

## Civil Engineering Building Conference Room CE2

# Audio-visual Operation Guide

### Switching on the system:

1. Press the power button on the touch panel controller. This will power on the system and all 3 television displays. By default, the lectern PC will be selected as the system source.

*Then...*

### Displaying the lectern PC:

1. Ensure the lectern PC is switched on
2. Select PC as a system source
3. Log into the lectern PC using your Engineering credentials (contact local IT team for help with this if needed).

### Displaying a laptop from the lectern:

1. Ensure your laptop is switched on. A power socket is available on the lectern.
2. Connect your laptop to the laptop (HDMI or VGA) inputs on the lectern. Adapters are attached to the HDMI cable for devices with Thunderbolt/USB-C/MiniDisplayPort for your convenience.
3. Select 'Laptop' as a system source.

### Displaying a laptop from the meeting tables:

1. Ensure your laptop is switched on. A power socket is available on the tables.
2. Locate the HDMI-enabled desktop module with the HDMI cable/socket.
3. Connect your laptop to the laptop HDMI cable on the desktop module. Adapters are attached to the HDMI cable for devices with Thunderbolt/USB-C/MiniDisplayPort for your convenience.
4. Select 'Floorbox' as a system source.

### Displaying the lectern visualizer:

1. Select visualizer as a system source.
2. Use the zoom in/out functionality on the visualizer as required.

## Adjusting the volume:

1. Use the up and down arrows on the lectern touch panel to adjust volume up and down accordingly.
2. Use the mute button to mute the volume completely.

## Using the in-room camera and ceiling microphones:

\*\*\*These can only be used on the lectern PC\*\*\*

Refer to the '[Displaying the lectern PC](#)' instructions at the start of this guide then:

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



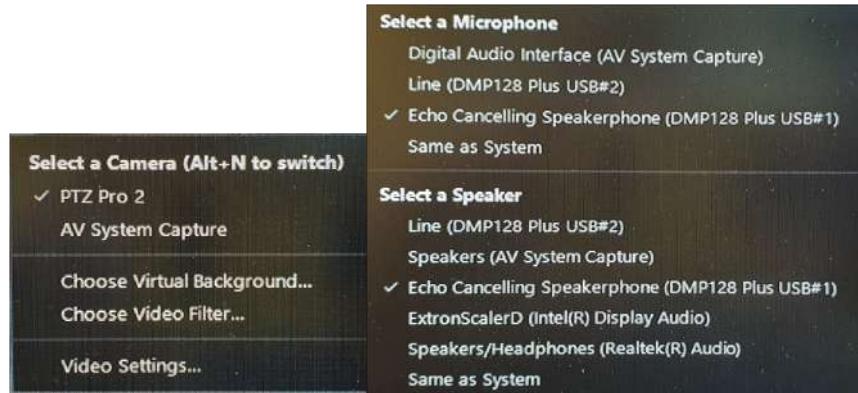
2. Ensure the settings in Zoom/Teams are as follows:

- 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:



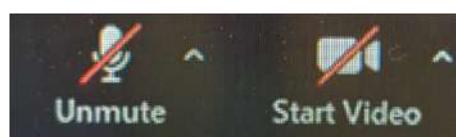
### On Zoom:



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



4. 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.



### Switching off the system:

1. Press the 'End session' button on the touch panel controller. This will power down the system and all 3 television displays.
2. Sign out of the lectern PC if it was used.