CE1 Seminar Room
Hybrid session using Zoom

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

3. 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 "CENTRE SCREEN" button on the panel.

2. 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.

3. Note that the lectern monitors 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 by the door and automatically defaults to "FULL" mode (NUMBER 1). The optimal mode whilst using the projector is NUMBER 2 which dims the front row of lights.

2. Touch the button marked "2" to firstly switch the lighting into SCENE 2. The lights will dim accordingly.

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.
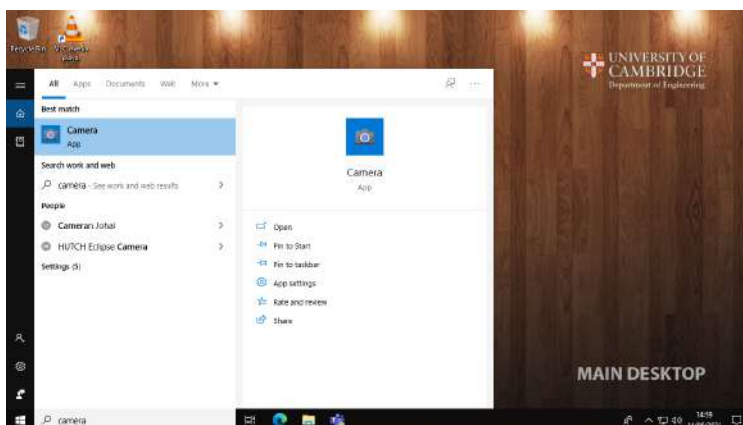
2. Ensure video is selected from the options on the right hand side of the app
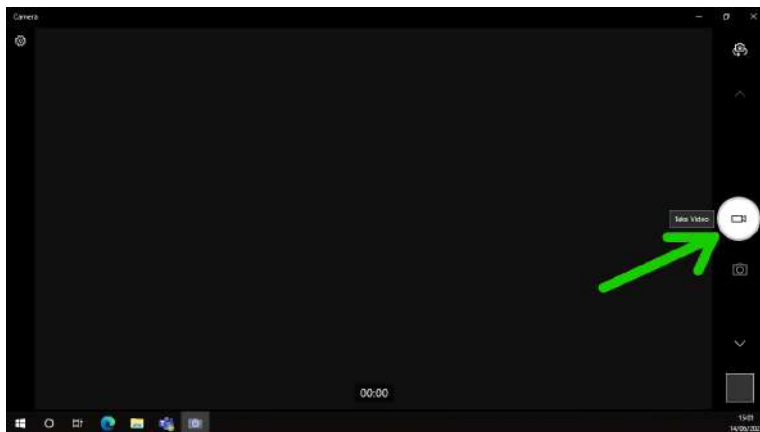
3. If the feed from the camera is not being shown already, click the camera icon in the top right of the window to cycle through the available system cameras. The correct camera should be called 'Logitech C920'.
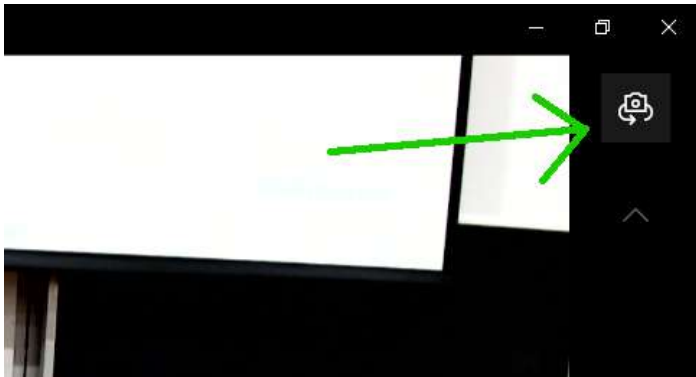
4. Use this feed as a reference as you move the camera to ensure that it is in the desired position.

