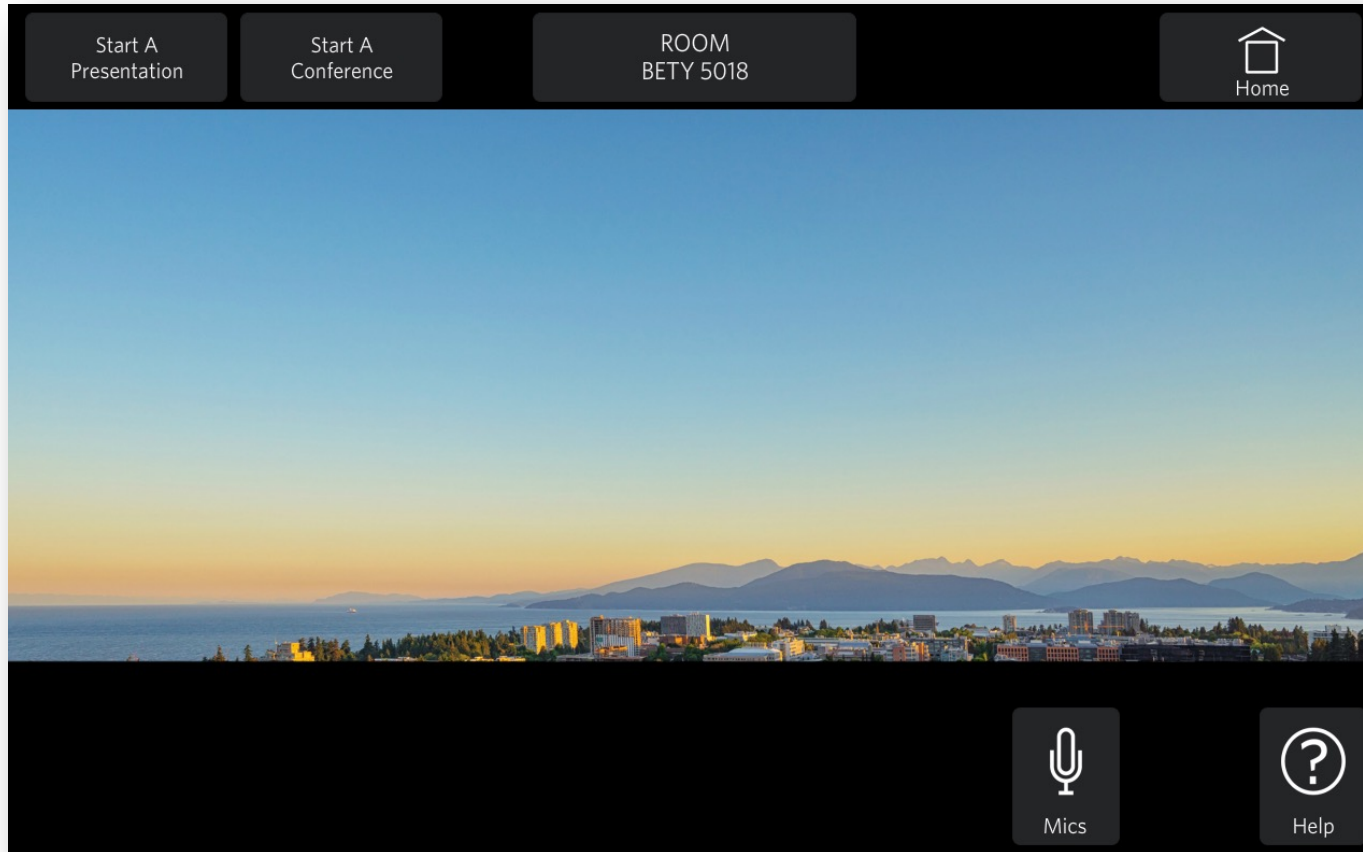




SELECTING A MODE



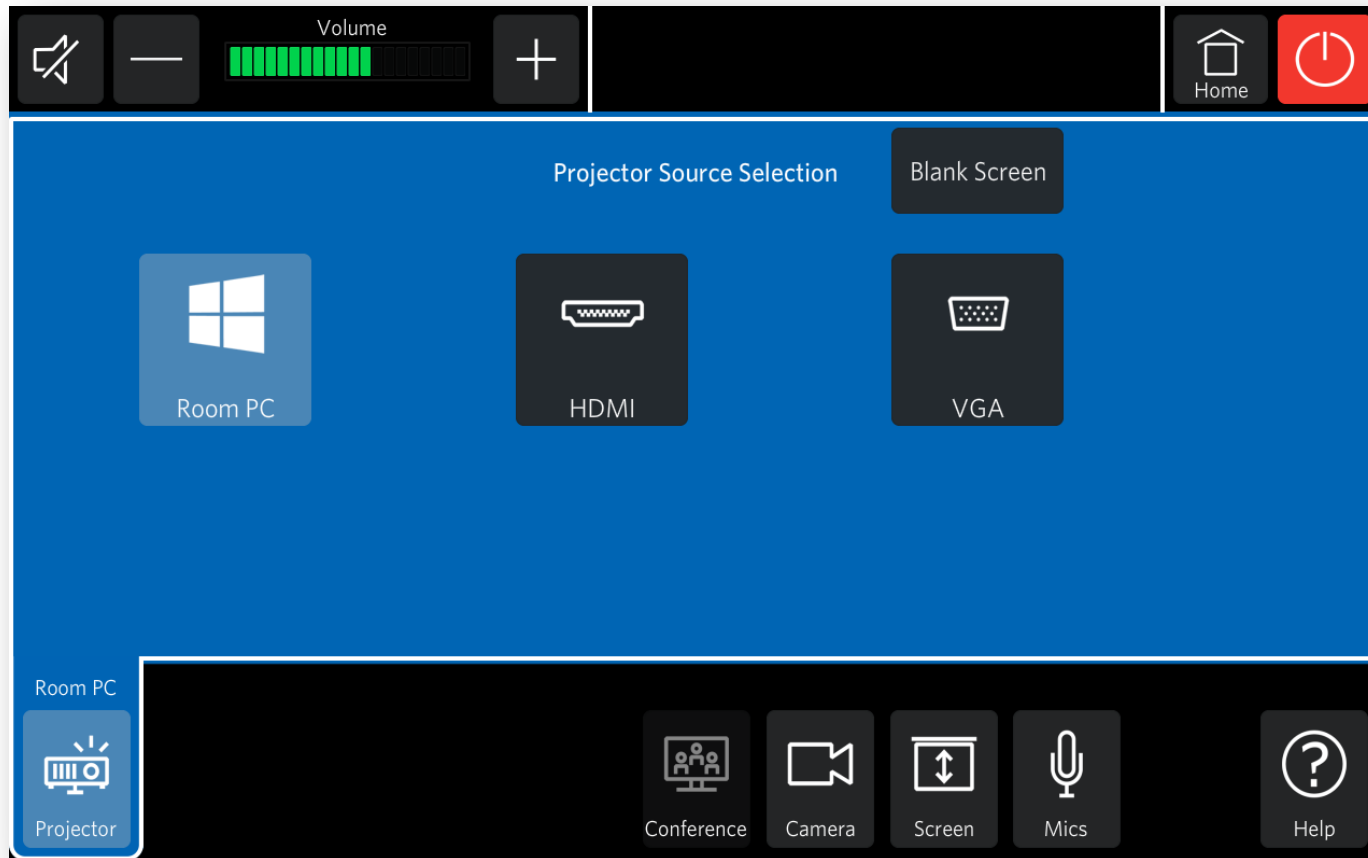
For local presentations:

- Press 'Start A Presentation'.

For Videoconferencing:

- Select 'Start A Conference'.
- Jump to page 5

LOCAL PRESENTATIONS – FROM LECTERN PC

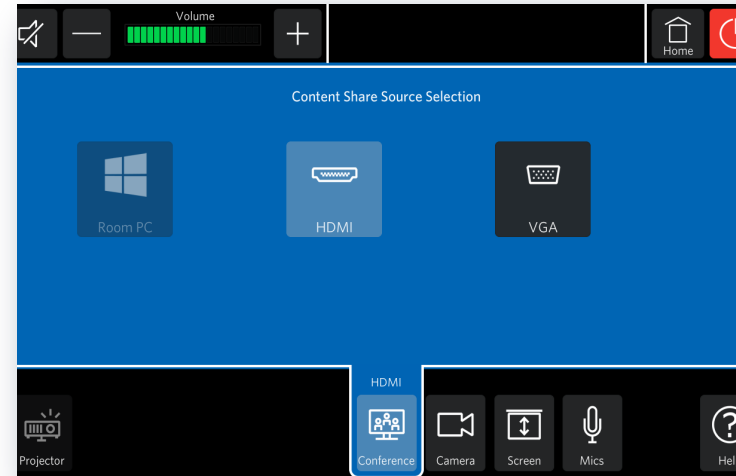


- Under the 'Projector' tab, select the source to be displayed.
- The source under the 'Audio' tab will follow the most recent selection made under a 'Projector' tabs.
- The +/- 'Volume' control in the top-left can be used to adjust the audio level from the selected display source.
- Use the mute button to toggle mute and unmute for audio sources.
- *Note: this volume control does not affect microphone levels.*

