Lecture Rooms
Operating the system for hybrid delivery

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
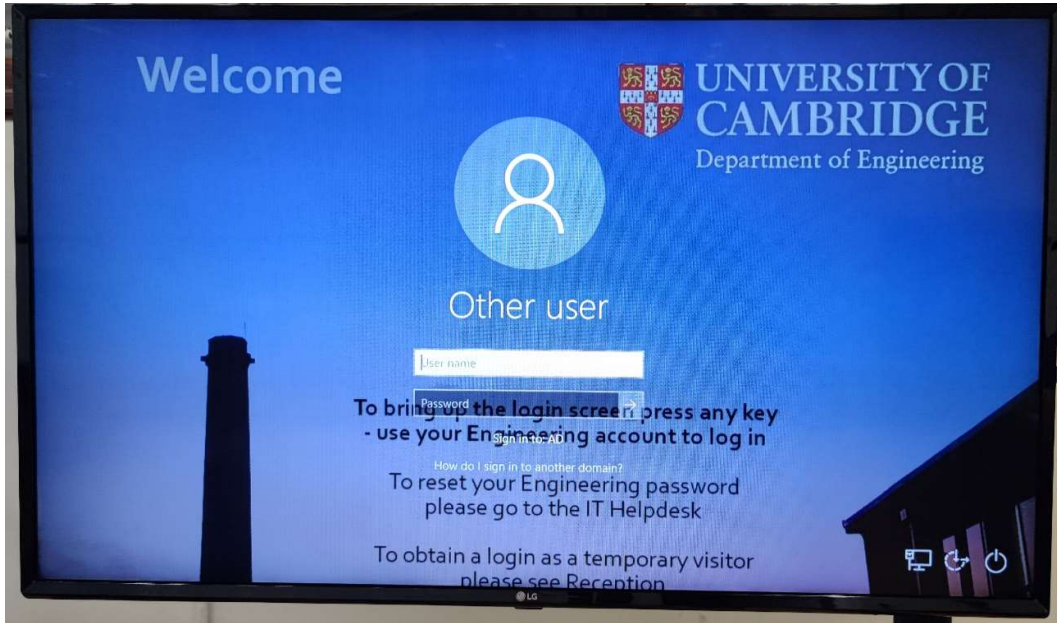
1. a. Switch on the PC

1. Power up the lectern PC if it is not already on

2. When booted you should see the login dialogue as illustrated

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

4. 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 power button on the panel depending what you wish to present, allowing the system a few minutes to initialize and the projector to get to full brightness.
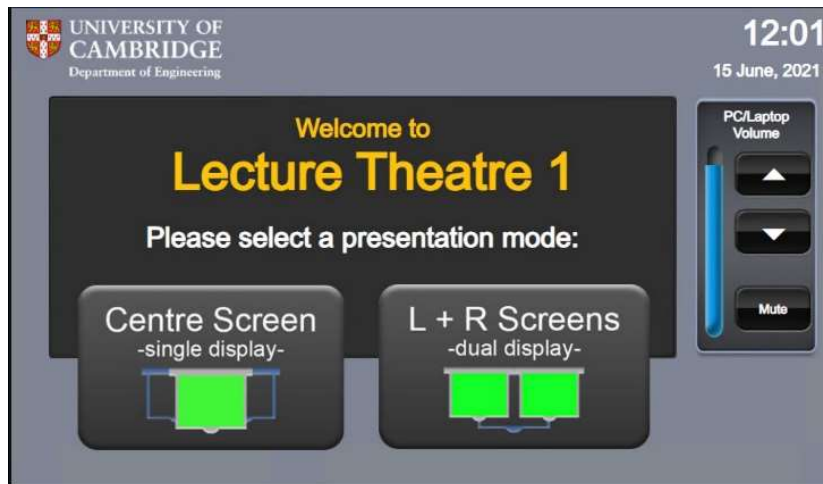

2. If the required screen(s) are not yet lowered, depending which room you are in the screen(s) will either be automatic or manual – check the guidance on the displayboard for room specific information.

3. 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.
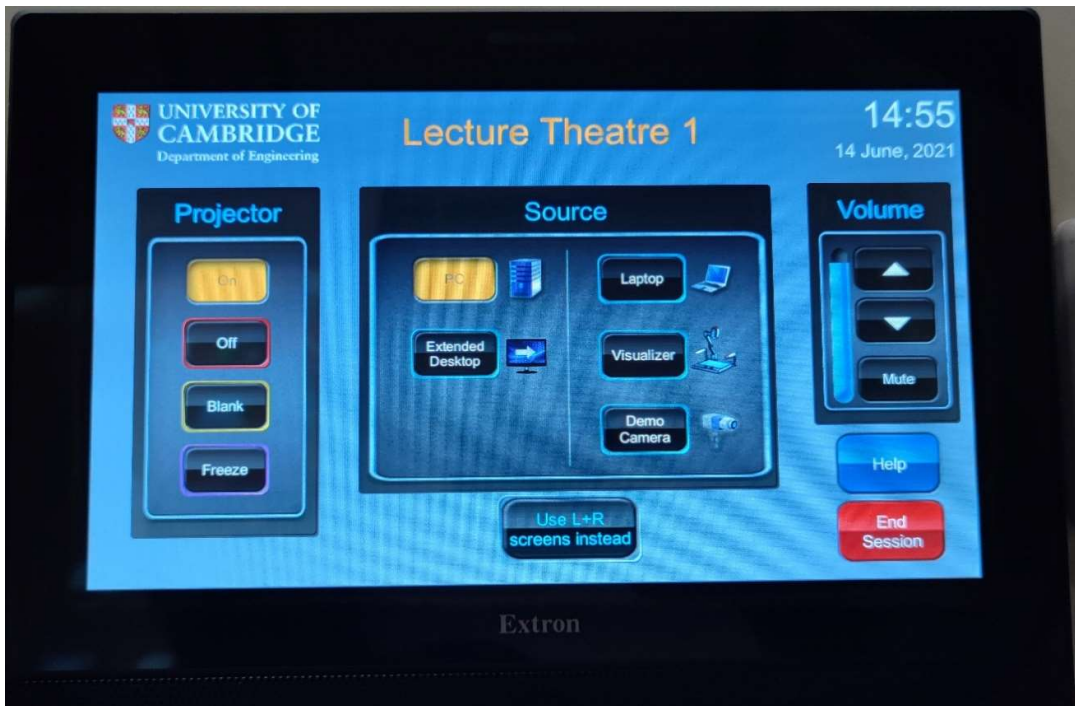
4. Note that the lectern monitors and projectors should now be presenting whatever sources are selected on the controller.
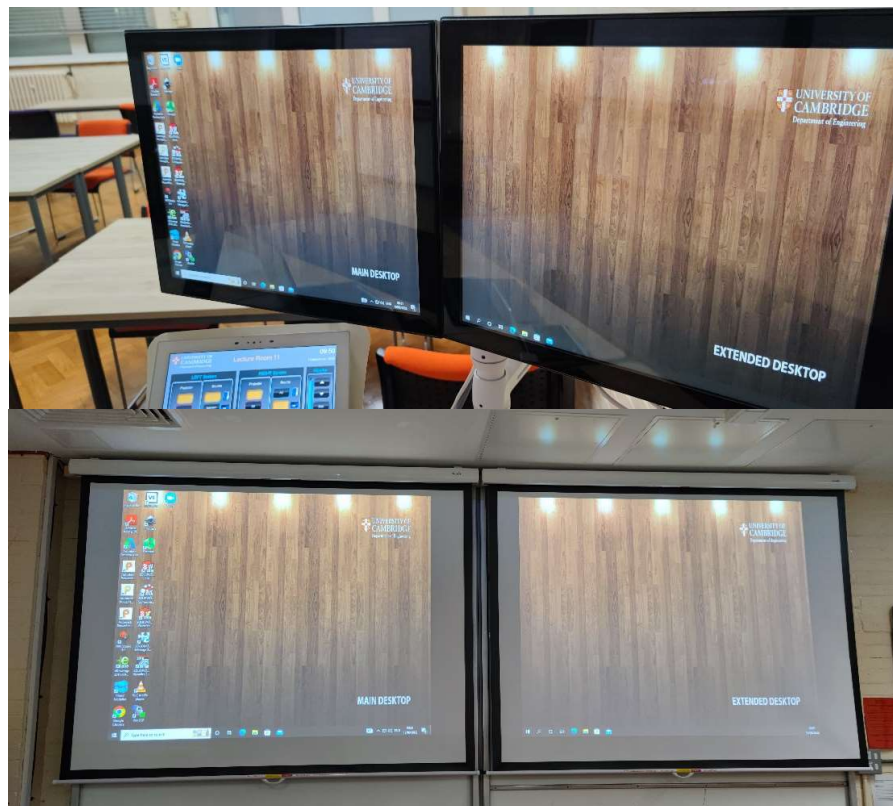
1. Each room has a different lighting control, either selectable or dimmable.

