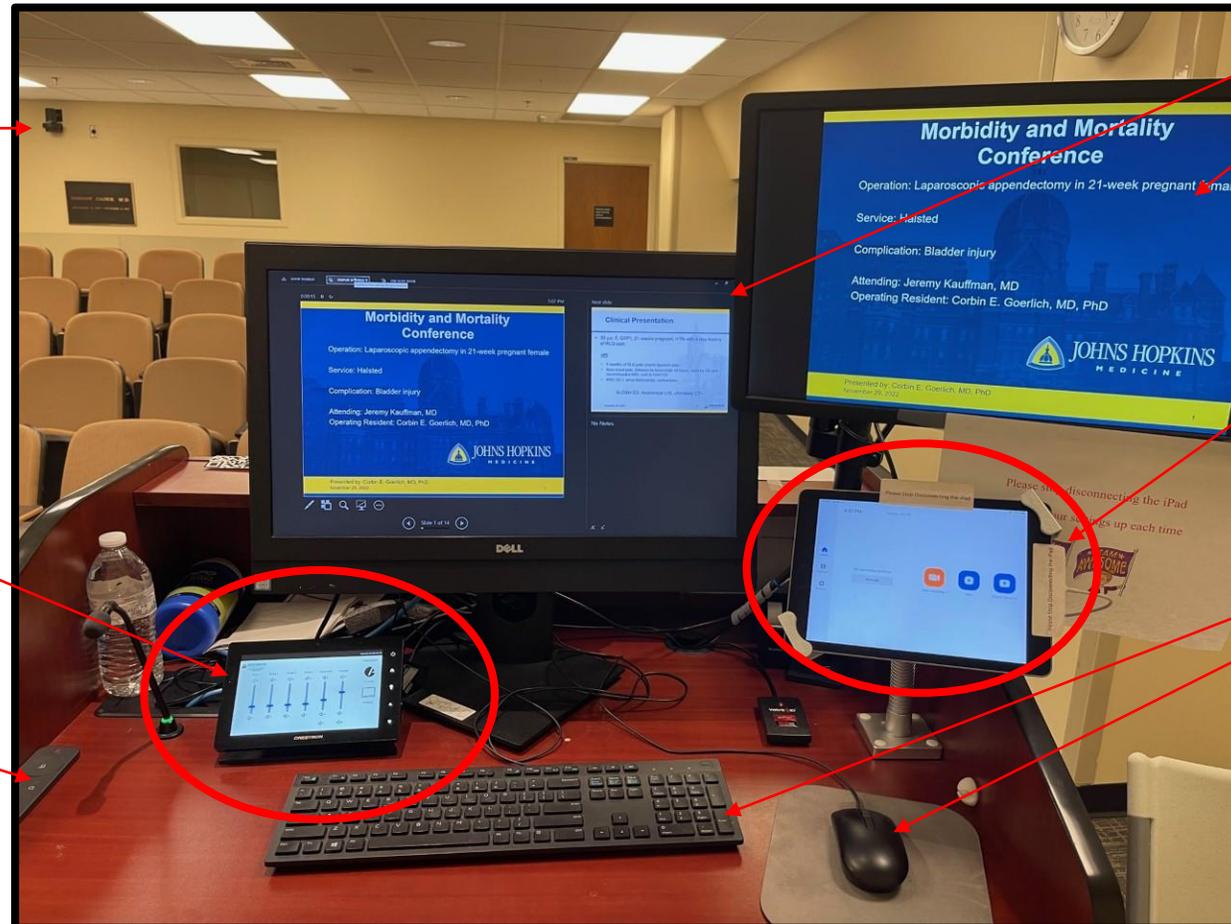# M&M Podium Setup

Cader Room

Step 1

- Log into computer, download powerpoint(s) to desktop
- This is how podium is set up and controlled:

Camera pointing at podium

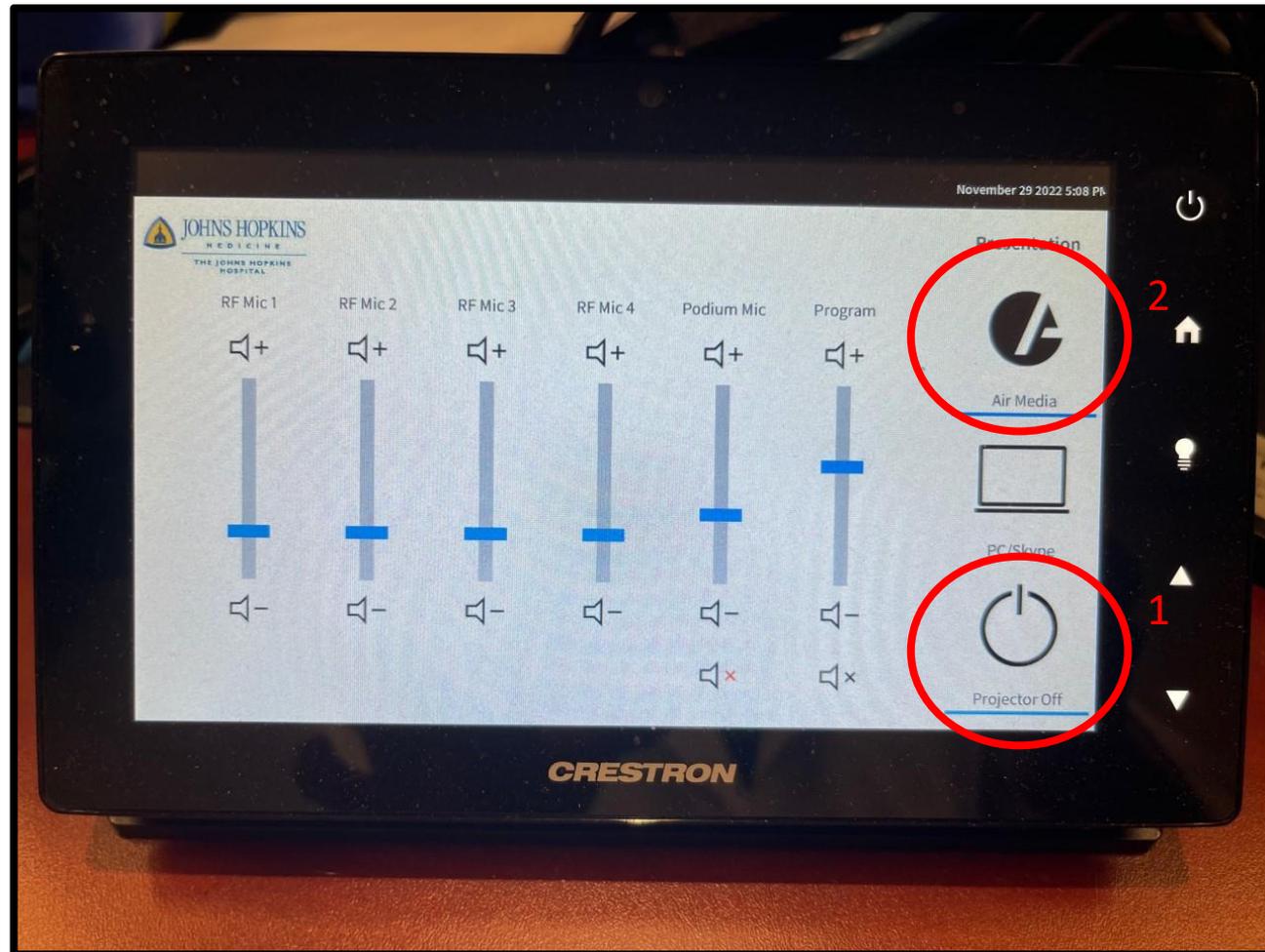Desktop with dual screens

Zoom meeting controller

Projector controller

