



Lecture Rooms

Operating the system for hybrid delivery

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This guide has been written for all Department of Engineering lecture rooms designated for hybrid use. Although there may be some minor variation of equipment, specific device details are located in each room

*Any questions or problems please email av-support@eng.cam.ac.uk
Thank you*

1. Switching on the lecture room system

1. a. Switch on the PC

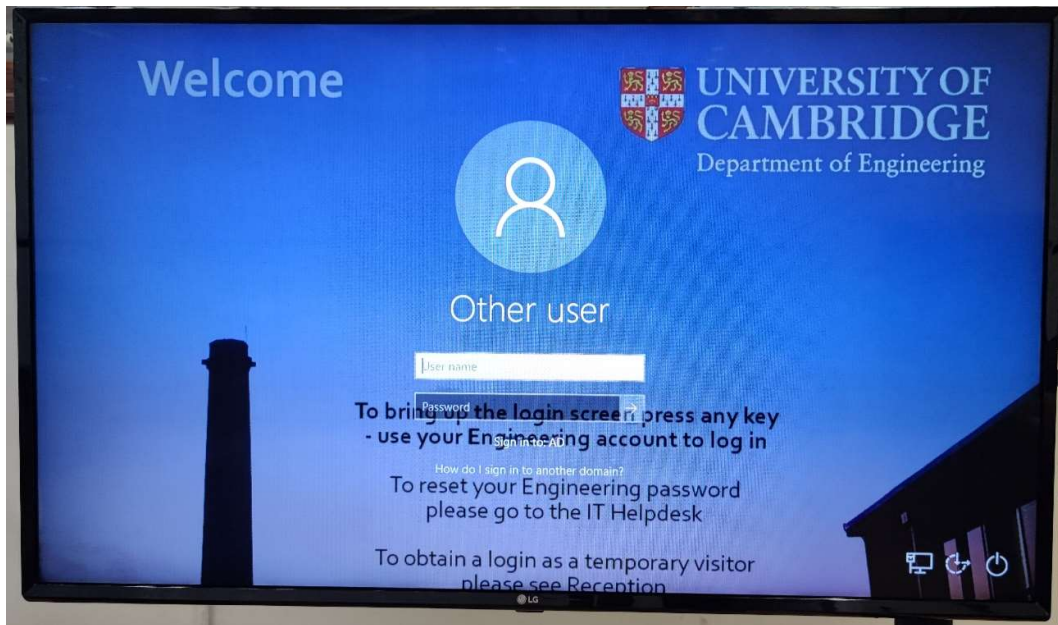
1. Power up the lectern PC if it is not already on



2. When booted you should see the login dialogue as illustrated



3. Enter your CUED teaching system credentials and press OK. If you are a guest, please use the credentials supplied by reception.



4. You should now be logged in and see the main and extended desktops on the left and right hand monitors.



1.b. Switch on the projector and displays

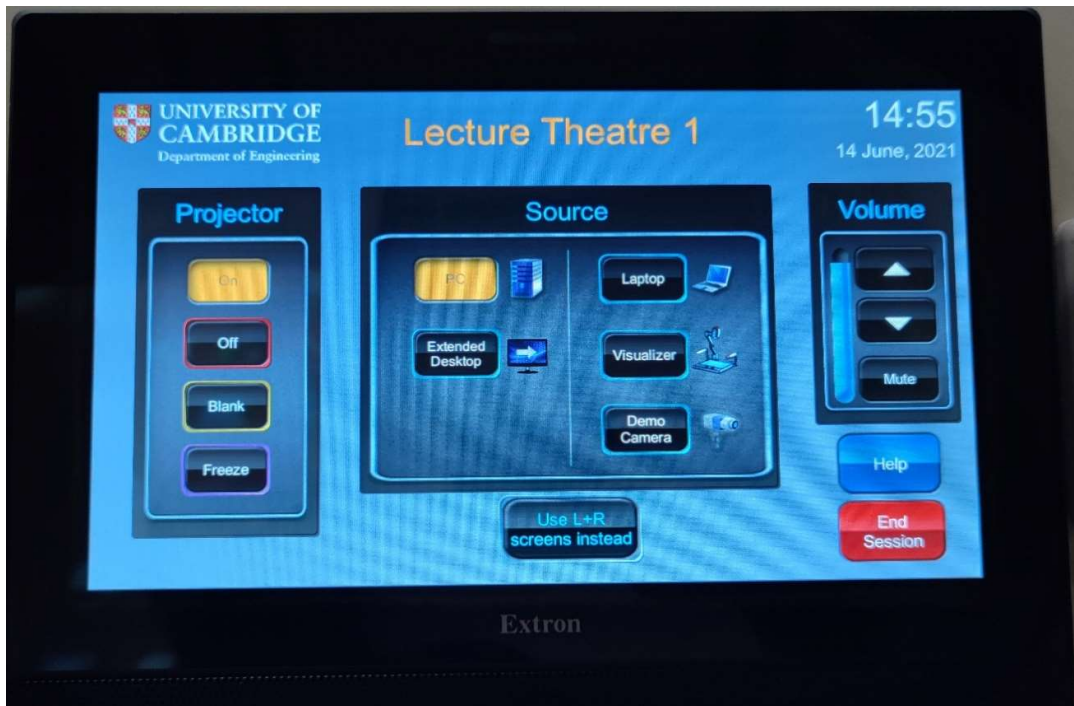
1. Using the AV touch panel controller on the lectern, power up the AV system by pressing the “Single Display” button on the panel, allowing the system a few minutes to initialize and the projector to get to full brightness.



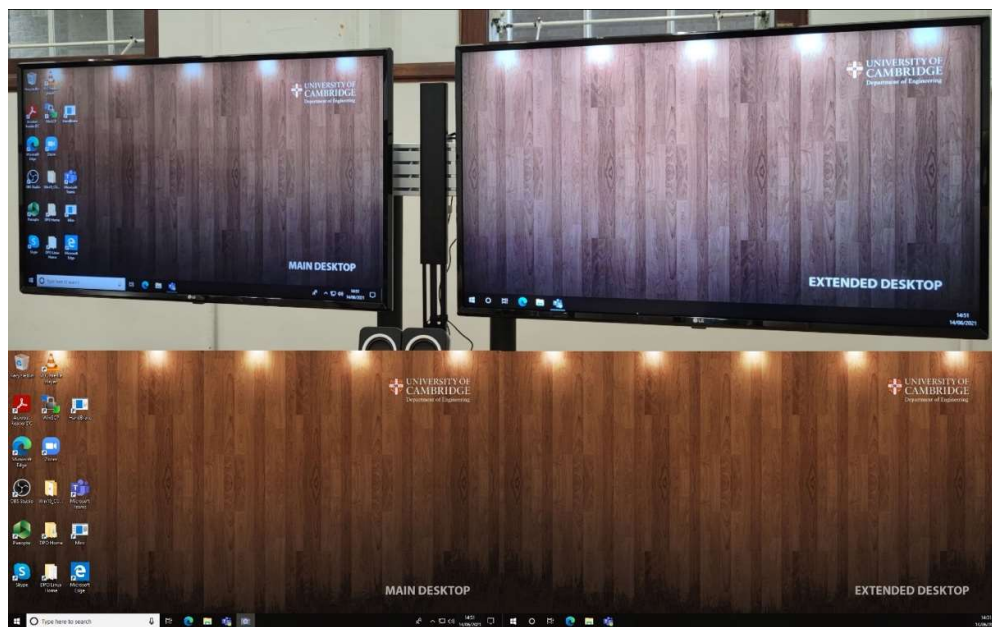
2. If it isn't already down, use the screen control panels in the middle of the long bench in the room itself to lower the centre screen.



- Using the AV touch panel controller, decide what source you wish to display on the projector and press the corresponding button under the 'Source' section.