LOCAL PRESENTATIONS – FROM YOUR LAPTOP

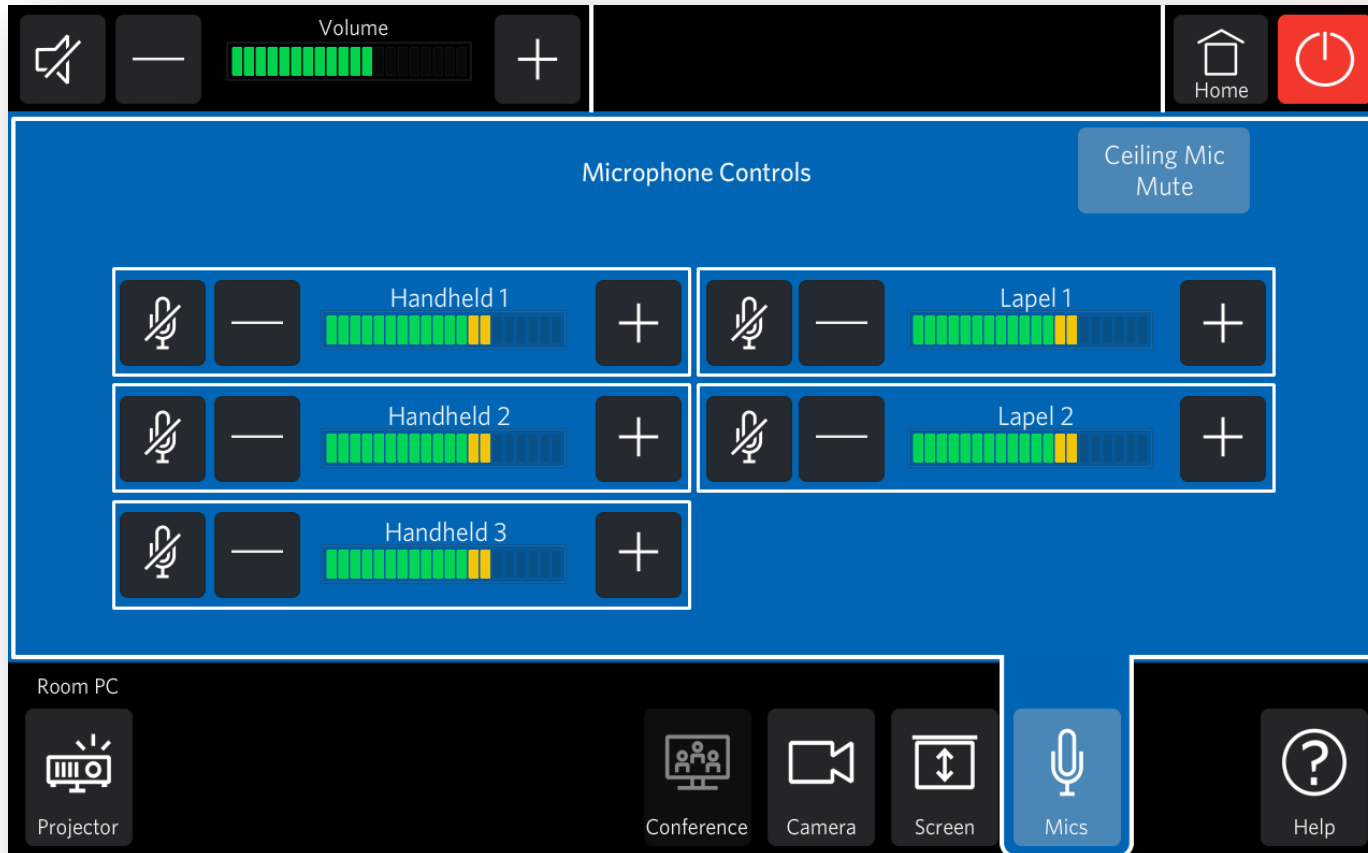


- Connect the HDMI/USB-C adapter to your laptop.



- On the touch screen navigate to “Content” tab and press AV source you wish to share (typically HDMI).