Mouse and keyboard for dual screens

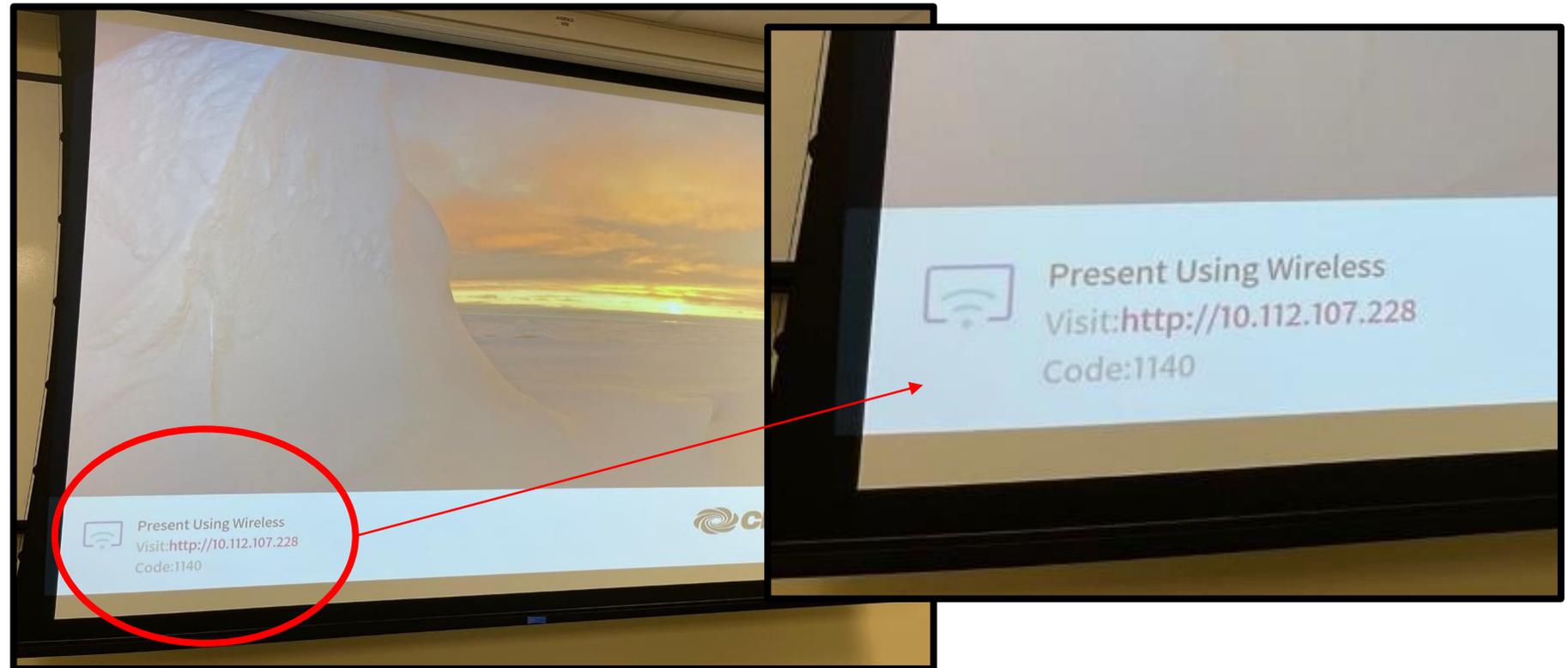Remote for camera (don't really need to touch)

