Lecture Rooms
Operating the system for hybrid delivery

Contents

This guide has been written for all Department of Engineering lecture rooms designed 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
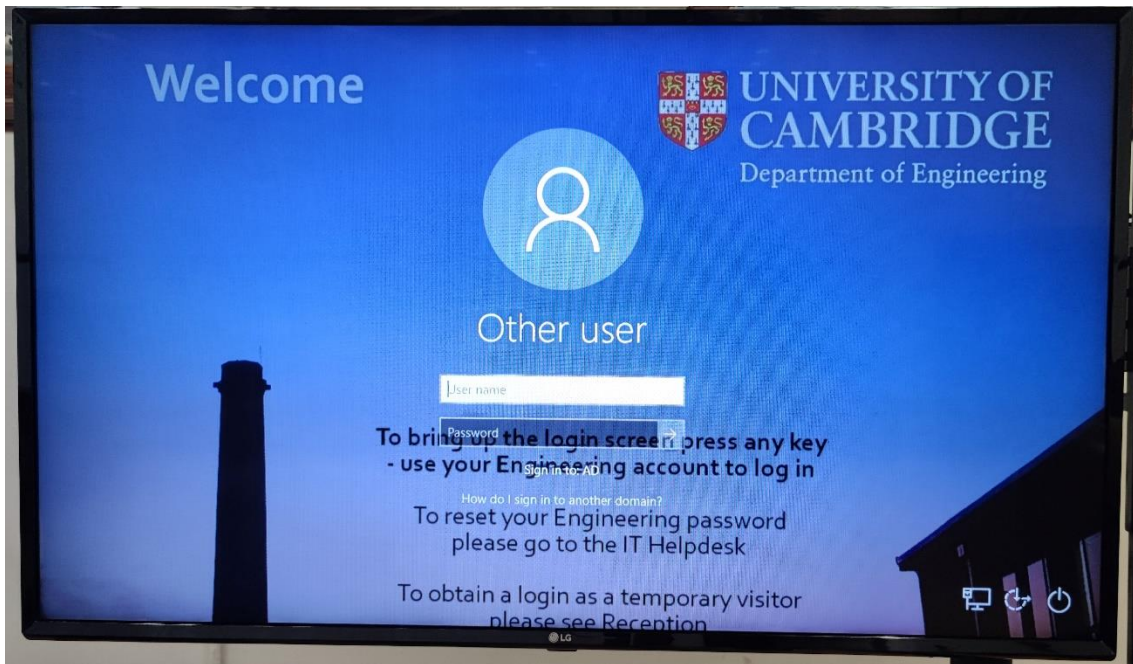
1. a. Switch on the PC

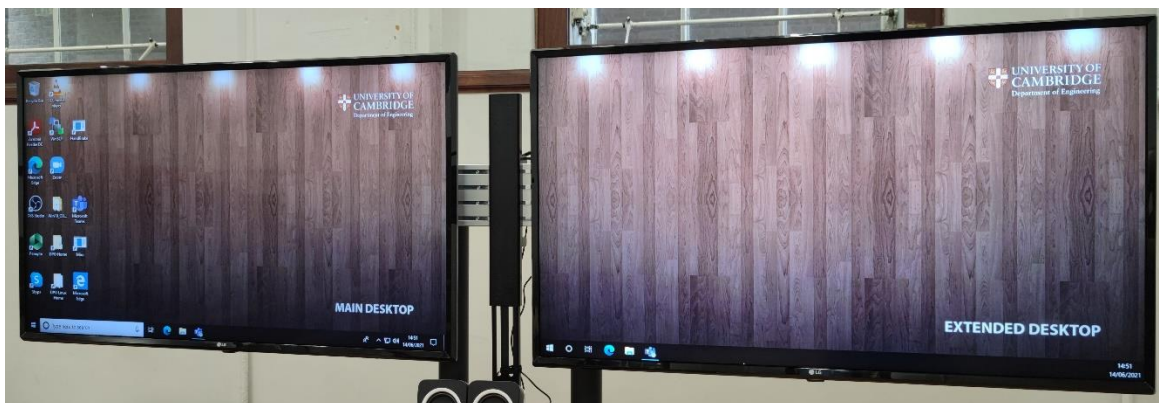1. Power up the lectern PC if it is not already on

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.
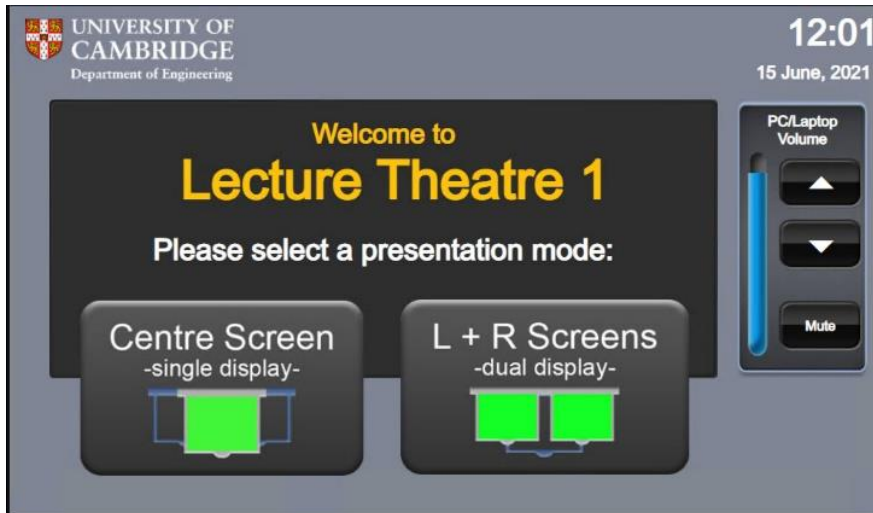

4. You should now be logged in and see the main and extended desktops on the left and right hand monitors.

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.

3. 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.


4. 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.
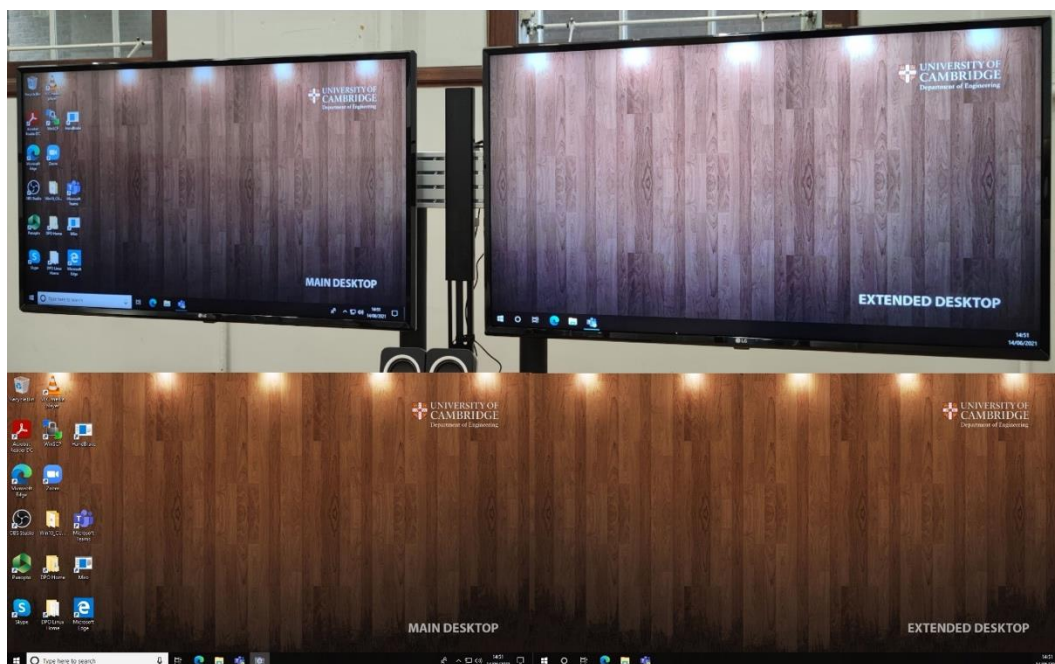
1.c. Controlling the lighting