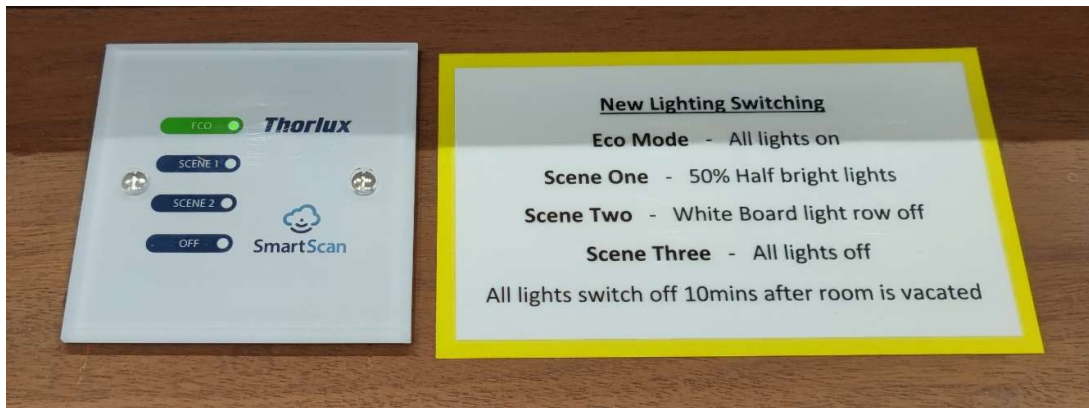


- Note that the lectern monitors and TVs are restricted to display the lectern PC main and extended desktops only. This is to ensure the Zoom call can always be viewed from the presentation position.



1.c. Controlling the lighting

1. The lighting controller is located on the long bench and automatically defaults to “ECO” mode. The optimal mode whilst using the projector is “SCENE 2”.



2. Touch the area marked “SCENE 2” to firstly switch the lighting into SCENE 2. You may need to attempt this several times. The indicator on the button will light once this has been achieved



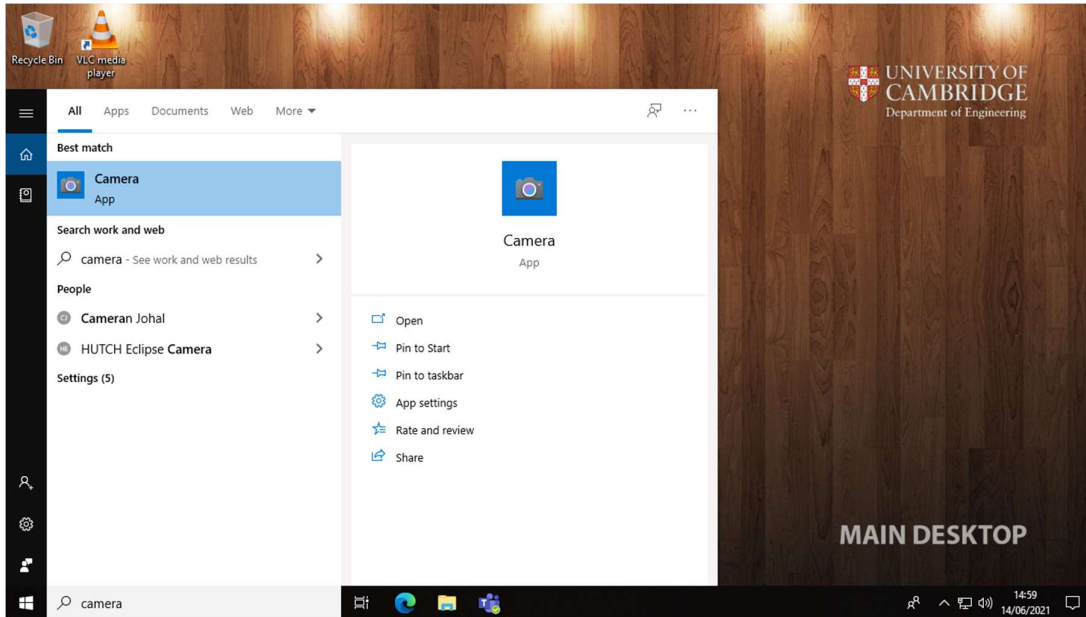
2. Positioning the in-room equipment

2.a. Positioning the camera

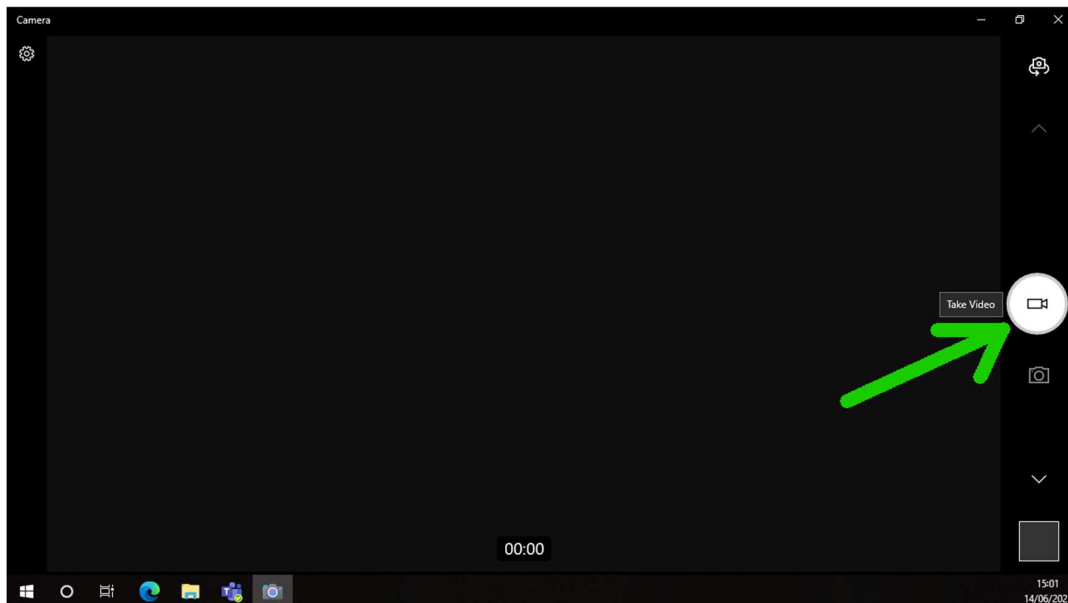
The camera is on a tripod and a length of cable connected back to the lectern PC. It can be moved in range of this cable to a position of your choosing. This is the 'webcam' that your remote audience will be viewing.



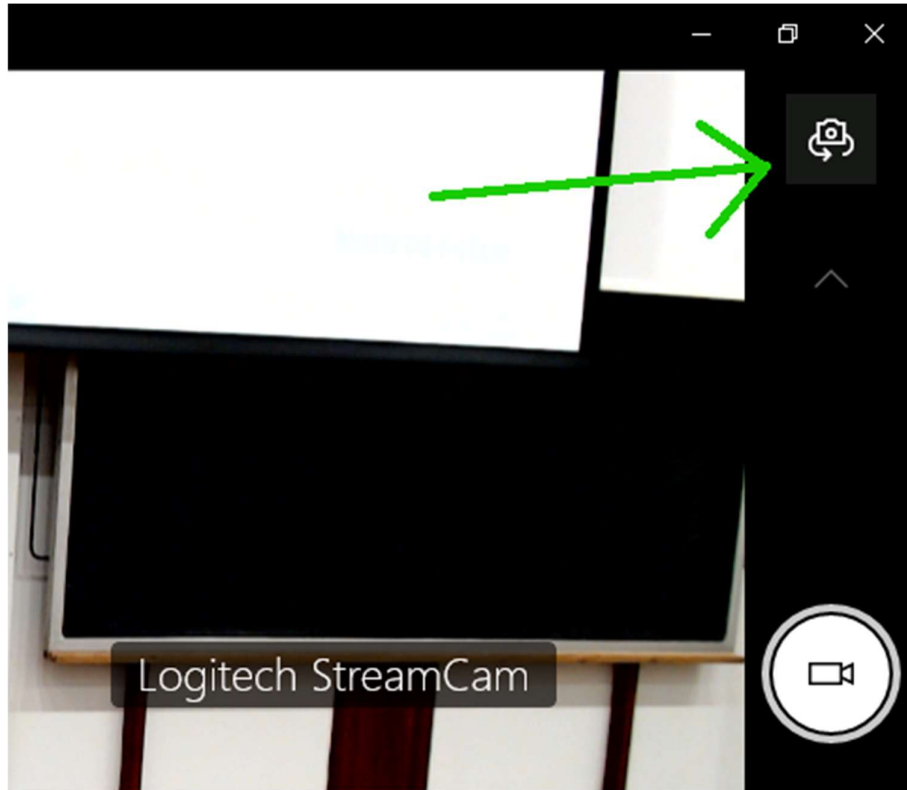
1. Open the 'Camera' app on the lectern PC by typing "camera" into the Windows search bar on the bottom left of the screen, hitting enter and clicking on the 'Camera' icon from the search results.



