

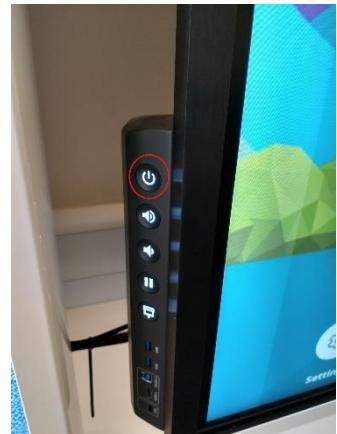
Barnet Room

Use of electronic whiteboard (screen on right hand side)

A1 To wake up:

Walking close to screen should wake it up.

If this does not happen, press the power button



A2 To use as whiteboard

Touch the whiteboard symbol



A3. To use with room PC

Touch the keyboard or mouse to wake up the PC

Press the home button on the interactive whiteboard

Press “input” , then select HDMI 1



A4. To use with own laptop

Connect the HDMI cable in the middle of the room to the laptop

Press the home button on the interactive whiteboard

Press “input” , then select HDMI 2



Use of Video Conference system

B1 To wake up the system:

Press anywhere on the control tablet

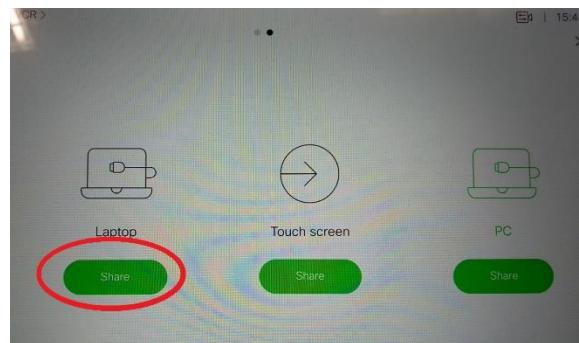
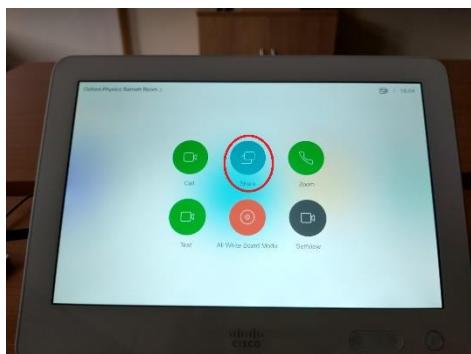
After about 30 seconds, the screens and camera will spring into life.



B2 To display content of laptop on screen:

Connect HDMI cable to laptop, press “share” on the control tablet

Then press Laptop

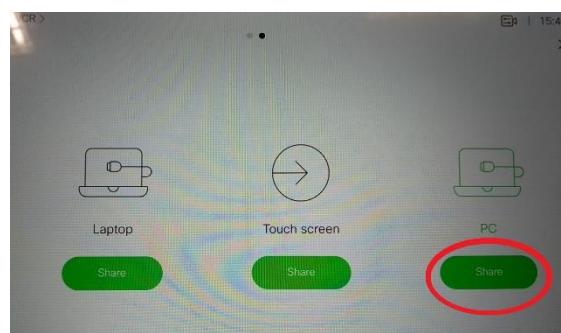
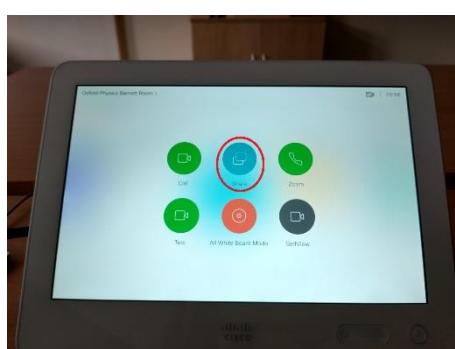


B3 To display content of PC on screen:

