

## Quick guide to the use of zoom for hybrid scenarios with media technology in large and small tents

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The setting in the tent can be used in two ways: Either with livestream/recording in zoom or without Zoom.

For switching between up to 4 HDMI sources a ATEM-video mixer is embedded in the top of the desk. The Visualizer is connected to this mixer and further HDMI sources can be connected.

At the end of the event, please always switch off the microphone and place it in the charging cradle so that the red charging control light is displayed.



### Use with zoom for recording and/or live streaming



Visualizer  
Webcam  
Mikrophone  
More HDMI-sources

Common  
connection via a  
USB type A plug



Connection via  
HDMI Type-A  
connector



Projection hall

1. **S**tart the projection via the HDMI Scaler under the desk on the left by selecting "INPUT or ATEM".



A laptop connected to the HDMI cable "INPUT or ATEM" (HDMI plug (type A)) should now be visible on the displays in the tent.



Make sure in the system properties that the resolution for the displays in the tent is set to Full HD (1920 x 1080).

2. **Connect the laptop** to the USB cable (type A) on the desk.



3. Establish an **internet connection**:

- Connect the Ethernet cable (labeled LTA) on the console to the laptop, open the browser and activate the LTA connection by calling up any internet page with the browser and KIT login (ab1234). Alternatively, the KIT-VPN connection can be started. See also: <https://s.kit.edu/ita>



- Otherwise, connect to KIT-WIFI.

4. **Switch on/connect microphone:**

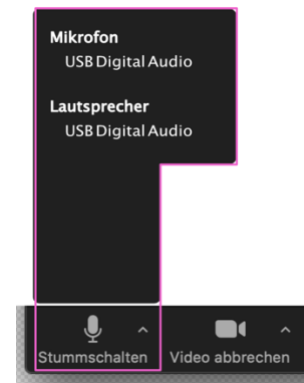
1. Take the microphone out of the charging cradle on the desk and switch it on and check if you can be heard.

5. **Start Zoom and connect sources:**

Start Zoom on your laptop and start the meeting for the lecture.

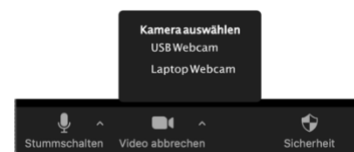
### Set audio in Zoom

- Select the "USB Digital Audio" device from the microphone icon in Zoom under Microphone. The webcam and the Visualizer will give you more microphones to choose from. Check the function by unmuted and tapping lightly on the microphone. You should be able to see the tapping as a level with a green color in the microphone icon of the zoom toolbar. The level of the green coloring should remain the same when speaking into the microphone and away from the laptop.
- In case of **loudspeakers**, also select this "USB Digital Audio", so that persons connected via zoom can also be heard when speaking.



### Select webcam (own picture) in Zoom

You can optionally show yourself. To do so, select Start Video in the Zoom toolbar and try out which camera is the webcam provided.



ATTENTION: The signal of the video mixer also appears here. This is not selected here.

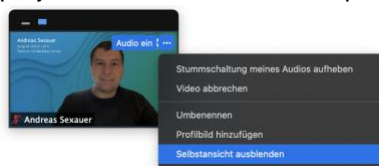
## 6. Control screen sharing in Zoom

In order to be able to see content in the tent as well as in Zoom mode, you only need to switch the sources to be displayed by clicking on "Share screen" in the Zoom toolbar.

For suggestions for reasonable window arrangements see <https://s.kit.edu/zoomfenster>.

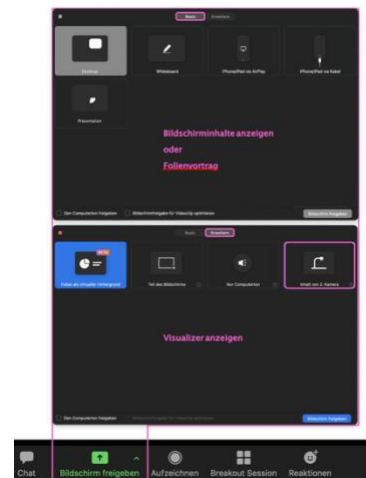
### a. Show presentation:

Share window or whole screen, usually the PPT is displayed in full screen. If the PPT contains sound, check the box "Share computer sound" in the share window. You can hide your own video image by clicking on the three dots with "Hide Self View" on the projection. It is still visible for participants via Zoom.