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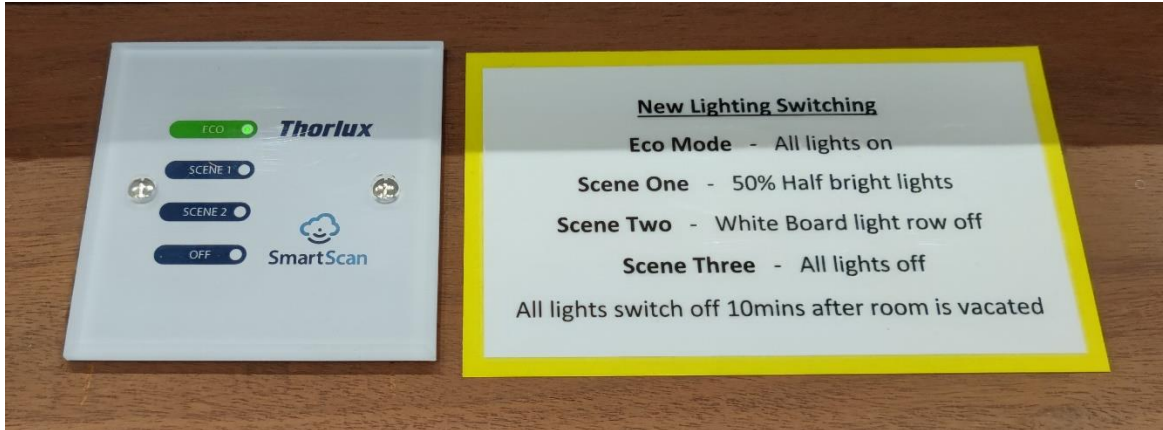
2. Touch the area marked "SCENE 2" to firstly switch the lighting into SCENE 2. You may need to attempt this several times. The indicator on the button will light once this has been achieved

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.
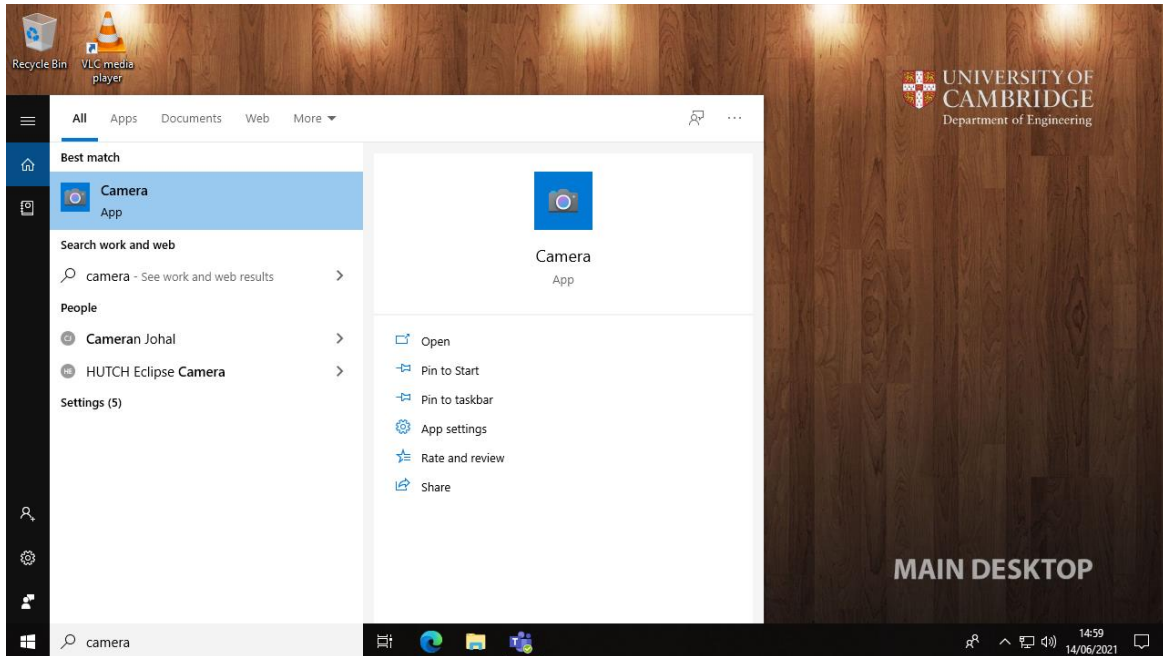
2. Ensure video is selected from the options on the right hand side of the app
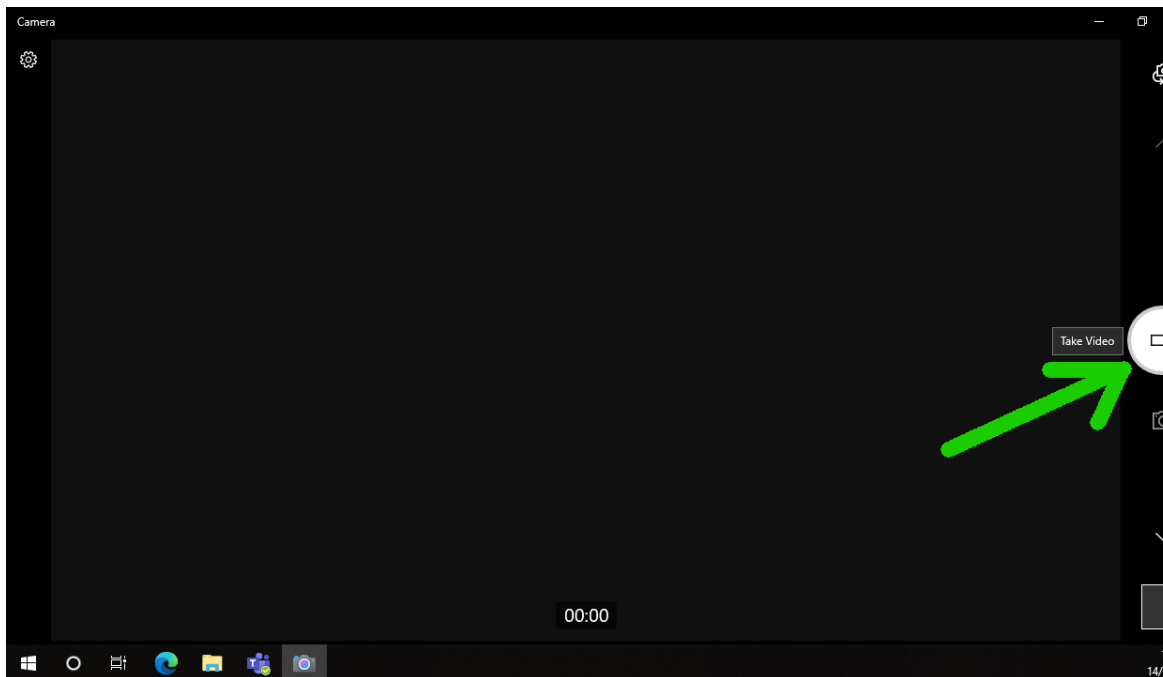
3. If the feed from the camera is not being shown already, click the camera icon in the top right of the window to cycle through the available system cameras. The correct camera should be called 'Logitech StreamCam'.
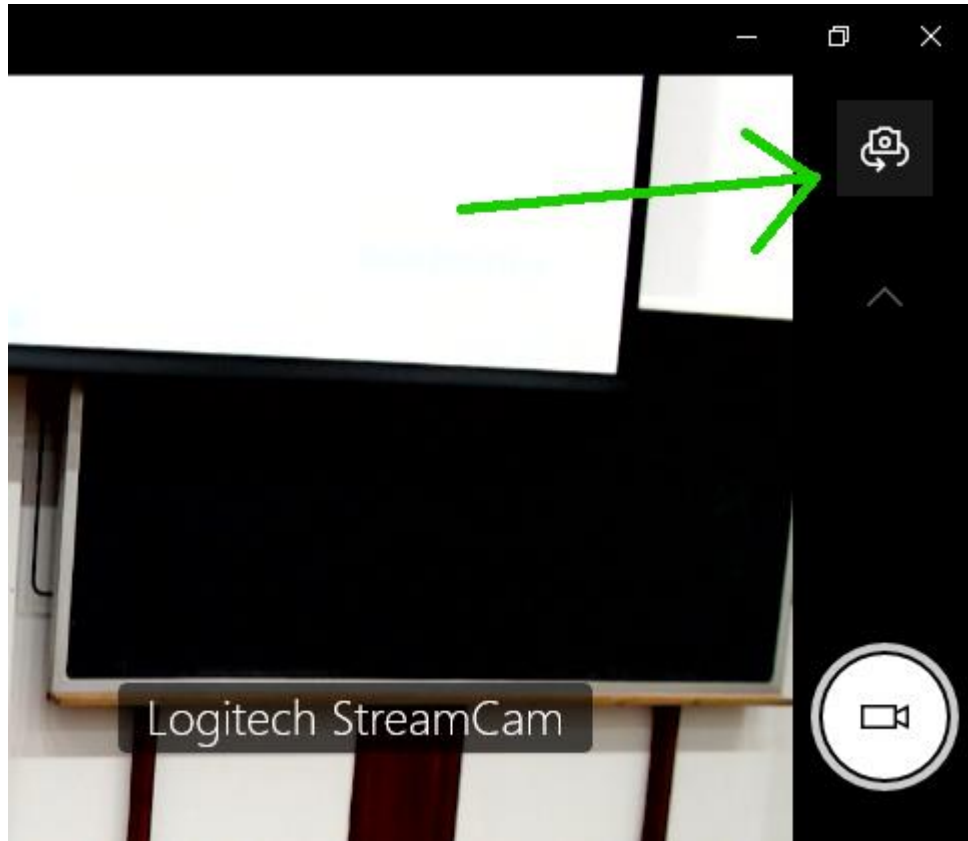
4. Use this feed as a reference as you move the camera to ensure that it is in the desired position.