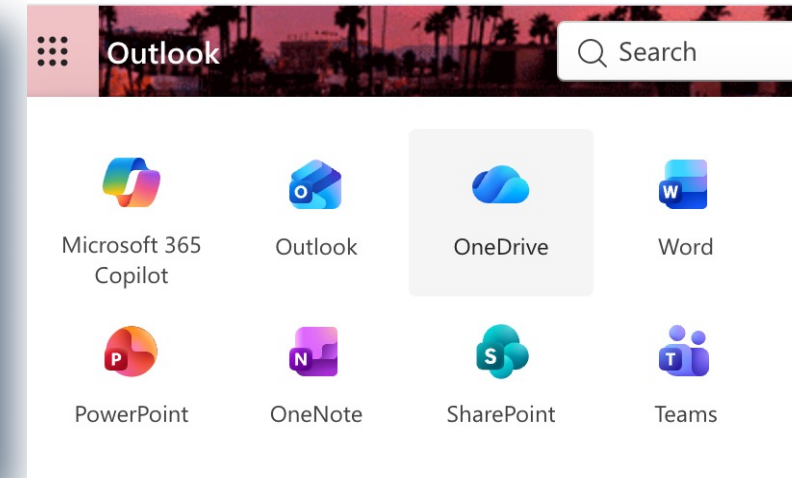
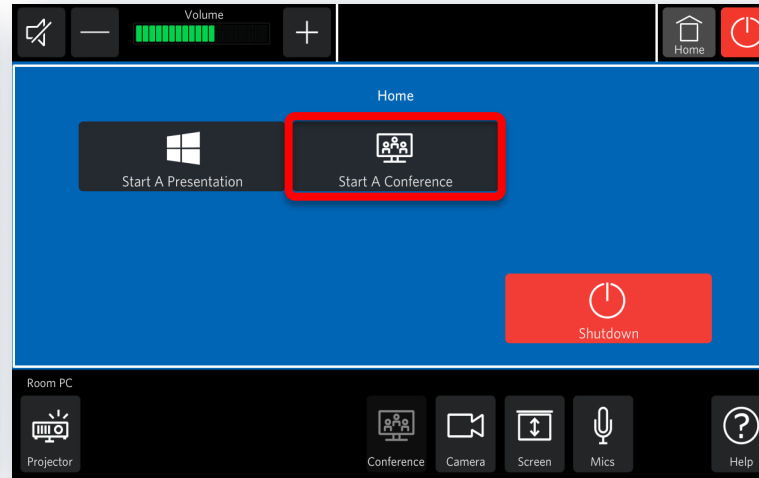
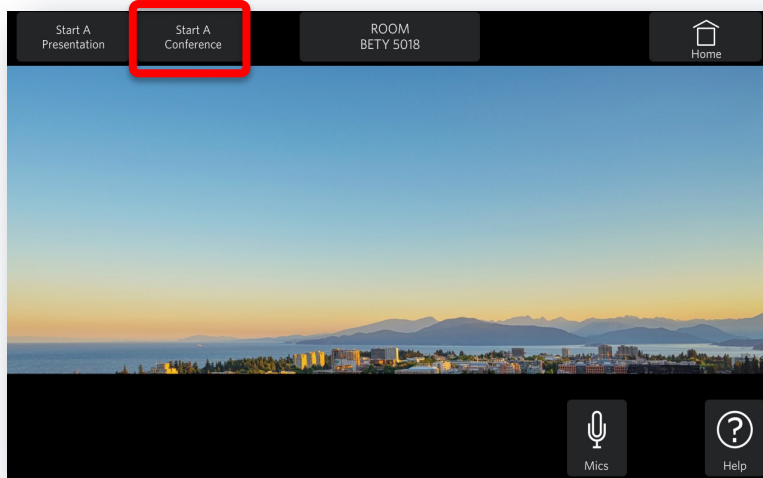
ADJUSTING THE MICROPHONES



- Use the + and – buttons to adjust microphone volumes.
- The microphone icons can be used to mute and unmute.
- *Note: the ‘Volume’ control in the top-left does not apply to microphones and is only for controlling the volume of speakers or display sources (e.g the Room PC or a laptop).*

VIDEOCONFERENCE MODE – FROM LECTERN PC ONLY

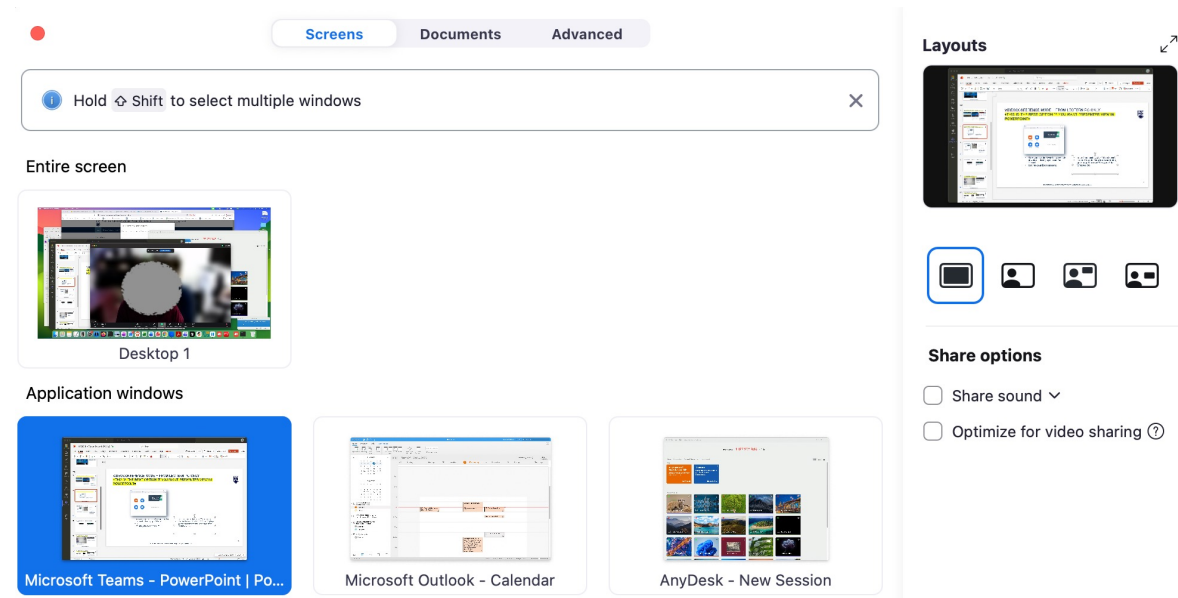
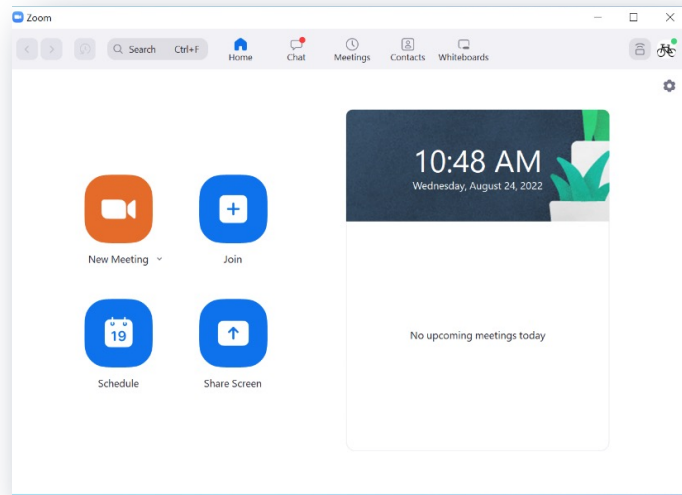
THIS IS THE BEST OPTION IF YOU WANT PRESENTER VIEW IN POWERPOINT



