

# Main Video Conference System

## To wake up the system:

Press anywhere on the control tablet

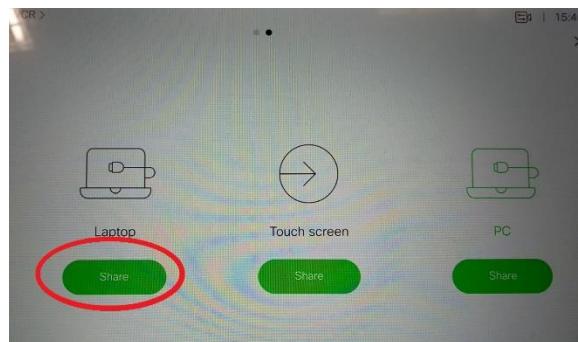
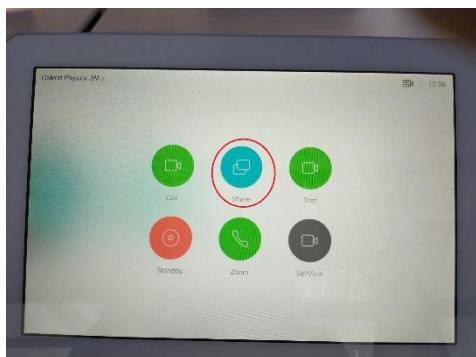
After about 30 seconds, the screens and camera will spring into life.



## To display content of laptop on screen:

Press “share” on the control tablet

Then press Laptop

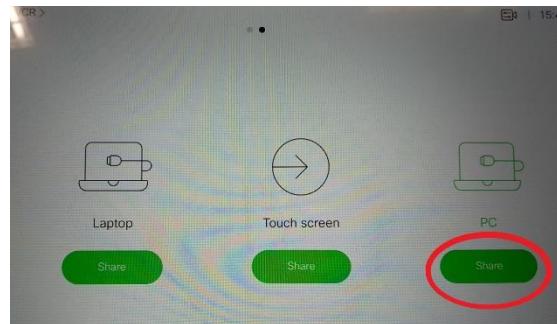
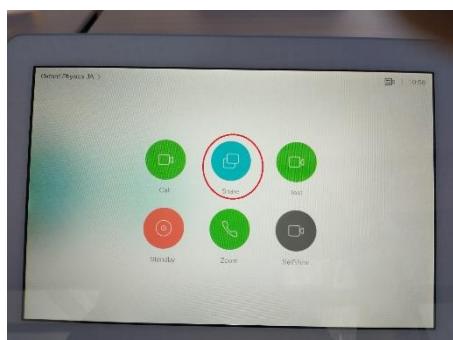


## To display content of PC on screen:

Wake up the PC by pressing any key on the keyboard

Press “share” on the control tablet

Then press “PC”



## To connect to a ZOOM meeting

There are three options

1 Connect to an already scheduled zoom meeting

2 Connect to the Video Conference Zoom room (Account)

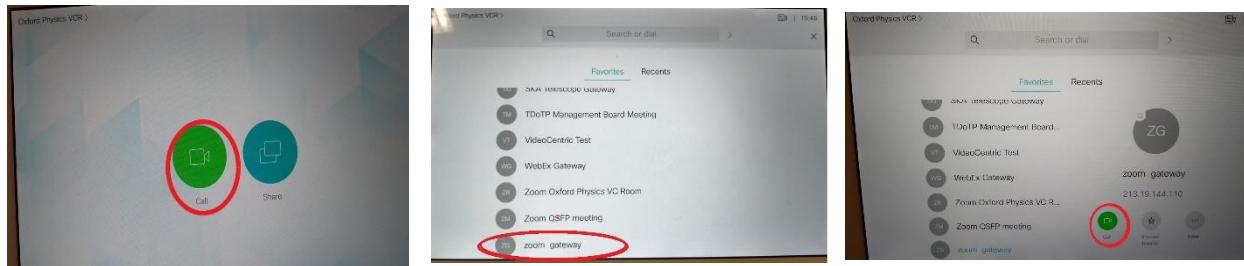
3 Connect to an already scheduled Zoom webinar