    In LT1 & LT2, the lighting controller is located on the long bench and automatically defaults to "ECO" mode. The optimal mode whilst using the projector is "SCENE 2".

2. Touch the area marked "SCENE 2" to firstly switch the lighting into SCENE 2. You may need to attempt this several times. The indicator on the button will light once this has been achieved

2. Positioning the in-room equipment

2.a. Positioning the camera

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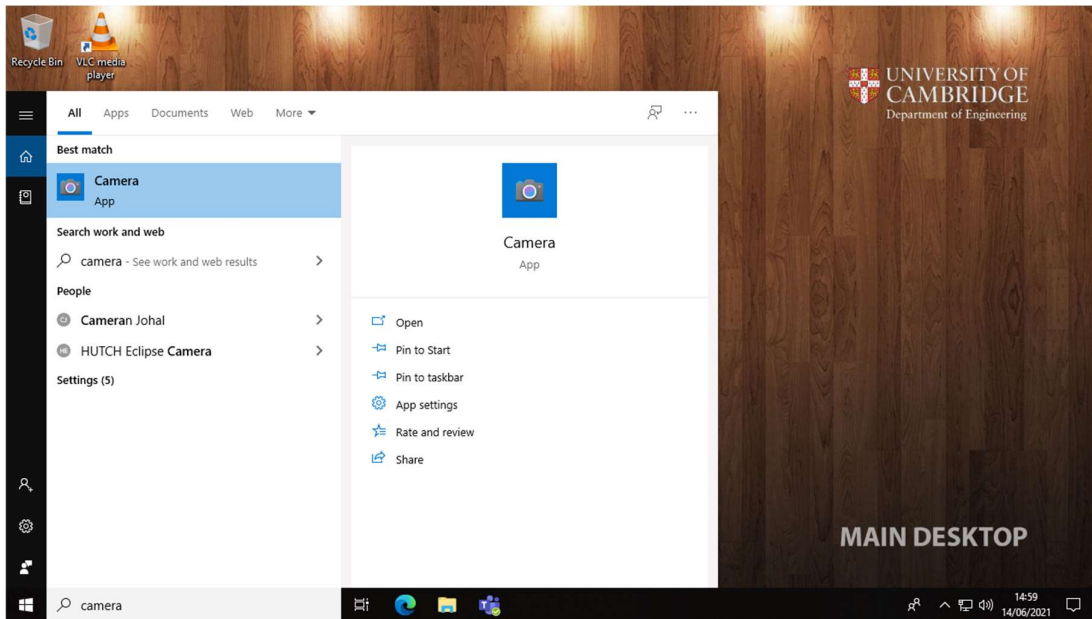
2. Ensure video is selected from the options on the right hand side of the app
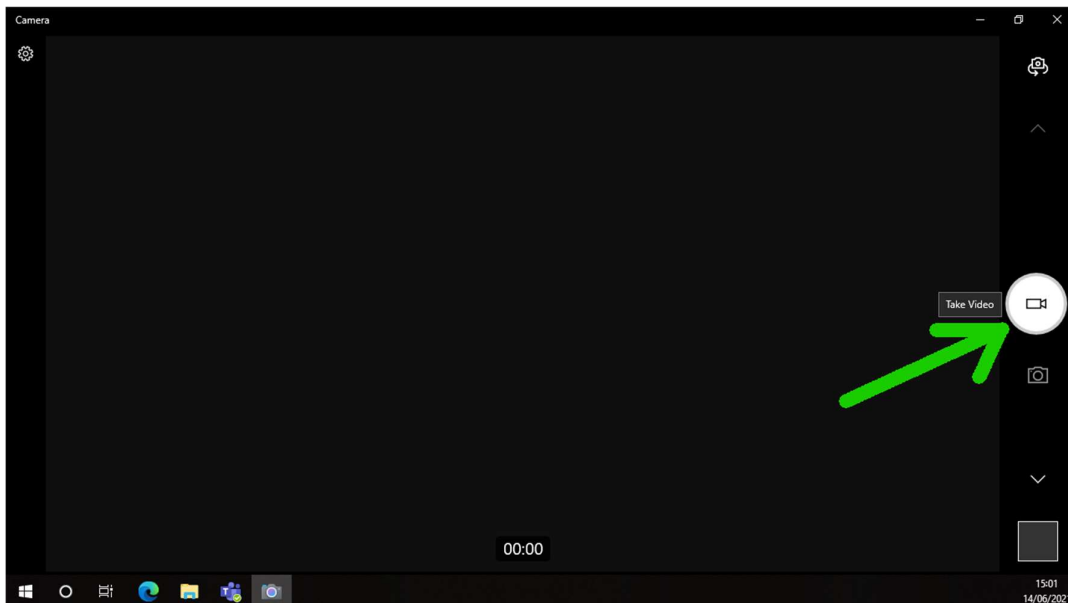
3. If the feed from the camera is not being shown already, click the camera icon in the top right of the window to cycle through the available system cameras. The correct camera should be called 'Logitech StreamCam'.
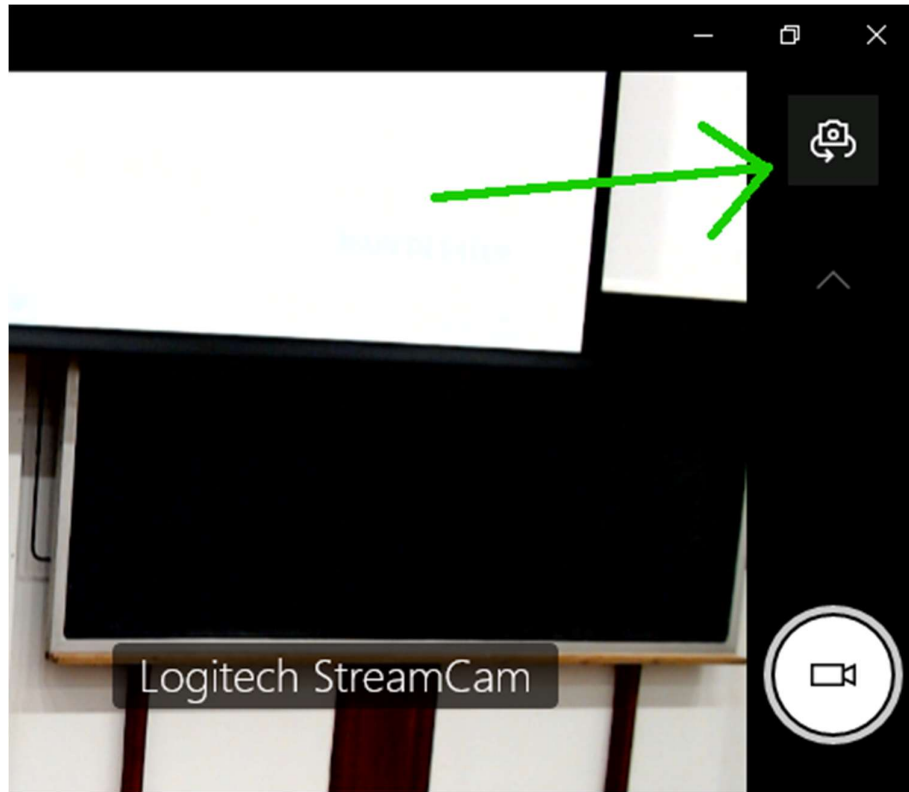
4. Use this feed as a reference as you move the camera to ensure that it is in the desired position.