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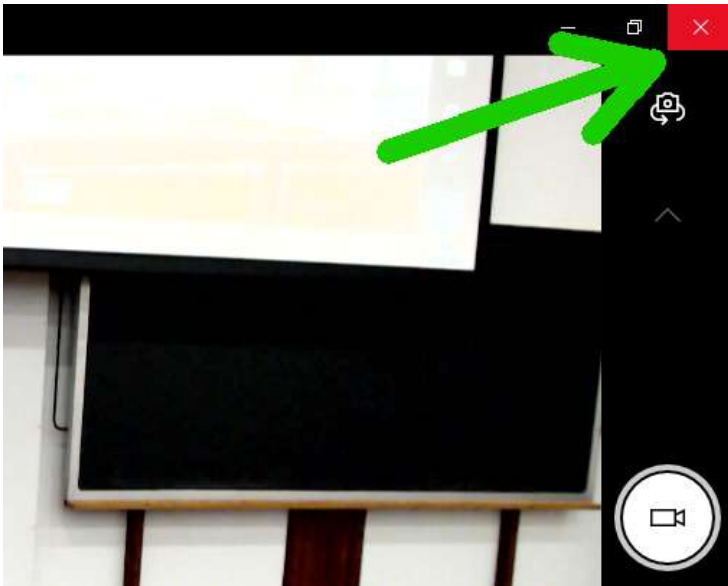
3. Preparing the Microphones

The remote attendees with be able to hear the presenter via the gooseneck microphone present on the lectern and the wireless microphones that can be used for roaming.

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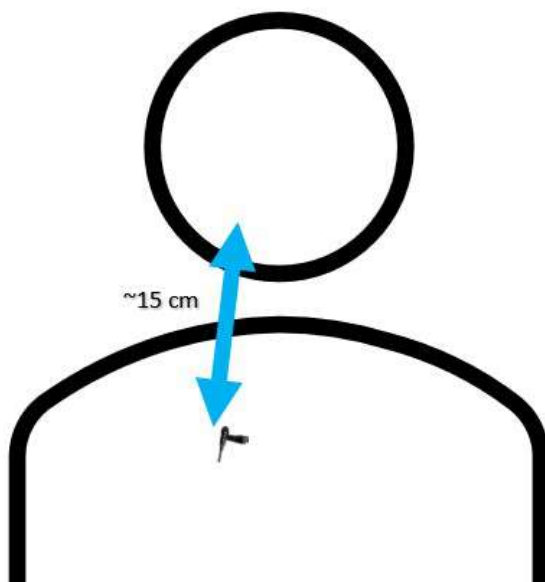
6. Attach the beltpack to the presenter- either clipped to a belt or in a pocket.

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.
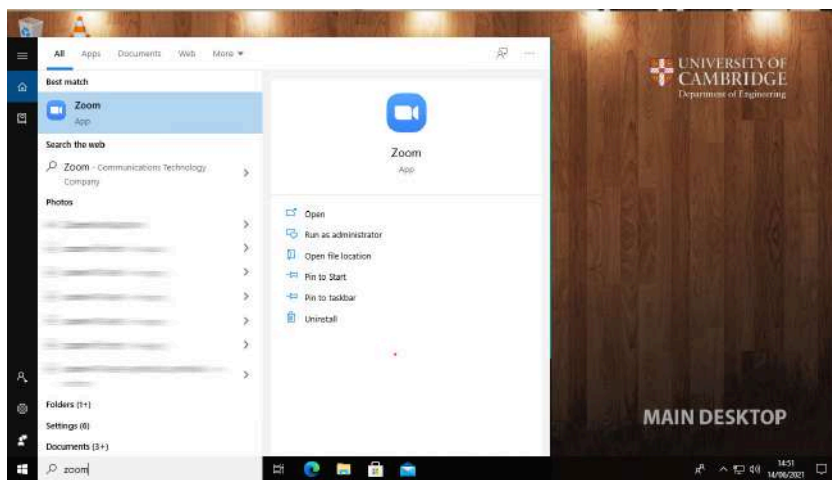
2. Sign into Zoom with the required host account.