5. When done, close the camera app by pressing the X in the top right of the window.
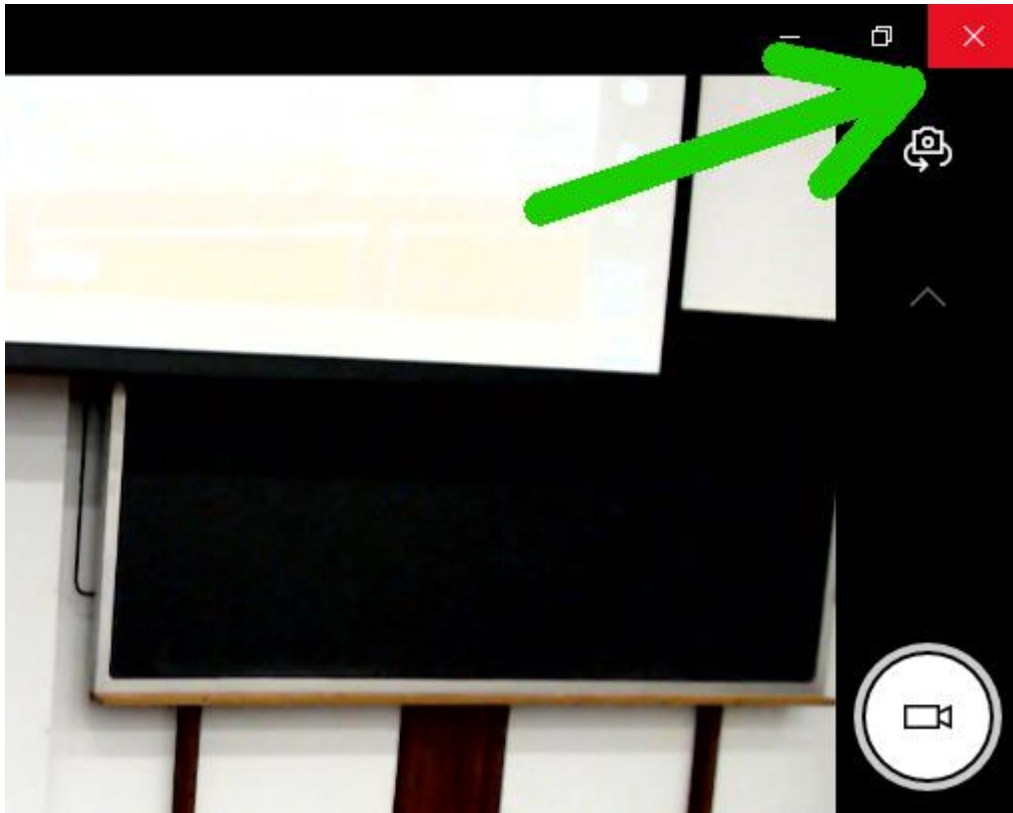
2.b. Positioning the TV Displays

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

3. Preparing the Microphones

The remote attendees with 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.
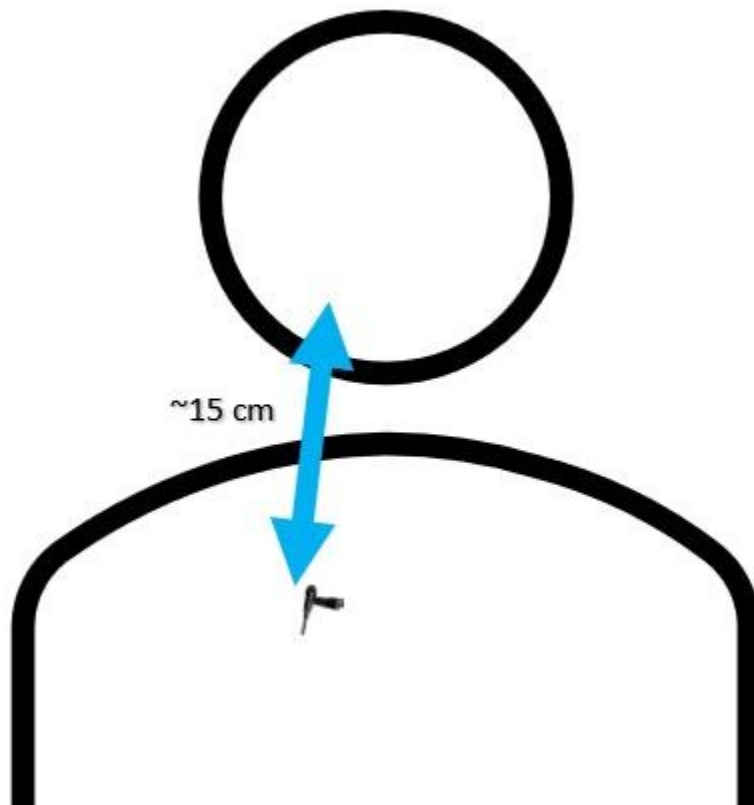
6. Attach the beltpack to the presenter- either clipped to a belt or in a pocket.