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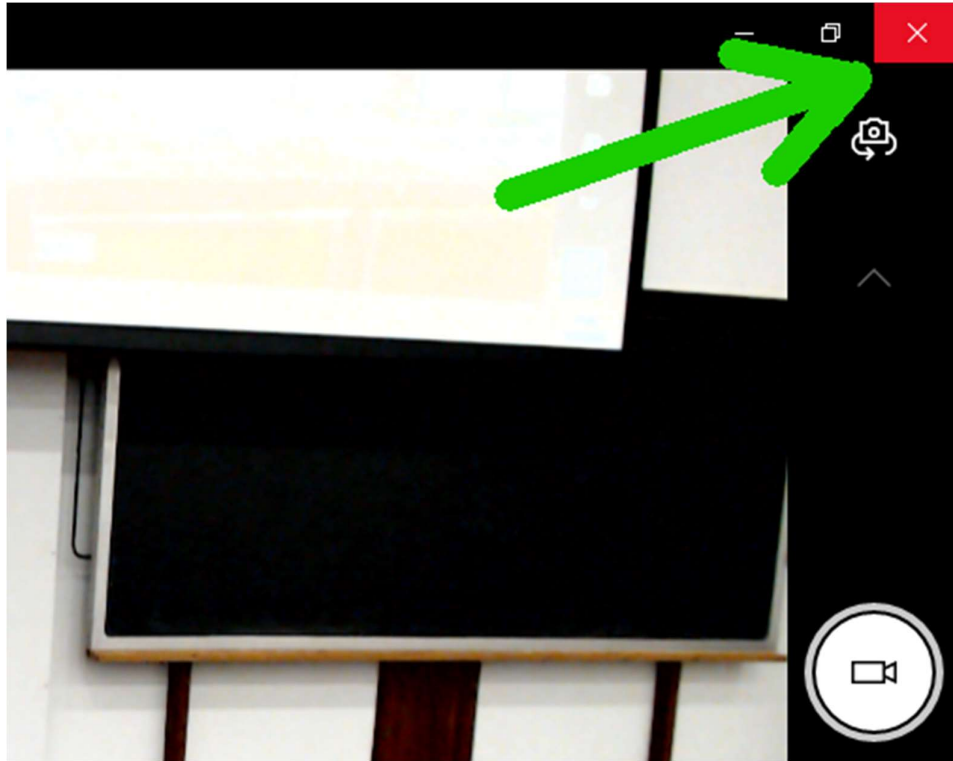
3. Preparing the Microphones

The remote attendees with be able to hear the presenter via two means: the hands-free boundary microphone present on the lectern and the wireless lapel microphone unit. The local attendees are able to hear the presenter only via the lapel mic.

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 Teams 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.
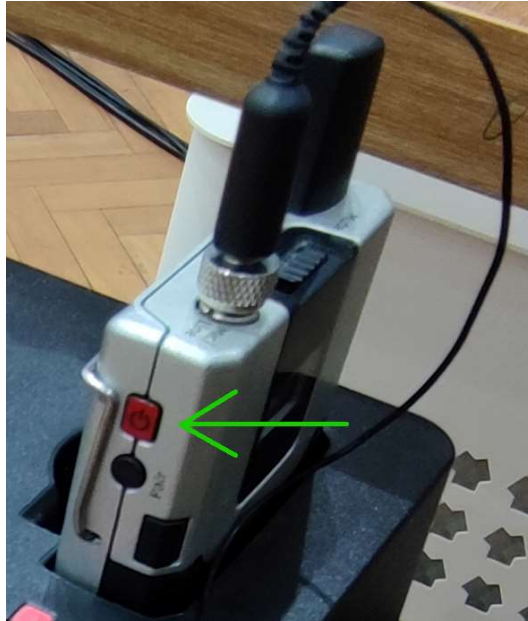
3. When connected the LED should change to either green or yellow. If green, the microphone is on and is un-muted. You should be able to hear your voice amplified in the lecture room when you speak into it. If the LED is yellow it means that the MUTE switch is engaged.

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.

~15 cm
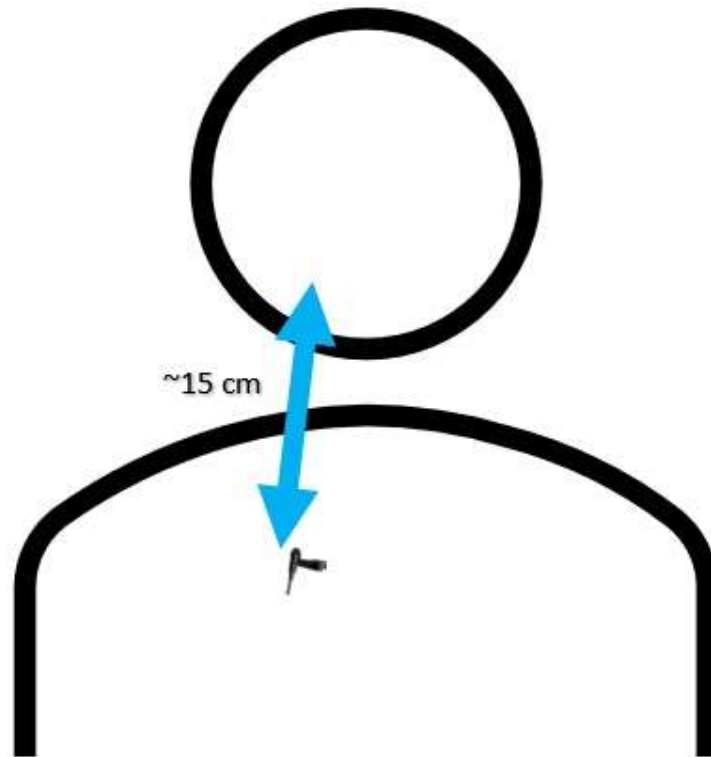
6. Attach the beltpack to the presenter- either clipped to a belt or in a pocket.

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. If available, 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 Teams itself.