3. Click on the 'Settings' cog and under 'General' ensure that 'Use dual monitors' is ticked.
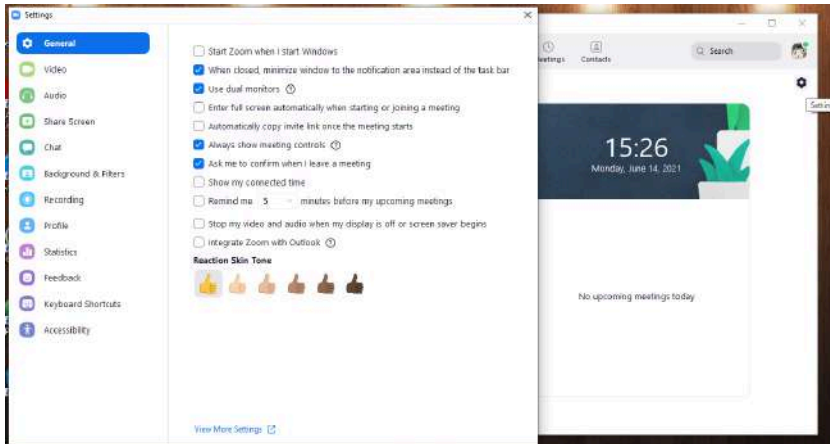
4. Under 'Video', ensure that the **HD Pro Webcam C920** is selected as the video device and that both 'Original ratio' and 'HD' are ticked

Commented [GM1]: Need to confirm exact name
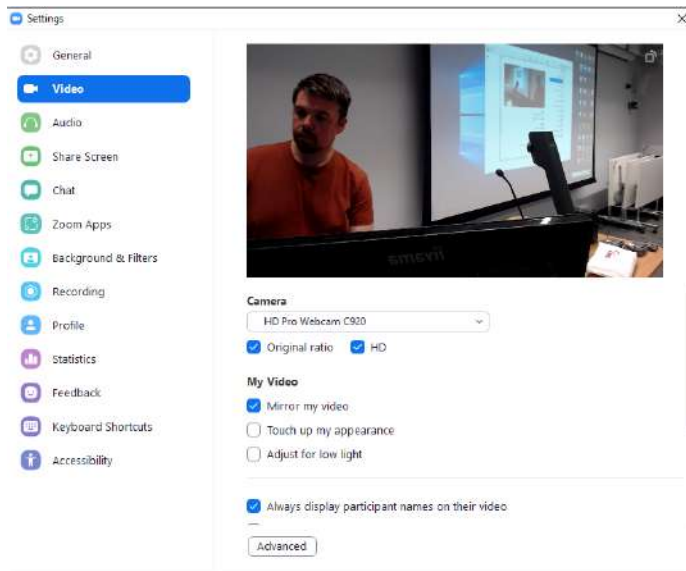
5. Under 'Audio', ensure that **'Speakerphone (2- DMP128 Plus USB#1)'** is selected for both the speakers and the microphone.
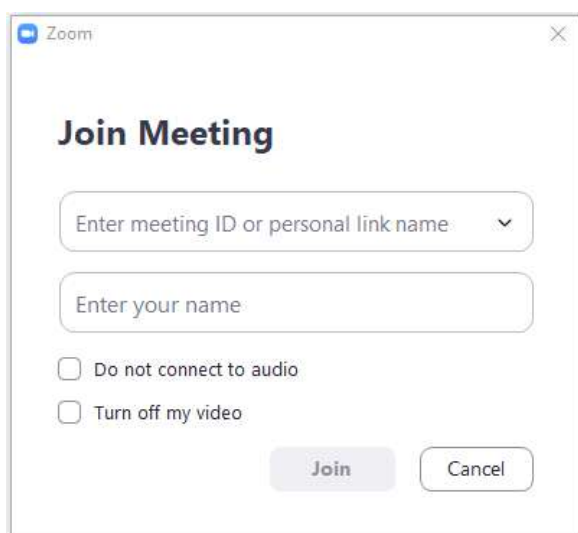
When done, close the settings window. Note that all of the above settings can still be changed once the meeting has started by clicking on the small arrow next to the camera icon and clicking 'Video settings'.
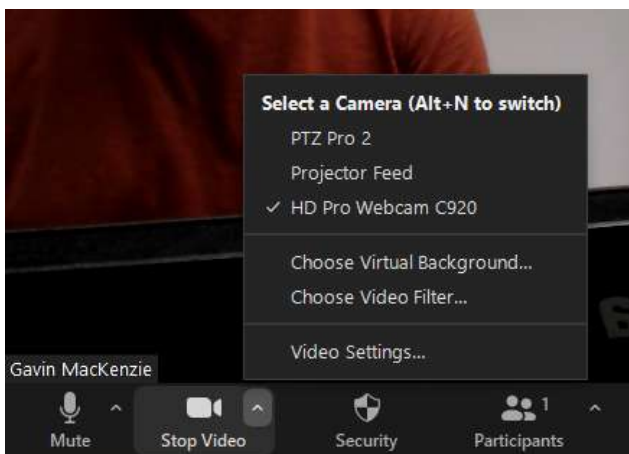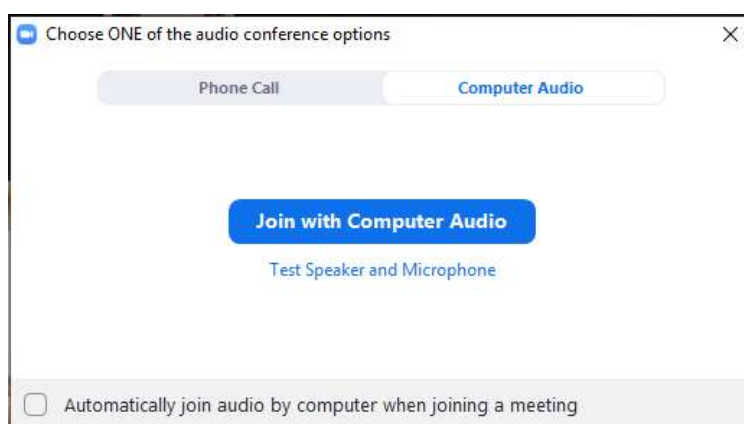
4.b. Joining the meeting

