

Seminar Room Use Guide

For Online Meetings (e.g., Zoom Meeting)

Before You Begin

- The equipment in the seminar room is expensive. Please handle everything with care. If you have not used the equipment and are unsure how to operate it, **ask the office staff and learn how to use it in advance.**
 - **Do not touch** the two PCs and the cables on the operation desk (Pic 1). Changing the wiring may prevent official TC events from being held properly.
 - All equipment and furniture in the seminar room must be handled responsibly and carefully **by TC members.**
(External guests should not operate the equipment, as they cannot be held responsible for any malfunction.)
 - After use, please make sure to **restore the room to its original state** (Pic 2).
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Equipment Needed

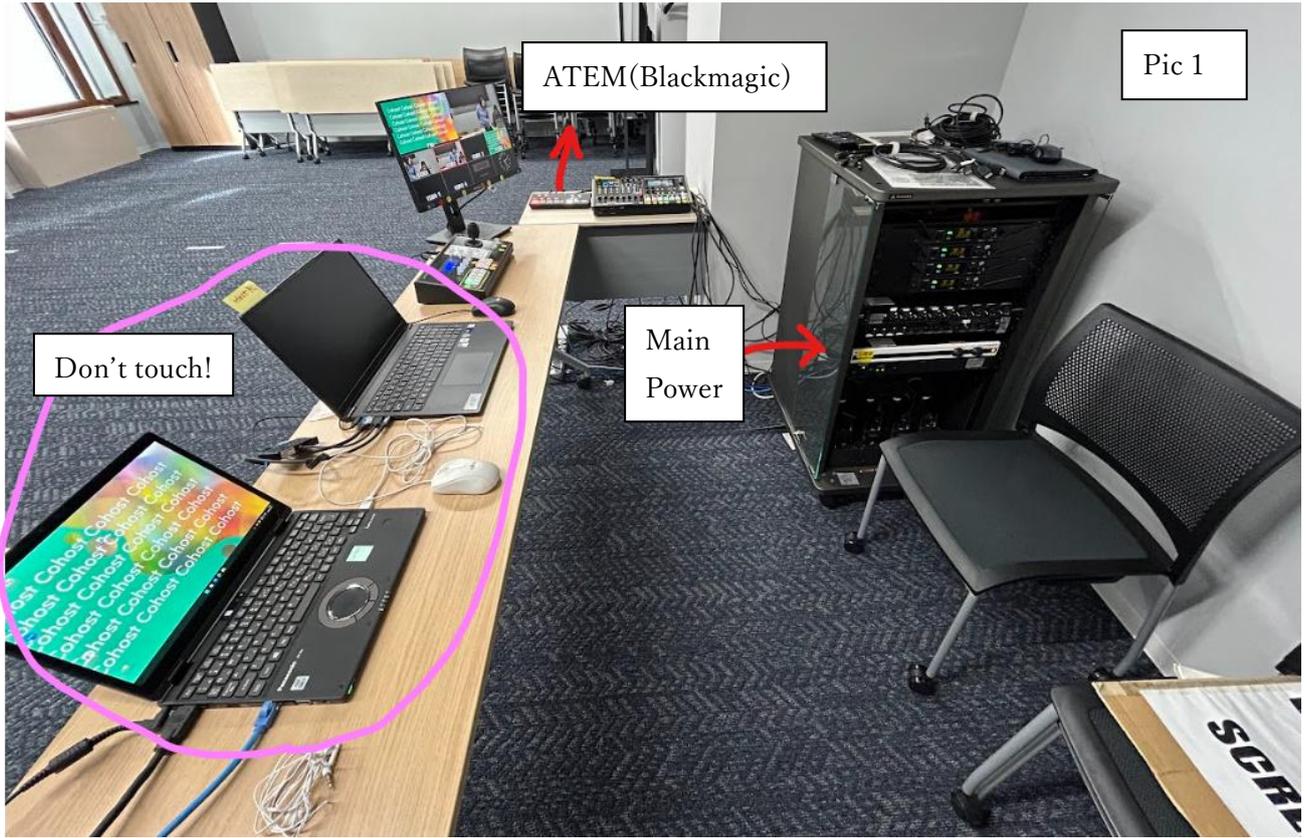
- **1 PC** (to be used as the Zoom host, etc.) → *Prepared by the user*
 - **Speaker & Microphone (Yamaha)** (Pic 3) → *TC equipment (in locker)* (Pic 5)
 - **Webcam** (Pic 4) → *TC equipment (in locker)* (Pic 5)
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Procedure