2. Ensure video is selected from the options on the right hand side of the app



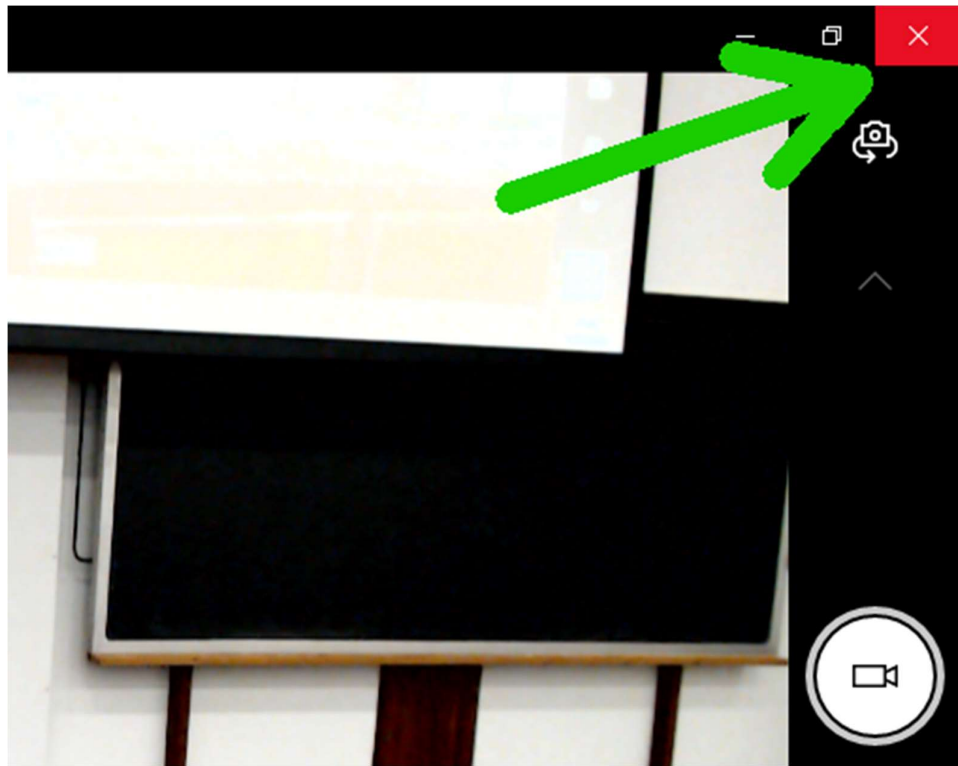
3. If the feed from the camera is not being shown already, click the camera icon in the top right of the window to cycle through the available system cameras. The correct camera should be called 'Logitech StreamCam'.



4. Use this feed as a reference as you move the camera to ensure that it is in the desired position.



5. When done, close the camera app by pressing the X in the top right of the window.



2.b. Positioning the TV Displays

The dual-screen TV trolley is designed to allow the presenter to be able to see the Zoom call clearly from the presentation area. Whilst sharing, the presenter should be able to see their own shared content on the right screen and the remote attendees on the left screen in a window that you can adjust the size of. When not sharing, they will see the usual gallery or speaker view.

The trolley is on lockable wheels and is moveable within range of the cable. Please do exercise caution when adjusting the position and refrain from any undue stress on the cabling. The trolley is best positioned where it can be seen by the presenter but isn't blocking any local audience view- usually slightly off to the side of the presentation area.



1. Unlock the brakes by lifting the tabs with your toes.



2. Slowly move the trolley into position, trying to pull by the mount and not to pull by the TV sets themselves.



3. When in position, apply the wheel brakes by carefully pushing down on the tabs with your feet.



3. Preparing the Microphones

The remote attendees will be able to hear the presenter via two means: the hands-free boundary microphone present on the lectern and the wireless lapel microphone unit.

The local attendees are able to hear the presenter only via the lapel mic.

It is best to consider what is required for the local audience first. Small audiences may not require the use of the wireless microphone in which case the lectern microphone will automatically continue to provide audio to the Zoom call. When relying on the lectern microphone it is best to stay within the presentation area to ensure clarity for the remote audience.

3.a. Operating the lapel microphone

1. Remove the lapel microphone from the charging dock.



2. The unit should power up automatically and takes a number of seconds to connect to the receiver- the LED on the top of the belt pack should be red during this time. If the LED isn't lit at all you will need to power on the unit manually by pressing and holding the red power button on the side of the unit.



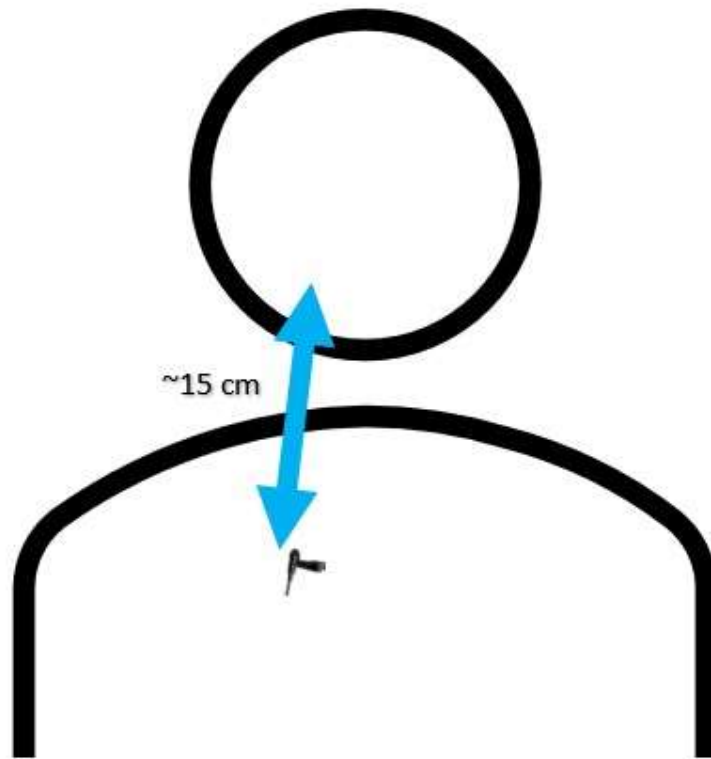
3. When connected the LED should change to either green or yellow. If green, the microphone is on and is un-muted. You should be able to hear your voice amplified in the lecture room when you speak into it. If the LED is yellow it means that the MUTE switch is engaged.



4. To toggle MUTE on and off, simply slide the switch on top of the belt pack. Engaging mute does not disconnect or power down the unit- it simply cuts out the audio.



5. Clip the microphone onto the presenter around 15-20 cm down from the mouth.



6. Attach the beltpack to the presenter- either clipped to a belt or in a pocket.



7. When finished, place the microphone back in the charging dock. The light should go out to confirm that it has engaged charging and has switched off.



3.b. Operating the lectern microphone

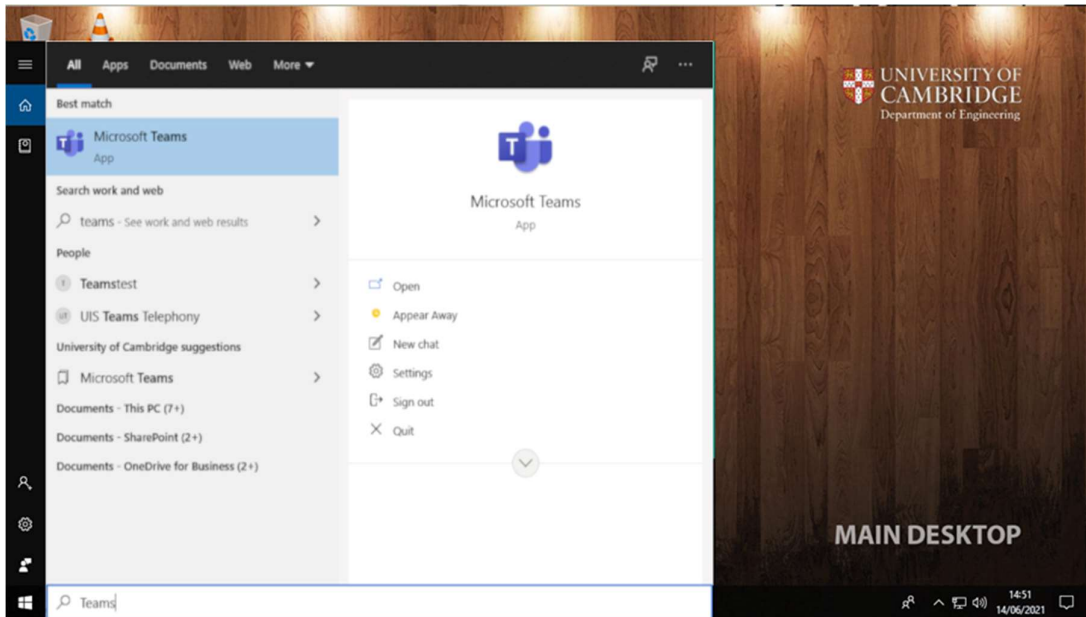
1. There are no controls available for the lectern microphone. If you wish to mute the microphone feed for the remote attendees, then this can be done in Zoom itself.