4. Running the Teams Call

4.a. Configure the Teams client

1. Type "**Teams**" into the Windows search bar on the lectern PC and click on the Teams icon in the search results.
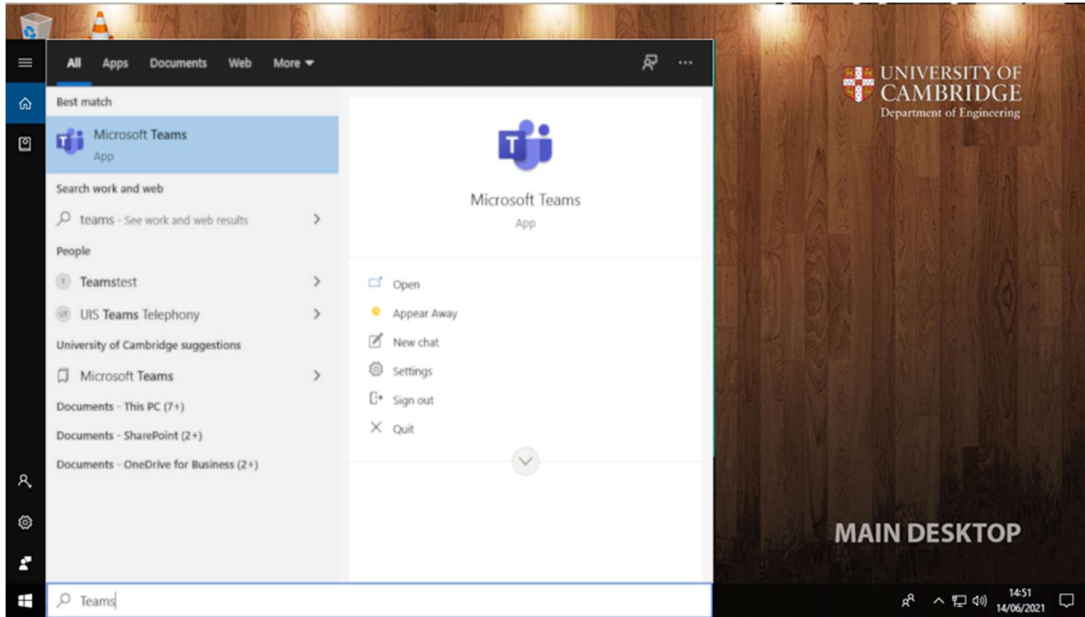
2. Sign into Teams with the required host account. Remember you may require your second method of account verification such as your smartphone or tablet.
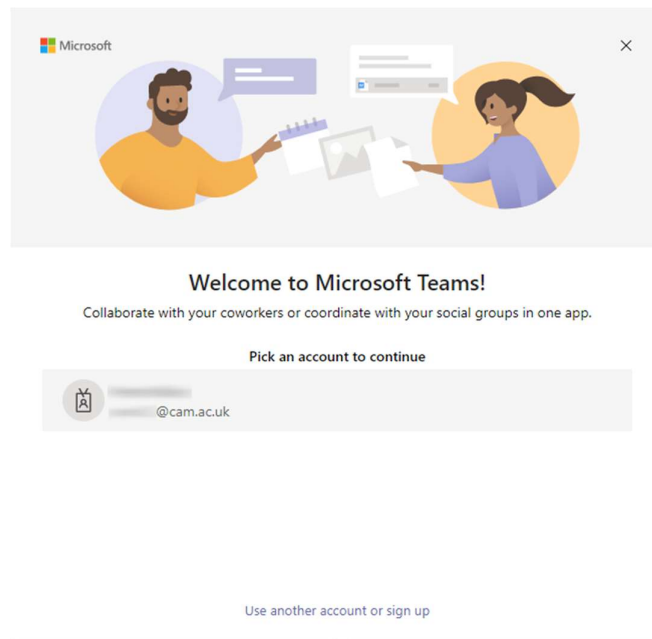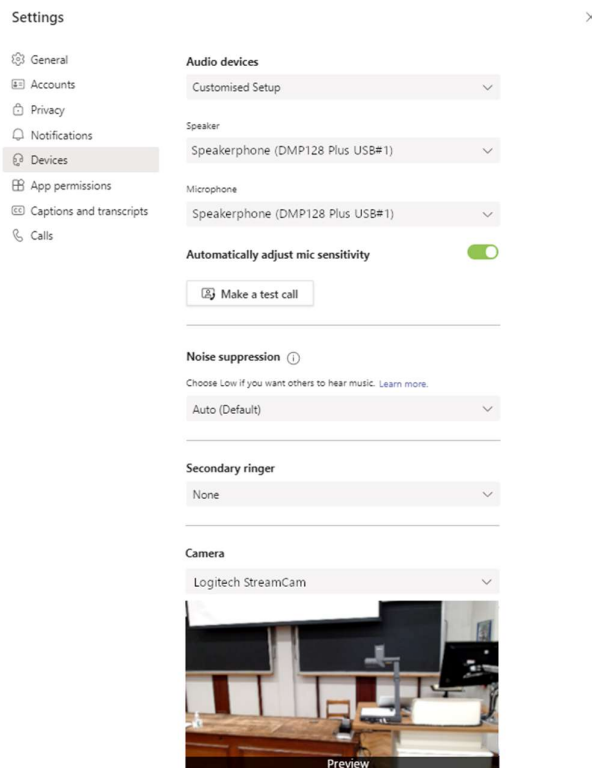

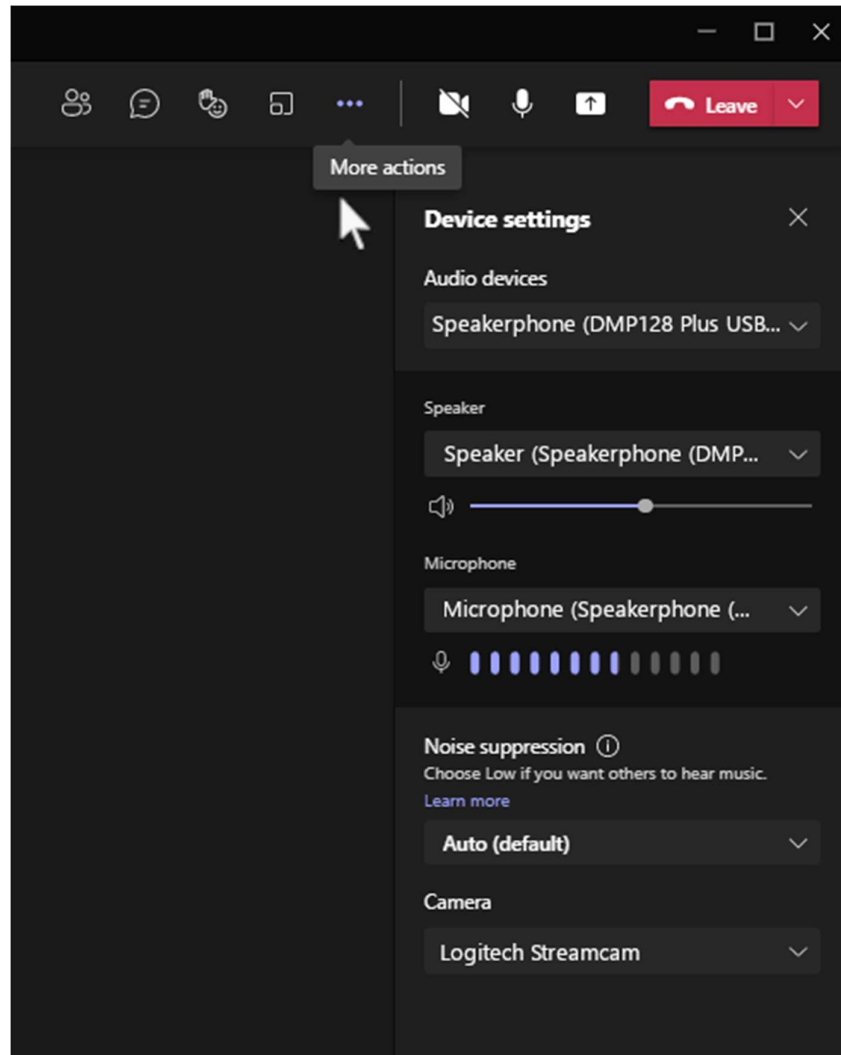3. Click on the '**Settings and more**' ellipses (…) and then '**Settings**' cog.
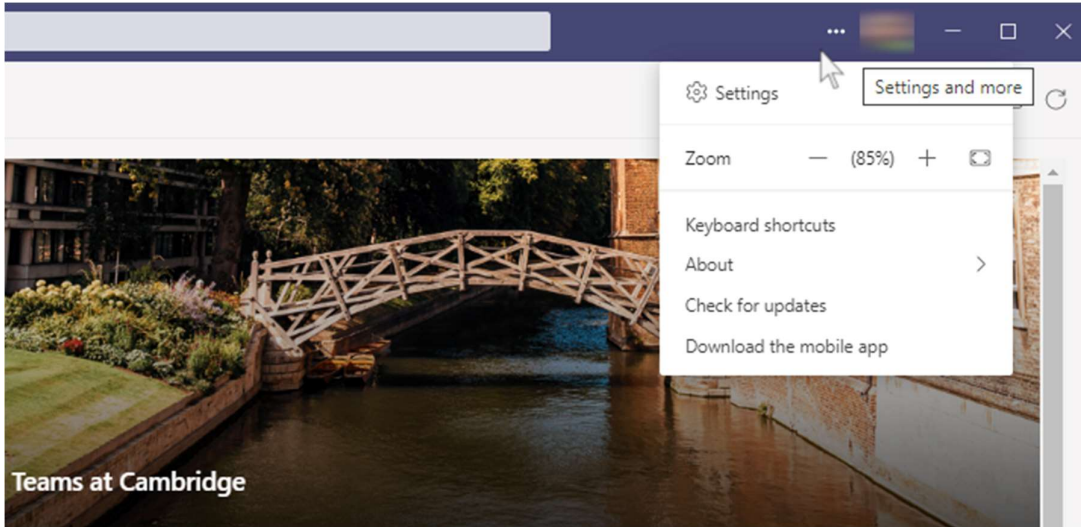
4. After selecting '**Devices**', under '**Audio devices**', ensure that the correct devices are selected for both the speakers and the microphone.