1. **Turn on the Roland device** (Pic 6).
Also turn on the **front monitor** (Pic 7).
 - *Green = ON, Red = OFF*
 - **Input signal: HDMI 1**
 - You can switch using the remote control (Pic 8).
 2. **Turn on the ATEM (Blackmagic)** and connect your PC to **HDMI cable 1**. (Pic 9).
Note: If the image does not appear on the front monitor, check your PC's display settings (set to *Mirror* or *Extend*) (Pic 10).
Also, turn **ON the Mic button** on the ATEM (Pic 11). (*Red = ON*)
 3. Connect the **Yamaha Speaker & Microphone** and the webcam to your PC via USB.
You can use a USB Type-C to HDMI adapter stored in the locker. (Pic 5)
Start Zoom (**connect via Wi-Fi**) and perform a microphone test.
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Restoring the Room

- Turn off all equipment by following the procedure in reverse order (including the air conditioner).
- Return all TC equipment to its original location.
- Restore tables and chairs to their original layout (Pic 2).





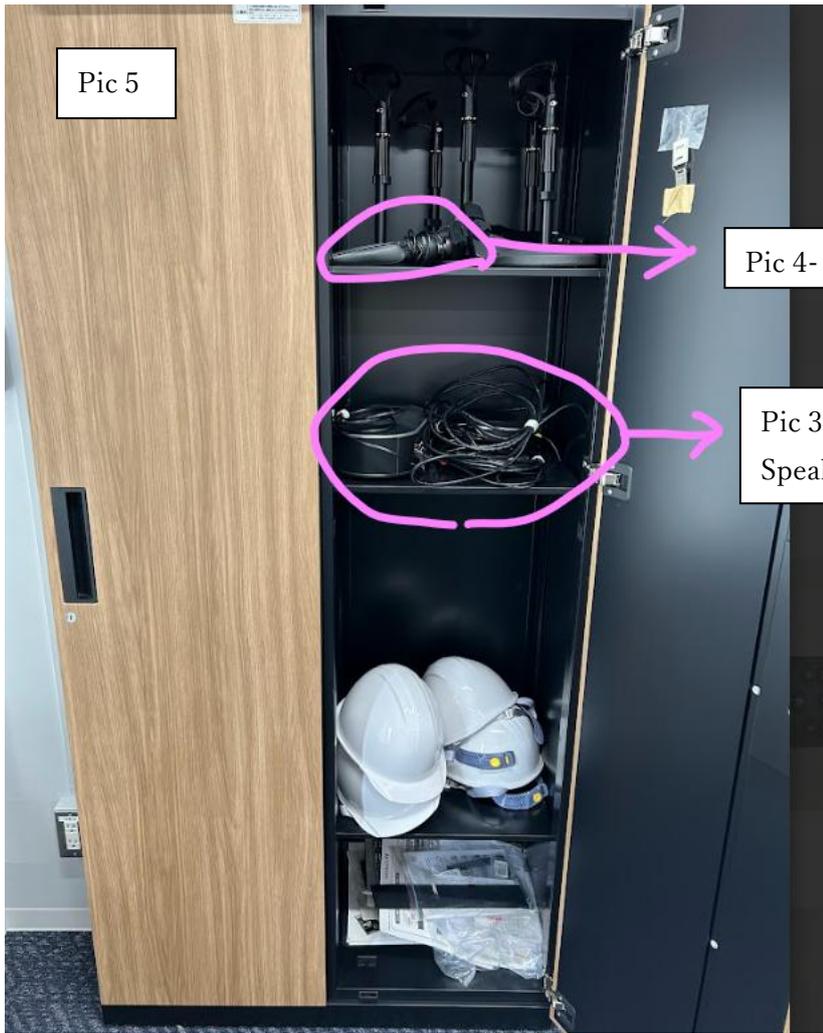
Pic 3- YAMAHA Speaker & Mic



Pic 4- Webcam



Updated: March 13, 2026



Pic 5

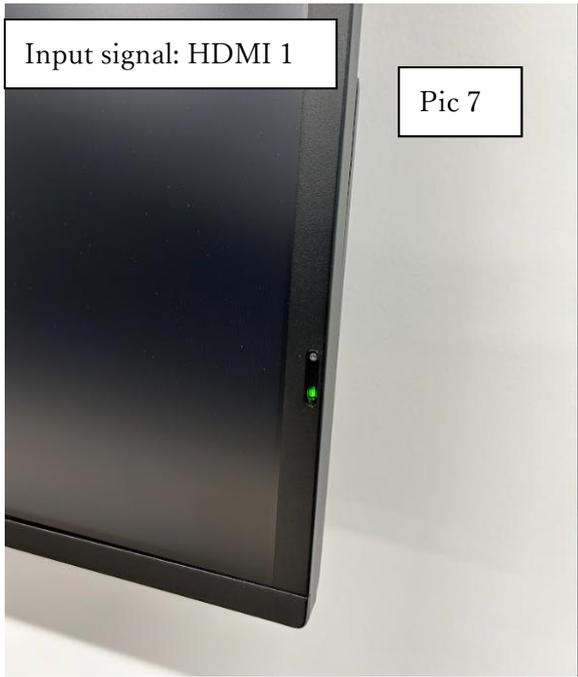
Pic 4- Webcam

Pic 3- YAMAHA
Speaker and Mic

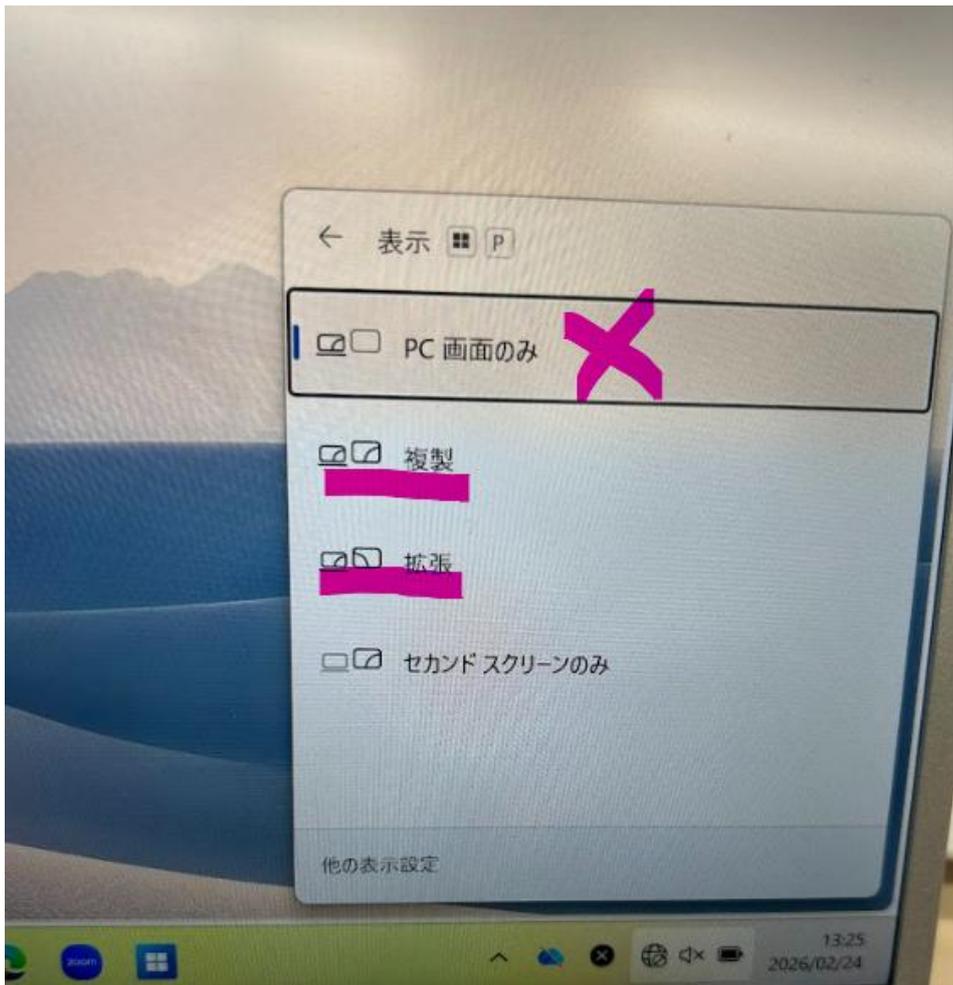


Pic 6 - Roland

Main
Power



Pic 10- Display Setting
Mirror (複製) or
Extend (拡張)



Pic 11

