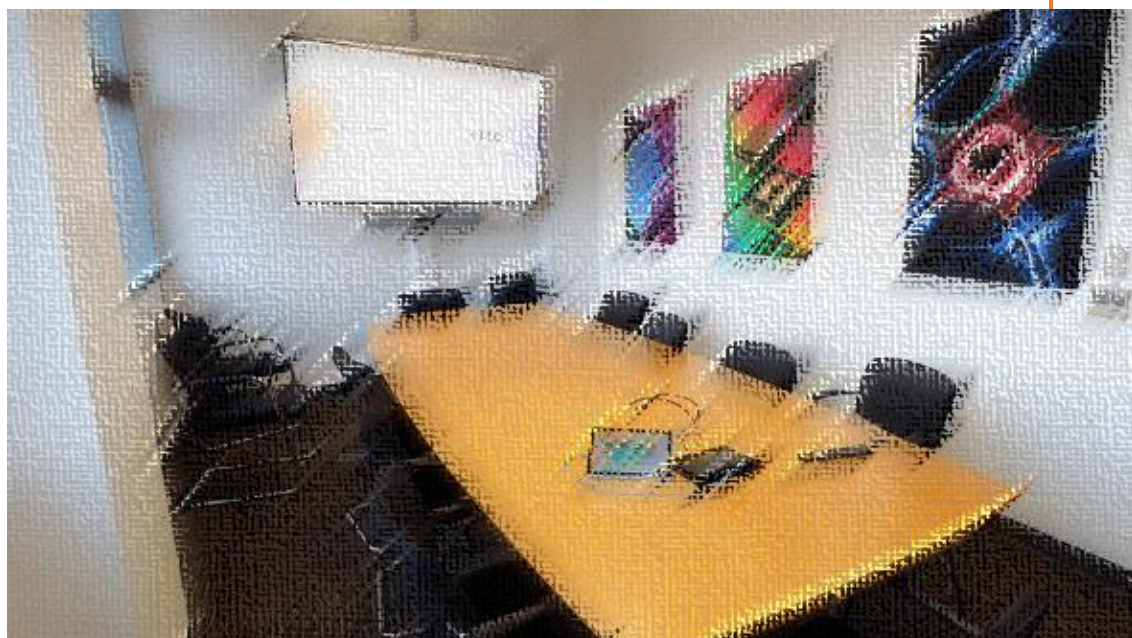


EED HYBRID MEETING ROOMS

CISCO ROOMKIT USER GUIDE



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Using EED Hybrid Teams Rooms

The operation of this room has changed since the upgrade and now may require a two-part process depending on its use, categorised as Hybrid and In-Person.

When booking the room, if the use is for a hybrid meeting, then a two-part process is required. This includes a PPMS reservation and an Outlook Meeting Invitation. When the use is for an in-person meeting, only a PPMS reservation is needed.

	HYBRID USE	IN-PERSON USE
PROCESS	<ol style="list-style-type: none"> 1. PPMS Room Booking 2. Outlook Meeting Invitation 	<ol style="list-style-type: none"> 1. PPMS Room Booking

HYBRID USE - BOOKING

PPMS Room Booking – (Needed for Both Hybrid and In-Person Use)

1. This is done in the usual way through PPMS <https://ppms.eu/eed/login/?pf=2>
2. Click the **Book** tab
3. Scroll down to the **Meeting Rooms** section and select the room required.
4. In this instance Room [EEDB Board Room \(118\)](#) (use link to take you to this room booking page)

The screenshot shows the PPMS website interface. The navigation menu at the top includes 'Home', 'Book', 'Request', 'Documents', 'Schedules', 'Statistics', 'Reports', 'Profile', and 'Logout'. The 'Book' tab is highlighted with a red box. Below the navigation menu, there are several sections. On the right, there is a list of rooms: 'RIE 80 (EEDB - 1000 - cleanroom)', 'Savannah ALD (EEDB - 1000 - cleanroom)', 'The Glove Box (EEDB - 10k - cleanroom)', and 'White Magic (EEDB - 10k - cleanroom)'. Below this, there are two main sections: 'Hofmann Group Equipment' and 'Meeting Rooms'. The 'Meeting Rooms' section is highlighted with a red box and contains a list of rooms: 'CGC Boardroom (193)', 'CGC Seminar Room (190)', 'CGC Tutorial room (183)', 'EEDB 1st Floor Tutorial 1 (124)', 'EEDB 1st Floor Tutorial 2 (122)', 'EEDB Board Room (118)', 'EEDB Seminar Room (20)', and 'Nano Meeting Room (DOF.11)'. The 'EEDB Board Room (118)' is highlighted with a red box.