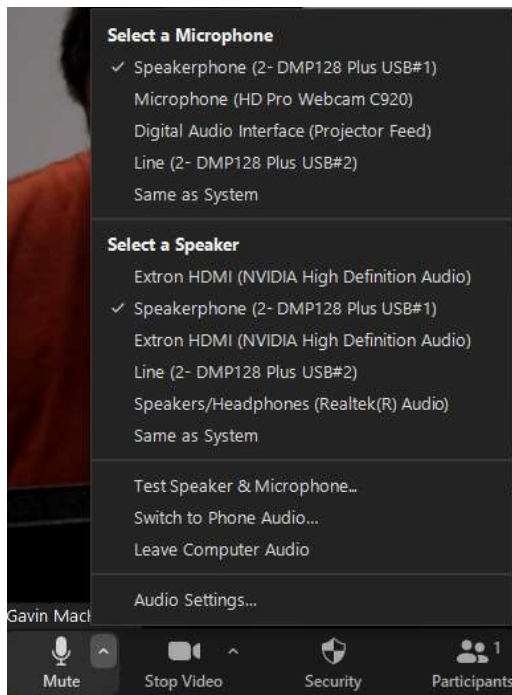1. From the Zoom app, click on 'Join' and enter the meeting ID and passcode when prompted. Alternatively, click on the meeting link if you have one.

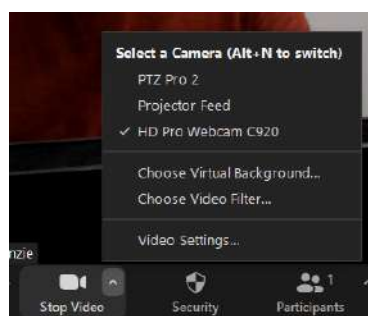2. When prompted, click on 'Join with computer audio'.

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 (2- 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 'HD Pro Webcam C920'.

5. You should now see the Zoom meeting across the two lectern monitors. If you are the only attendee, you will see only yourself on both monitors. If other attendees are present, you should see yourself on one monitor and your attendees on the other.

