

CLASSROOM AUDIO/VISUAL GUIDE



Press Jayhawk on main page to begin.

Instructors:

- Log in using your KU Online ID and password
- Don't forget to log out.** To log out, press the PC button on the A/V controller screen and log out of the computer
- If another class does not immediately follow yours, **please shut the system off.**
- You can host a web conference from your laptop. Connect the provided **USB cable** and appropriate video connection.

Please place label microphone back in charging cradle when finished.

HELP: CALL YOUR DEPARTMENT TECH STAFF OR 785-864-1200

Connectors:

Most devices will be connected using either:

- HDMI (laptop video/audio)
- USB-C (laptop video/audio)
- USB (for laptop conferencing)



Note: Speaker output on the PC or laptop will be Extron Scaler D

Audio adjustments:



- Podium Mic** – Provides room amplification
- Lapel Mic** – Provides room amplification
- Program** – Adjusts the audio content (*not microphone*) from a source. For example, a YouTube video on a laptop.

Contact us:

- Scan the QR code to submit a ticket.
- Need help now?
Call 785-864-1200



Need technology components?

If you need additional technology accommodations for the classroom or teaching, please contact your Technology Support Center (tsc.ku.edu) or department tech staff.

A/V controller screen:



- Display options** (*mute, black screen or projector, on/off*)
- Camera/Audio control** (*provides camera and microphone control*)
- Input/Source selection** (*select sources to display*)
 - PC:** Display the classroom computer (*note: You may also have to turn on the computer by pressing its main power button*)
 - Laptop:** Display your laptop.
 - Doc Cam:** Display the document camera (*note: you may also need to turn on the doc cam.*)
- Media volume control** (*does not control microphone volume*)
- Room system shut-off**

IT CUSTOMER SERVICE CENTER 785-864-8080 OR ITCSC@KU.EDU

