Power on

To power the system on using the touchscreen controller on the lectern press the display lightly, then select either 'Centre Screen' (single large display) or
'L + R Screens' (side-by-side displays)
then follow the on-screen prompts to power on the projectors and select your source(s), as below:

Centre projector only

Left & Right projectors

Connecting a laptop

Laptops and tablets can be connected using either the HDMI or VGA input cables. Select 'Laptop' on the display you require, connector any adaptor you require to the input cable – one or other, not both – then connect the adaptor to your device.

We have included USB-C and MiniDisplayport adaptors which work with most devices for your convenience.

Mains electrical power is available on the right hand side of the touchscreen console housing
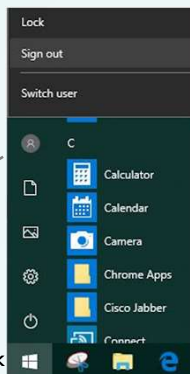
Lectern PC – Windows & Linux

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 from the Baker Building Main Reception desk.

Please ensure you log off when you have finished
 - click Start/Windows logo
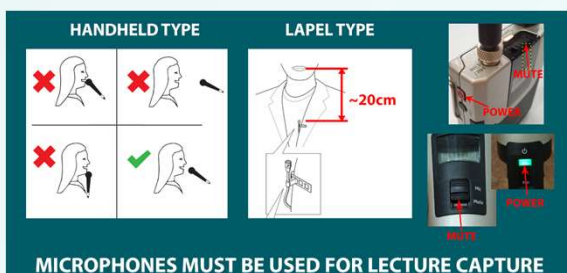 - click on User icon
 - select 'Sign out'

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

Microphone use

There are upto four microphones you can use to reinforce your voice in this room – typically 2x lapel or lavalier microphone, and 2x handheld microphones.
These are stored in the charging dock.

Please insert correctly & fully in the dock when finished with so that they can recharge ready for the next user.

HANDHELD TYPE   LAPEL TYPE
~20cm
MUTE
POWER
POWER
MUTE
MICROPHONES MUST BE USED FOR LECTURE CAPTURE

Wifi

Guest wifi available here

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

amazon   facebook
LinkedIn   twitter

UniOfCam-Guest

UNIVERSITY OF CAMBRIDGE
Information Services

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

eduroam

eduroam, UniOfCam & CUED wireless networks are also available here

Hybrid abilities

This room only has basic hybrid functionality and therefore we suggest other locations are preferred. However there is some hybrid ability, with a webcam and lectern microphone connected to PC A only.
There is currently no capture card so only screen sharing from PC A is possible, or if material from a laptop is required then join the meeting on the laptop as well **but** mute your microphone and speakers.

The main online platforms we support are Microsoft Teams and Zoom.
We have setup the lectern PC to be the 'hub' for this kind of activity, enabling connectivity with our AV systems.

ZOOM

AUDIO
Unlike other rooms, the only microphone available is a boundary microphone on the lectern, which enables hands-free pickup of anyone who talks in the vicinity of the lectern. We still recommend using the lapel microphone for clearer pickup of presenters for local audience members.

VIDEO
A webcam on a stand is the only camera for hybrid use. No capture card is installed, so any material which requires sharing to remote participants should be shown from PC A or a laptop also connected to the call.
NB: Mute both microphone AND speakers on the laptop to avoid audio feedback if you do this.

Device connectivity information for lectern PC A:

Video:	**Logitech Streamcam**
Microphone:	**Scarlet 2i2 USB**
Speakers:	**Scarlet 2i2 USB**