## 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 and ensure the application window has opened on the 'main desktop' screen- if not, move it there.
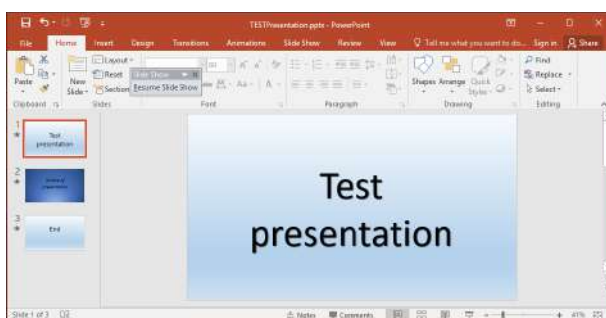
2. Ensure that 'PC' is selected on the AV touch panel controller and that the main desktop is visible on the projection screen.
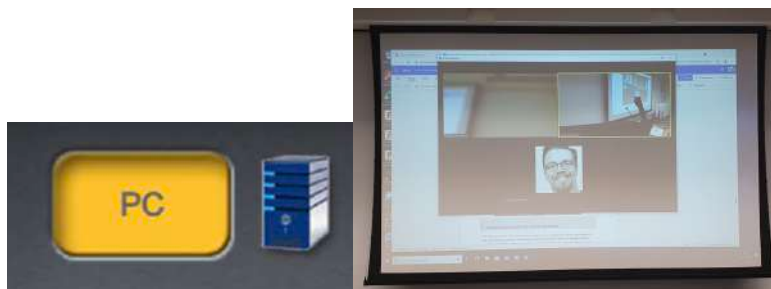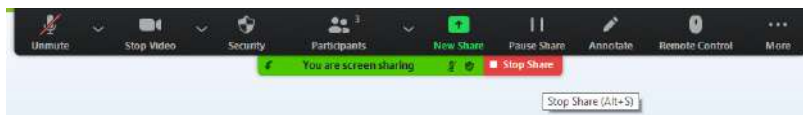
3. When ready, in Zoom click on 'Share screen' and select the program window you wish to share. Alternatively, you can share the entire desktop. Zoom will highlight the window or desktop you select with a border to help guide you in your choice.
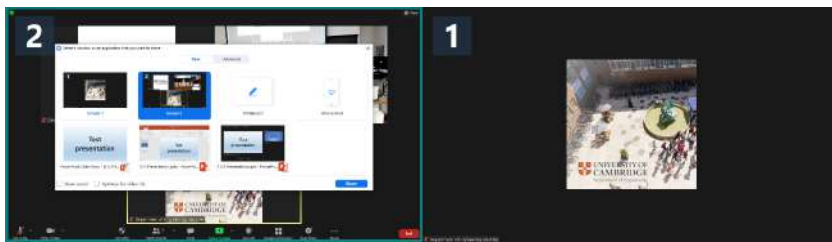
4. Both the local audience and the remote attendees should now be able to see your presentation files.

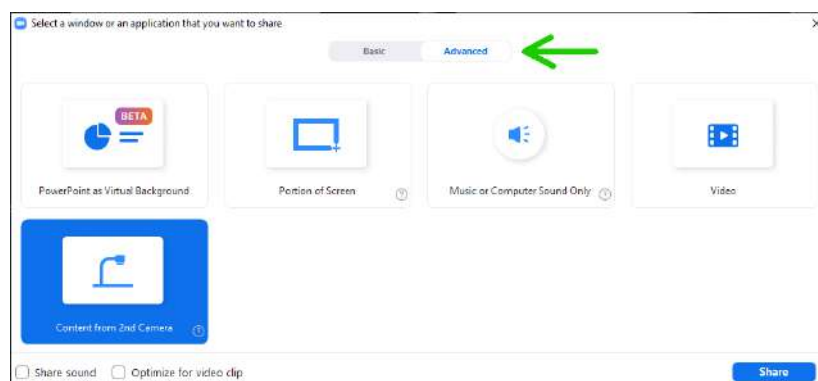5. When finished, click on the 'Stop sharing' button

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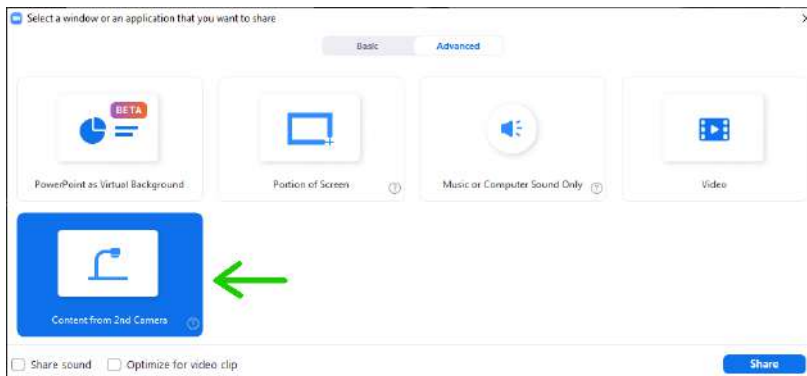