Wake up the PC by pressing any key on the keyboard

Press “share” on the control tablet

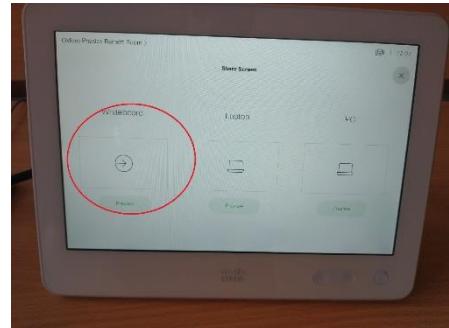
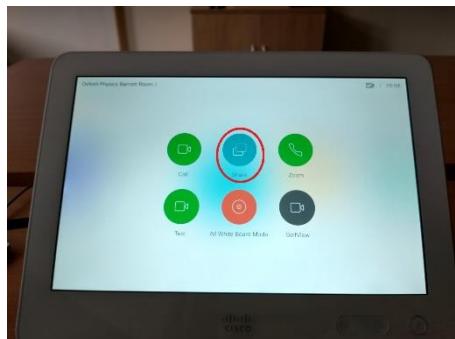
Then press “PC”



B4 To display whiteboard on VC screen:

Press “share” on the control tablet

Then press “PC”



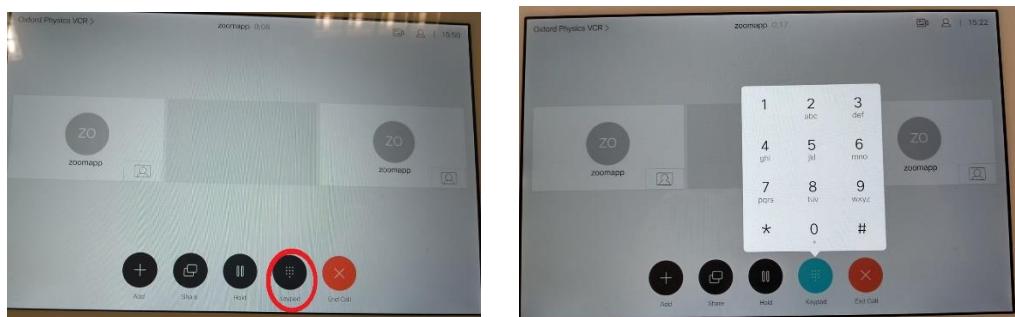
B5 To connect to a previously scheduled Zoom meeting

Press “Zoom” on the control tablet



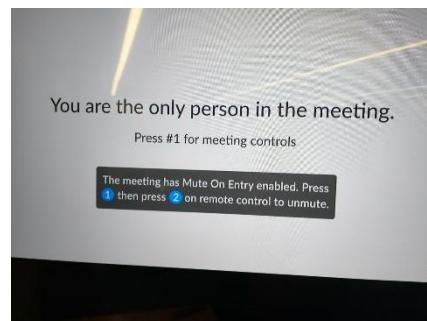
When prompted for the meeting id:

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:

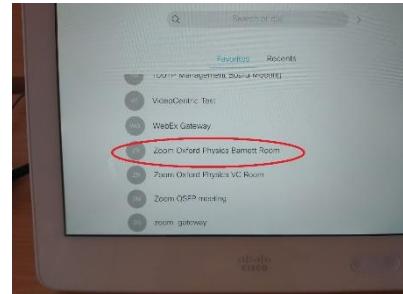
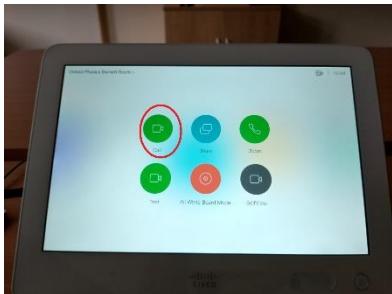
Press 1 on the keypad, then press 2.

B6 To connect to a video conference using the Barnett Zoom Room

Press “call” on the control tablet

select “Zoom Oxford Physics Barnett 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.