### b. Displaying the contents of the video mixer

Under Share screen, select "Content from 2nd camera" under "Expand". The output of the video mixer is shown in a window on the screen and in Zoom.



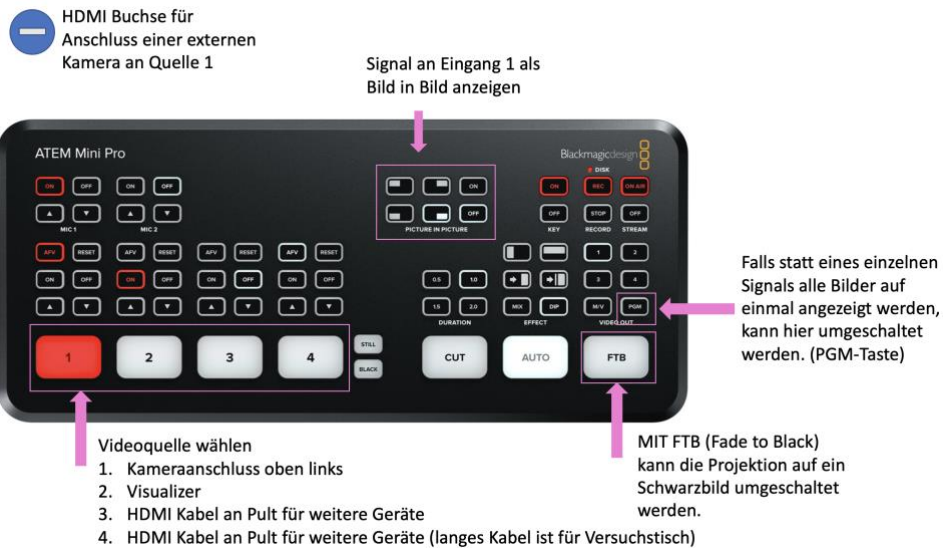
If Zoom does not select the correct camera signal, there is a "Change Camera" button in the upper left corner of the window. Press this button until the correct content is displayed.

### c. Changing the displayed content

You can switch between a) and b) in the further course. To do so, stop the release and then release the other content as described in a) and b).

### Operating the video mixer

A video mixer is installed on the front left of the console. This has 4 HDMI inputs. The switching is done on the mixer.



Additional HDMI devices can be connected via the connector on the top left (ATEM in 1).



## Use without live streaming or recording with zoom



Visualizer  
Laptop

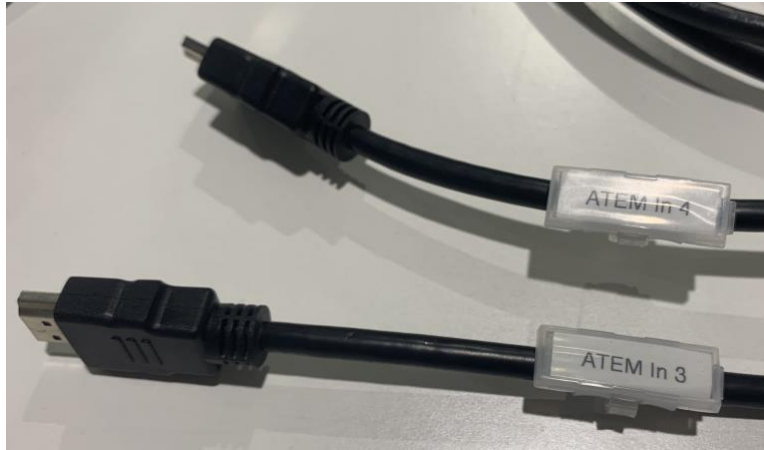
HDMI Connectors  
Console,  
Laptop on  
ATEM in 3



Projection hall

### Additional HDMI-Sources

1. Connect the laptop to port 3 of the ATEM-video mixer. (Cable ATEM in 3)



2. Switch to channel 8 on the HDMI scaler under the console left "without ATEM".



3. Use the buttons 1-4 on the console to switch between the different sources for projection.  
Key 2 is the Visualizer  
Key 3 is your laptop
4. The USB port is only required if a media sound is also to be played in the tent.

Please switch off the microphone at the end of your event and put it back into the charging cradle.

## Troubleshooting

### No signal from Visualizer in Zoom

In this case the ATEM video mixer can be restarted. There is a power strip under the desk on the right side. Turn it off once, wait 2-3 seconds and then turn it on again to trigger a restart of the video mixer.

## Info & Contact

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