- If the system is off, press 'Start A Conference' on the touch screen.
- If the system is on, press 'Home' in the top-right corner, then 'Start A Conference'.
- Log in to the Lectern PC with your CWL to proceed. You will see 'Zoom' and 'Teams' shortcuts on the Desktop once you have logged in.
- Log in to the Lectern PC with your CWL.
- Access your presentation files via the web browser at **outlook.office.com**.
- Log in using your CWL username and password.
- Click on the OneDrive icon at the top-left corner.
- Download your presentation file locally.

VIDEOCONFERENCE MODE – FROM LECTERN PC ONLY

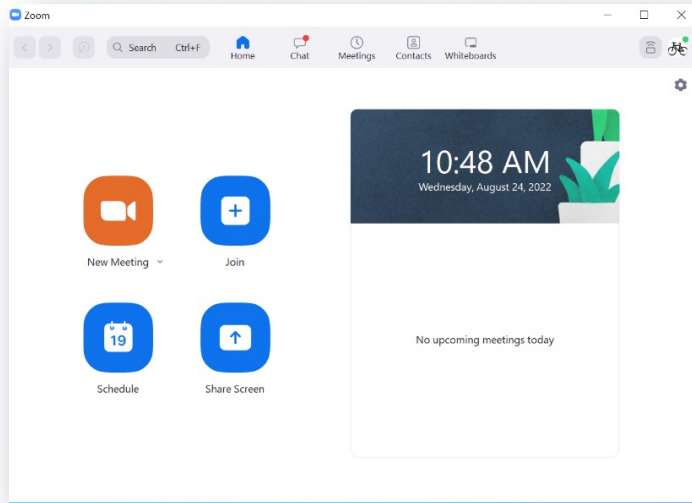
THIS IS THE BEST OPTION IF YOU WANT PRESENTER VIEW IN POWERPOINT



- Once you have the PowerPoint presentation downloaded locally, open 'Zoom' or 'Teams'.
- Log into your Zoom account.

- In the Zoom meeting, click "Share Screen".
- Choose "Application windows" > "Powerpoint".
- Your audience will see the full-screen slides on the primary monitor, while the Presenter View appears on the Lectern monitor
- To use Presenter View from your laptop, go to page 8 for mac or go to page 9 for Windows.

VIDEOCONFERENCE MODE – FROM YOUR LAPTOP



Join meeting

Meeting ID or personal link name

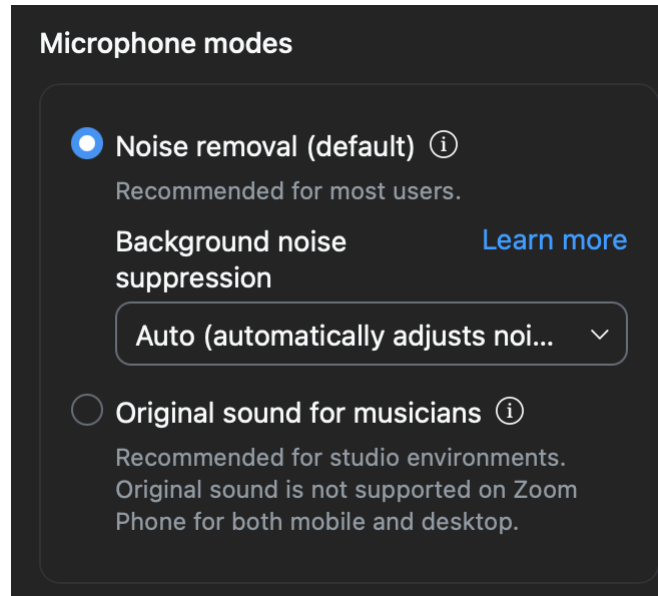
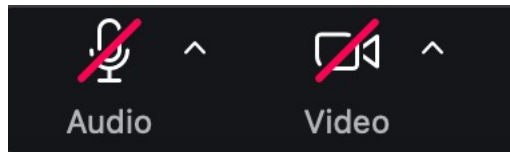
Your name