Step 2

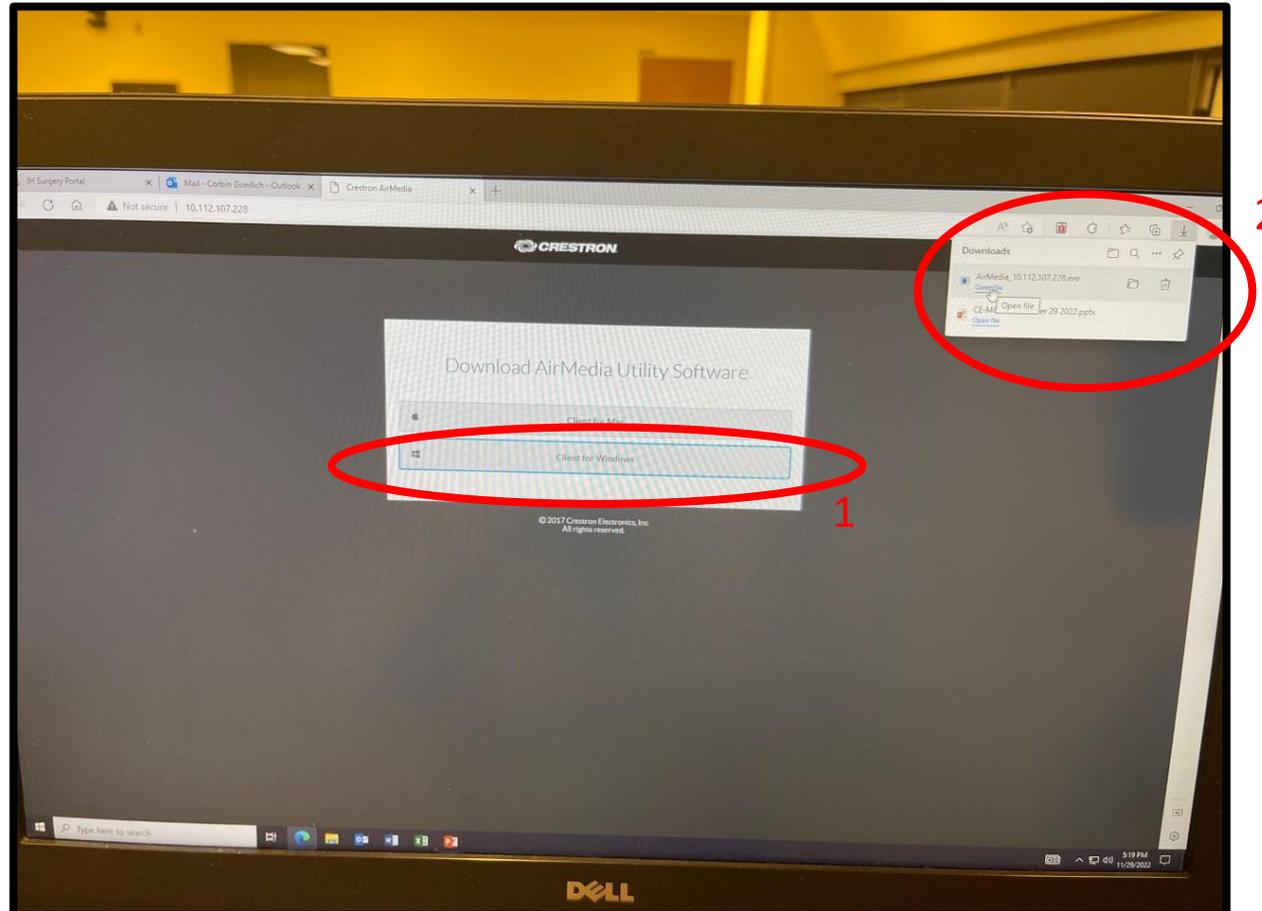- "wake up" projector (1), place in "Air Media" mode (2)

