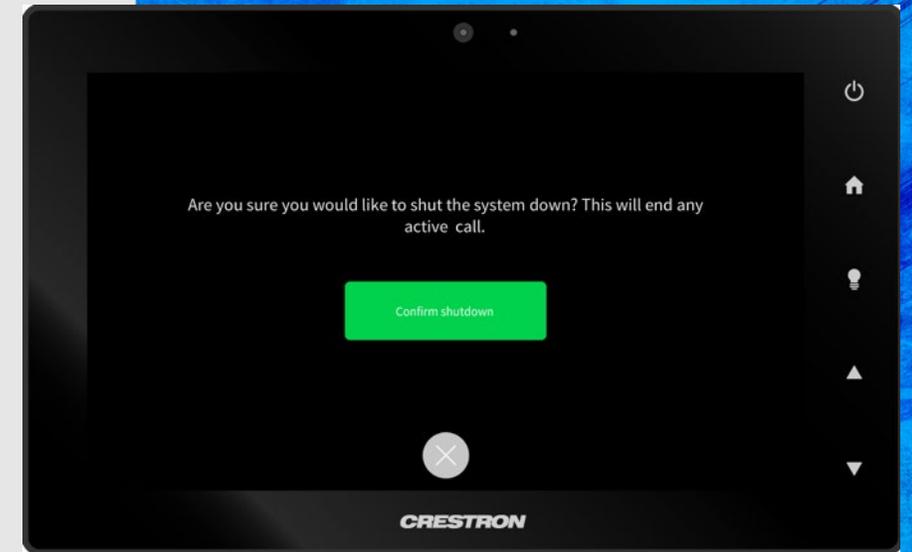

FULL   PURGE   EMPTY

11 When completely finished with the GH equipment, click on the Power Off button near the top right corner of the screen ...
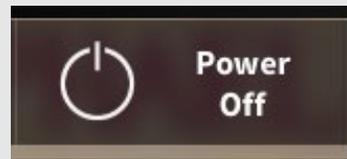
… the system will want you to confirm the shutdown.

11 Turn off the power button on the table-top microphone set's control unit. Close all drawers and doors of the lectern and put away all equipment – leaving the area the same way you found it for the next event coordinator.

Are you sure you would like to shut the system down? This will end any active call.

Confirm shutdown

CRESTRON

TIPS
AND TRICKS

- **Conference Audio - Cannot hear audio in the room or on the far end of the conference**
  Make sure the Crestron is setup to video conference from the PC in the lectern. Confirm that the video conference system has the correct microphone and speaker selected.

- **Conference Video - Cannot see the camera in GoToMeeting or Teams**
  Verify that the camera app on the PC is closed. Verify you are hosting from the lectern in the same room as the camera you want to use. Verify that the camera is selected in the web-based video conference platform.

- **The other participants can't hear me in a video call** Make sure the "echo cancelling microphones" is the selected microphone. Make sure the "mute all mics" button is not selected on the Crestron.

- I can't here the other participants Make sure in the web-based video conference platform, "Crestron" is selected as the speakers.

- If all else fails, turn the system completely off and then turn it back on. The shutdown should reset all the settings so you can start again.

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ARCHDIOCESE OF ATLANTA

Support

AoA IT Department | http://help.archatl.com

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