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 Zoom Call

4.a. Configure the Zoom client

1. Type "Zoom" into the Windows search bar on the lectern PC and click on the Zoom icon in the search results.
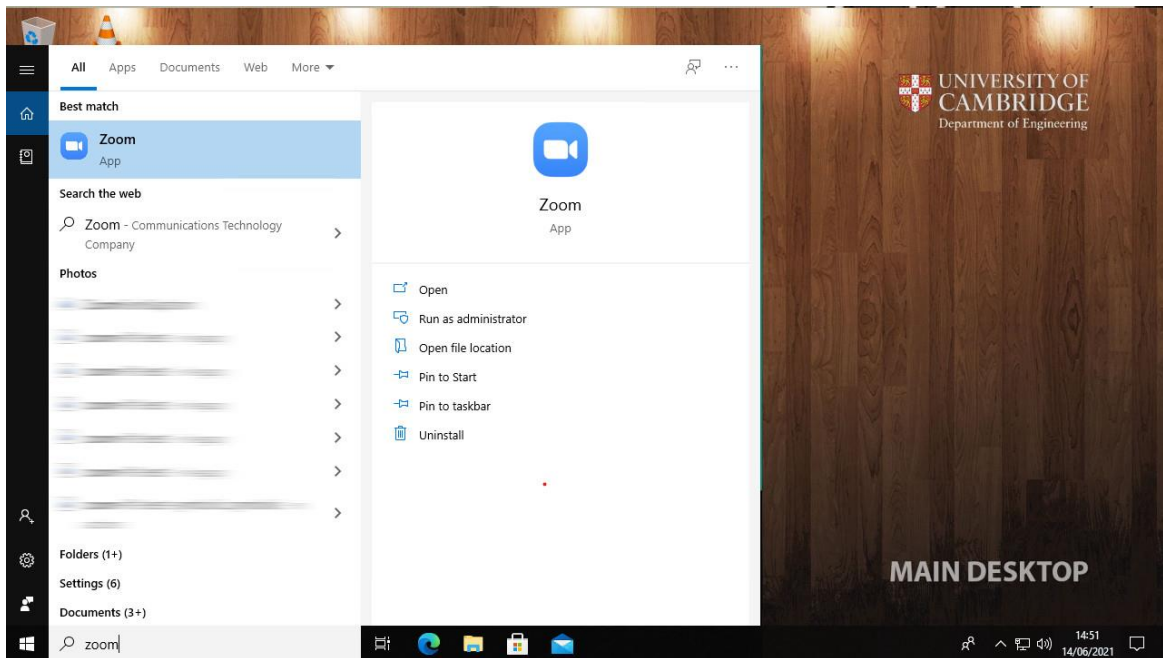
2. Sign into Zoom with the required host account.
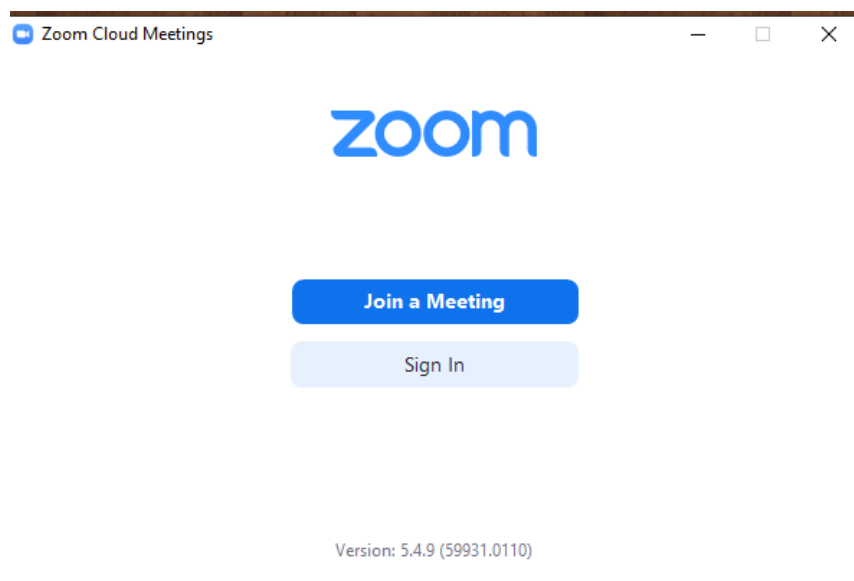
3. Click on the 'Settings' cog and under 'General' ensure that 'Use dual monitors' and 'Enter full screen when starting or joining a meeting' is ticked.
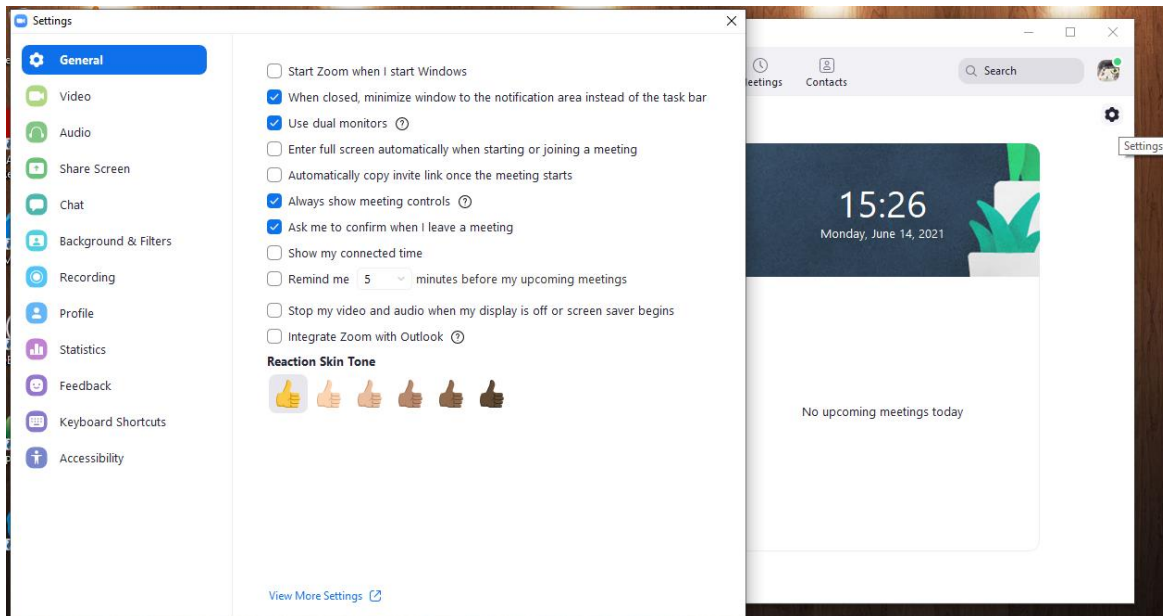
4. Under 'Video', ensure that the Logitech StreamCam is selected as the video device and that both 'Original ratio' and 'HD' are ticked