   Details of all devices are specific to each room and are on both the 'Getting Started' guides and yellow crib sheets on each lectern.

5. Under '**Camera**', ensure that the '**Logitech StreamCam**' is selected as the video device.
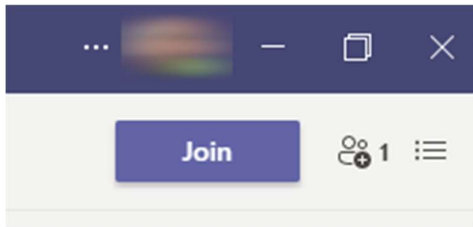
When done, close the settings window. Note that all the above settings can still be changed once the meeting has started by clicking on the '**More actions**' ellipses (…) then '**Device settings**' cog.
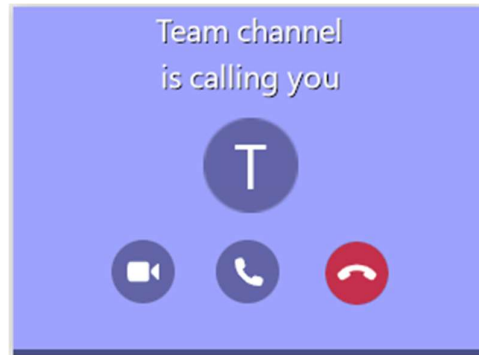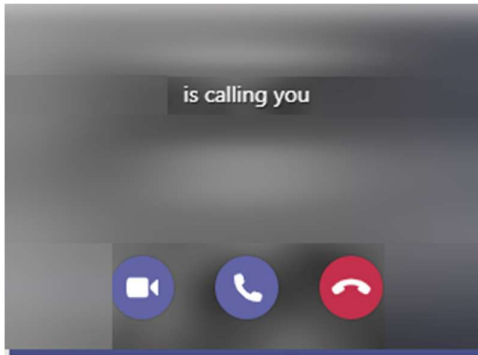
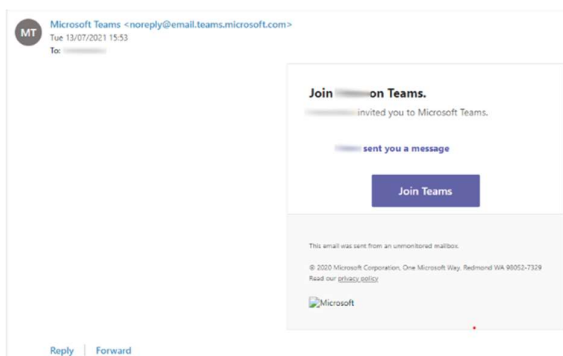1. There are **4 different ways** to join a video call meeting:

   - From the Teams app, select the chat channel which the call is to be with
     and click on '**Join**' or Team channel and click on '**Meet**'
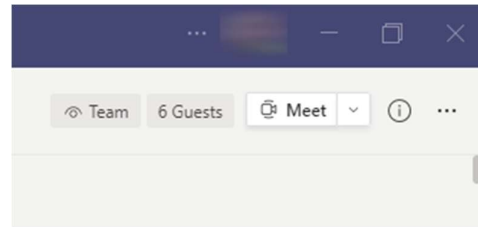
- If invited into a call by someone else, select '**Join**'

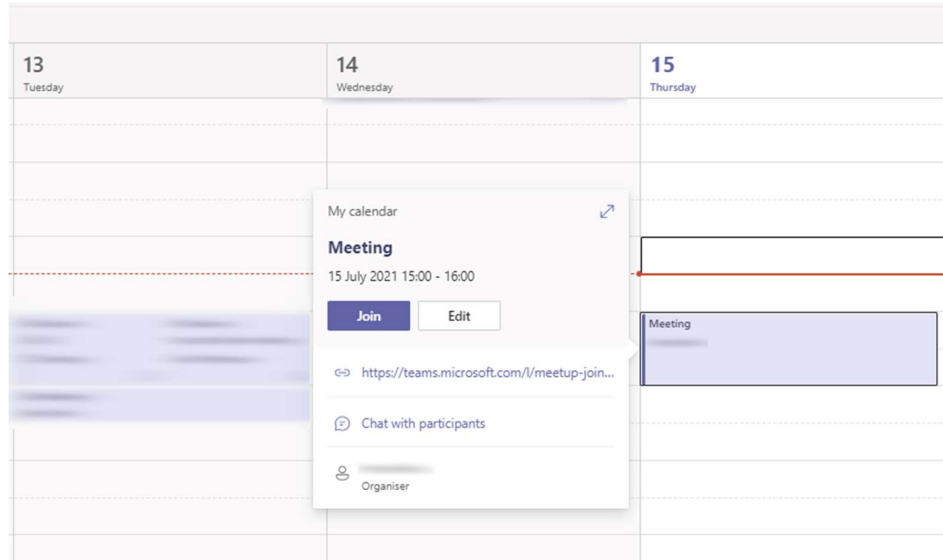- If you have been emailed or sent a link, click on that link to join

- If you use Exchange Online and have access to Calendar within Teams, you can also
join by clicking on the required event then selecting 'Join'

2. When prompted, select '**Computer audio**' then '**Join now**'.
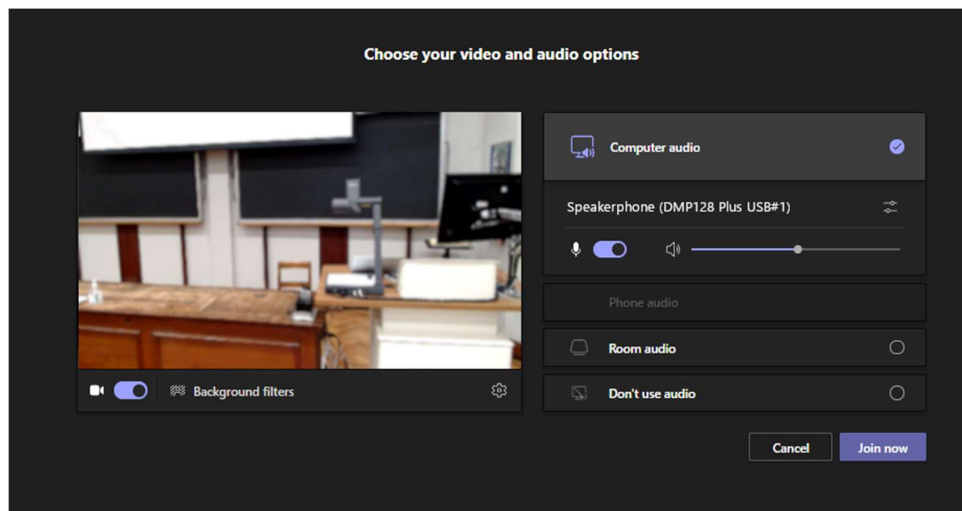
You can check that the audio settings are correct by clicking on the
'**More actions**' ellipses (…) then '**Device settings**' cog. Both speaker
and microphone should be set to '**Speakerphone (DMP128 Plus USB#1)**'
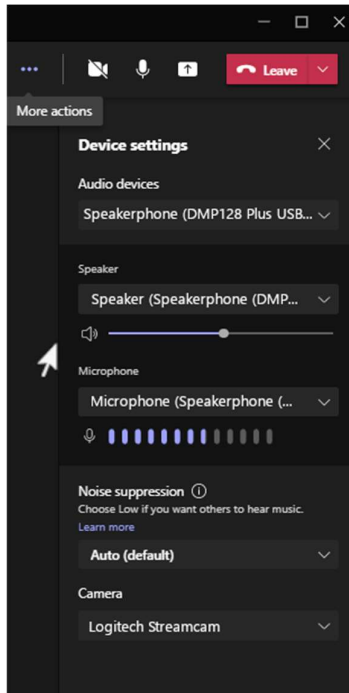
3. Check that the correct camera is selected under '**Camera**'.
    The camera should be set to '**Logitech StreamCam**'.
    You can close Device settings by clicking on the 'X' below the 'Leave' button.