☐ Don't connect to audio

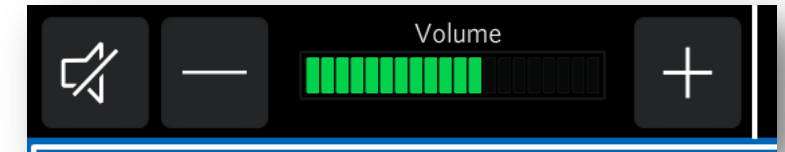
☐ Turn off my video

- Log in to the **Lectern PC** with your CWL.
- Start 'Zoom' or 'Teams'.
- Connect the HDMI/USB-C adapter to your laptop.
- On your **laptop**, join the same Zoom meeting as the Lectern PC. **Both Lectern PC and your laptop should be connected to the same Zoom meeting.**
- Click "Share Screen" from your laptop.
- For macOS setup, go to page 8.
- For Windows setup, go to page 9.

VIDEOCONFERENCE MODE – FROM YOUR LAPTOP – MICROPHONE AND SPEAKERS



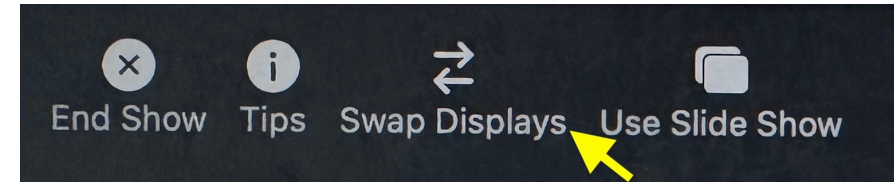
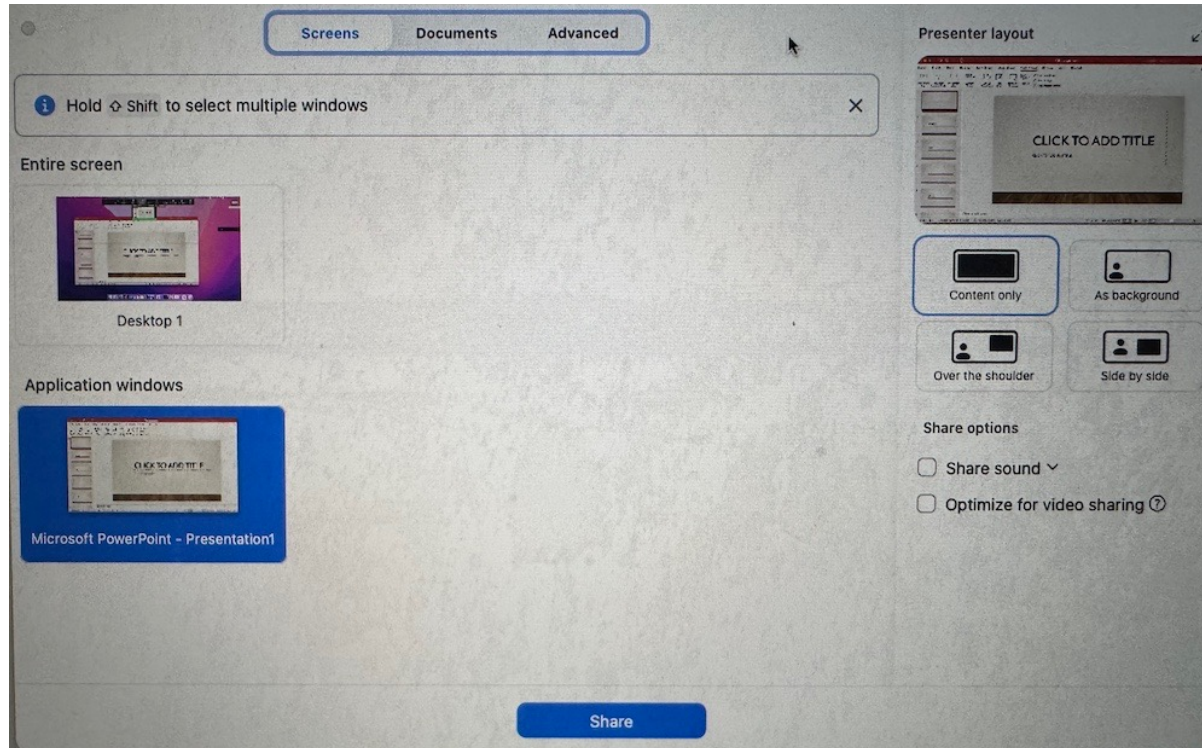
- In the Zoom meeting on your laptop, mute the microphone and speakers to prevent audio feedback.
- In the Zoom meeting on the podium PC, click on the arrow next to the mic symbol in the bottom-left corner, then click “Audio settings”, scroll down to “Microphone modes” and set “Background noise suppression” to “Medium”. (Zoom can sometimes filter background noise quite aggressively and that can lead to extended silent periods in the meeting.)