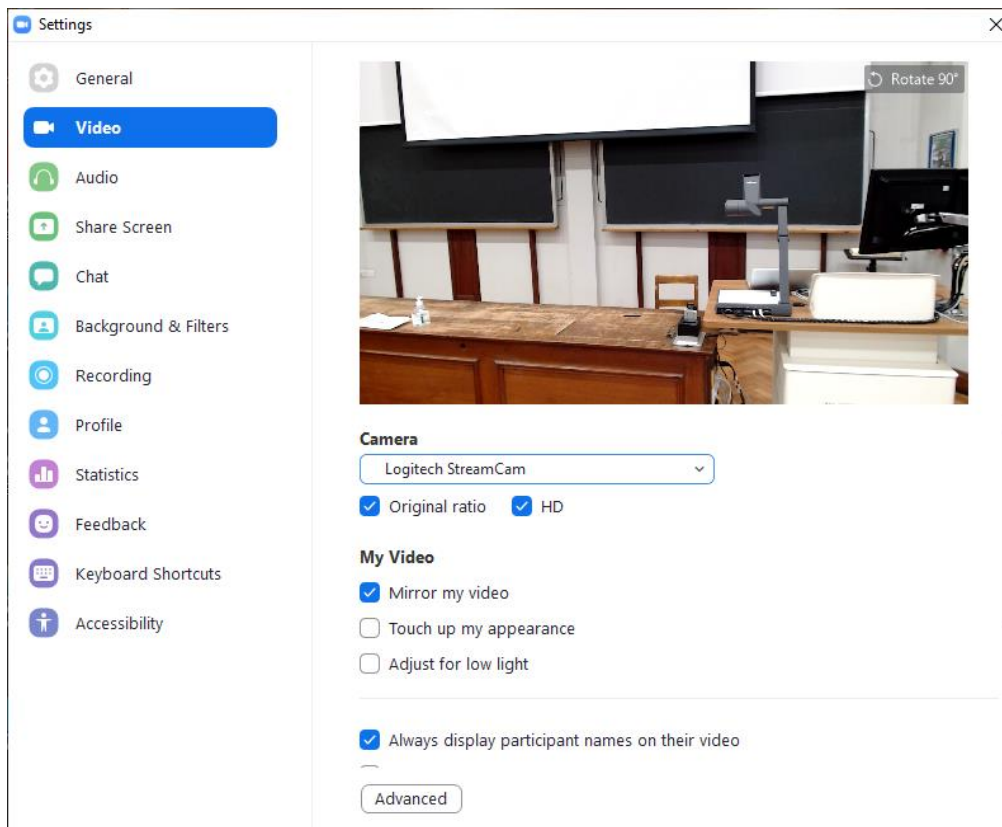
5. Under 'Audio', ensure that 'Speakerphone (DMP128 Plus USB#1)' is selected for both the speakers and the microphone.
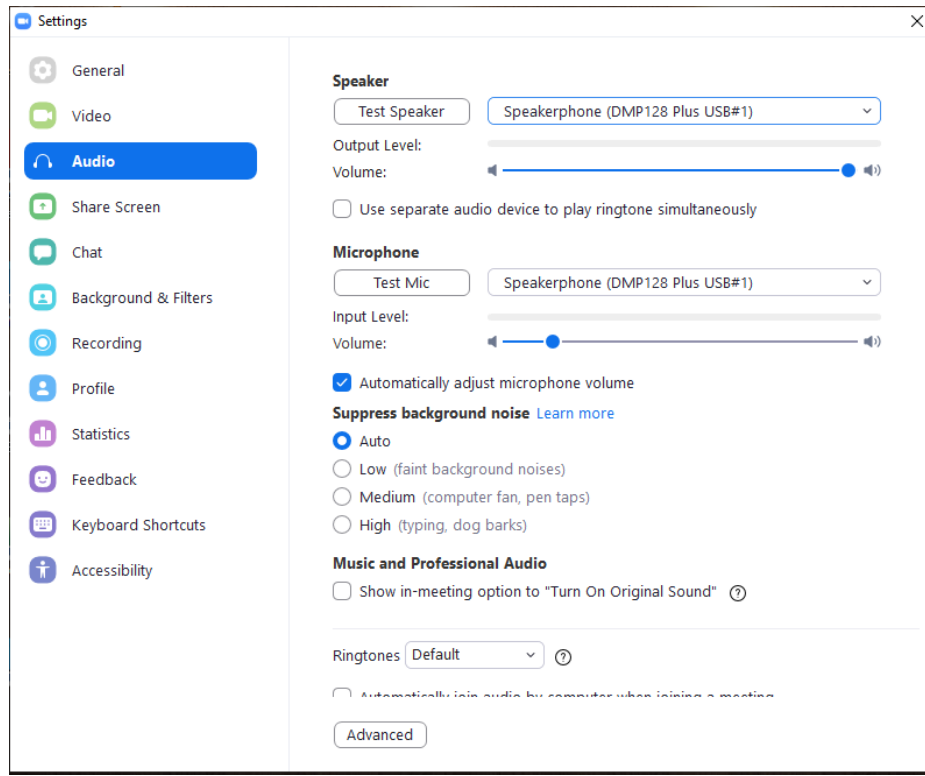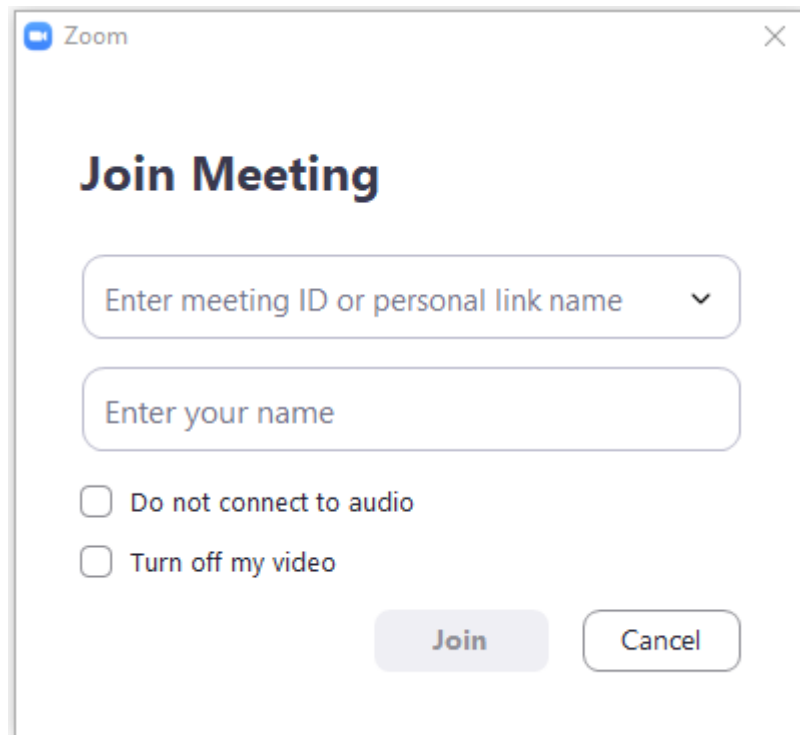
When done, close the settings window. Note that all of the above settings can still be changed once the meeting has started by clicking on the small arrow next to the camera icon and clicking 'Video settings'.
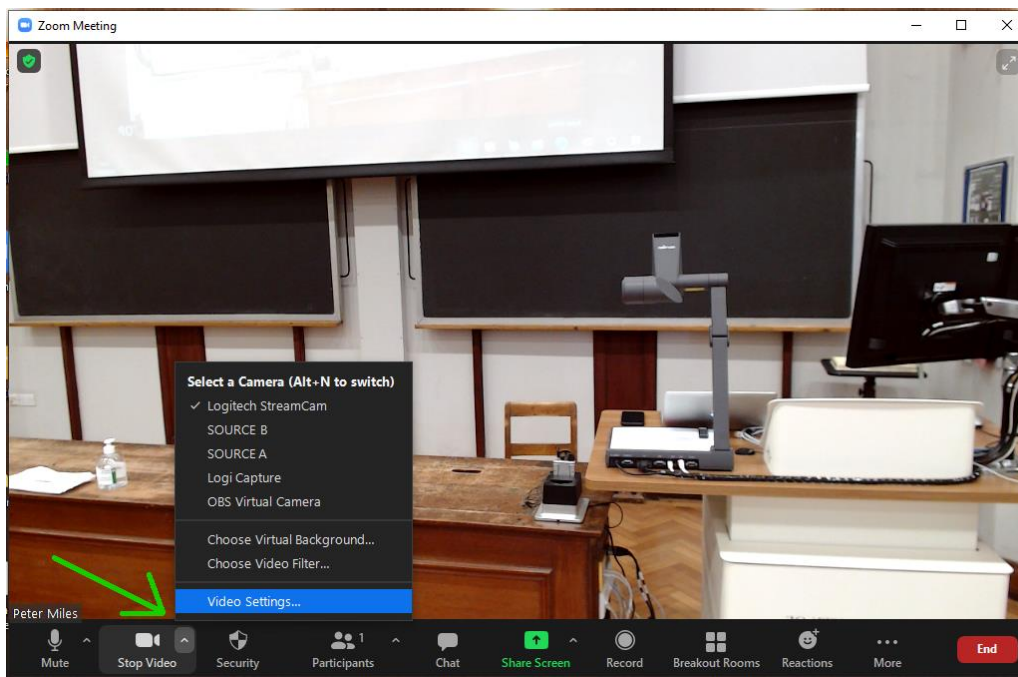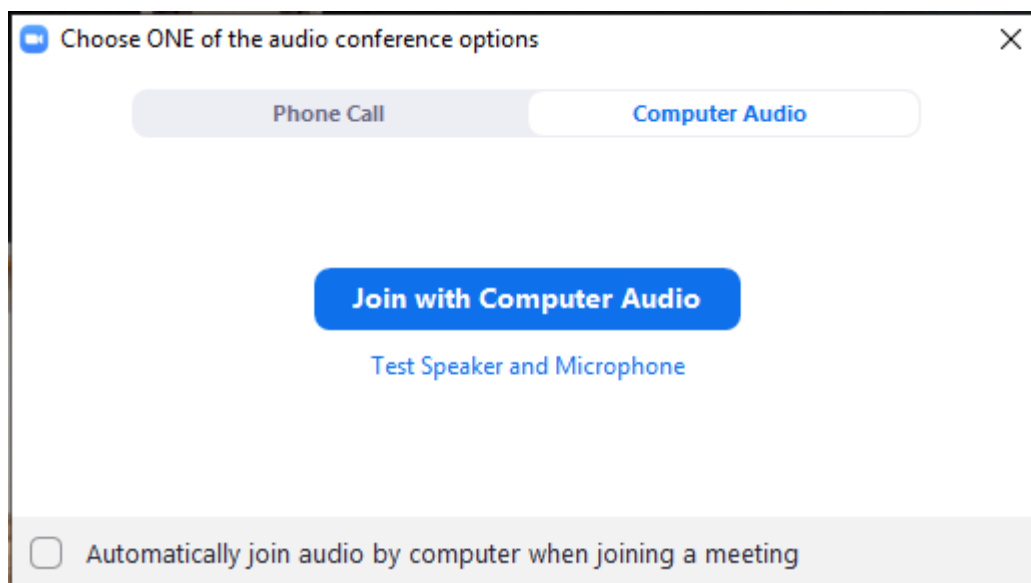
1. From the Zoom app, click on 'Join' and enter the meeting ID and passcode when prompted. Alternatively, click on the meeting link if you have one.