### 1. To connect to an already scheduled Zoom room

Press “call” on the control tablet

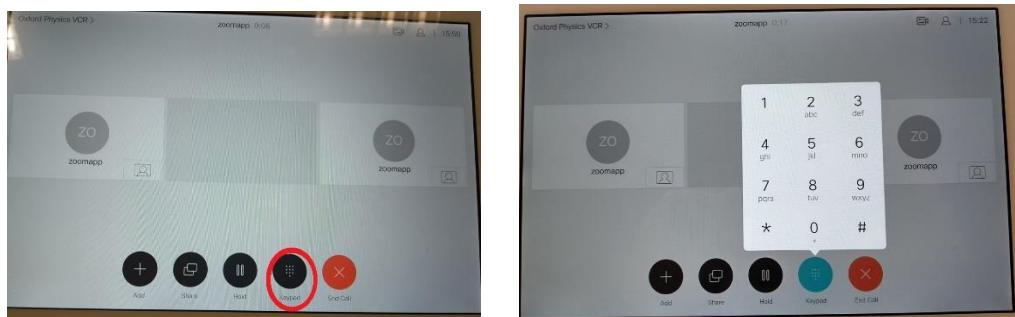
select “Zoom Gateway”

Press “Call”



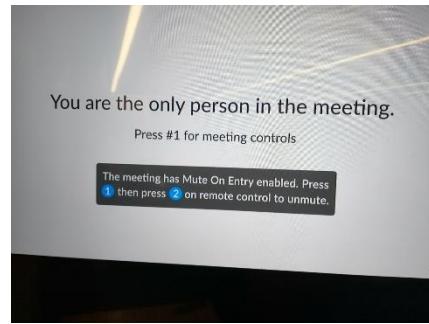
When prompted for the meeting id:

press the Keypad symbol, key in the meeting id, and press #



If prompted enter access code and press #

In rare cases, you may see a message like the one below telling you that the system is muted. (This happens if the organizer has dictated that everybody is muted by default).



If that happens , follow the instructions shown on the screen:

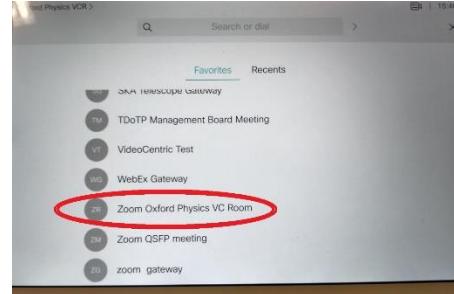
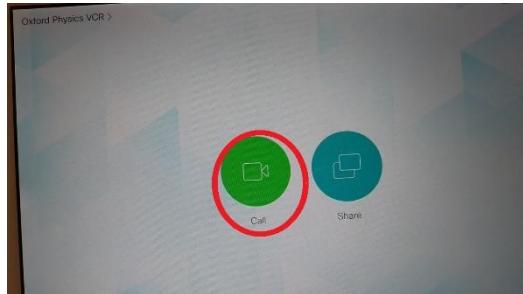
Press 1 on the keypad, then press 2.

## 2. To connect to a video conference using the Video Conference Zoom Room

Press “call” on the control tablet

select “Zoom Oxford Physics video conference Room”

Press “Call”



You can invite other people to join you by connecting from a web browser or a telephone or another VC system. See example of an invitation at the end of this document.

### 3 To connect to a Zoom Webinar

On a laptop or desktop PC: log in to zoom and start or join the webinar as normal.

