

QUEST TECH SETUP QUICKSTART TW 1/31/25

In the office: Get the designated laptop, a clicker & podium light, if needed, and wireless mics for room 15-17 hybrid classes.

1. Power Up the podium

- In the Auditorium:* 1st turn on the “main power” switch in the equipment closet & get mics
- Touch console to wake, then select “**Turn System On**”
 - While waiting, make sure projection screen is down
 - (For Hybrid class, can jump to step 3 and log on to laptop while waiting)
- Push on/off button** on the small CPU on podium shelf
- “**Built-in PC**” on the console
- In the classrooms:* “**Turn Monitor On**” on console
- Log In** to the Quest account: select “Other User” and enter .quest (period, backslash, “quest”) and the password **Quest25B** then press the “**enter**” key.

2. PowerPoint

- Locate and open the presentation from downloads, (or Open Gmail in FireFox - PW: 25Broadway)
- Select “**Reading View.**”

3. For Hybrid: Log In to Zoom - Passcode: 252525 Meeting ID is on laptop.

- Laptop:** Click “**Join a Meeting**” Join with **No Audio and No Video**
 - Designate Zoom hosts: Participants/ claim host.** (claim code is 252525)
- Podium:** “**Join a Meeting**” Join with **Computer Audio.** Click **Unmute and Start Video**
- Laptop:** Make podium/ co-host
- Podium:** In upper right of the Zoom screen, click **View,** choose **Gallery**
 - Click **More** (on right with 3 dots) and choose **Show Video Panel**
- Share Screen:** choose the panel showing entire desktop with PowerPoint (usually in blue)
 - Options: check **Share Sound** and **Optimize for video clips** then click **Share**

4. Sound settings: Check computer audio settings: open Settings/System/Sound and set as below:

ROOM	SPEAKER/ OUTPUT	MIC/ INPUT	VOLUME	CAMERA
<i>Auditorium</i>	ProFX 3-4	6-ProFX	50%	n/a
15-17	Headphones (Realtek)	DMP Plus (NOT owl)	100%	OWL
27	4P-B65EJ2U	same		OWL

Auditorium: If you do not see the ProFX 3-4 option you need to shut down the podium system, then turn on the sound mixer in the closet, and then turn the podium back on.

15-17: Use handheld mics from office for hybrid classes.

27: Make sure **side monitor is turned on,** turn **podium mic OFF for hybrid.**

Zoom sound settings should be the same as computer sound settings.

Note: Console sound control is for mic; use slider on YouTube for video volume.

- Check sound-** unmute laptop and listen for echo

5. Finish Setup

- Press **Windows Key + p** Choose **“Extend”**
- Drag the Zoom window** to the side monitors & maximize using box in upper right, might need to “stretch” side and bottom to fill screen
- On Zoom toolbar, click on the 3 dots and select **“Hide floating meeting controls”**
- Maximize the PowerPoint window.**
- “Turn Projector On”** on the console 15 minutes before class, leave on during lunchtime
In Auditorium:
 - Adjust light switches- lights off in front of screen, podium light on
 - Distribute handheld mics to audience members on each side of room
 - If PowerPoint is too large for screen, get Epson remote and adjust to 16:9 aspect ratio
- In classrooms:* Lights off, might need to adjust blinds to darken room
- For Hybrid: **IF RECORDING, REMEMBER TO START RECORDING-** choose **to the Cloud**

6. Power Down

- Click on **Stop Share**
- Close the PowerPoint
 - If flash drive was used, eject it.
 - If remote was used, remove USB dongle and replace inside remote.
- If last hybrid class for the day, **End the zoom meeting on laptop.**

After the last class of the day:

- Shut down the computer (**Windows icon/ Power icon/ “Shut-down”**)
- Touch the following commands on the console:
 - In the classrooms,* **“Turn monitor off”**
 - “Turn projector off”**
 - “Turn system off”**
 - Click **Yes** when asked to Power Down
- In the auditorium-* turn off the power switch on the rack.

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