2. When prompted, click on 'Join with computer audio'.

3. Check that the audio settings by clicking on the small arrow next to the microphone icon. Both speaker and microphone should be set to 'Speakerphone (DMP128 Plus USB#1)'
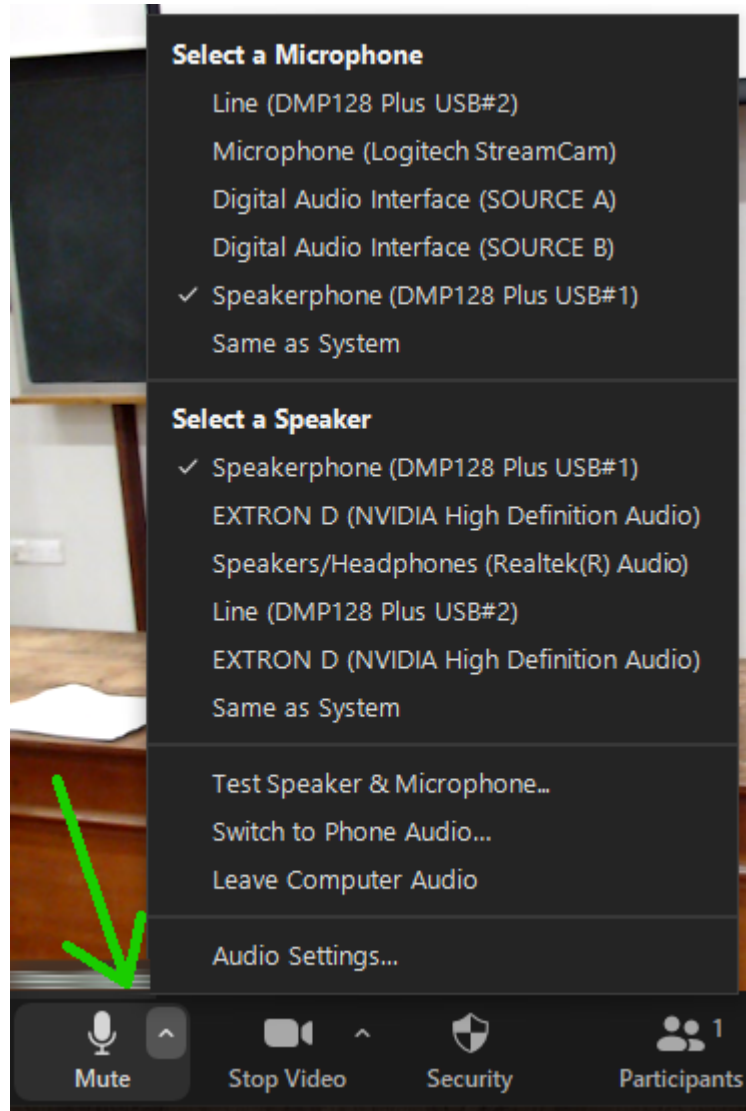
4. Check that the video settings by clicking on the small arrow next to the camera icon. The camera should be set to 'Logitech StreamCam'.
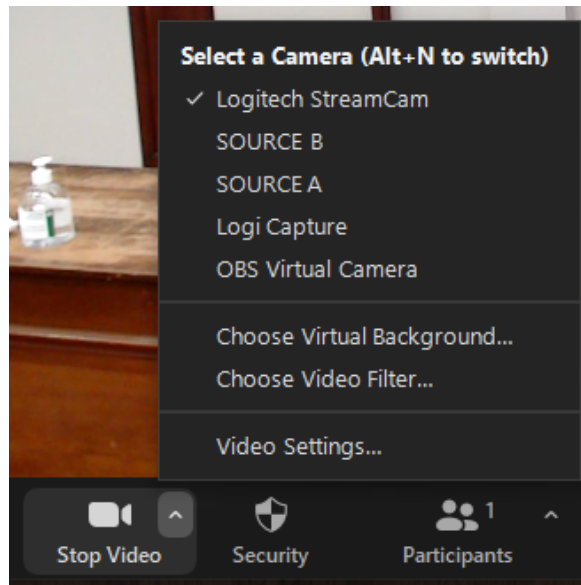
5. You should now see the Zoom meeting across the two lectern monitors and the two TV sets. If you are the only attendee you will see only yourself on both monitors. If other attendees are present, you should see yourself on the right and your attendees on the left