- On the touch screen panel, use volume -/+ buttons to adjust far-end volume and volume of any audio content on the “Room PC” (such as YouTube videos).

VIDEOCONFERENCE MODE – FROM YOUR LAPTOP

ENABLING PRESENTER VIEW FOR MACOS ONLY

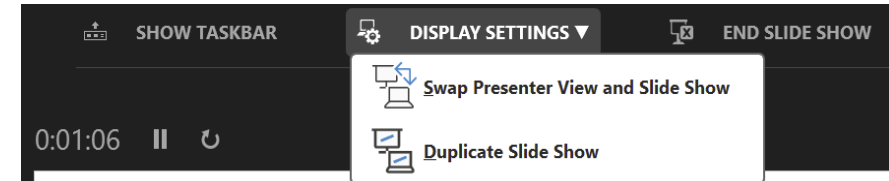
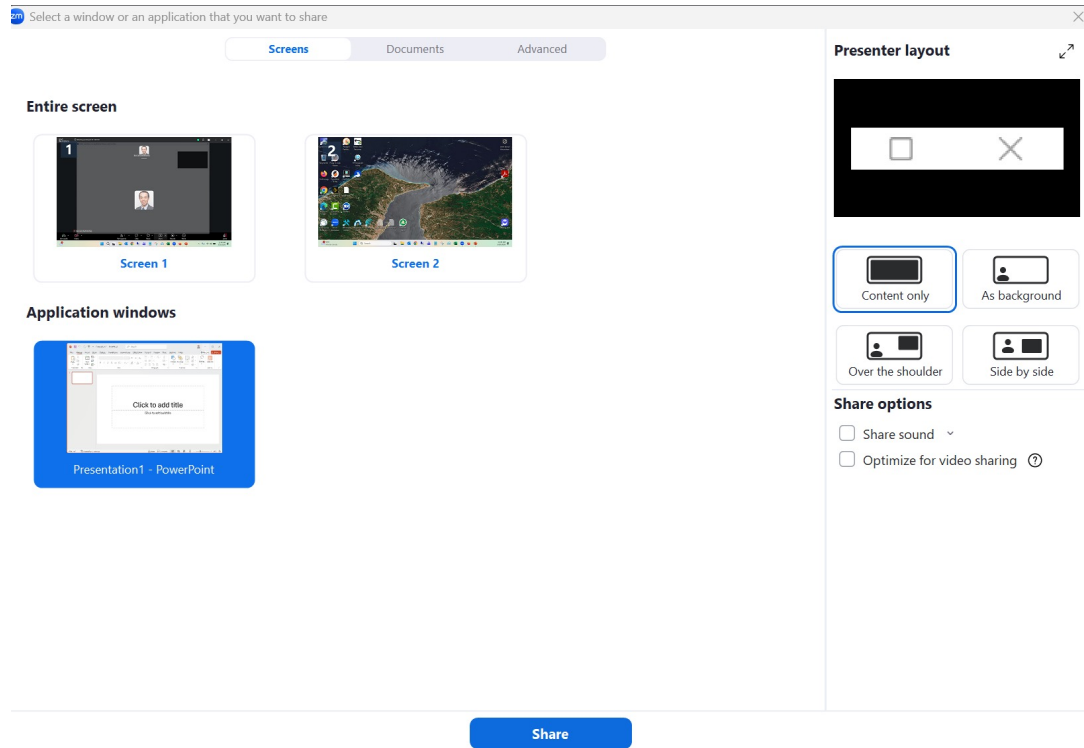


- Connect the HDMI cable to your laptop.
- Click “Share Screen”.
- Choose Application windows > Microsoft PowerPoint.

- If the Presenter View is still showing for your remote participants in Zoom, move your laptop cursor over to lectern PC (you should be able to control the cursor in the Lectern monitor).
- Click on “Swap Displays”.