The on the VC unit:

Press the “Call” button on the microphone unit  
press “Directory  
Select “Zoom Gateway”  
When prompted, tap on the blue bar

You will be greeted with the usual welcome screen:

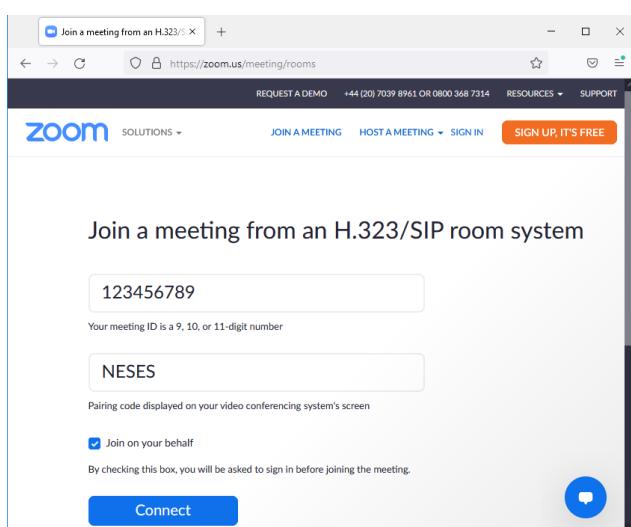


Do **not** enter the meeting id – instead follow the instructions at the bottom of the screen.

That is:

On the laptop or PC, open a web browser and go to <https://zoom.us/meeting/rooms>

And fill in the form – meeting id for your webinar plus the pairing code as shown on the VC system and tick “join on your behalf”. See example below



You will be prompted for your Zoom account details and the VC system will be connected

### **To connect to Webex or BlueJeans**

### **To connect to a video conference using the Video Conference Zoom Room**

Press “call” on the control tablet

Select “WebEx gateway” or “BlueJeans GatewayPress “call”

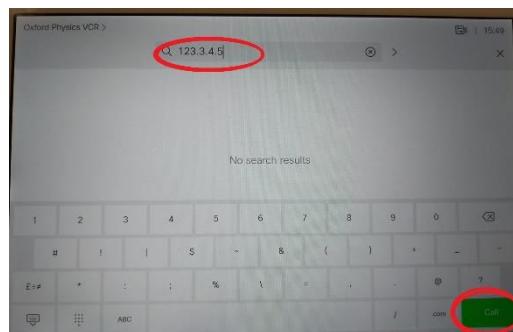
When prompted for room extension, press the keypad symbol, enter ext number, then press #

### **To make a h.323 video call to another VC system**

Press “Call” on the control tablet

type in the ip address of the system you want to call

Press the green call button



### **To receive a h.323 video call from another VC system**

Tell the other party to call you on 163.1.174.100

### **Skype**

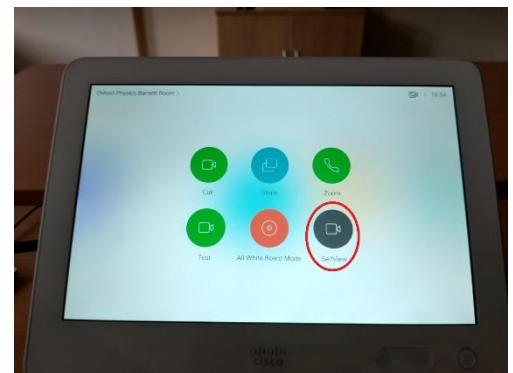
The system does NOT support Skype but you can use Skype from the PC in the room.