B7 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 Gateway”

Press “call”

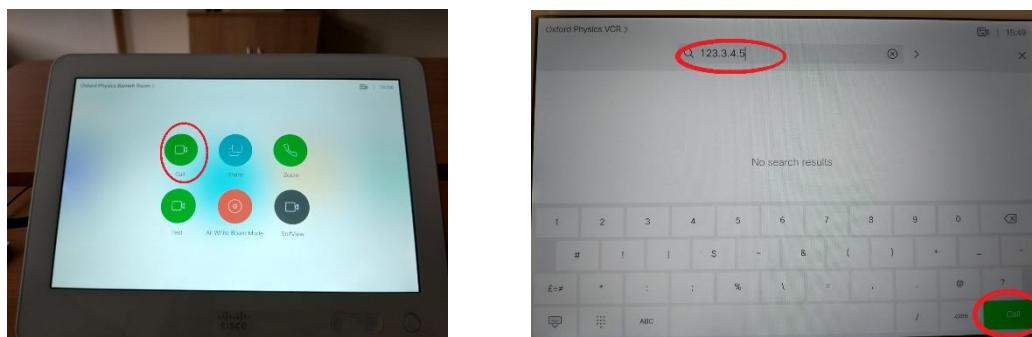
When prompted for room extension, press the keypad symbol, enter ext number, then press #

B8 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



B9 To receive a h.323 video call from another VC system

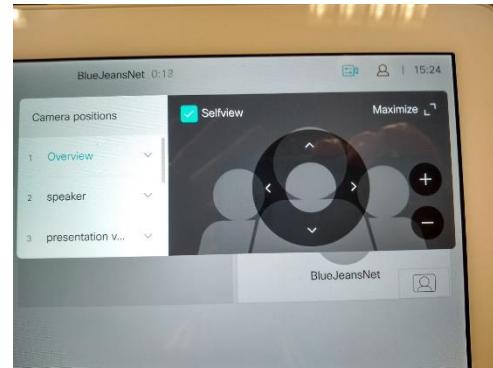
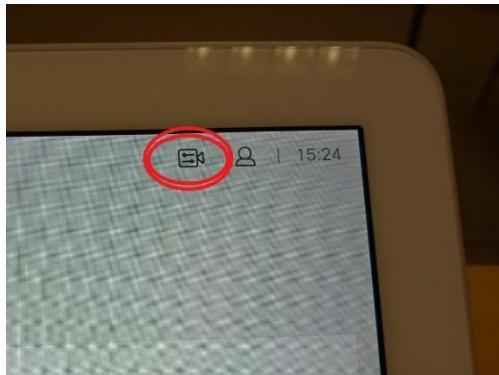
Tell the other party to call you on 163.1.174.100

B10 Skype

The system does NOT support Skype

B11 Camera Controls

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

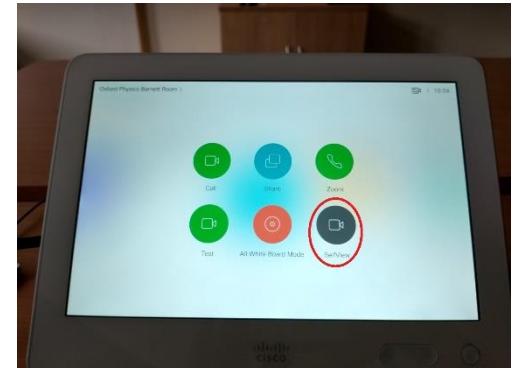


B11 SelfView

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

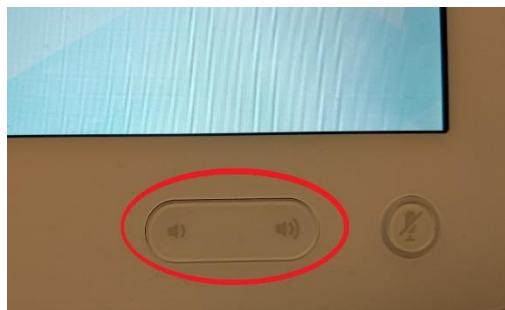
Each time you press it will switch between

Small image, full screen, no image



B12 Sound Controls

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



B13 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” or “all touch screens”



Running a Teams meeting

C1 Wake up the VC system:

Press anywhere on the control tablet

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

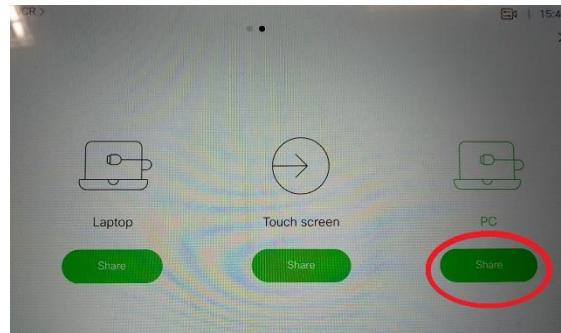


C2 Start and connect PC :

Wake up the PC by pressing any key on the keyboard

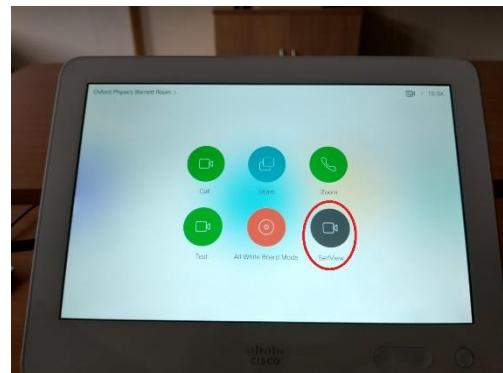
Press “share” on the control tablet

Then press “PC”



C3 Display your own image

Press the selfview button until you see yourself in full screen mode on the centre screen



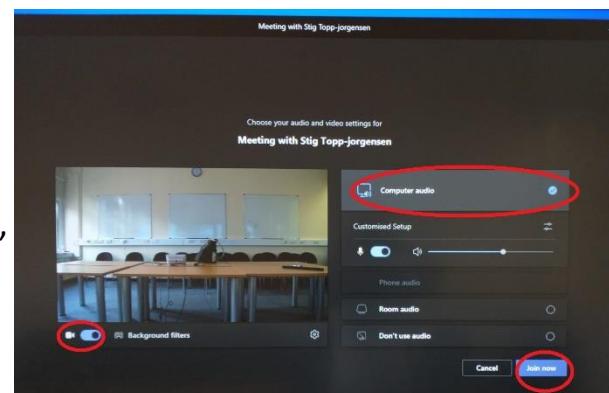
C4 Start Teams

Log in to pc as “lecturer”

Start teams and log in

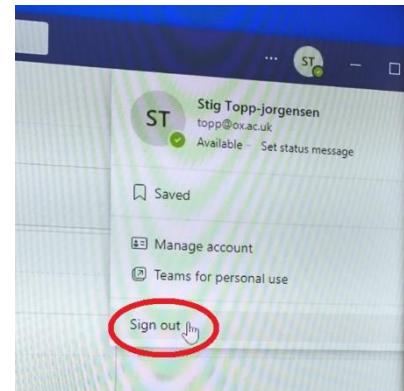
Start or join the meeting

Enable camera, select “computer audio”



C5 finishing

It is essential that you sign out before leaving

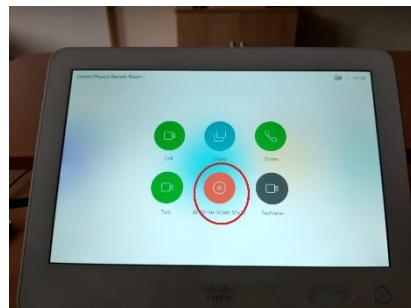


Use VC screens as interactive whiteboards

Note: this currently only works for the centre screen

D1 Send VC system to sleep

If the control screen is lit, press the red button (marked “standby” or “all whiteboards”)



D2 Wake up screen

tap lightly on the screen (it may take about half a minute to wake up)

D3 Start Whiteboard App

Tap on the OpenBoard Icon



D4 Finishing

The screen will automatically switch off after about one hour.

Example Zoom invitation for Barnett 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/96125111995>

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: 961 2511 1995

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: 961 2511 1995

Or dial directly from your mobile

+442039663809,, 96125111995 # United Kingdom

+442036950088,, 96125111995 # United Kingdom

Or via a smartphone app:

Download the Zoom app, click on “join meeting” and enter the Meeting ID: 961 2511 1995