VIDEOCONFERENCE MODE – FROM YOUR LAPTOP

ENABLING PRESENTER VIEW FOR WINDOWS ONLY



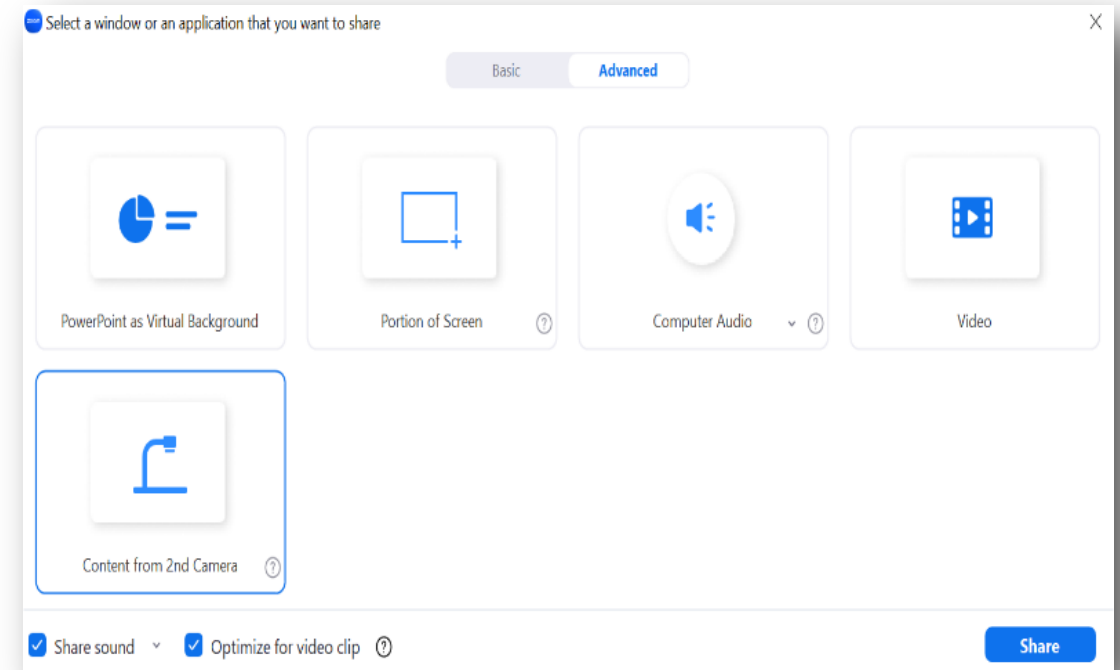
- Connect the HDMI cable to your laptop.
- Click “Share Screen”.
- Choose Application windows > Presentation Name - PowerPoint.

- If the Presenter View is still showing for your remote participants in Zoom, move your laptop cursor (usually to the right) until it shows up on the shared screen in Zoom on the Lectern PC
- Click on “Display Settings then Swap Presenter View and Slide Show”.

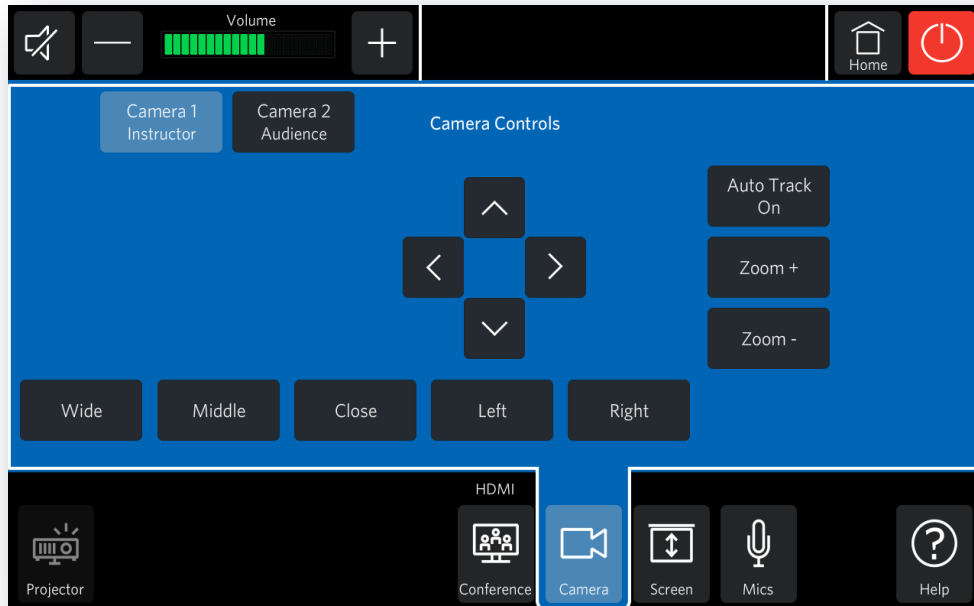
VIDEOCONFERENCE MODE – CONTENT SHARING FROM THE WEB BROWSER



- Please note that audio content (such as YouTube videos) from “external sources” (e.g. from a laptop) cannot be shared.
- This is only supported for content directly shared from the “Room PC”.
- In the Room PC Zoom, click “Share Screen”.
- In the following dialogue box press “Advanced”.
- Then press “Content from 2nd camera”.
- Then press “Share”.



CAMERA CONTROL



There are two cameras in the room (only one camera can be captured at a time):

- 1. Instructor camera** to capture the front area where the lectern and the projection screen are located.
- 2. Audience camera** to capture the audience from the presenter's perspective.

Instructor Camera is routed by default. To switch cameras, navigate to the camera tab on the control panel and select 'Camera 2'. The camera highlighted here is always the one that's routed to Zoom/Teams. Adjust the current camera shot using the presets, pan, tilt and zoom controls on this page.

LOG OUT & SHUTDOWN



If you were using the 'Room PC'
please remember to **LOG OUT!**

And please **shut down the AV system**
when you are done.