

MW Conference Office AV system

Technical details:

Cisco SX80 video conference system

2 65" screens

PTZ (Point, Tilt, Zoom) camera

Direct support for Zoom

Default Zoom link for room <https://zoom.us/j/99144496597>

Support for Teams via desktop PC

To wake up the system:

Press anywhere on the control tablet

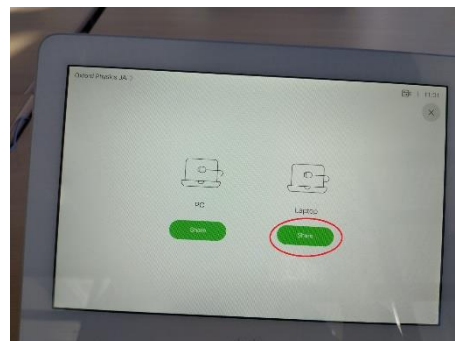
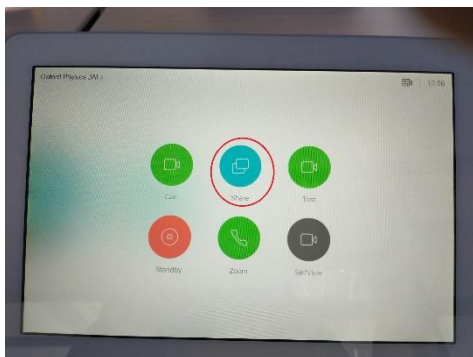
After about 30 seconds, both main screens and the cameras camera will spring into life.



To display content of laptop on screen:

Press “share” on the control tablet

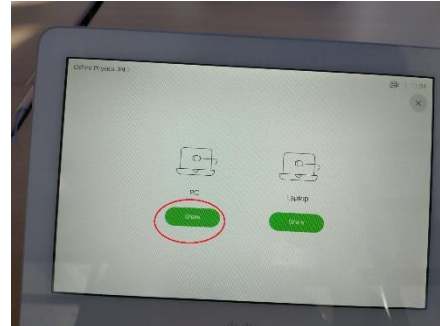
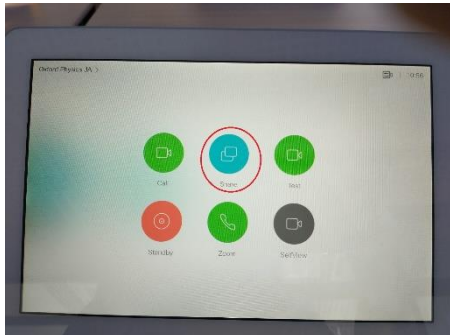
Then press Laptop



To display content of PC on screen:

Press “share” on the control tablet

Then press “PC”



To connect to a ZOOM meeting

There are three options

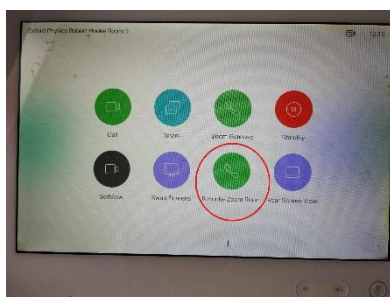
1 Start a meeting using the MW Conference Office Zoom Room (account) Connect to an already scheduled zoom meeting

2 Connect to an already scheduled zoom meeting

3 Connect to an already scheduled Zoom webinar

1. To start a meeting using the default MW Conference Office Zoom Room (account)

Press the icon labelled MW Conf Office Zoom Room ”

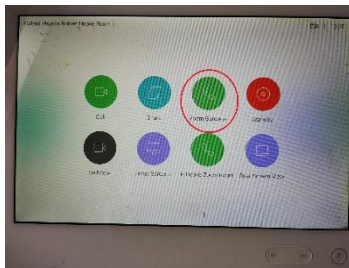


You will automatically enter the meeting after a few seconds.

You can invite other people to join you by opening this link from a web browser: <https://zoom.us/j/99144496597>

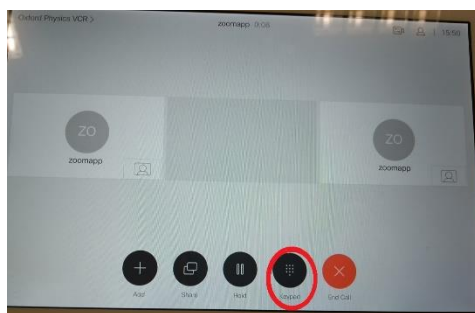
2. To connect to an already scheduled Zoom room

Press “Zoom Gateway” on the control tablet



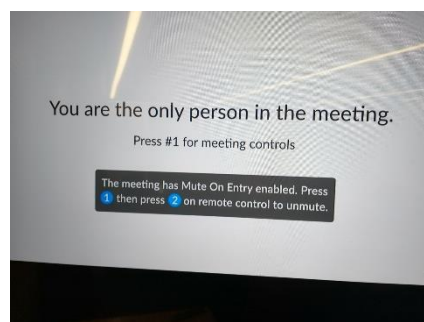
When prompted for the meeting id:

press the Keypad symbol, enter 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 case, follow the instructions shown on the screen:

Press 1 on the keypad, then press 2.

