



Conference Room AV System – User Guide

1 Video Conferencing & Presentations (USB-C)

Use this method when you are running **Zoom, Microsoft Teams, Webex, or other video conferencing platforms.**

Step 1 – Connect Your Laptop

- Plug the **USB-C cable at the podium or table** into your laptop.
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Step 2 – Select Conference Audio Devices

In your video conferencing application settings select:

Microphone:

Sennheiser TC Bar

Speaker / Audio Output:

Sennheiser TC Bar

Step 3 – Select Camera

Choose the camera based on your meeting needs.

Audience View Camera:

Sennheiser TC Bar

Presenter / Podium Camera:

Aver Cam 520

Step 4 – Using Aver Camera Presets

The Aver camera remote includes preset positions for common views.

Use the remote control and press the following:

Podium View:

Press **Preset → 1**

Wide Room Shot:

Press **Preset → 2**

Display View:

Press **Preset → 3**

These presets allow you to quickly switch camera angles during a meeting.

2 Simple Presentation (HDMI)

Use this option when you are **presenting slides or content only**, without video conferencing.

Step 1 – Connect Your Laptop

- Plug the **HDMI cable at the podium** into your laptop.
 - Use an adapter if your laptop does not have an HDMI port.
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Step 2 – Select Audio Output

Set your laptop audio output to:

univ_HDMI_PCM

This ensures presentation audio plays through the room speakers.

3 Quick Troubleshooting

No Sound

- Confirm the correct audio device is selected:
 - **Video conferencing:** Sennheiser TC Bar
 - **HDMI presentation:** univ_HDMI_PCM
- Check laptop volume.

Camera Not Appearing

- Reconnect the USB-C cable.
- Verify the correct camera is selected in your meeting application.

Screen Not Showing

- Disconnect and reconnect the cable.
 - Use display mirror settings on your laptop.
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For additional assistance, please contact the Management Office at 415-406-3005.