2. In Zoom, click on 'Share screen'.

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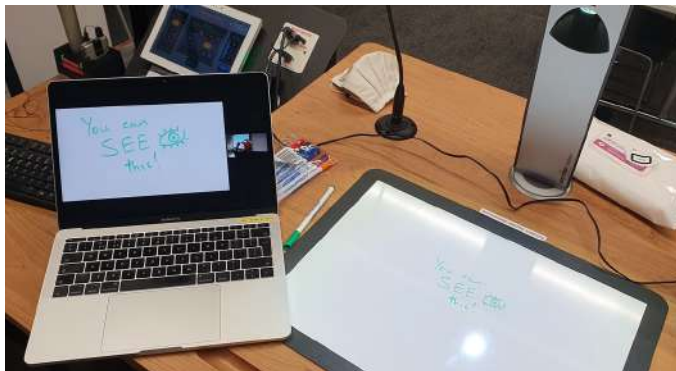
4. Click on 'Content from second camera'

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

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6. Showing a remote presentation to the local audience

NB: To 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
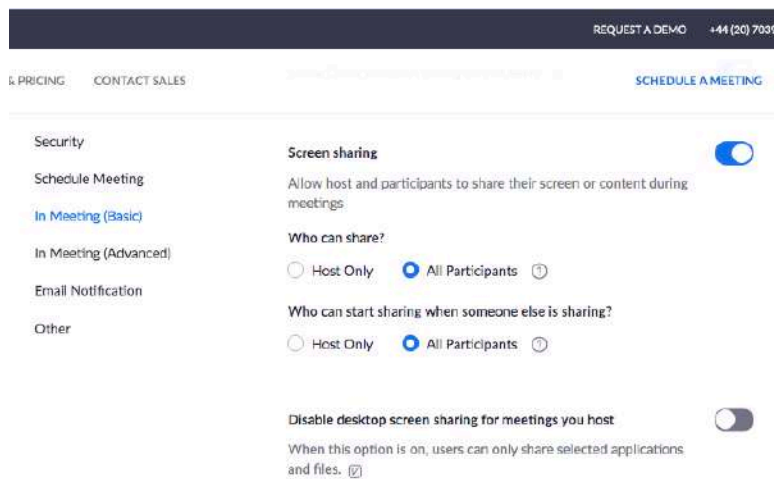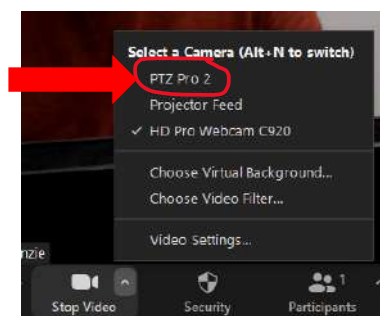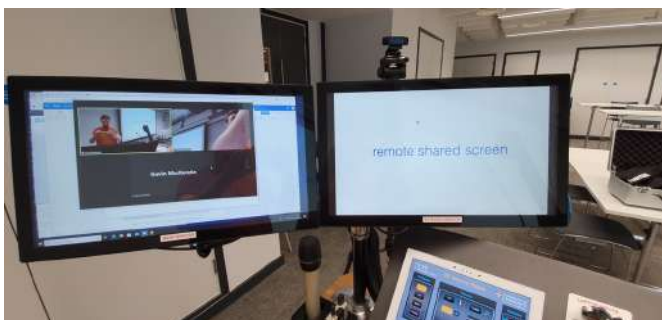
1. You may wish to change camera to **PTZ Pro 2** in order to give the remote presenter a view of their audience in the room.

2. Ensure 'Extended desktop' is selected on the AV touch panel controller and is showing on the projection screen.
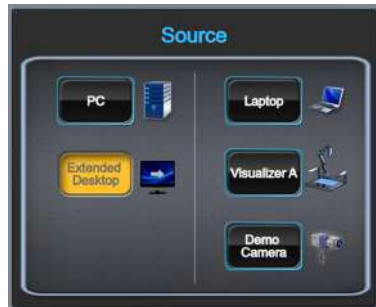
3. Invite the remote attendee to share their screen. This should now display on the projector as well as the right-hand monitor.

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