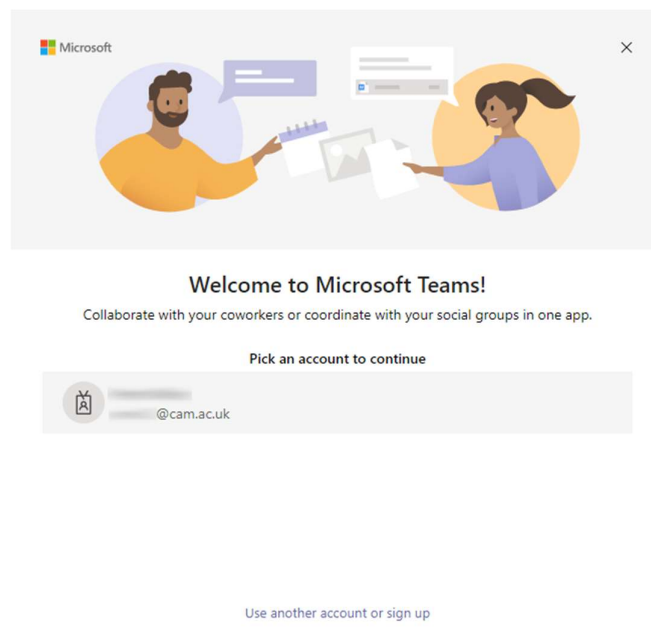
4. Running the Teams Call

4.a. Configure the Teams client

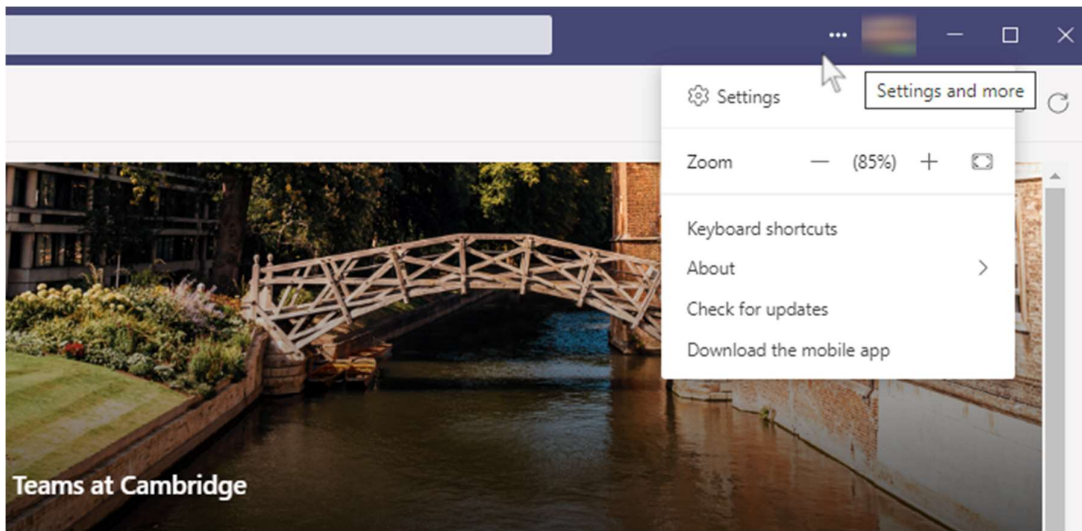
1. Type “**Teams**” into the Windows search bar on the lectern PC and click on the Teams icon in the search results.



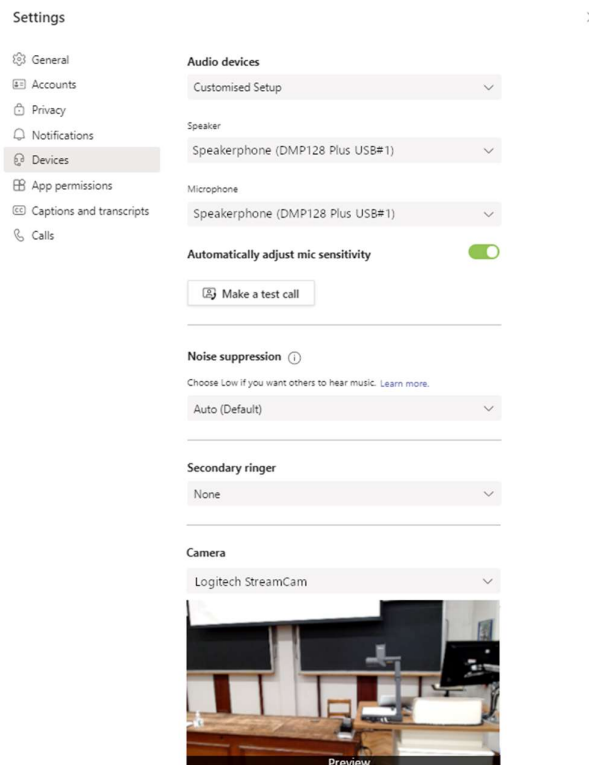
2. Sign into Teams with the required host account.



3. Click on the **'Settings and more'** ellipses (...) and then **'Settings'** cog.

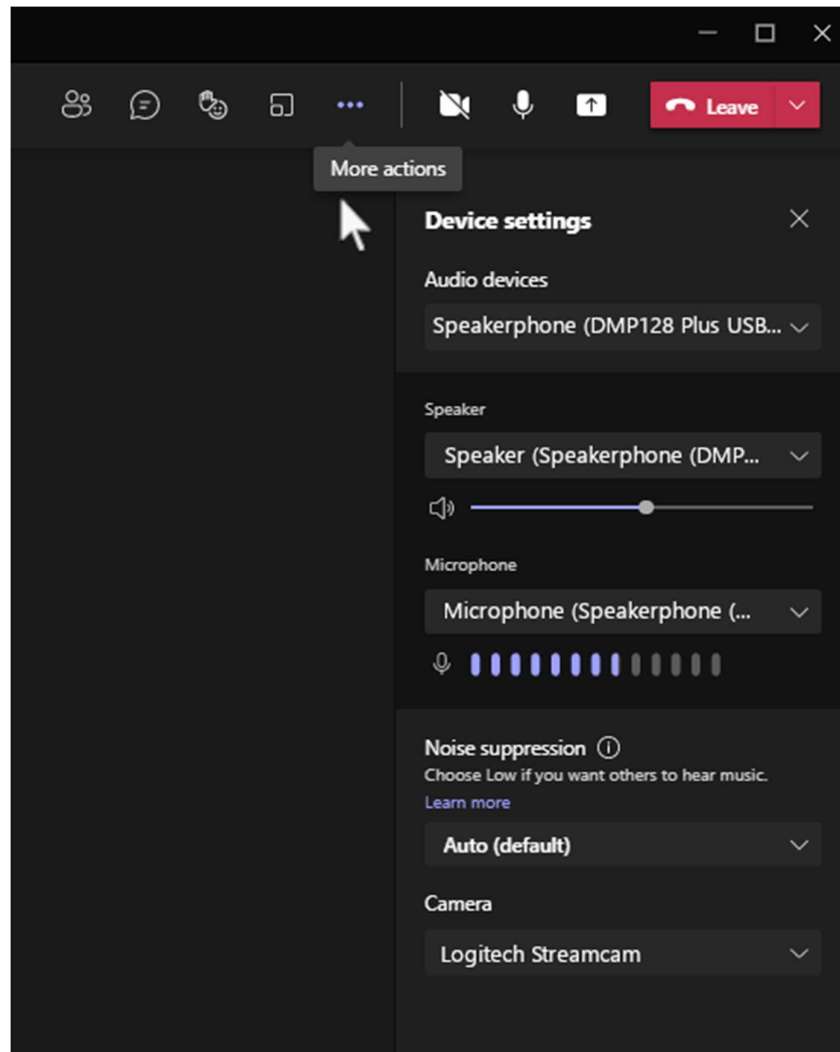


4. After selecting **'Devices'**, under **'Audio devices'**, ensure that **'Speakerphone (DMP128 Plus USB#1)'** is selected for both the speakers and the microphone.



