

CU-ICAR Audio-Visual Technology

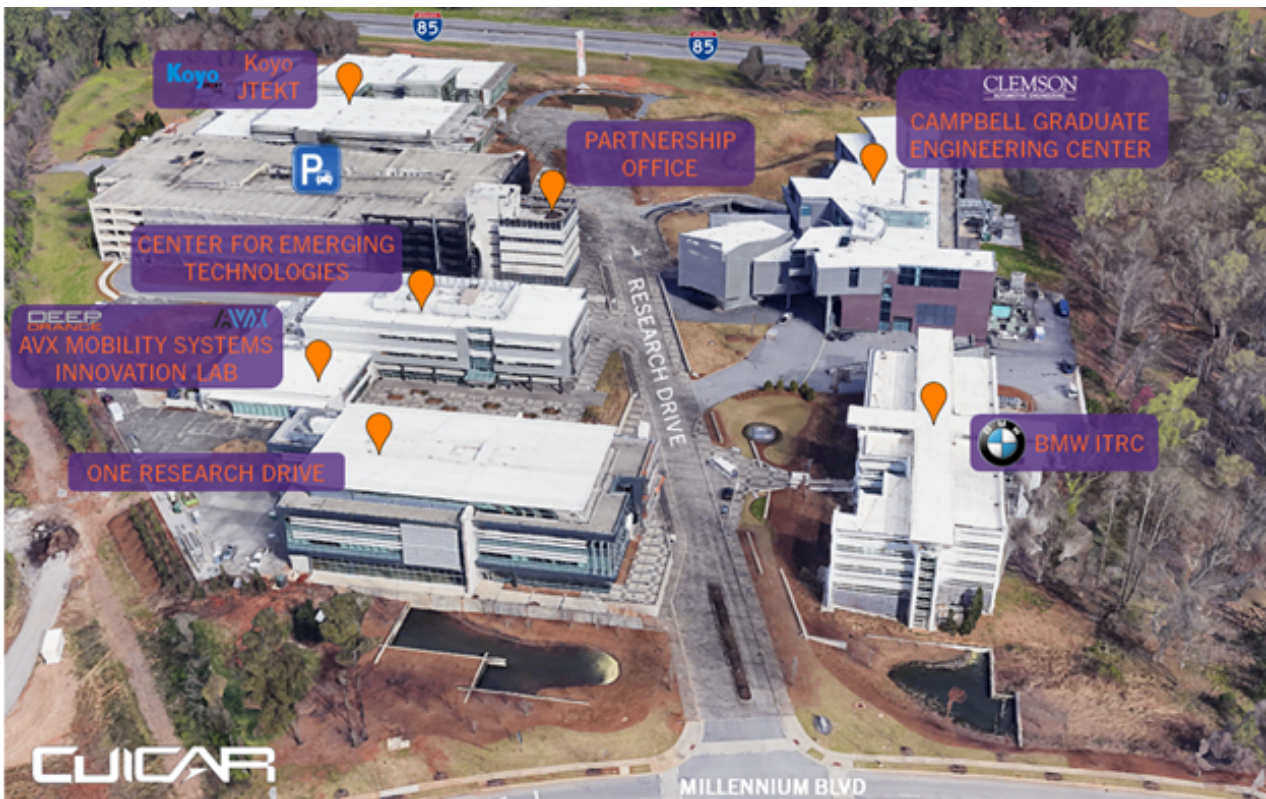


Please see our [CORE Teaching Page](#) for updated information as this document may change.

Introduction

CECAS CORE IT staff provides Tier 1 support for CU-ICAR's Audio-Visual (AV) technology. To improve the user experience, this document outlines the core functions and features in campus classrooms, conference rooms, and event spaces. Further, it highlights areas used for teaching, providing additional detail on spaces commonly used for partner events. CU-ICAR professors, partners, and guest lecturers may therefore present at the following locations:

Building	Address
Campbell Graduate Engineering Center (CGEC)	4 Research Drive, Greenville, SC 29607
One Research Drive (ORD)	1 Research Drive, Greenville, SC 29607
Partnership Office	5 Research Drive, Greenville, SC 29607



🔗 New and returning professors are strongly encouraged to visit their classrooms prior to semester start. Each space is unique and may have different connections, configurations, or capabilities. If you have questions beyond the scope of this document, please reach out to IT support using the contact information on the [CECAS CORE Teaching page](#).

Classroom Technology

Currently, courses are taught from classrooms in CGEC and ORD. Small classes may also be taught in conference rooms, for which you can reference the *Conference Room Technology* section of this document. Supported configurations and equipment in our locations include:


- Bring-your-own-device (BYOD), which is available in all rooms

📍 All rooms are equipped with HDMI cables, but video adapters may be needed depending on the device.