Step 2

- "Air Media" mode will prompt this screen. Login with the following URL and Code using web browser to "sync" projector with podium computer
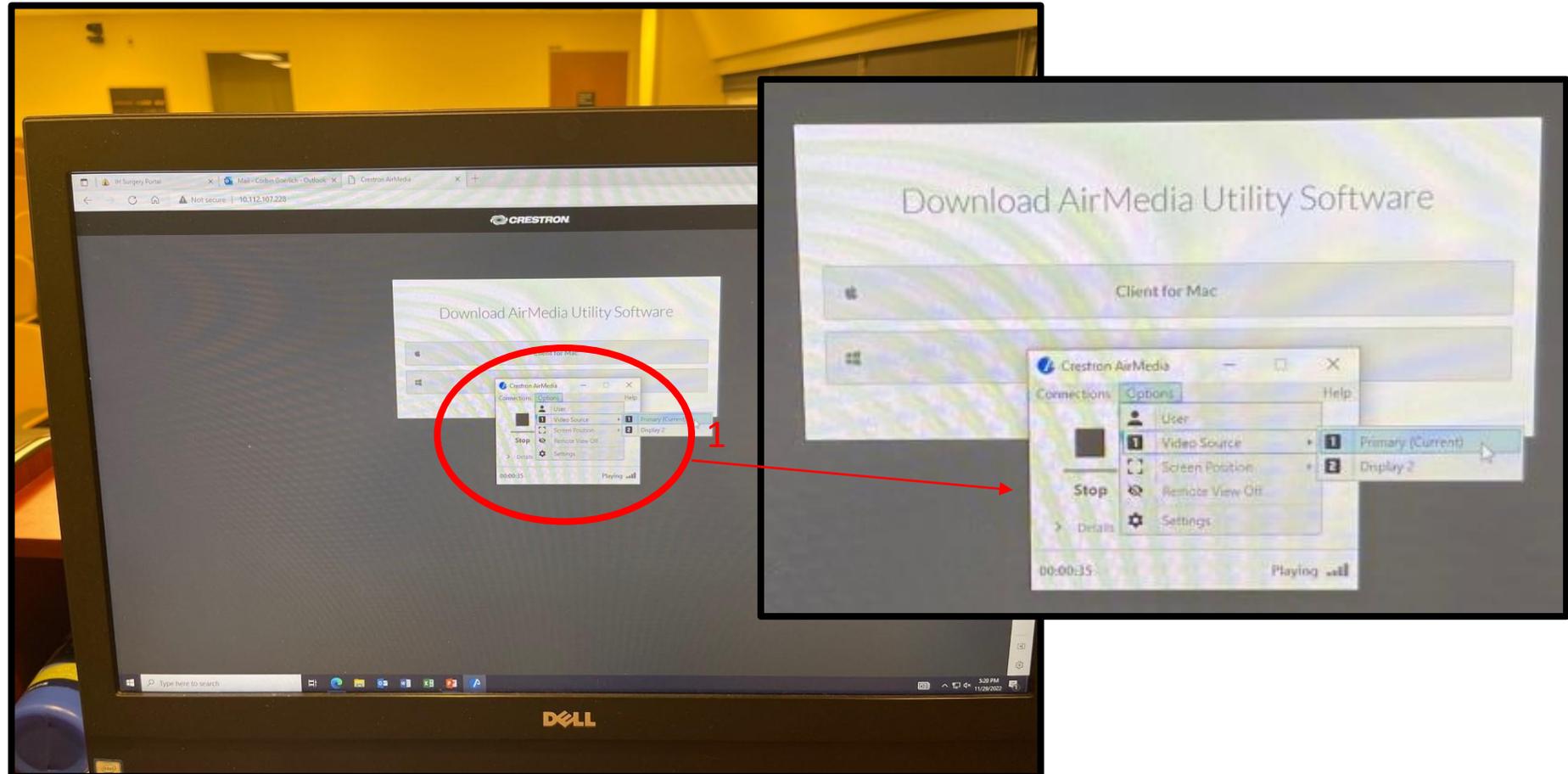
Step 3

