

# **TECHNOLOGY GUIDE FOR THE DEE J. KELLY ALUMNI & VISITORS CENTER**

**For assistance with AV, please ask  
a Kelly Center staff member  
located at the front desk**

# **PRIOR TO YOUR EVENT**

Prior to your event, communicate any specific AV needs with the Kelly Center Manager. All conference rooms are equipped with AV including a computer, in-room zoom cameras, sound output, and HDMI access. For specific questions about your rooms' AV abilities, reach out to the Kelly Center Manager

## **Crestron Control Panels**

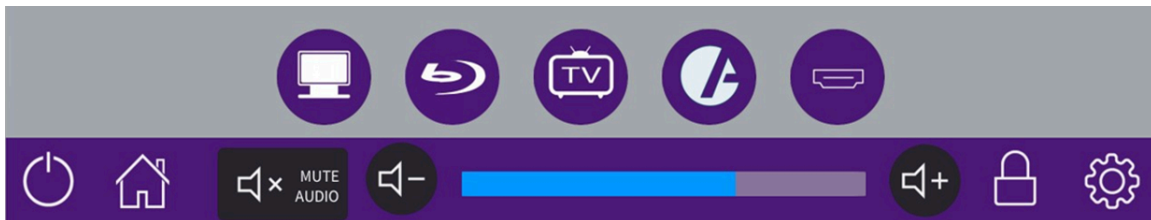


Familiarize yourself with the AV system in the Kelly Center

# GETTING STARTED

Staff members in the Kelly Center will turn-on the AV system in the room for you. Please ask the Kelly Center staff to help get you set up with AV. If you need a microphone, audio, etc. our staff is equipped to help you!

From the home screen on the Crestron display, you can select your input and adjust the volume in the room for audio output.



Kelly Center staff can assist in adjusting volume levels for microphones and audio output.

# PRESENTATION OPTIONS

All Conference Rooms & Ballrooms have the following connections for presentations:



## Computer:

- Uses the TCU provided computer in the room and can be logged in with normal TCU credentials. Guests will need a guest account



## AirMedia:

- Requires app installation. See instructions



## HDMI:

- Please bring your own adapter if your personal device does not have an HDMI Port

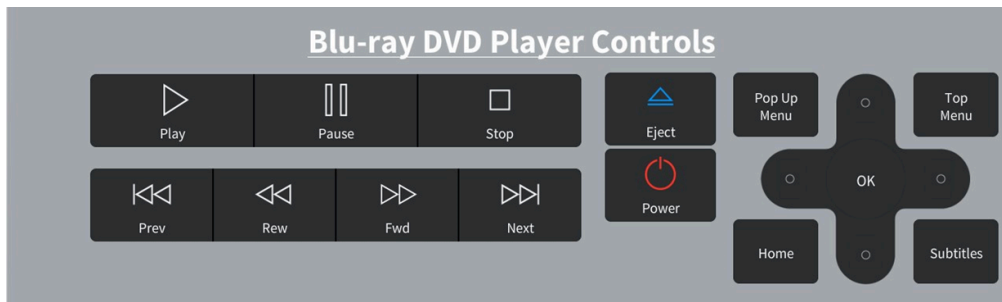


# VIEWING OPTIONS

All Conference Rooms & Ballrooms have the following connections for presentations:

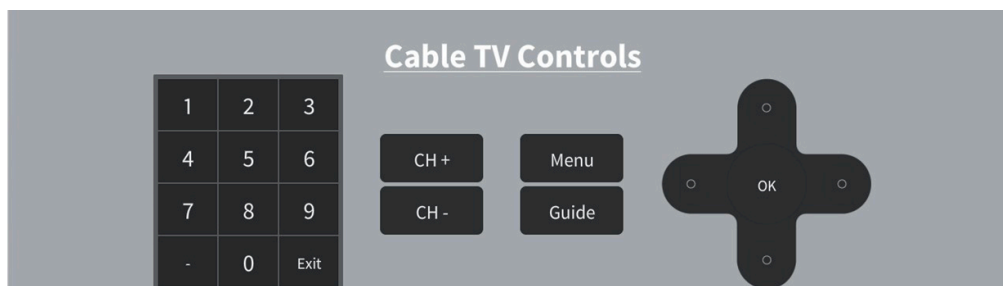


## Blu-ray DVD Player:



## Cable TV:

- Remember to include the decimal point when directly entering the channel number.