- Zoom integration for remote streaming and recording
- Available equipment (please see table for details):
 - Podium PCs
 - Lapel microphones
 - Handheld/wireless microphones
 - Document Cameras

Room Features and Functions

Building/Room	BYOD/Podium-PC	Functions	Equipment
AT&T Auditorium (CGEC)	Yes/No	Zoom Integration	6 lapel mics; 6 handheld mics; Document Camera
CGEC-401	Yes/No	Zoom streaming/recording via USB cam/mic	USB Camera and Microphone; Document Camera
CGEC-404	Yes/Yes	Zoom Integration	Wacom touch monitor; Windows 10 PC; Document Camera
ORD-203	Yes/Yes	Zoom Integration	2 70" touchpanels; 32" Microsoft Surface PC; 1 lapel mic
ORD-225	Yes/Yes	Zoom Integration	Wacom touch monitor; Windows 10 PC; 1 lapel mic
ORD-414	Yes/No	Local Presentation Only	Note: in-room cameras are not connected to system

 To present into a Zoom meeting, the device connected to Zoom cannot be the source presenting over HDMI. That is, a secondary presentation device is needed to prevent the "infinite mirror" image.

 In rooms with Zoom integration, microphones/speakers should be muted on the presentation device; in-room microphones and speakers provide those feeds.

For all rooms with Zoom integration, as well as those equipped with document cameras, laminated instructions are available at the podium.


Conference Room Technology

Conference rooms in CGEC, ORD, and the Partnership Office are used by administrative staff and faculty, and conference rooms such as CGEC-423 may be used to teach smaller courses.

Some rooms are integrated with Zoom for streaming and recording, while others are intended for local presentations only. The core functions and features can be found in the table below.

Building/Room	Functions	Equipment
CGEC-316	Local Presentation Only	N/A
CGEC-321	Local Presentation Only	N/A
CGEC-423	Zoom Integration	3 wireless mics
ORD-202	Zoom Integration	1 wireless mic
ORD-407A	Local Presentation Only	Owl Conferencing Camera
Partnership-401	Local Presentation Only	Note: room cameras are disconnected
Partnership-402	Local Presentation Only	N/A


For all conference rooms with Zoom integration, laminated instructions are available.


 All conference rooms support BYOD. For optimal display viewing in CGEC-316 and CGEC-321, the resolution of the presentation source should be set to 1920x1080.

Event Space Technology

On top of regular duties, CECAS CORE IT staff helps to facilitate and/or instruct those using AV technology for partner events. These events are commonly held either at the TD Gallery in our Partnership Office or at the AT&T Auditorium in CGEC.

BLDG/RM	BYOD/Podium-PC	Functions	Equipment
AT&T Auditorium (CGEC)	Yes/No	Zoom Integration	6 lapel mics; 6 handheld mics
TD Gallery (Partnership)	Yes/No	Local Presentations; TV broadcasting	Satellite TV

 To provide the best event support for faculty, partners, and attendees, we ask that you please coordinate with IT staff a minimum of (3) business days ahead of all events. This will allow IT staff to communicate on technology capabilities and use cases. Requests for support will be handled on a first-come, first-serve basis per staff availability.

 While CORE IT staff assists with AV technology, we are not able to help reserve event space. This should be done through the appropriate administrative staff. For event reservations in the TD Gallery or AT&T Auditorium, please reach out to the [Partnership](#)

[Office's front desk](#). For One Research Drive: please contact Cristina Shorts (CRISTIS@Clemson.edu) about second floor reservations and Kay Faith (JKAY@Clemson.edu) for fourth floor reservations.

FAQs

? What display/video connections are available in the classrooms?

All classrooms have HDMI ports; some have VGA ports. If you are BYOD, note that you may need to furnish cables/adapters. Importantly, please recall from the above *Classroom Technology* section that the device connecting Zoom to the room *cannot be the source presenting over the HDMI cable*.

? When should I select local presentation mode from the touchpanel?

Local presentations may be useful for unplanned meetings only when no remote participation, streaming, or recording is needed. The room content is not connected to any Zoom sessions in this mode, so remote participants cannot view content you share/present in this way.

? When do I need to dial out or dial into the room?

If you are in a Zoom-integrated room, you will have to dial into that room from the lectern PC or your own device. Similarly - when connecting two classrooms or campuses - you also have to dial the other room. This requires the remote or "receiving" classroom to be powered on.

? How do I reserve space for an event?

While CECAS CORE IT staff assists with AV technology, we are not able to help reserve event space. This should be done through the appropriate administrative staff. For event reservations in the TD Gallery or AT&T Auditorium, please reach out to the [Partnership Office's front desk](#). For One Research Drive: please contact Cristina Shorts (CRISTIS@Clemson.edu) regarding second floor reservations and Kay Faith (JKAY@Clemson.edu) for fourth floor reservations.

? What is AirMedia?

AirMedia is a feature that allows you to present your screen wirelessly (no cables). This feature is not recommended as the result is lower quality video. However, if you find that you do not have the right cable or adapter, AirMedia is a workaround solution to present content.