5. Select the day and time required and select **Book the selected sessions**

	Monday 17/01/2022	Tuesday 18/01/2022
08:00	<input type="checkbox"/>	<input type="checkbox"/>
08:30	<input type="checkbox"/>	<input type="checkbox"/>
09:00	<input type="checkbox"/>	<input type="checkbox"/>
09:30	<input type="checkbox"/>	<input type="checkbox"/>
10:00	<input type="checkbox"/>	<input type="checkbox"/>
10:30	<input type="checkbox"/>	<input type="checkbox"/>
11:00	<input type="checkbox"/>	<input type="checkbox"/>
11:30	<input type="checkbox"/>	<input type="checkbox"/>
12:00	<input type="checkbox"/>	<input type="checkbox"/>
12:30	<input type="checkbox"/>	<input type="checkbox"/>
13:00	<input type="checkbox"/>	<input type="checkbox"/>
13:30	<input type="checkbox"/>	<input type="checkbox"/>
14:00	<input type="checkbox"/>	<input type="checkbox"/>
14:30	<input type="checkbox"/>	<input type="checkbox"/>
15:00	<input type="checkbox"/>	<input type="checkbox"/>
15:30	<input type="checkbox"/>	<input type="checkbox"/>
16:00	<input type="checkbox"/>	<input type="checkbox"/>

Book the selected sessions

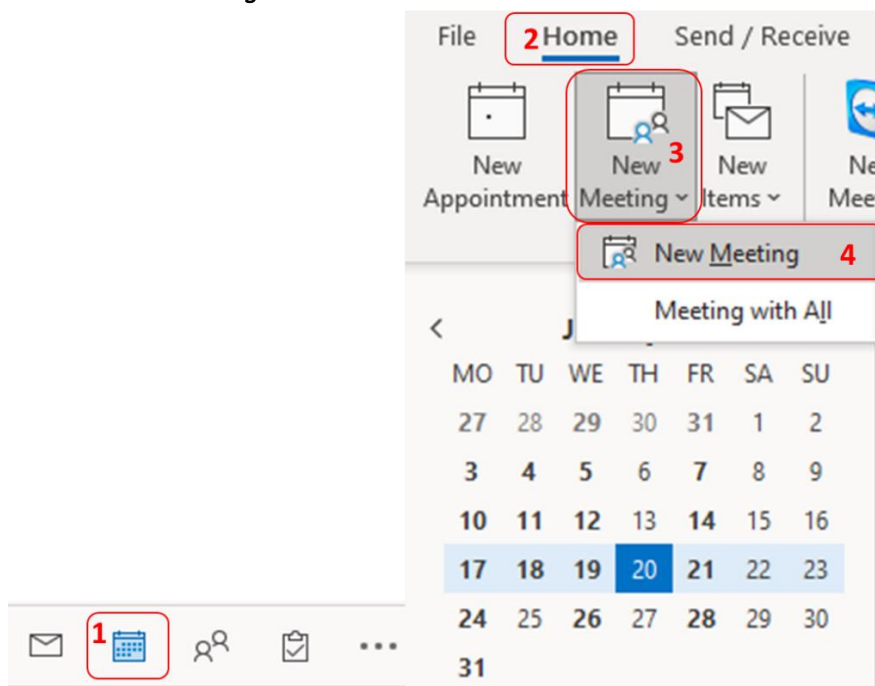
Using EED Hybrid Teams Rooms

Outlook Meeting Invitation

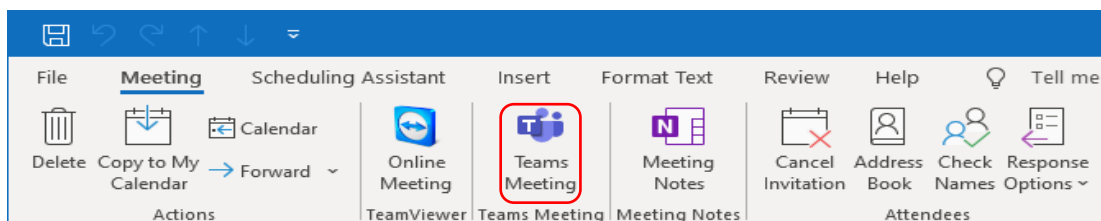
In this next step, the process is like inviting attendees to a Teams meeting. The organiser invites, *in this case*, the room and submits the invitation. Once the invitation is submitted an email is sent to a delegated email address where an approver will accept the booking as an attendee would. The booking now appears in the organiser's calendar and in the room's calendar where it can be seen on the **Digital Signage Display Panel** outside the meeting room and on the **Touch 10 Interface Control Panel** in the room.