5. Under **'Camera'**, ensure that the **'Logitech StreamCam'** is selected as the video device.

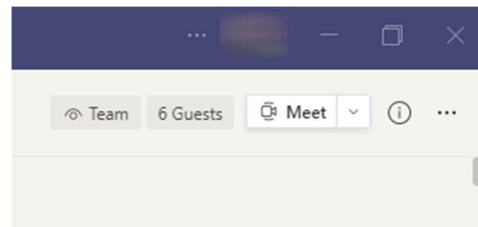
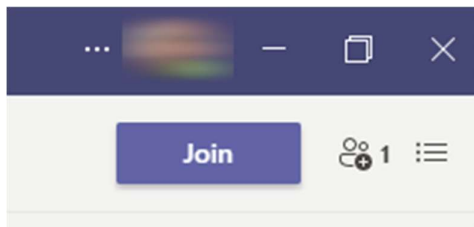
When done, close the settings window. Note that all the above settings can still be changed once the meeting has started by clicking on the **'More actions'** ellipses (...) then **'Device settings'** cog.



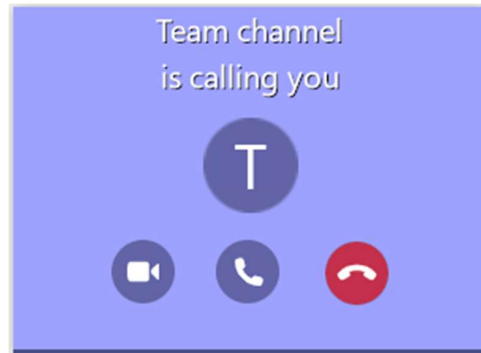
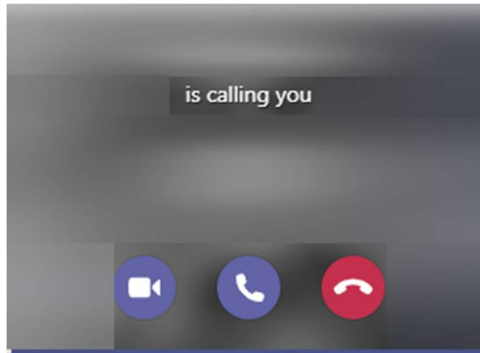
4.b. Joining the meeting

1. There are **4 different ways** to join a video call meeting:

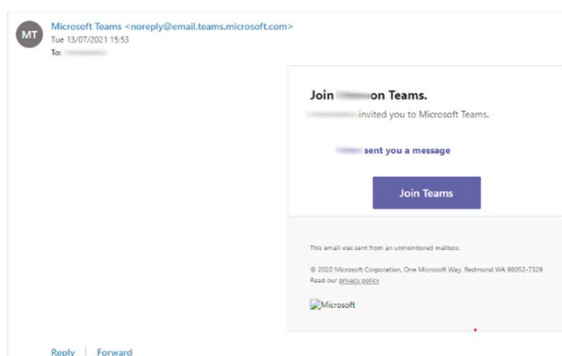
- From the Teams app, select the chat channel which the call is to be with and click on **'Join'** or Team channel and click on **'Meet'**



- If invited into a call by someone else, select **'Join'**



- If you have been emailed or sent a link, click on that link to join



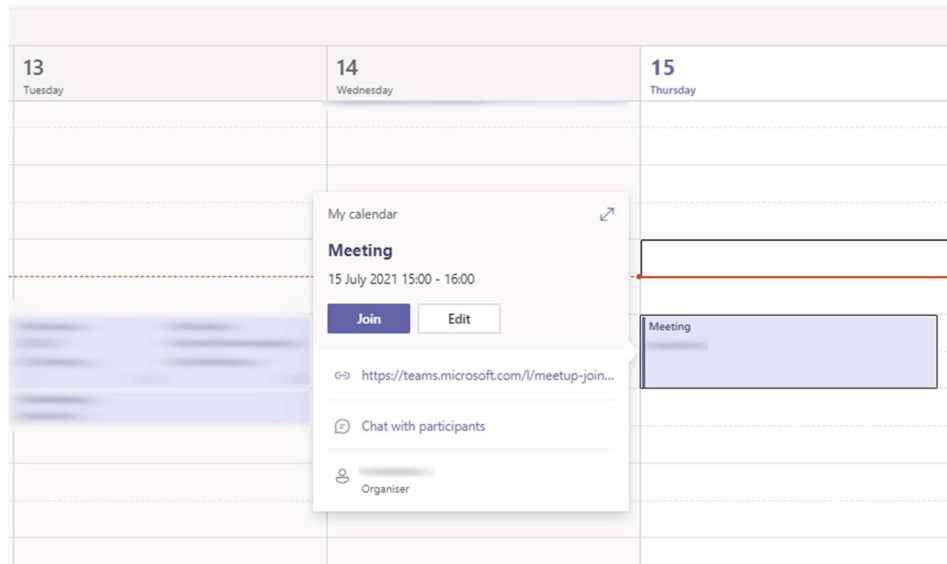
Microsoft Teams meeting

Join on your computer or mobile app
[Click here to join the meeting](#)

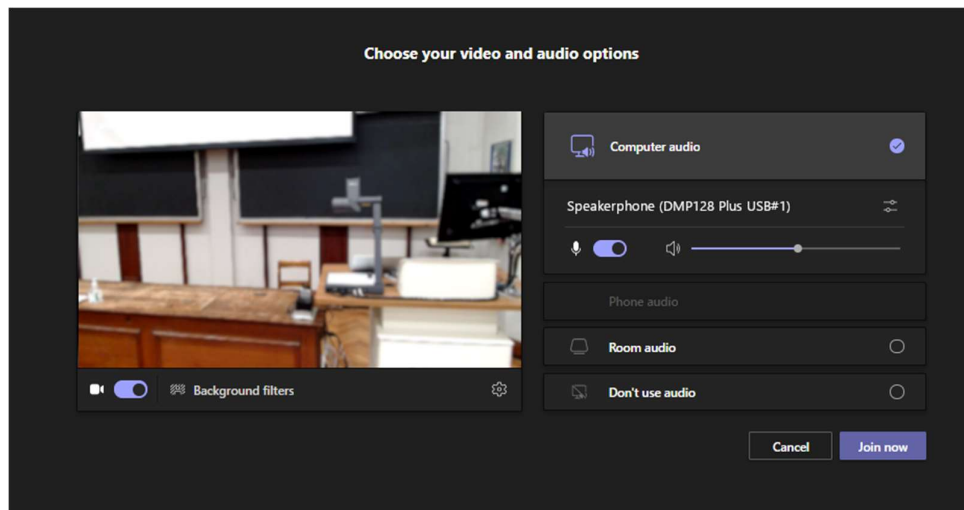
Join with a video conferencing device
universityofcambridge@m.webex.com
Video Conference ID:
[Alternate VTC dialing instructions](#)

[Learn More](#) | [Meeting options](#)

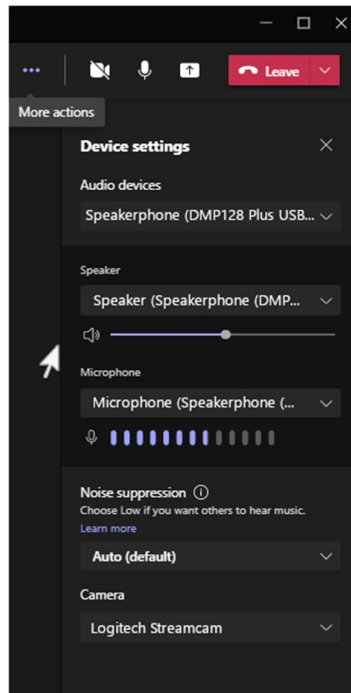
- If you use Exchange Online and have access to Calendar within Teams, you can also join by clicking on the required event then selecting 'Join'



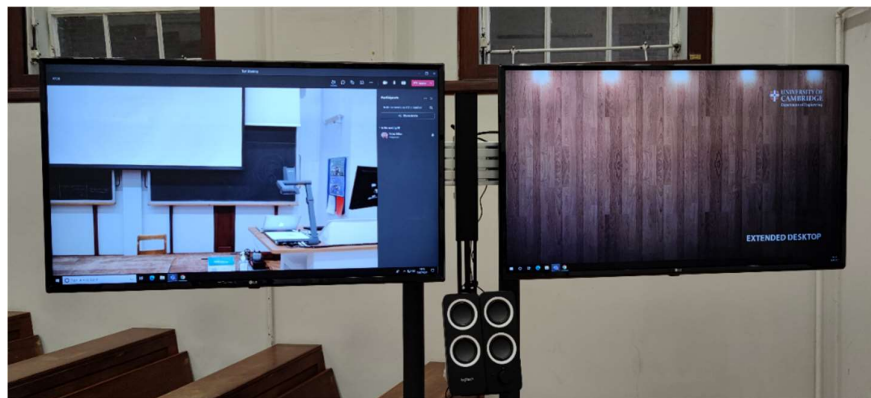
2. When prompted, select '**Computer audio**' then '**Join now**'.



