

# JDB-O Video Conference/Meeting Room

## Operational Guide: AV System

### Using the displays

Use the button control panel on the wall beneath the display and press the ON button. The button will start flashing and the screen will take several seconds to power on.

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### Using a laptop

Locate the USB-C or HDMI laptop cable and plug this into the appropriate port on your laptop or mobile device. At this point, the device should automatically detect the display and output accordingly. If it doesn't, try unplugging and plugging in again.

You may need to make changes to the display configuration on the laptop to ensure that it is displaying in mirrored/duplicate or extended desktop as needed. The most suitable resolution for the large display is selected as default by the AV system.

If required, you can connect two separate devices to the system (one using HDMI, one using USB-C), then use the button control panel to determine which input is displayed on which screen. The screens can show the same input on both sides or different devices on each screen.

If your device supports multiple displays and has the correct ports, you can plug both HDMI and USB-C into it simultaneously. This will allow you to show two independent screens from the same device – for example when doing a hybrid presentation, you could have the slides on the left-hand screen and the window containing participants from the remote side of the call on the right-hand side.

If your presentation has sound it should automatically route to the screen. Set the laptop volume to 100% and test with a known source of sound (e.g. Youtube). Use the volume control on the button panel to adjust.

When the presentation is finished, you can disconnect the USB-C/HDMI cable and proceed with the system shut down. Please return any borrowed devices to the AV Support team.

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### Using the Sennheiser TC Bar

This room contains a Sennheiser TC Bar video conferencing interface, combining a wide-angle camera, microphones and speakers into a single unit.

If you are using the USB-C cable to connect your device to the screens, it should also automatically connect to the TC Bar. If you are using the HDMI cable, you will need to use the separate USB-A cable to connect the TC Bar.

To use the TC Bar in a hybrid meeting you must select it as the input/output device in your meeting software. In Teams this is done via Settings>Device Settings. In Zoom use Settings>Audio and Settings>Video and Effects.

Make sure to select Sennheiser TC Bar as the microphone and camera input and the speaker output.

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## Switching off the system

Use the button control panel on the wall and press the OFF button. The button should start flashing and the system/display will switch off.