

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 - either HDMI or VGA, 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 left hand side of the touchscreen console housing



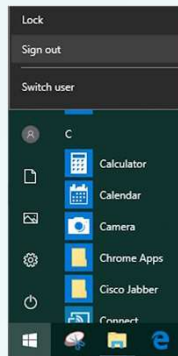
Lectern PC - Windows & Linux

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'

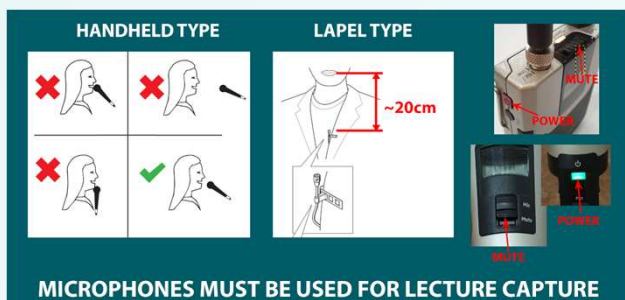
If you have any login issues, please contact helpdesk@eng.cam.ac.uk



Microphone use

There are two microphones you can use to reinforce your voice in this room - a lapel or lavalier microphone, and a handheld microphone. 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.



Wifi

Guest wifi available here

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



UNIVERSITY OF CAMBRIDGE
Information Services

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 abilities

This room can be used in a hybrid fashion, that is with some audience local in this physical room and some audience remote.

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.



AUDIO

As well as the lapel & handheld microphones, there 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. A mix of all three microphones, plus any laptop/tablet & PC audio, is accessible via the PC using the correct device name as below.

VIDEO

A webcam on a stand is the main camera for use. A capture card is also installed which captures the feed to the Centre/Left projectors, which can then be shared with your participants.

Device connectivity information for lectern PC:

Video: **Logitech Streamcam**
 Capture: **AV Capture Card**
 Microphone: **Speakerphone (DMP128 Plus USB#1)**
 Speakers: **Speakerphone (DMP128 Plus USB#1)**