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 Zoom 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
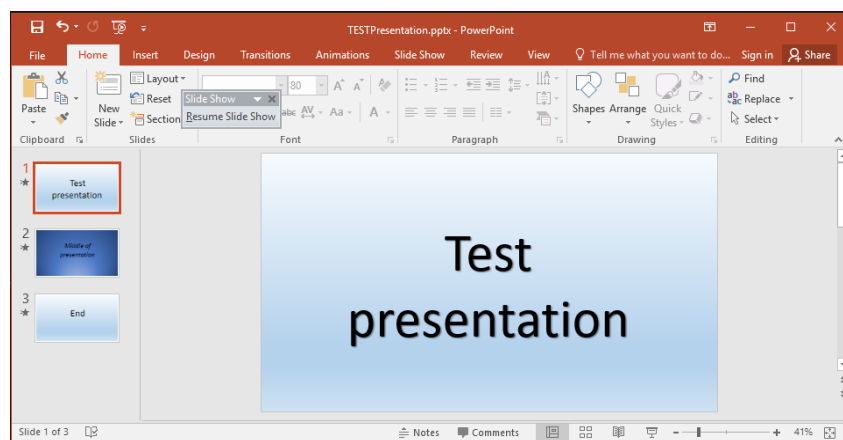
2. Ensure that 'PC' is selected on the AV touch panel controller and that the main desktop is visible on the projection screen.
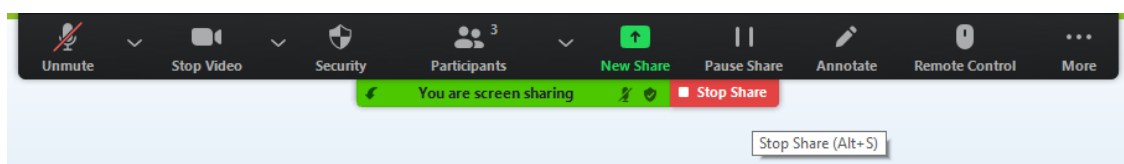
3. When ready, in Zoom click on 'Share screen' and select the program window you wish to share. Alternatively, you can share the entire desktop. Zoom will highlight the window or desktop you select with a border to help guide you in your choice.
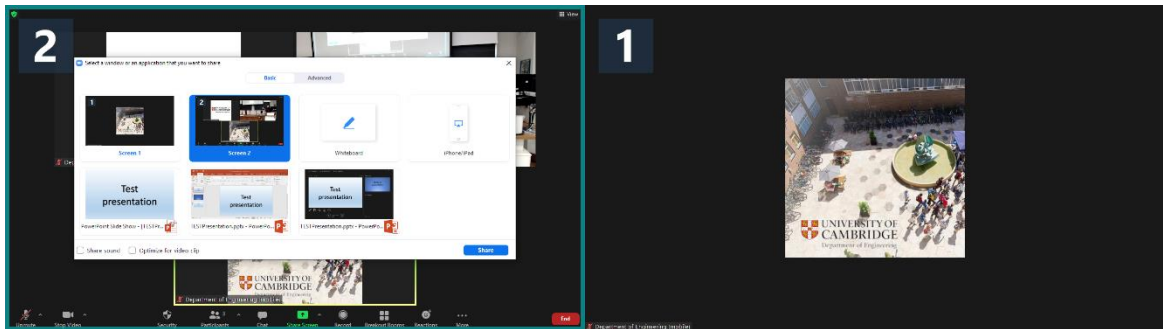
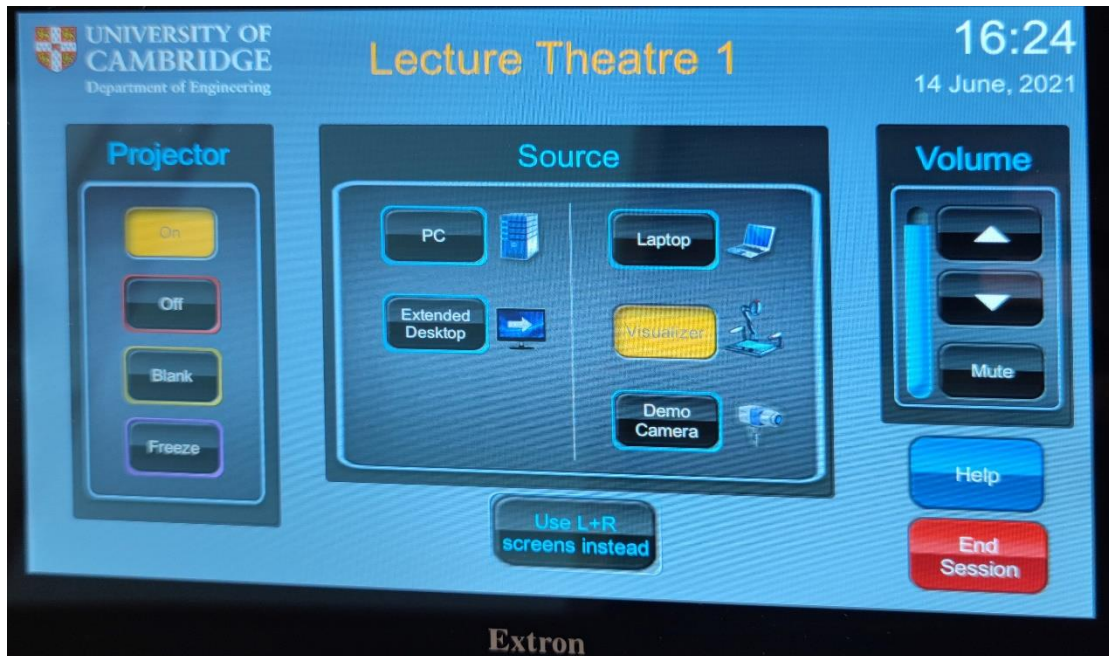4. Both the local audience and the remote attendees should now be able to see your presentation files.
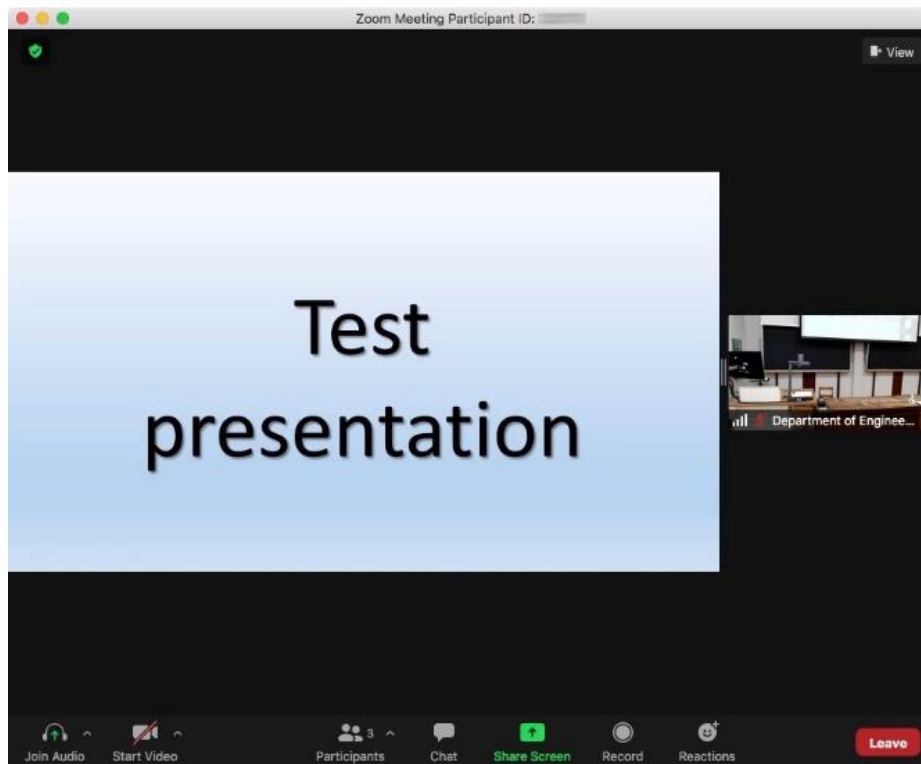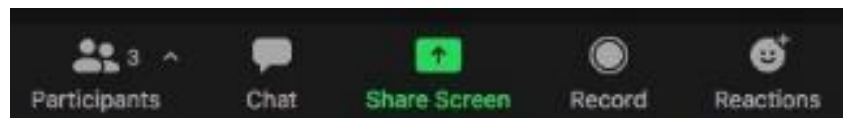

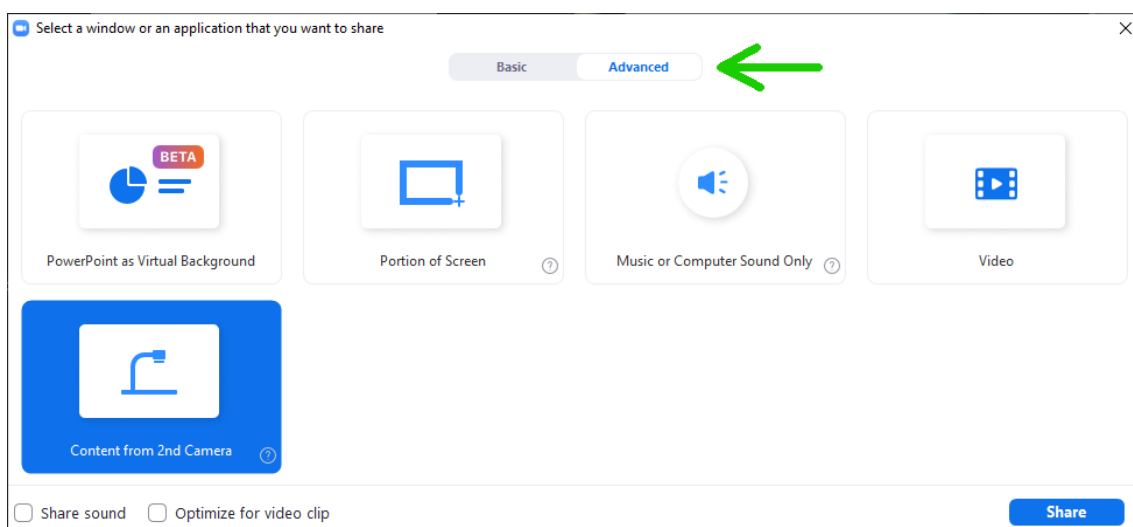5. When finished, click on the 'Stop sharing' button