4. You should now see the Teams meeting on the left hand monitor and projector.
    If you are the only attendee you will see only yourself. If other attendees
   are present, you should see them in a gallery format.

# 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 Teams 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.
   Ensure that what you wish to share is on the Extended desktop/ right hand monitor
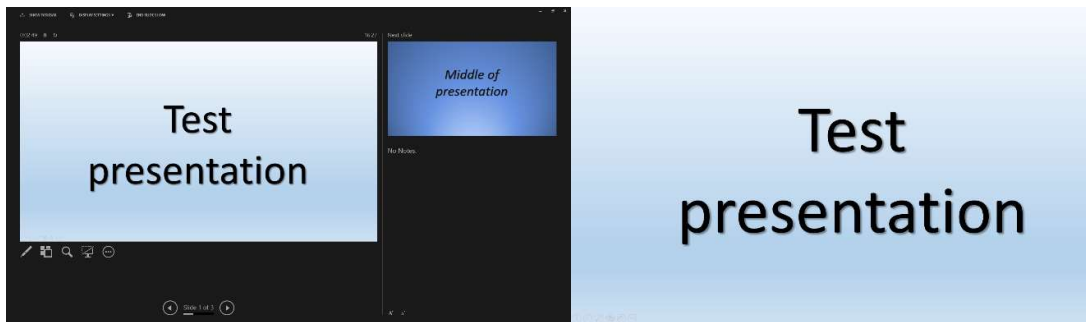

2. Ensure that '**Extended**' is selected on the AV touch panel controller and that the extended desktop is visible on the projection screen.
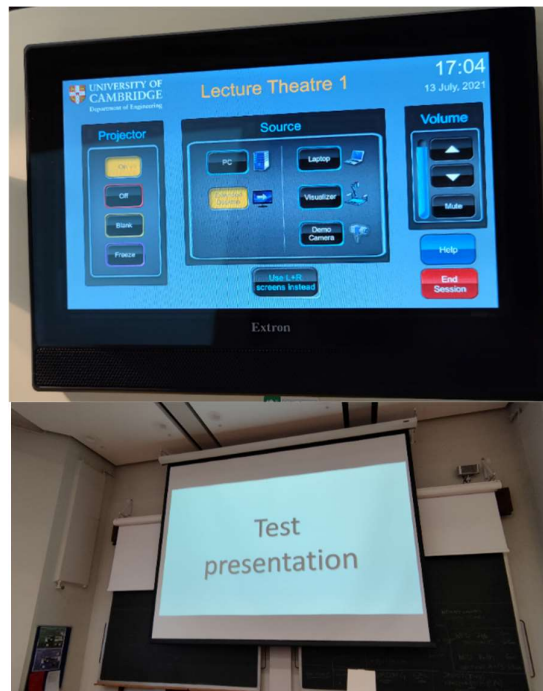
3. When ready, in Teams click on '**Share screen**' and select the program window you wish to share. Alternatively, you can share the entire desktop – in this guide, it is the Extended display.
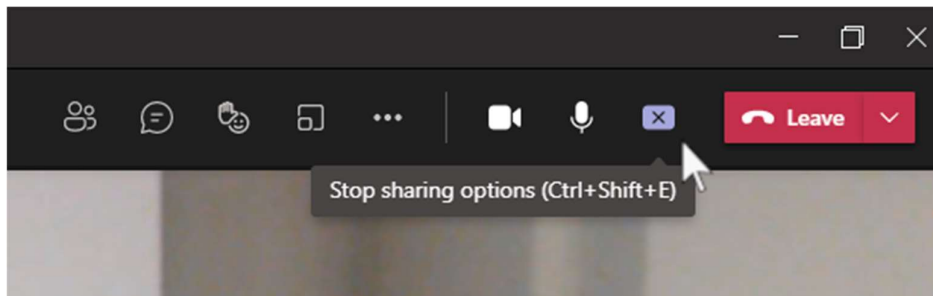
   If your content includes audio, ensure the '**Include computer sound**' switch is activated.
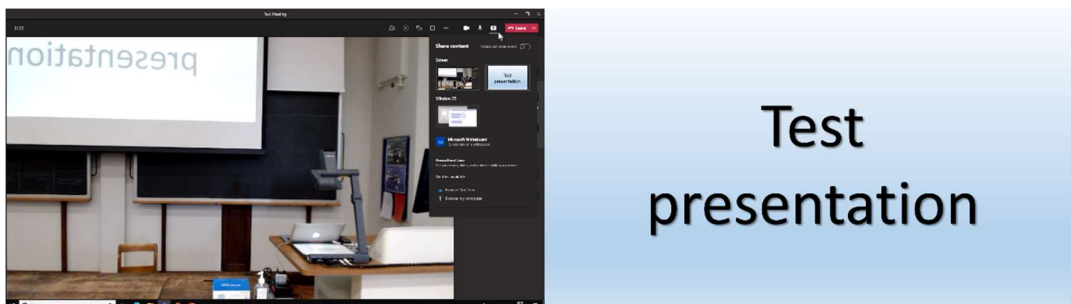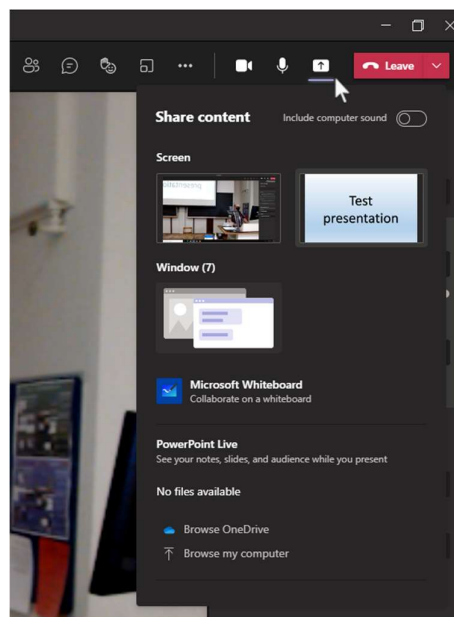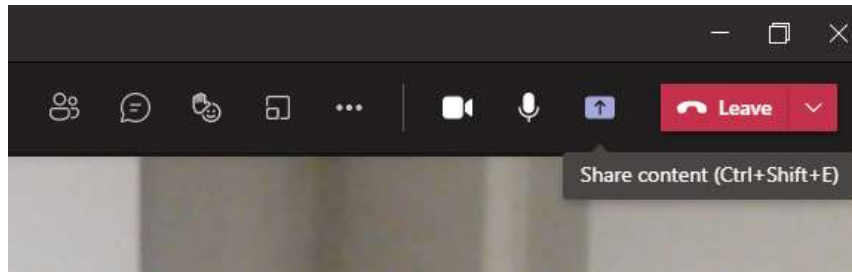
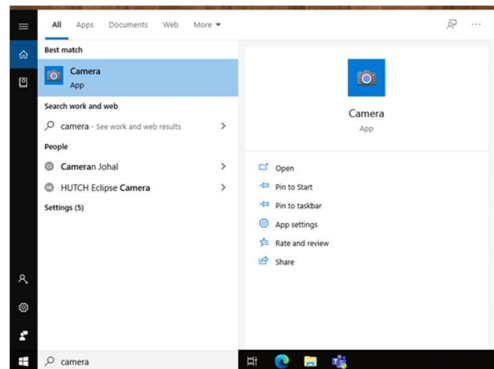4. Both the local audience and the remote attendees should now be able to see your presentation files.
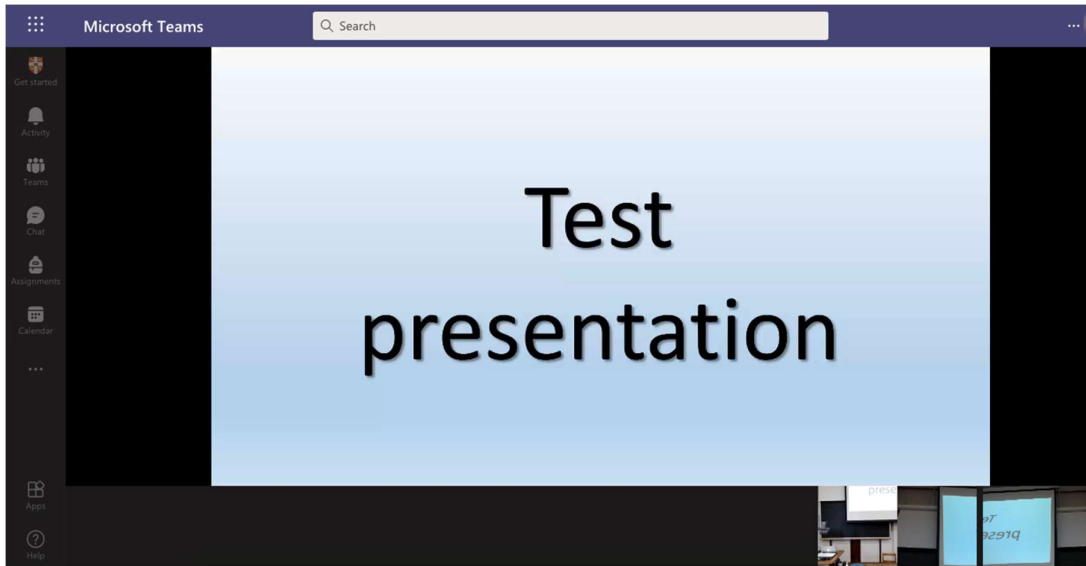
5. When finished, click on the '**Stop sharing**' button