## **SelfView**

Press the selfview button to change the way your own image is displayed

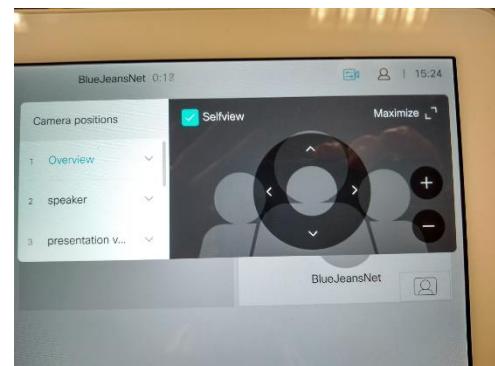
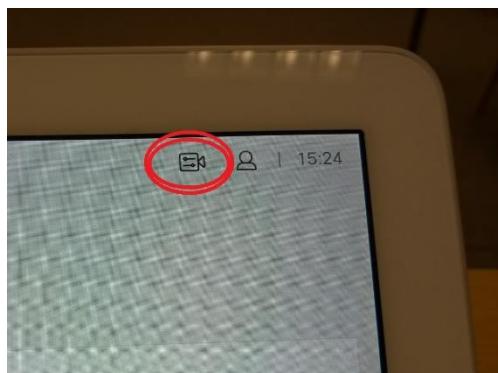
Each time you press it will switch between

Small image, full screen, no image



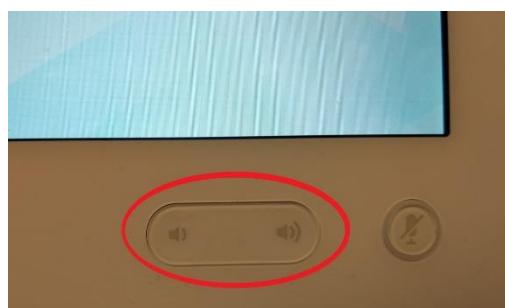
## **Camera Controls**

Press the camera symbol (top right of the control tablet)  
then control camera from the pop-up panel



## **Sound Controls and Hearing Loop**

The main volume control can be found on the bottom right hand side of the control tablet

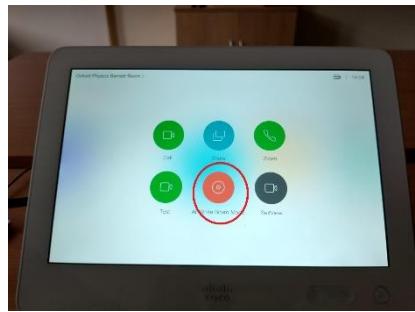


Further volume control is available via the remote control for the main screens.

The room is equipped with a hearing loop with a boundary microphone which is always active. For best results, wake up the video conferencing system – this will cause all the microphones to become active.

### **Switching off the system**

The system will automatically switch off after about 1 hour of inactivity but you can also get it to switch off by pressing the red button marked “standby



## Running a Teams meeting

### Wake up the VC system:

Press anywhere on the control tablet

After about 30 seconds, the screens and camera will spring into life.

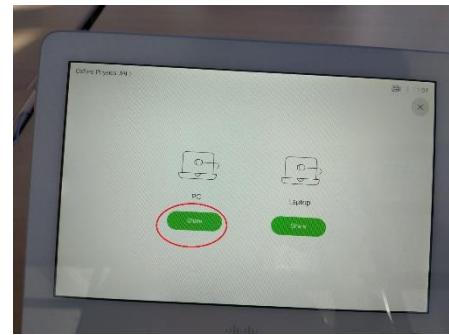
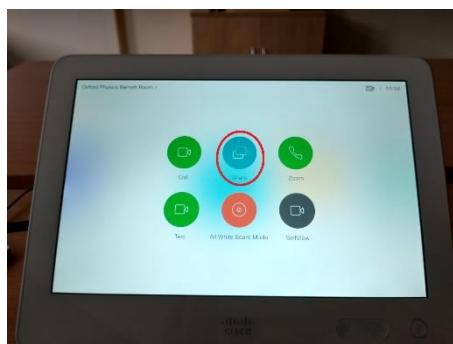