Follow the instructions below to book/invite.

1. In Outlook navigate to the **Calendar icon** at the bottom left of the screen
2. Click on the **Home** tab on the menu bar
3. Click on **New meeting**

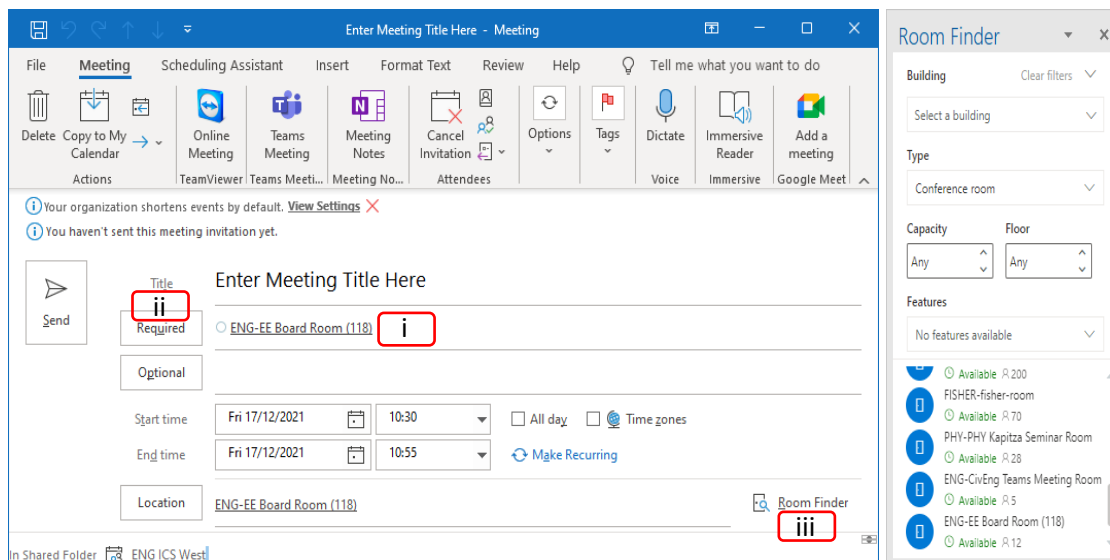


4. A pop-up window will appear. In the pop-up window click on **Teams Meeting**



5. The form changes to a Teams Meeting form giving the relevant fields to complete the booking.

Using EED Hybrid Teams Rooms



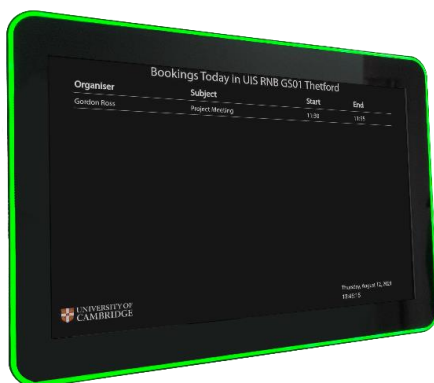
6. Complete the Form;
 - a. Give your meeting a **Title**
 - b. Select the meeting room required (*There are three ways to select the meeting room*)
 - i. Start typing the name of the room in the **Required** field for cached entries.
 - ii. Click on the button "**Required**" to open the global address book.
 - iii. Use the **Room finder** option to the right of the **Location** field.
- Note:** The display names for electrical engineering meeting rooms are prefixed **ENG-EE**
- **ENG-EE Board Room (118)**
 - **ENG-EE CGC Board Room (193)**
- c. In the **Optional** section add your attendees to invite
 - d. Click on **Send** when finished for approval and confirmation of the booking

NOTE: If the screenshots above differ from your Outlook, then you may be using **Outlook 2016** as opposed to the recommended **Outlook365**. Although it will work it is best to use the recommended version to avoid unwanted issues. To install the Office365 suite visit <https://www.office.com> and login with your RAVEN credentials. Once logged in you should see a install office button to the top right of the page.



Please ensure you remove your current (Office2016) version before installing Office365.

If you require any assistance, please contact ee-support@eng.cam.ac.uk or helpdesk@eng.cam.ac.uk



Your room booking, as well as other scheduled calendar bookings, before or after your meeting for the current day, will appear on the **Digital Signage Display Panel** (located on the wall outside the meeting room).