5.b. If content is another source (laptop, visualizer, demo cam)

This only works if the room you are in has a capture card installed to the lectern PC. Not all rooms have these, so please check the AV Support website prior to using the room.

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.


Ensure video is selected from the options on the right hand side of the Camera app
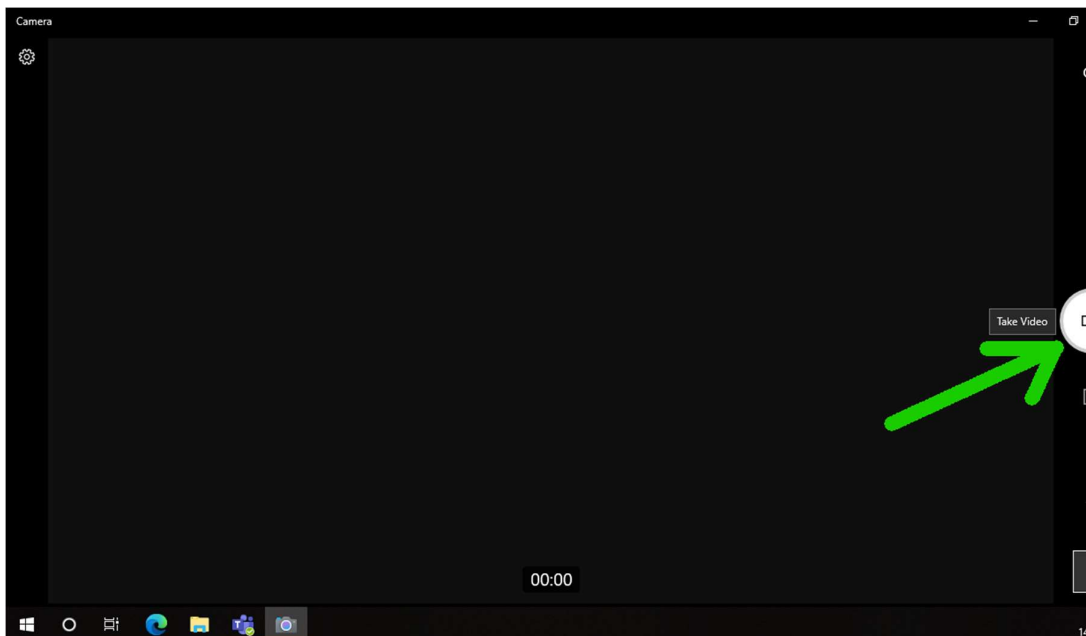

