

Civil Engineering Building Meeting Rooms

Audio-visual Operation Guide

Switching on the system:

1. Press **ON** on the Extron wall controller beneath the screen.



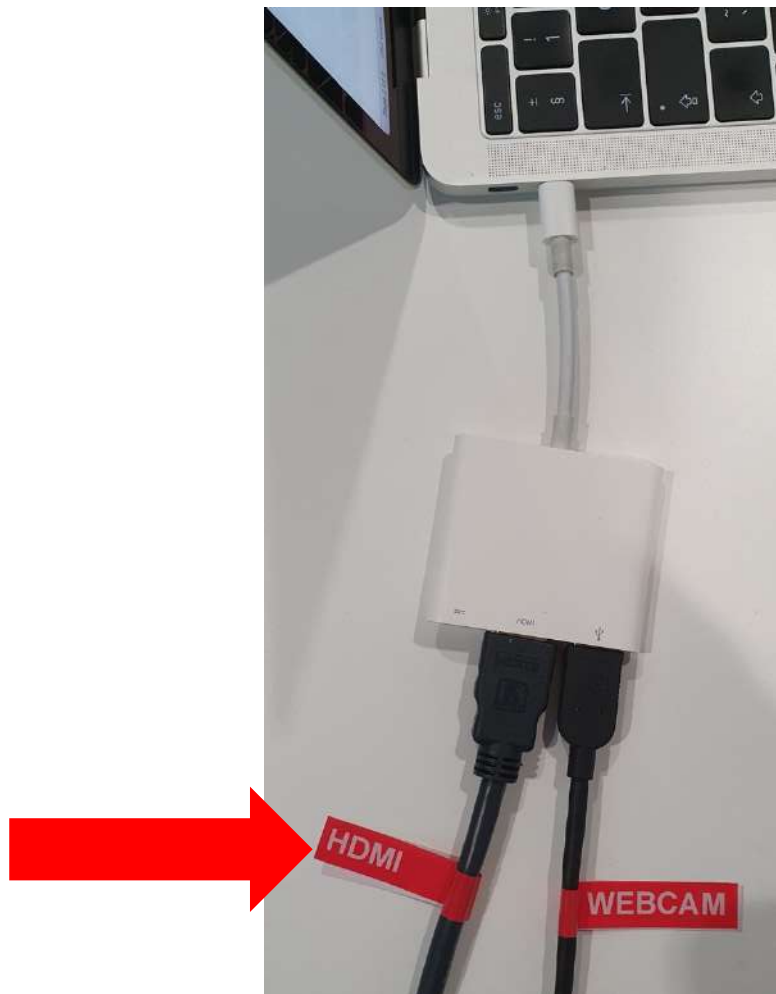
Switching off the system:

1. Press the 'OFF' button on the Extron wall plate controller



Displaying a laptop:

1. Connect your laptop to the HDMI cable on the table



2. Select **HDMI** on the Extron wall plate controller beneath the TV



Adjusting the volume:

1. Use the rotary volume control on the Extron wall plate controller beneath the TV to adjust volume up and down accordingly.



2. Use the **AUDIO MUTE** button to mute the volume completely if needed.



Using the in-room camera and microphone:

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

1. Connect the '**WEBCAM**' USB cable to your laptop



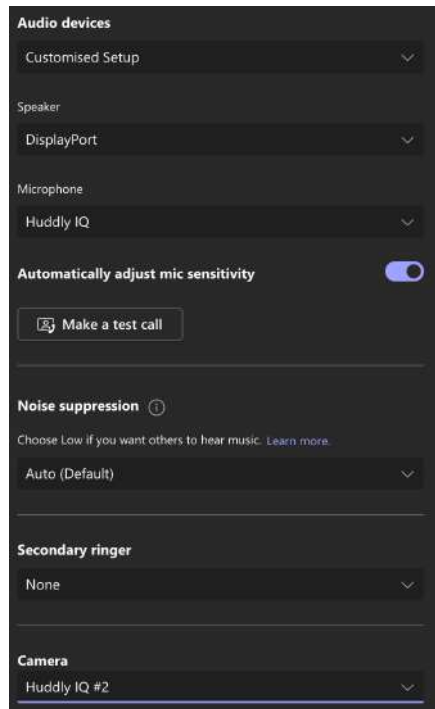
2. Start your Zoom or Teams meeting from your laptop.



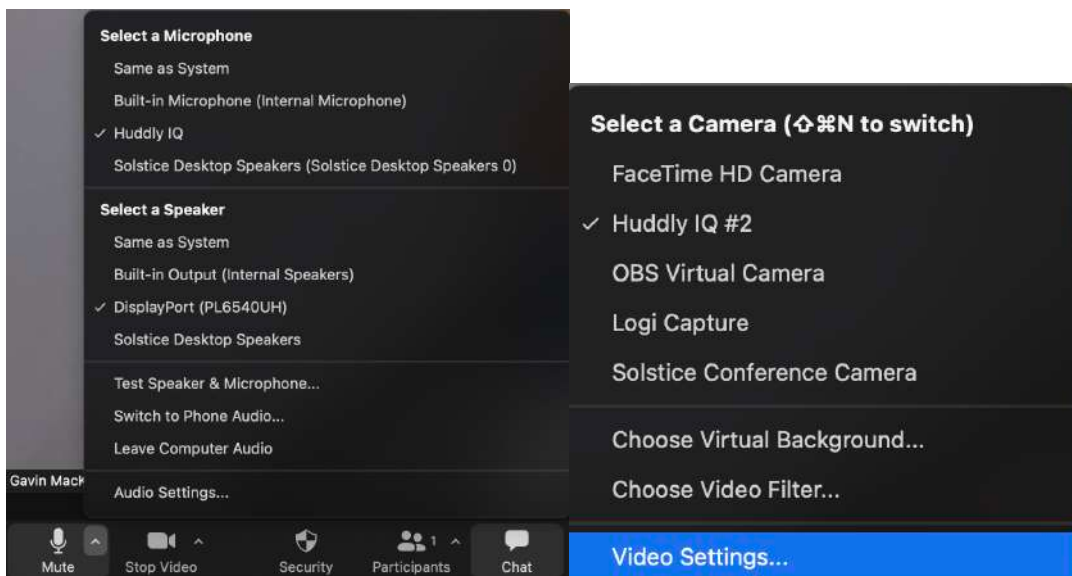
3. Ensure the settings in Zoom/Teams are as follows:

- a. Camera: **Huddly IQ**
- b. Microphone: **Huddly IQ**
- c. Speakers: **DisplayPort (PL6540UH)**

On Teams:



On Zoom:



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.