As you approach the panel display, it will display one of two colours.

- green when the meeting room is available
- red to show a meeting is in progress.

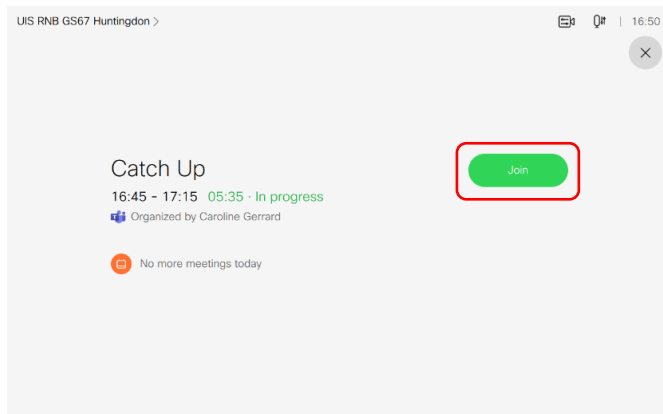
Using EED Hybrid Teams Rooms

HYBRID USE - Using Cisco RoomKit

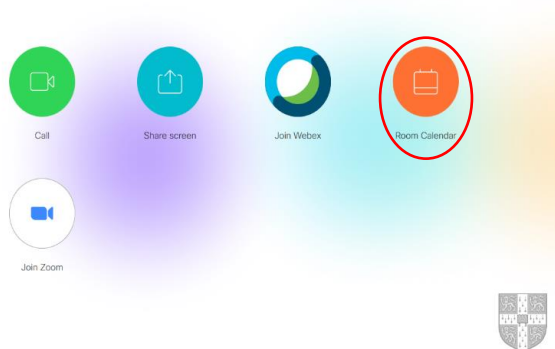
Joining a Scheduled Microsoft Teams Meeting

After you book a meeting room, the meeting will appear on the screen. On the **Touch 10 interface**, (located inside the meeting room, usually on the table) you just need to touch the green **Join** button. The green Join button only appear **5 minutes** before the scheduled start time of the meeting.

You may also start the teams meeting through your Teams App or Outlook.



If you navigate to the menu screen on the Touch 10 interface, you can find the meeting again by selecting the **Room Calendar** (orange icon).



NOTE: Although there is a **Zoom** icon shown on the Touch 10 interface, this feature is not currently available. ICS in conjunction with UIS is looking into this and will make an announcement if this feature becomes available. Unfortunately the icon cannot be removed from the interface so apologies for the confusion.

During the Meeting – Raising Hands and Chat Window

It is not possible to use the virtual raise hand or chat function for in-person attendees solely using the Cisco RoomKit solution.

It is also not possible for in-person attendees to see whether remote attendees have raised their hands virtually or added any comments to the chat. It is therefore important for the meeting Chair to determine the etiquette and approach taken at the start of the meeting and make sure all attendees are aware of the chosen approach.

Some suggestions are:

- All in-person meeting attendees also join the meeting on their laptops/tablets/phones so they can see the meeting chat and raise hand functionality.
- Assign the meeting secretary or another colleague to monitor the chat and any raised hands.
- Chat and virtual hands are not used – instead attendees physically raise their hands when they want to speak or the Chair determines who speaks while ensuring everyone has the opportunity to contribute as appropriate.

Using EED Hybrid Teams Rooms

During the Meeting – Screen Sharing

Use the Share button in your meeting app - For Online Attendees

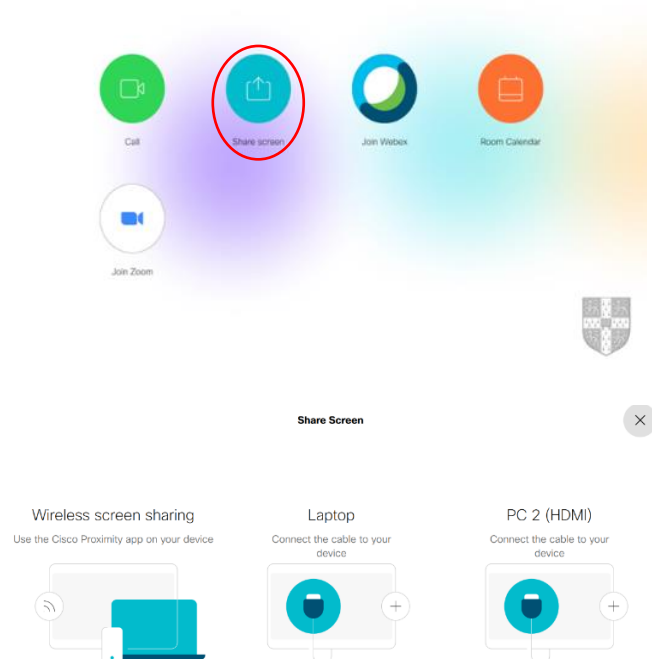
You can join the meeting from your laptop using the relevant Teams/WebEx link and tap the Share button to share your content on the big screen using the meeting software, just as you would if you were joining remotely. **Ensure you have muted your microphone and speakers** otherwise there will be feedback interference.

