

Running a Hybrid Meeting Civil Engineering Conference Room

The Conference Room is equipped with ceiling mounted microphones and a pan/tilt/zoom camera that can be used in your Zoom or Teams video calls for hybrid meetings. You must start or join your Zoom/Teams session from the **lectern PC** to use them.

Please follow the steps below to help ensure success.

1. Ensure the lectern PC is switched on (white light on power button).



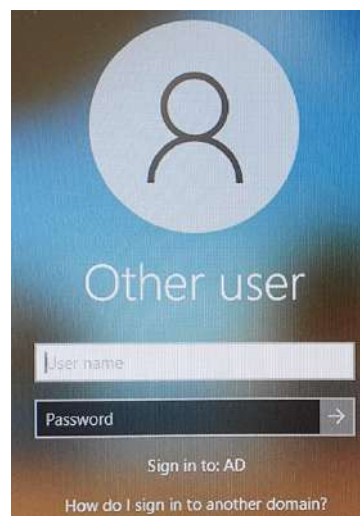
2. Switch on the AV system using the touch panel controller on the lectern.



3. Ensure the PC is selected as the system source.



4. Log in to the lectern PC using your **Engineering system credentials** (for help, contact your local IT team)



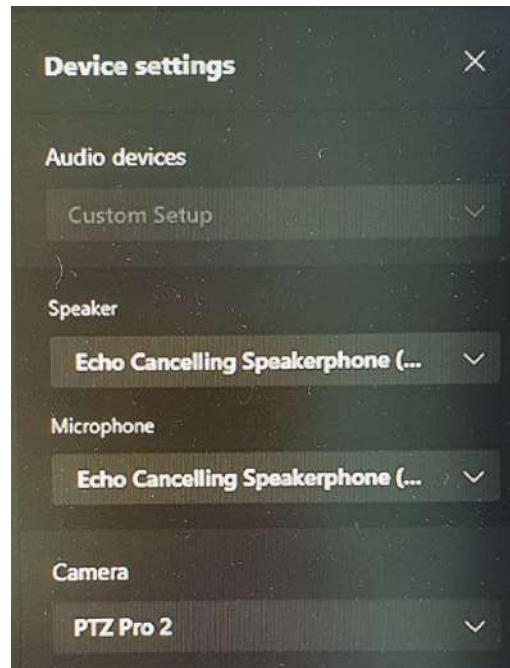
5. Start your Zoom or Teams meeting from the lectern PC.



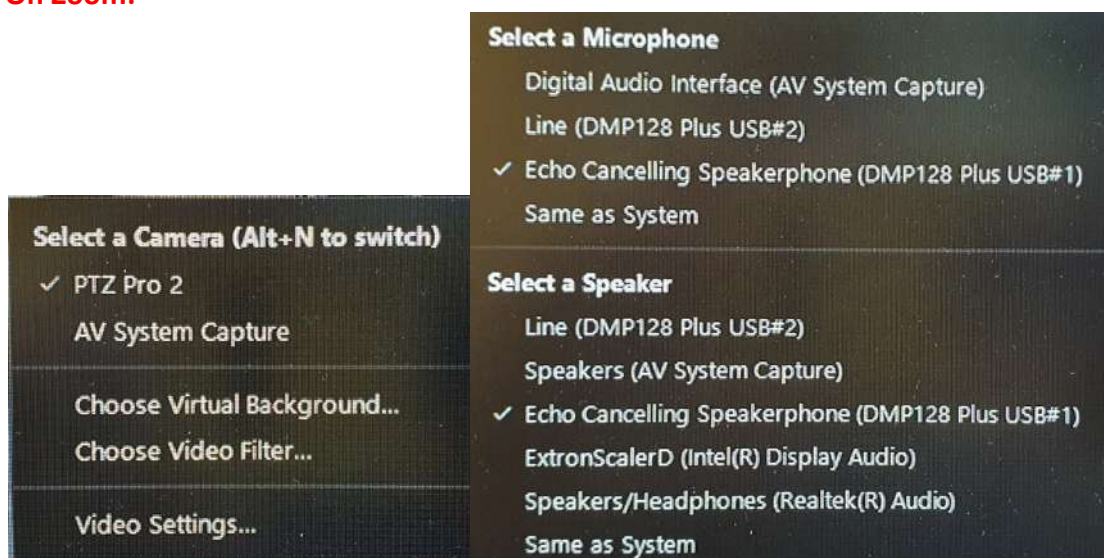
6. Ensure the settings in Zoom/Teams are as follows:

- i. Camera: **PTZ Pro 2**
- ii. Microphone: **Echo Cancelling Speakerphone (DMP128 Plus USB#1)**
- iii. Speakers: **Echo Cancelling Speakerphone (DMP128 Plus USB#1)**

On Teams:



On Zoom:



7. If required, use the camera remote control to position the camera (beneath the TV) appropriately.



8. If there are laptop users in the room who want to join from their laptops, please ensure that they keep their laptop microphones and/or cameras muted during the call- this causes feedback in the room otherwise.