# AIRMEDIA



Video Guide

Step-by-Step Guide

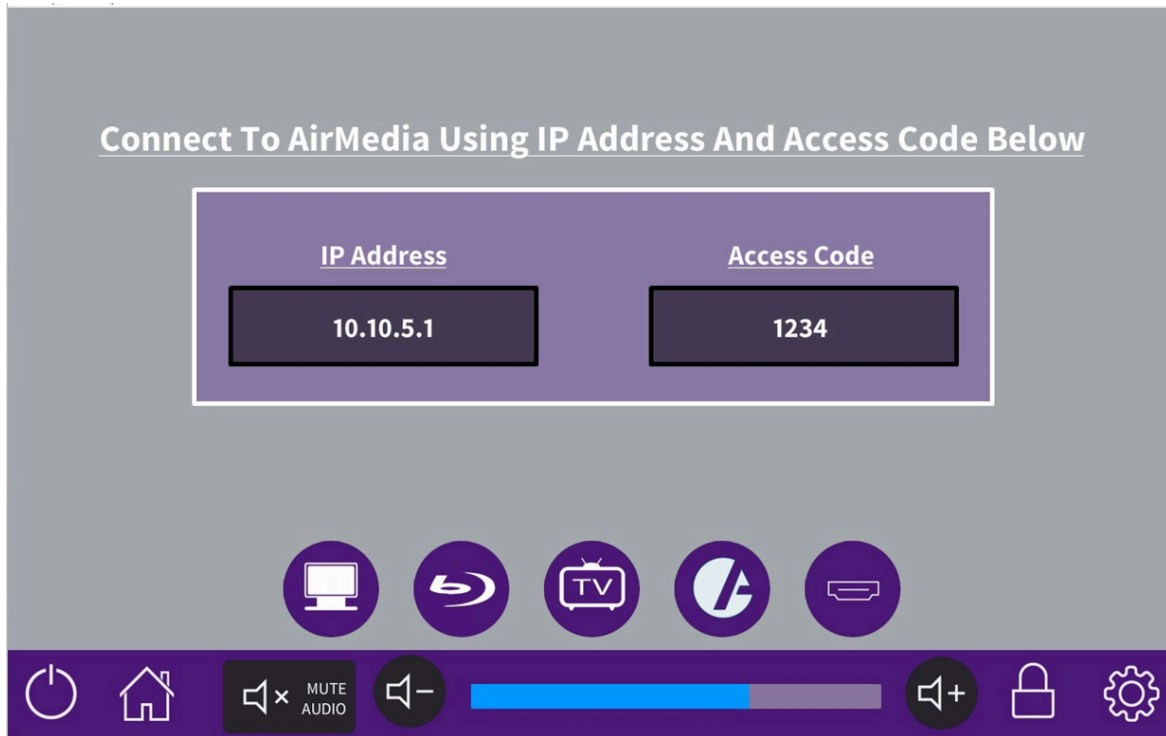


AirMedia is software which allows people to share control of wall monitors and speakers using laptops and iOS and Android tablets and phones. (Tablets and phones can send video, but not audio in most cases.) One user at a time can control the entire screen, or optionally, the screen can be split into four parts with content from up to four computers appearing in each quadrant.

If you have not already installed the AirMedia client software, the first step is to download the appropriate program/app for your device.

# AIRMEDIA

All Conference Rooms & Ballrooms have the following connections for presentations:



- **IP Address:**

- Enter the IP address into the search bar of any browser and follow the instructions on the computer or mobile device.

- **Access Code:**

- This code is different for each room and will be displayed in this window

# ZOOM CAMERAS

The cameras and mics in the rooms will connect through the in-room computer.



- Log into the computer using your TCU credentials
- Log into Zoom with your TCU credentials
- Start your Zoom Meeting (or join Zoom meeting by entering Meeting ID & password)

## Audio Settings

- Turn ON Automatically Join Computer Audio When Joining A Meeting
- Speaker – Set to Crestron
- Microphone – Set to Echo Cancelling Speakerphone



# PROVIDED IN-ROOM

All rooms come equipped with the following:

- TCU Network PC, keyboard, mouse, presenter remote
  - Presenter remote, wireless keyboard, and wireless mouse provided in the room are configured to the TCU Network PC and may not be available for personal devices should you use an outside laptop. There is a small number of extra presenter remotes available for check-out during the time of your reservation from the Kelly Center front desk.
- HDMI cords
- Teleconference capabilities
- Video conference capabilities
- Cable TV services
- Air media – application installation required if accessing from personal device



# AVAILABLE FOR CHECK-OUT



The Kelly Center has a small amount of presenter clickers and USB-C Adapters available for check-out at the front desk.

These items are available on a first-come-first-serve basis and must be formally checked out with staff. Failure to return these items following an event can result in restriction to utilize these items in the future.

Note: when returning the presenter clicker, the USB connector must also be returned with the clicker.

Should any of the borrowed items be lost or not returned, the cost to replace the item will be invoiced directly to the event host.