Use the HDMI cable - For In-Person Attendees

You can plug your laptop into the large meeting room screen using the HDMI cable – if you do this once the meeting has started you will need to press **‘Share’** on the Touch 10 interface once you have plugged the cable in. Adaptors are available for people who do not have HDMI ports on their laptops (some meeting rooms have these, but do check in case you need to order your own as they can disappear from meeting rooms)!

Use the Cisco Proximity app - For In-Person Attendees

You can share content wirelessly using the [Cisco Proximity app](#) (you will need to download the app and be connected to [eduroam](#) when in use). This is an easy way to quickly share your content without the need to worry about plugging in cables and cable adaptors if you do not have an HDMI port. However, sharing wirelessly is not recommended when streaming large data files such as videos.



Ending a Hybrid Meeting

Remote attendees

Attendees leave the meeting as they usually would within the chosen software.

In-person attendees

Someone in the meeting room will need to press **‘End Call’** on the Touch 10 interface. The system will turn itself off when attendees have left the room.

Using EED Hybrid Teams Rooms

IN-PERSON USE – BOOKING

[PPMS Room Booking](#)

Follow the instructions under the Hybrid Use - [PPMS Room Booking](#) section above.
(The hyperlink will take you back to that section)

IN-PERSON USE - Using Cisco RoomKit

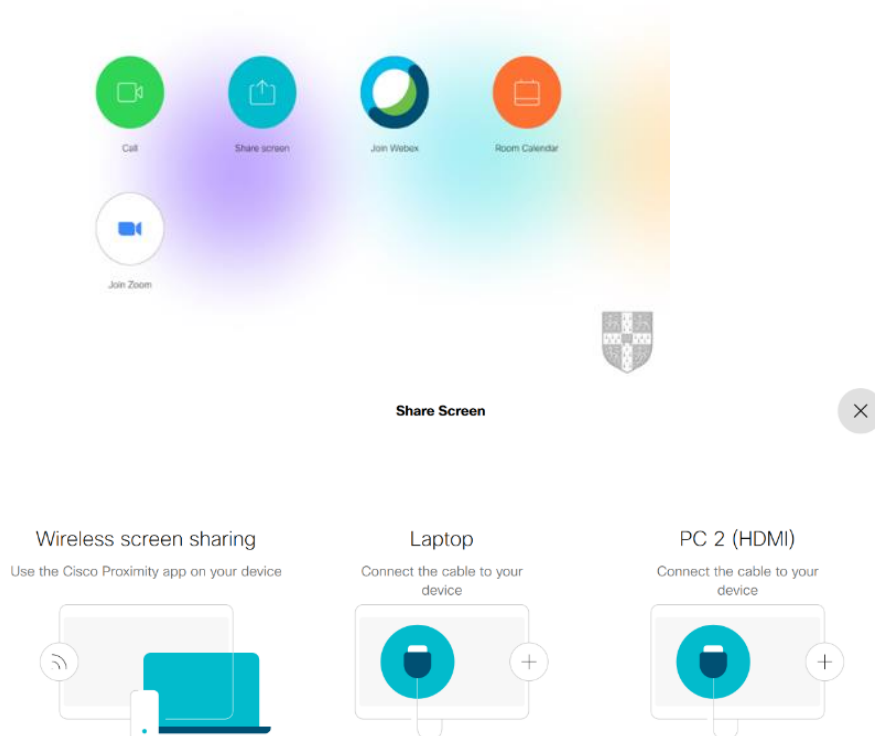
Screen Sharing

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In-person attendees

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Using EED Hybrid Teams Rooms

Guidelines and Support

For more details user guide visit;

<https://help.eng.cam.ac.uk/audio-visual/video-conferencing/onsite-video-conferencing/#support>

<https://help.uis.cam.ac.uk/hybrid-meeting-room-standards/user-guide>

UIS Support:

Contact phones@uis.cam.ac.uk if you have questions.