You can check that the audio settings are correct by clicking on the **'More actions'** ellipses (...) then **'Device settings'** cog. Both speaker and microphone should be set to **'Speakerphone (DMP128 Plus USB#1)'**



3. Check that the correct camera is selected under **'Camera'**.
The camera should be set to **'Logitech StreamCam'**.
You can close Device settings by clicking on the 'X' below the 'Leave' button.
4. You should now see the Teams meeting on the left hand monitor and TV.
If you are the only attendee you will see only yourself. If other attendees are present, you should see them in a gallery format.

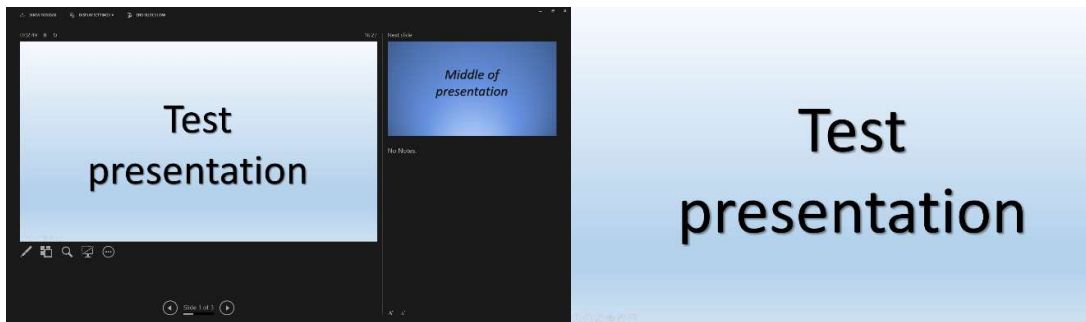


5. Sharing content with the remote attendees

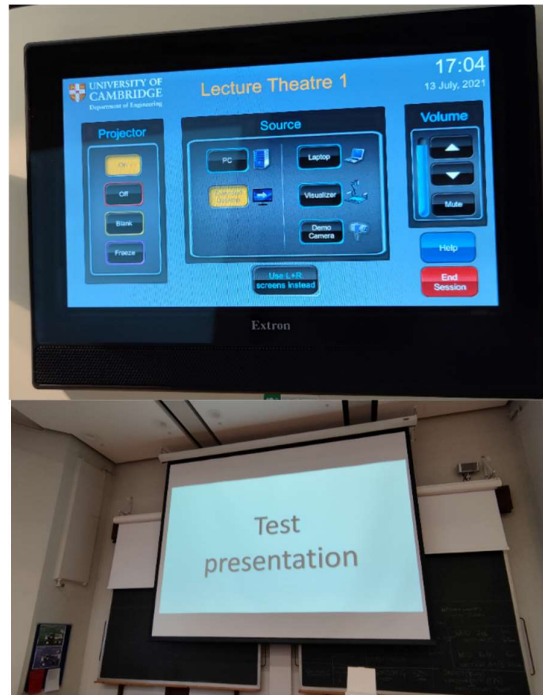
The simplest way to share content is to upload your presentation files to the lectern PC and share like you would a normal Teams call. Content from external laptops, tablets, visualizers and demo cameras can also be shared and there is a slightly different process to do so.

5.a. If content is on the lectern PC:

1. Open the files for your presentation e.g. PowerPoint, PDF.
Ensure that what you wish to share is on the Extended desktop/
right hand monitor

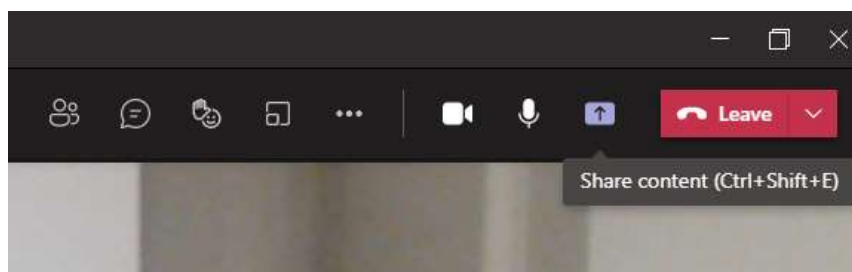


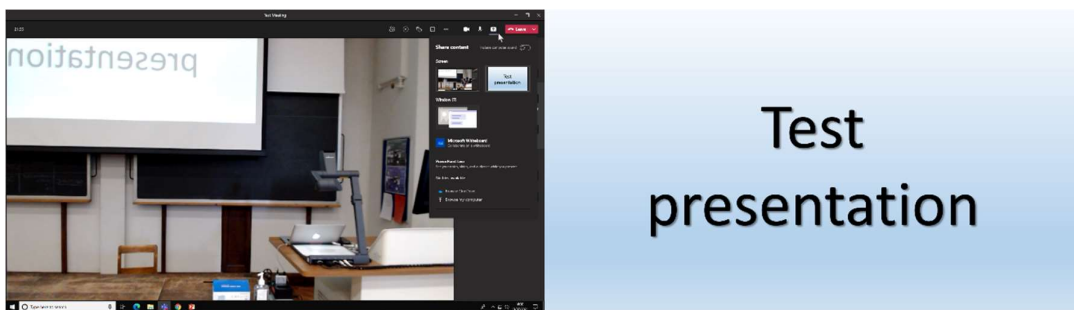
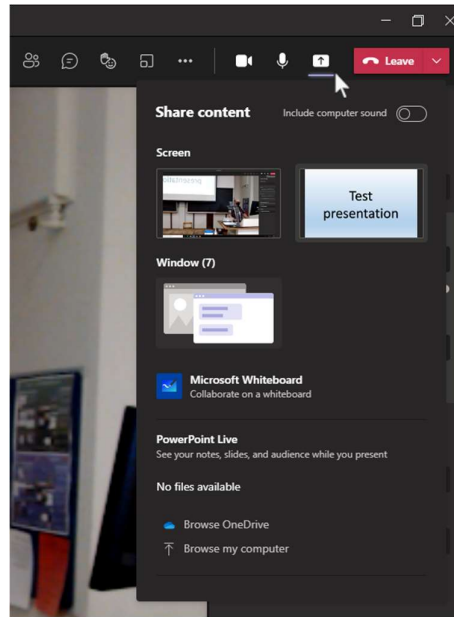
2. Ensure that '**Extended**' is selected on the AV touch panel controller and that the extended desktop is visible on the projection screen.



