

Power on

To power the system on using the Extron touchscreen controller on the lectern press the display lightly, select the power button then follow the on-screen prompts to power on the projector and select your source, as below, and similarly press the Roomkit controller to power that system on:



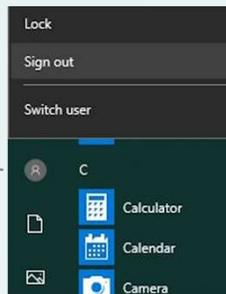
Lectern PC - Windows & Linux

The PC in the lectern can boot into Windows (by default) or Linux. You will need your CUED AD/teaching system login, or if you are a visitor to the Department a guest login is available on the lectern.

Please ensure you log off when you have finished

- click Start/Windows logo
- click on User icon
- select 'Sign out'

If you have any login issues, please contact helpdesk@eng.cam.ac.uk



Connecting a laptop

Local presentation only

Use either the HDMI or VGA cable on the lectern top, then select 'Laptop' on the Extron controller

Connect any required adaptor to the cable before your device

Mains power socket:



To Share a laptop in a Teams meeting using the Roomkit system

Use the long HDMI cable on the hooks under the left side of the lectern, then select 'Share screen' and 'HDMI1' on the Roomkit controller. You can also use the lectern PC instead by selecting 'HDMI2'

Please return the cable to the hooks carefully after use

To Share a laptop in a Zoom meeting using the lectern PC

Join the Zoom meeting on the laptop itself (Wifi details above), **mute your microphone AND speakers**, then select 'Share screen' to present any material from your laptop directly

Wifi

Guest wifi available here

Connect up to 3 devices to UniOfCam-Guest and sign in with one of your online accounts:



To use this service visit: <https://help.uis.cam.ac.uk/service/wi-fi/guest>



eduroam, UniOfCam & CUED wireless networks are also available here

Hybrid meetings

This room is equipped with a Cisco Roomkit system which enables the room to be used for hybrid meetings, that is with some audience local in this physical room and some audience remote. There are two different methods depending which platform you use.

TEAMS

Add eng-br-be2-23@eng.cam.ac.uk as a 'Required attendee' on Teams meeting

NOTE: Whoever schedules the meeting must be part of the University's Microsoft tenancy to do so. If you do not have access to that, you can use Teams on the lectern PC - follow as per Zoom guide below

- Power on projector using Extron touchscreen controller, select 'Video Conferencing' as source
- Ensure lectern PC is powered on, even though you won't be using that
- On Roomkit controller select 'Room Calendar'
- Select Join next to your meeting - you can only join from 5 minutes before allotted start time, and the meeting will last at least 15mins past end time in case of run over
- When finished, select 'Leave'
- Select 'End session' on Extron controller and power down AV system, unless the room is in use after you



ZOOM

- Power on projector using Extron touchscreen controller, select 'PC' as source
- Ensure lectern PC is powered on
- Press Roomkit controller screen so main menu is visible
- Log in to lectern PC and launch Zoom
- Either
 - log into meeting using Meeting ID & Passcode
 - log into Zoom then meeting
- Ensure correct device settings (see below in orange box)
- When finished, leave Zoom meeting
- Log off PC then select 'End session' on Extron controller and power down AV system, unless the room is in use after you



Device connectivity information for lectern PC:

Video: **USB Capture HDMI+**
 Microphone: **Echo Cancelling Speakerphone (br-av-dsp Sound Card)**
 Speakers: **TH-65LFE8 (NVIDIA High Definition Audio)**