1. Ensure your source is connected and selected to be shown on the local projector using the AV touch panel controller.
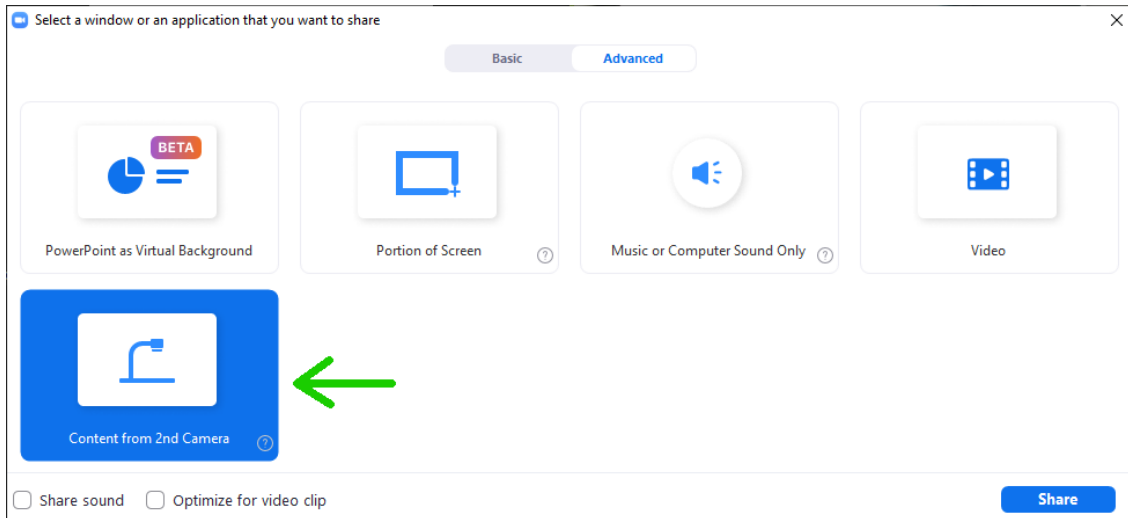

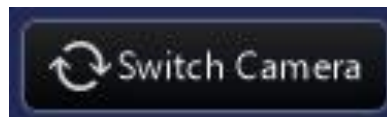2. In Zoom, click on 'Share screen'.

3. Click on the 'Advanced' tab at the top of the window
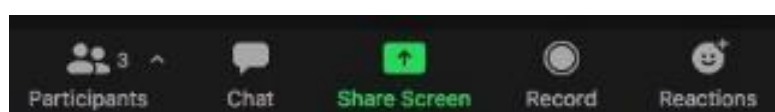
4. Click on 'Content from second camera'

5. If your source isn't automatically displayed, use the 'change camera' icon in the top left of the shared screen until it is.

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


7. When finished, click on the 'Stop sharing' button

## 6. Showing a remote presentation to the local audience

1. Ensure the remote presenter has the relevant permissions to share their screen by clicking on the Settings cog from the app window, then on the 'General tab' clicking on 'View More Settings'. This will open a browser window. Under 'Personal' then 'Settings', scroll down to the 'In Meeting (Basic)' settings and under 'Who can share?' ensure 'All Participants' is selected
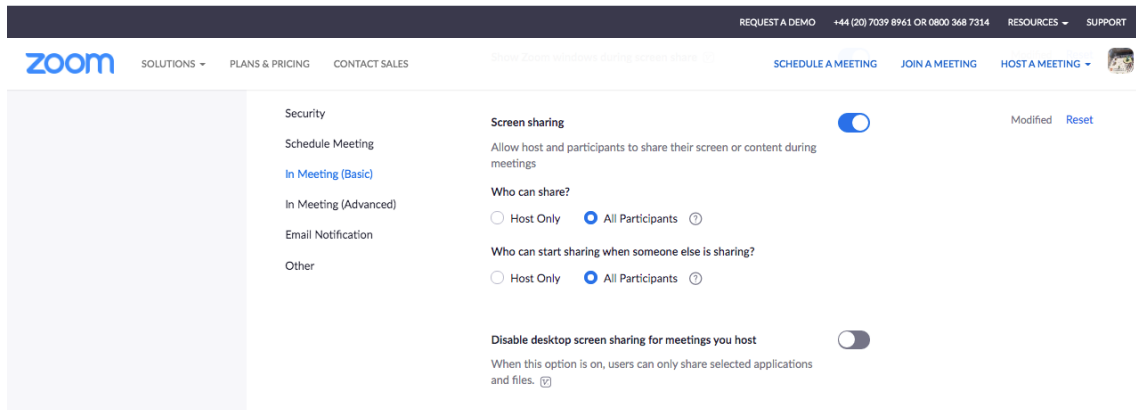
2. Ensure 'Extended desktop' is selected on the AV touch panel controller and is showing on the projection screen.

3. Invite the remote attendee to share their screen. This should now display on the projector as well as the right hand monitor and TV.
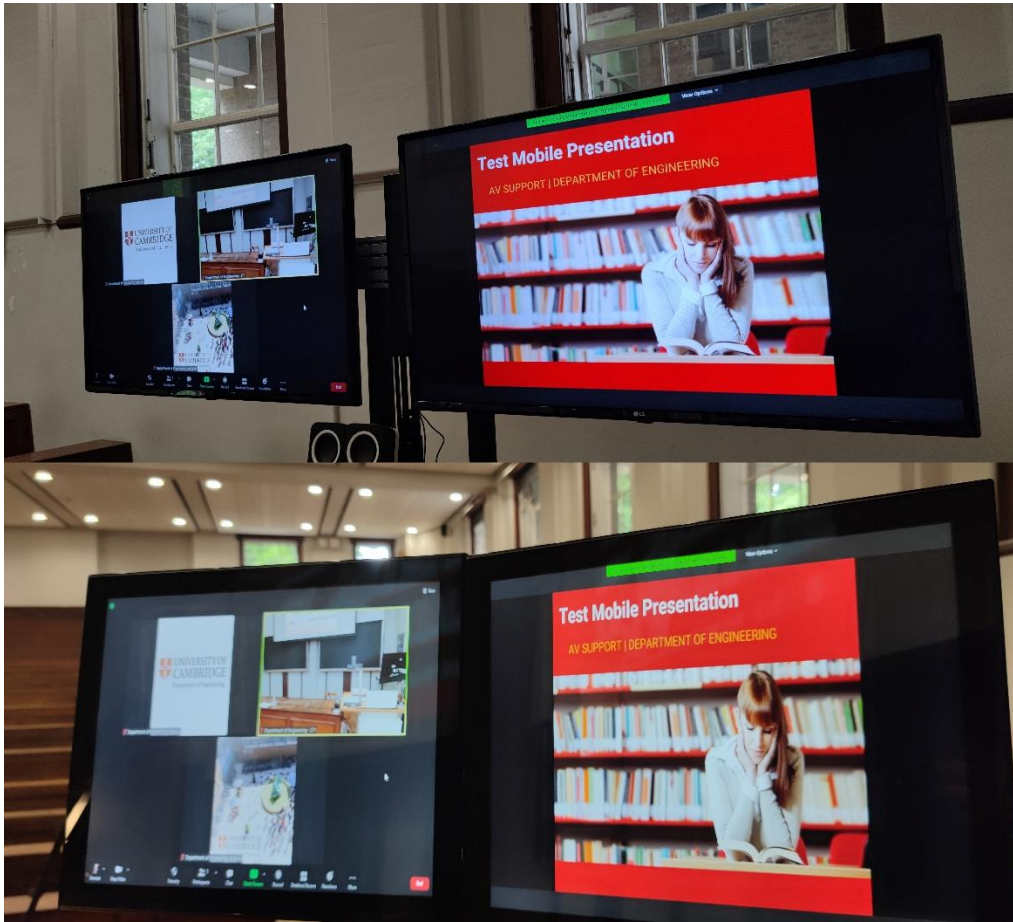
4. If their volume needs adjusting, use the volume control on the AV touch panel controller to do so.