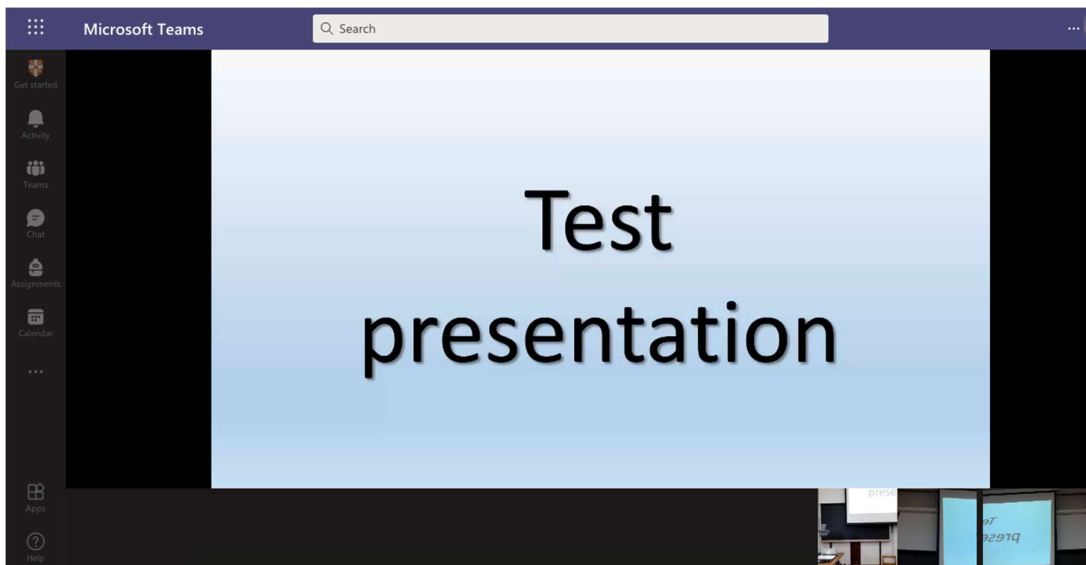
3. When ready, in Teams click on '**Share screen**' and select the program window you wish to share. Alternatively, you can share the entire desktop – in this guide, it is the Extended display.

If your content includes audio, ensure the '**Include computer sound**' switch is activated.

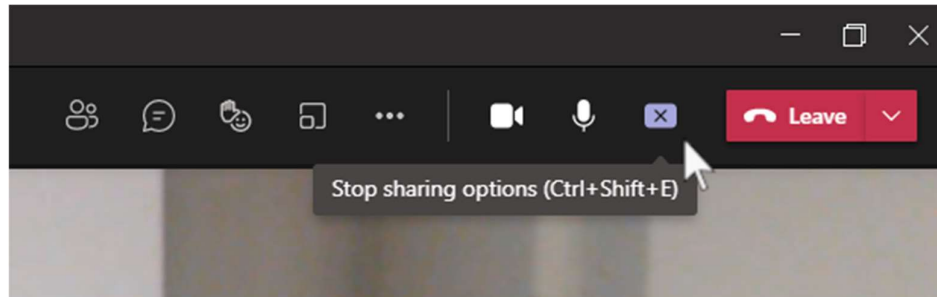




4. Both the local audience and the remote attendees should now be able to see your presentation files.

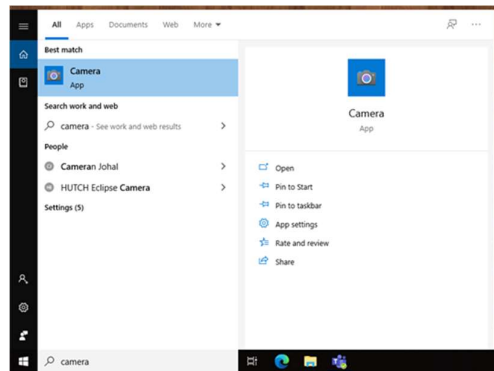


5. When finished, click on the **'Stop sharing'** button

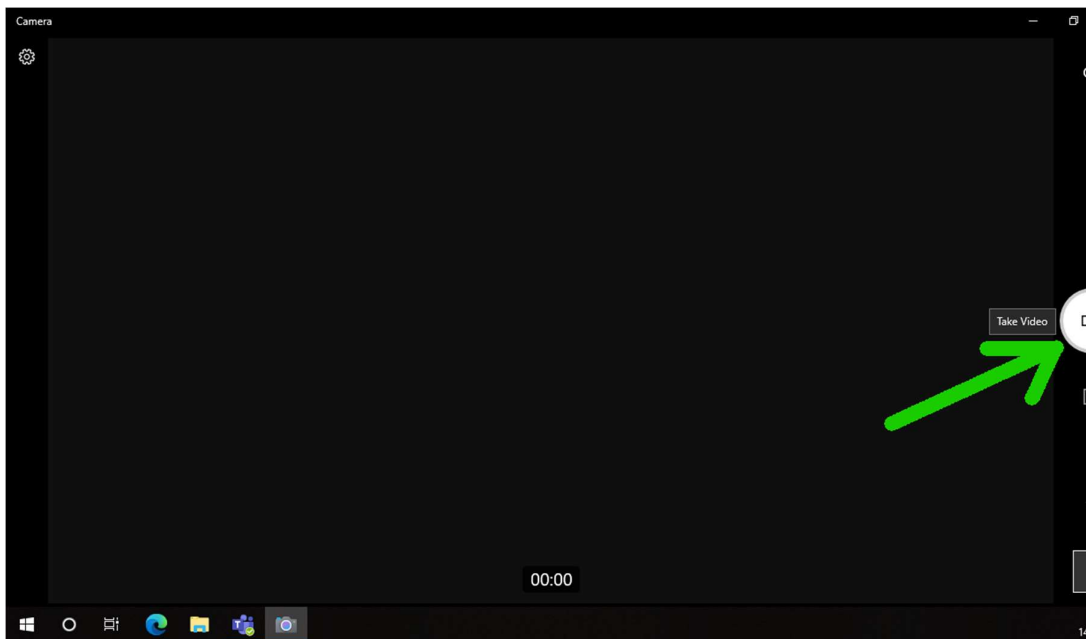


5.b. If content is another source (laptop, visualizer, demo cam)

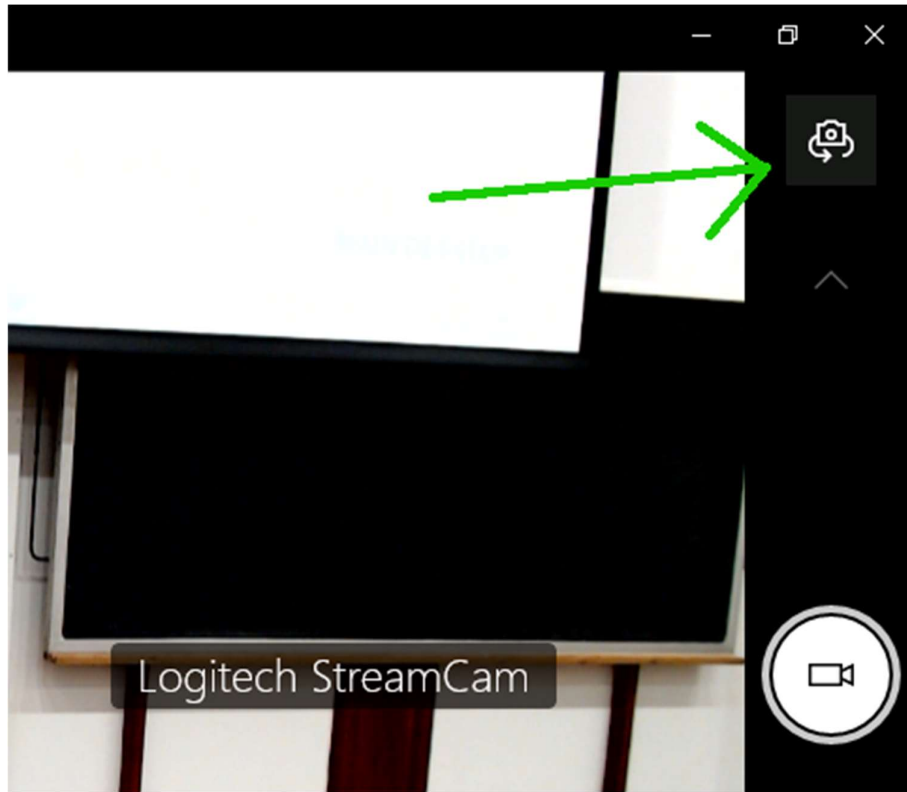
1. Open the '**Camera**' app on the lectern PC by typing "**camera**" into the Windows search bar on the bottom left of the screen, hitting enter and clicking on the '**Camera**' icon from the search results.