### Start and connect PC :

Wake up the PC by pressing any key on the keyboard

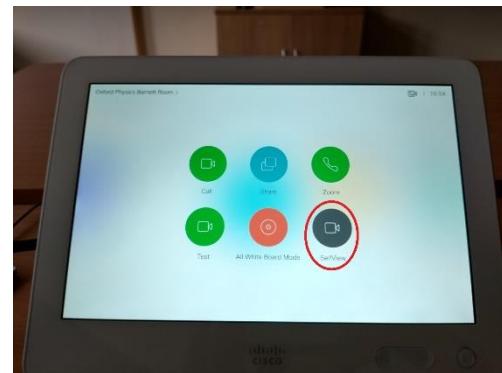
Press “share” on the control tablet

Then press “PC”



### Display your own image

Press the selfview button until you see yourself in full screen mode on the right-hand screen



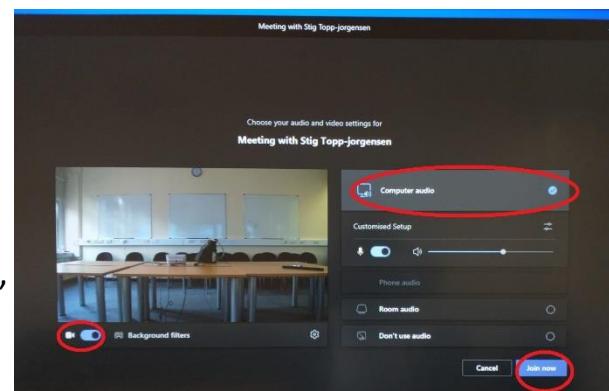
## Start Teams

Log in to pc using the credentials printed on the keyboard

Start teams and log in

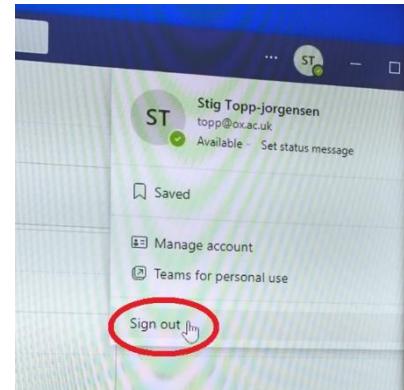
Start or join the meeting

Enable camera, select “computer audio”



## finishing

It is essential that you sign out before leaving



### **Example Zoom invitation for Main Video Conference Room**

Dear xxx

You are invited to join the [xxxx](#) meeting at [2/9/2019 at 09:00 \(UK time\)](#)

You can join from a web browser by going to:

<https://zoom.us/j/99310253848>

Most web browsers will work but Chrome generally works best.

(If you have not used Zoom before, we recommend that you perform a quick in advance by going to <https://zoom.us/test>)

You may also join from a video conference system by dialling one of the following access numbers

162.255.37.11 (US West)

162.255.36.11 (US East)

221.122.88.195 (China)

115.114.131.7 (India)

213.19.144.110 (EMEA)

202.177.207.158 (Australia)

209.9.211.110 (Hong Kong)

64.211.144.160 (Brazil)

69.174.57.160 (Canada)

When prompted, enter the Meeting ID: 993 1025 3848

You can also join by phone by dialling one of these numbers

+44 203 966 3809 United Kingdom

+44 203 695 0088 United Kingdom

+1 669 900 6833 US (San Jose)

+1 408 638 0968 US (San Jose)

+1 646 876 9923 US (New York)

+61 8 7150 1149 Australia

+61 2 8015 2088 Australia

+1 647 558 0588 Canada

+33 7 5678 4048 France

+33 1 8288 0188 France

+49 69 8088 3899 Germany

+49 30 3080 6188 Germany

+49 30 5679 5800 Germany

+41 31 528 0988 Switzerland

+41 22 518 9006 Switzerland

When prompted enter the Meeting ID: 993 1025 3848

Or dial directly from your mobile

+442039663809,, 99310253848 # United Kingdom

+442036950088,, 99310253848 # United Kingdom

Or via a smartphone app:

Download the Zoom app, click on “join meeting” and enter the Meeting ID: 993 1025 3848