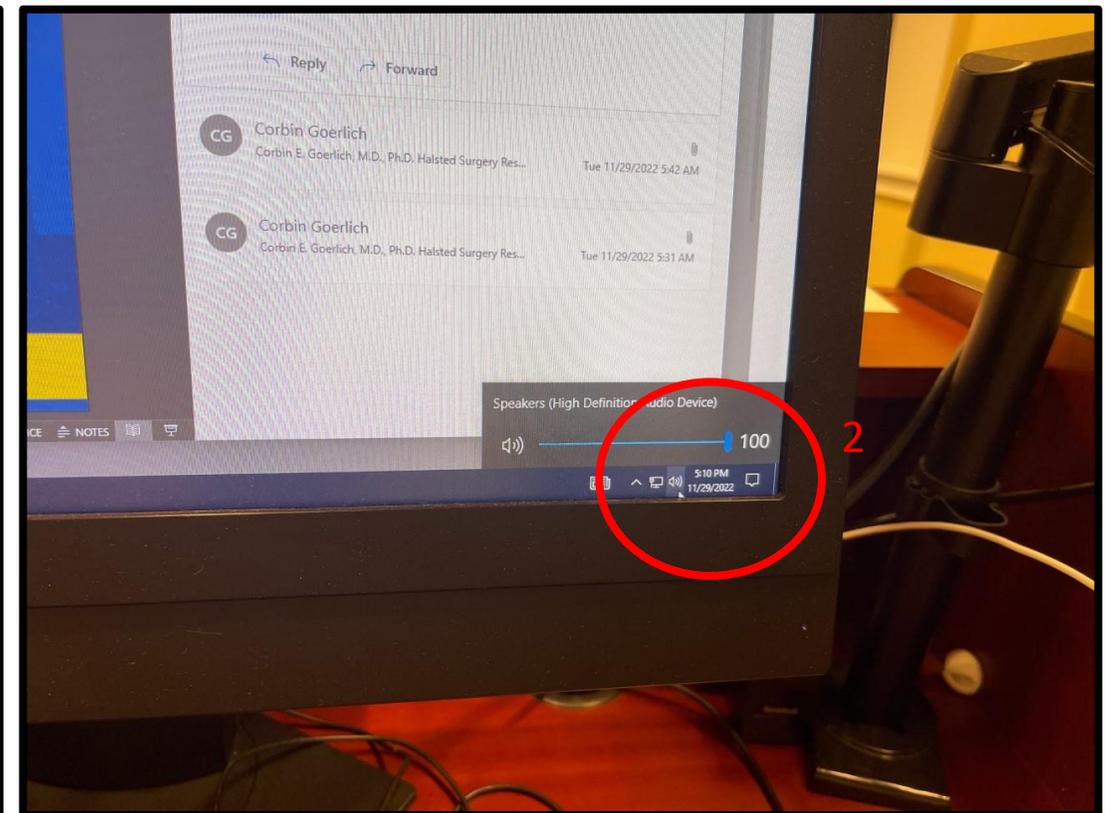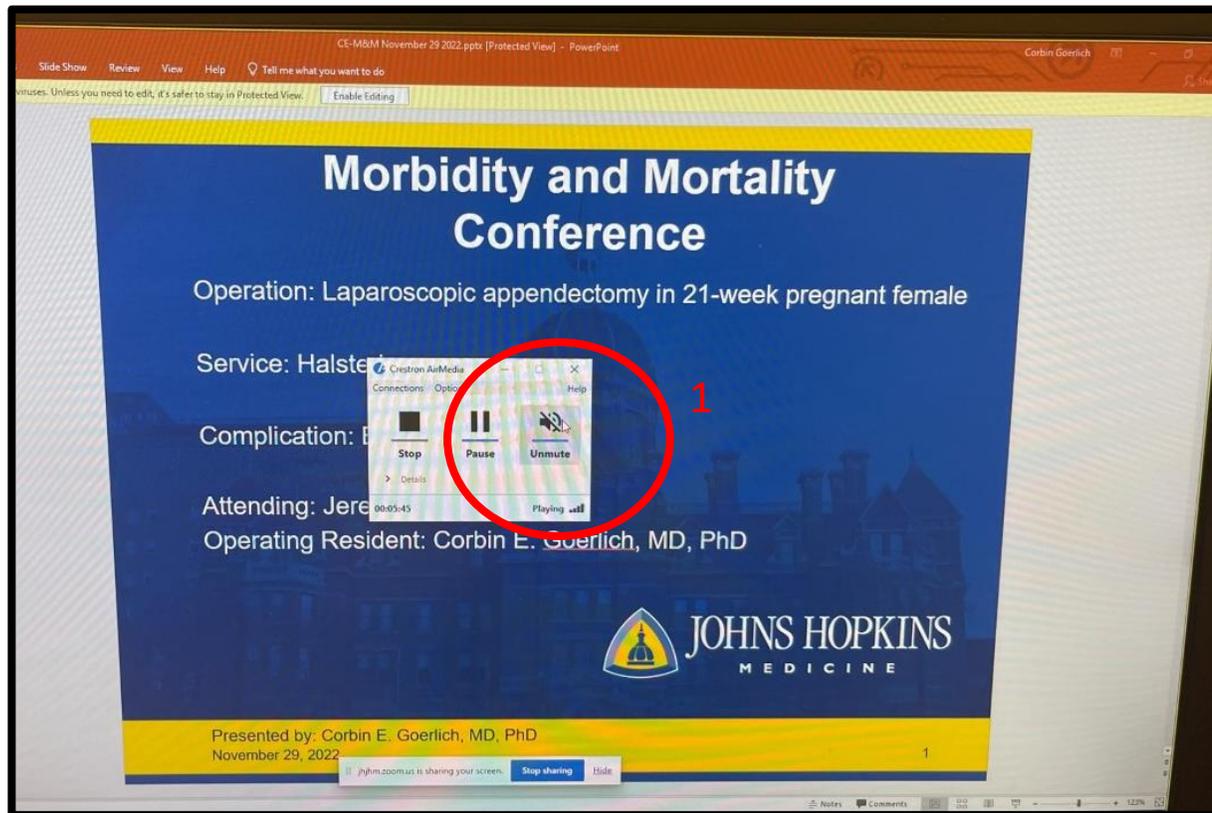- Download AirMedia Utility Software (1) and open (2)