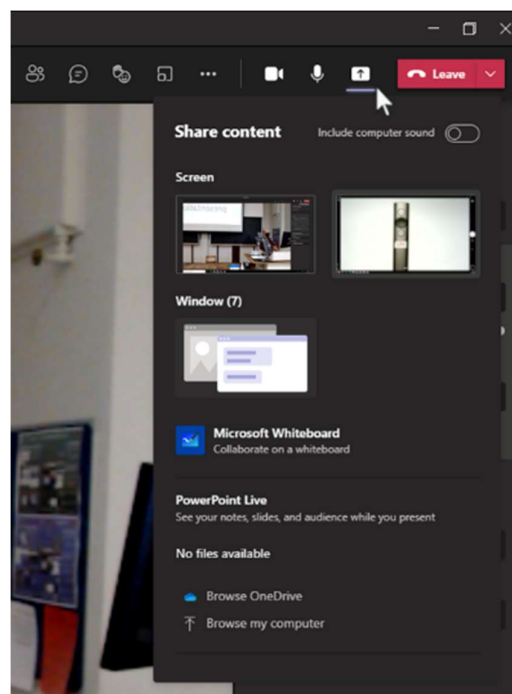
Ensure video is selected from the options on the right hand side of the Camera app



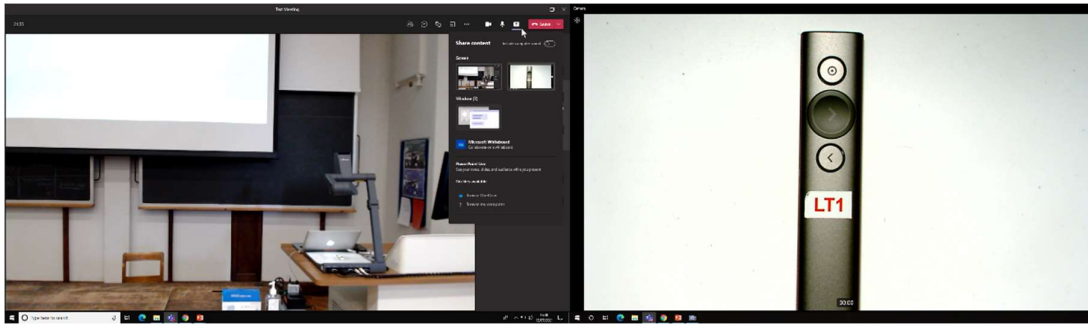
If the feed from the capture cards is not being shown already, click the camera icon in the top right of the window to cycle through the available system cameras. The correct camera should be called '**Source A**' or '**Source B**'.



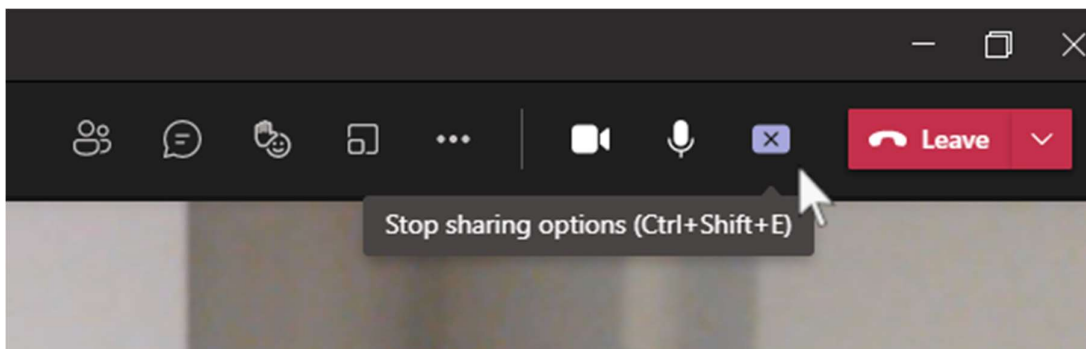
2. In Teams, click on '**Share content**' and select the Extended desktop/right hand screen which is displaying the Camera app. If your content includes audio, ensure the '**Include computer sound**' switch is activated.



- Both the local audience and the remote attendees should now be able to see your selected source.

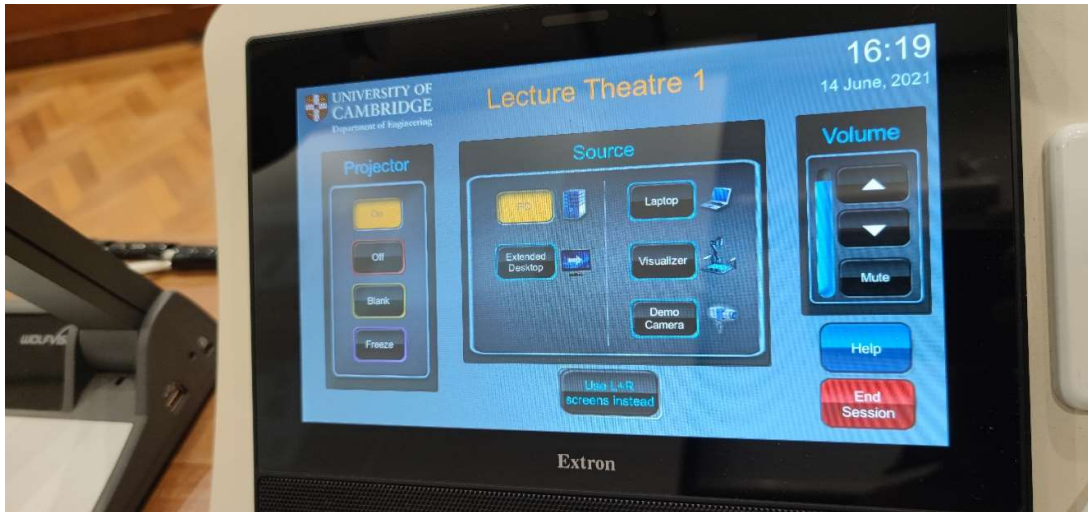


- When finished, click on the '**Stop sharing**' button

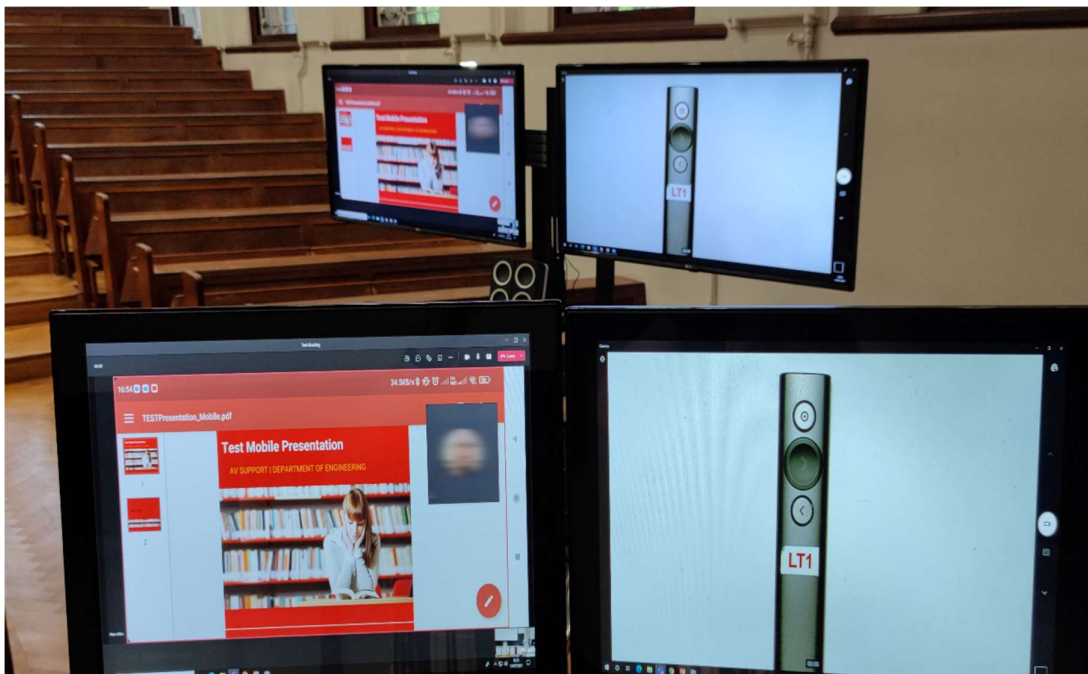


6. Showing a remote presentation to the local audience

1. Ensure '**Main desktop**' is selected on the AV touch panel controller and is showing on the projection screen. This is so the local audience can see the Teams call itself.



2. Invite the remote attendee to share their screen. This should now display on the projector as well as the left hand monitor and TV.



3. If their volume needs adjusting, use the volume control on the AV touch panel controller to do so.