If the feed from the capture cards is not being shown already, click the camera icon in the top right of the window to cycle through the available system cameras. The correct camera should be called '**Source A**' or '**Source B**'.
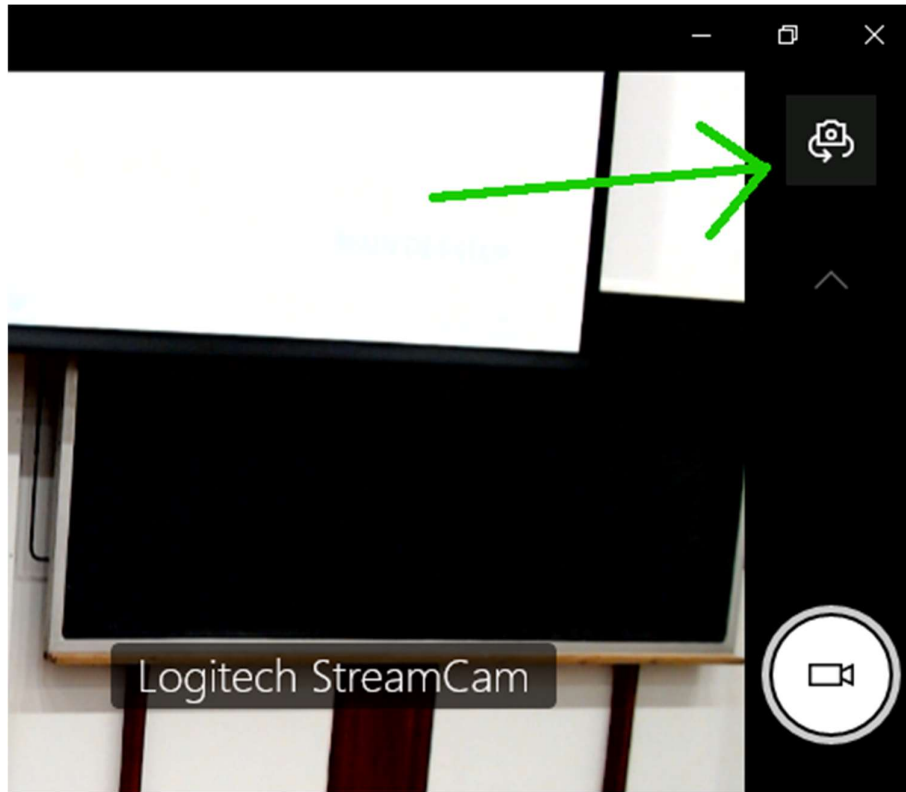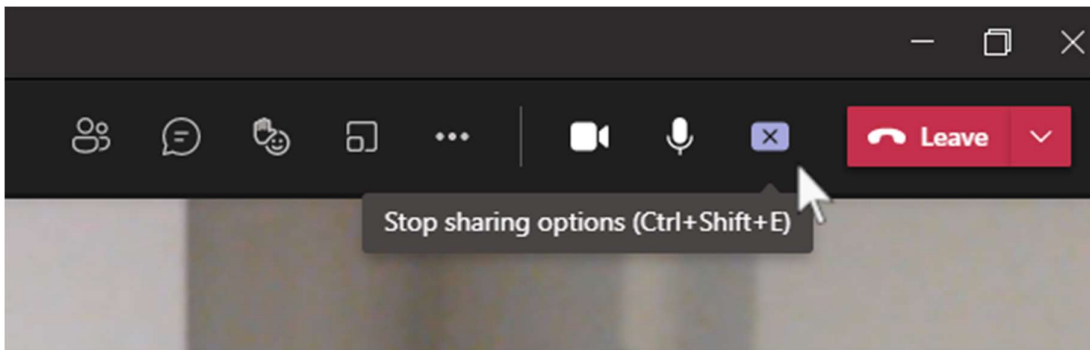
2. In Teams, click on '**Share content**' and select the Extended desktop/right hand screen which is displaying the Camera app. If your content includes audio, ensure the '**Include computer sound**' switch is activated.
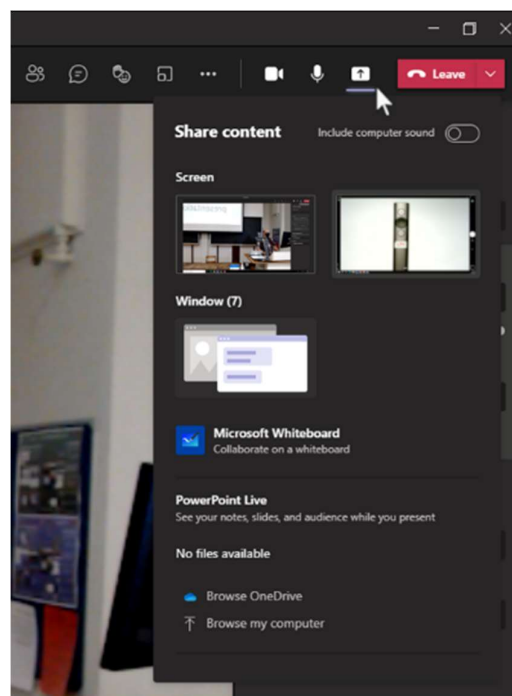
3. Both the local audience and the remote attendees should now be able to see your selected source.
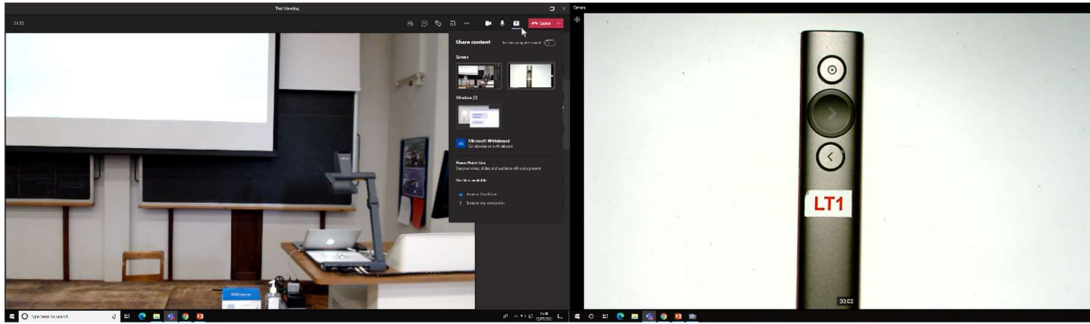
4. When finished, click on the '**Stop sharing**' button

6. Showing a remote presentation to the local audience

1. Ensure '**Main desktop**' is selected on the AV touch panel controller and is showing on the projection screen. This is so the local audience can see the Teams call itself.
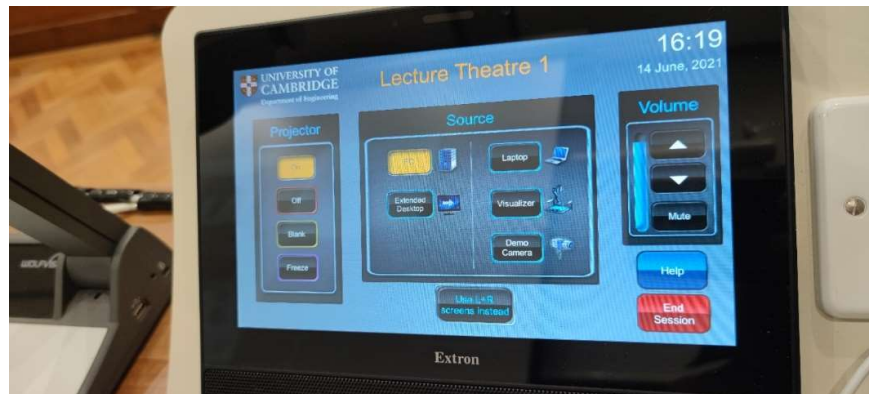
2. Invite the remote attendee to share their screen.
This should now display on the projector as well as the left hand monitor.
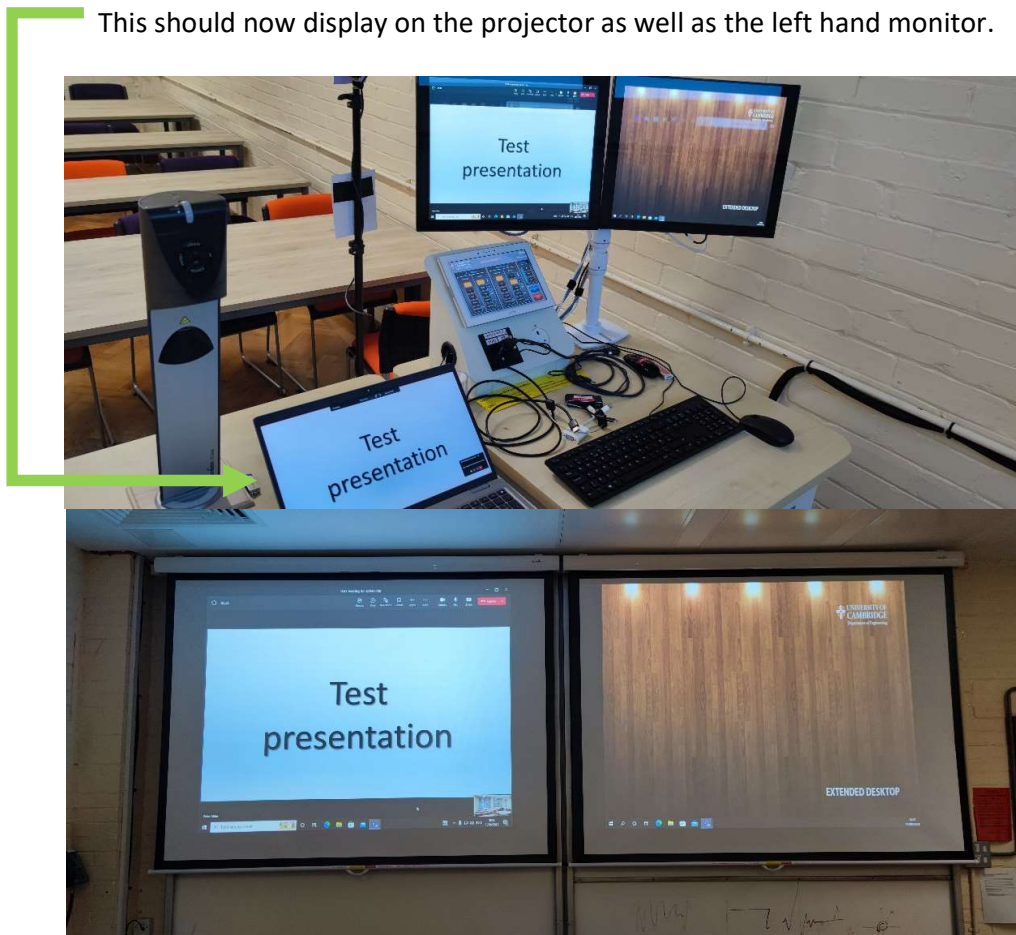
3. If their volume needs adjusting, use the volume control on the AV touch panel controller to do so.