Step 4

- This is the AirMedia Control Panel, which with these settings, should display the Cader podium to the projector
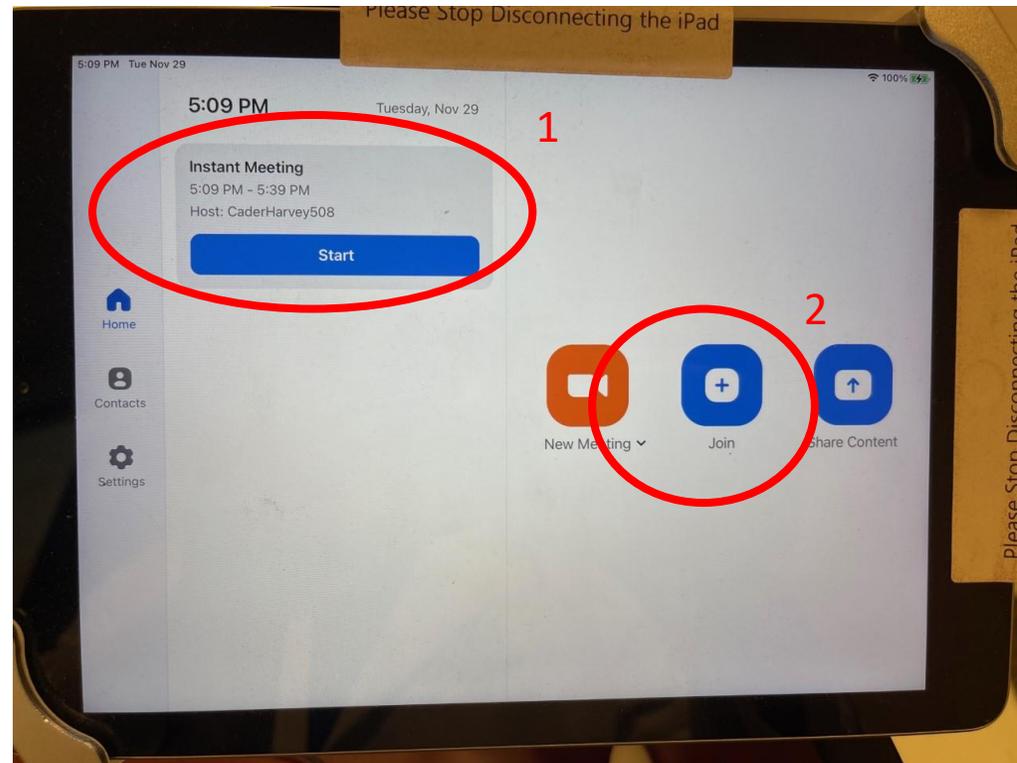
Step 5

- To feed audio from zoom users to the room, ensure the following:
  - 1) AirMedia software unmuted, 2) podium computer audio unmuted

Step 6

- Ensure Zoom meeting has been started. Should be M&M specific meeting scheduled already (1), if not, manually join meeting with info sent in weekly calendar invite (2)

Step 7

- Share powerpoint podium desktop screen with Zoom meeting (1), ensure mic is unmuted (2)