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:

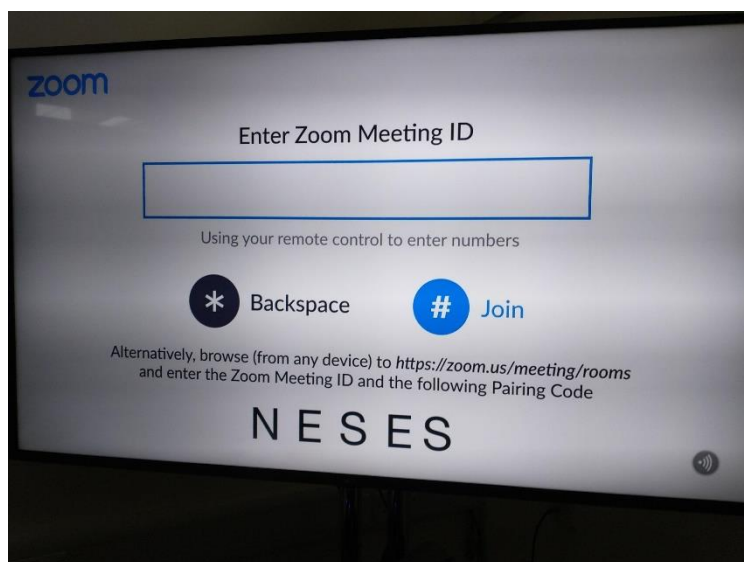
Press the “Call” button on the microphone unit

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

A screenshot of a web browser showing the Zoom website's "Join a meeting from an H.323/SIP room system" page. The browser's address bar shows the URL "https://zoom.us/meeting/rooms". The page has a dark blue header with the Zoom logo and navigation links. The main content area is white and contains the title "Join a meeting from an H.323/SIP room system". Below the title, there are two input fields: the first contains the meeting ID "123456789" and the second contains the pairing code "NESES". Below the second input field, there is a checkbox labeled "Join on your behalf" which is checked. At the bottom of the form, there is a blue "Connect" button.

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 Gateway” Press “call”

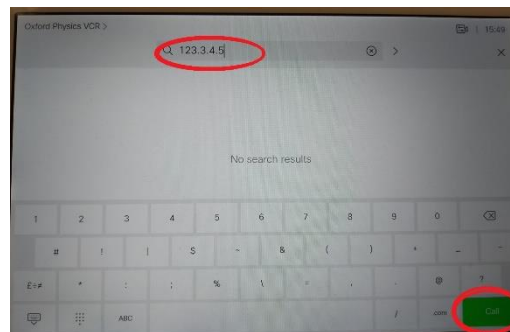
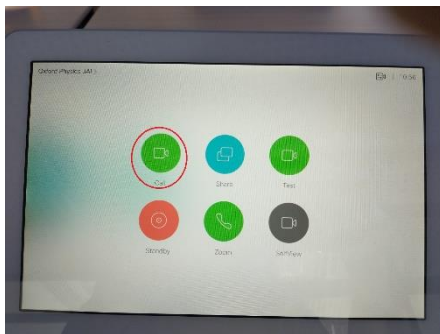
When prompted for room extension, press the keypad symbol, enter ext number, then press #

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

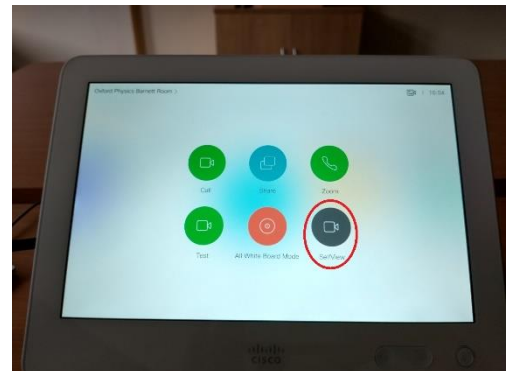
Tell the other party to call you on 163.1.18.223

SelfView

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

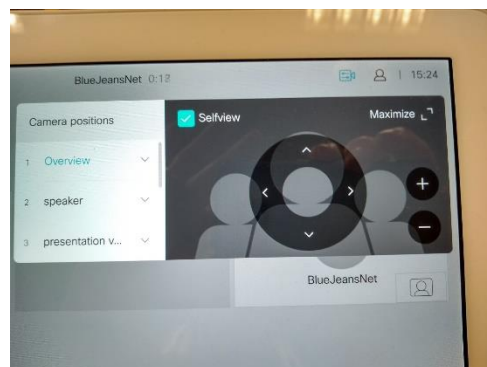
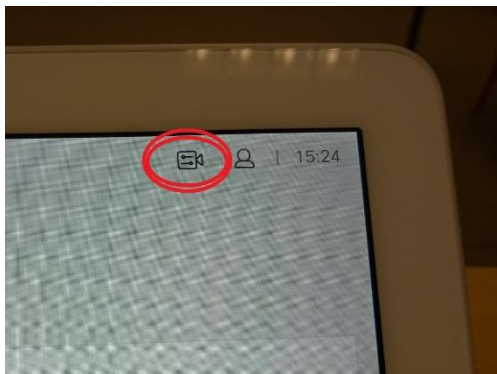
Each time you press it will switch between

Small image, full screen, no image

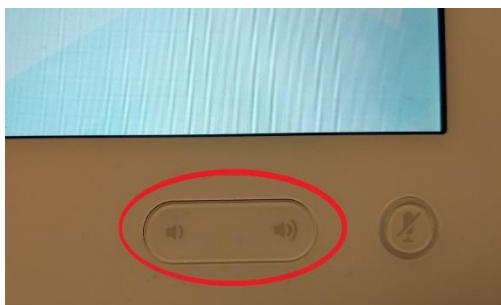


Camera Controls

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



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



Using Teams

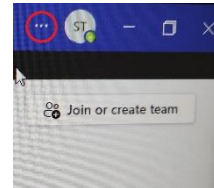
Press the “Teams mode” icon on the control tablet.

This will automatically configure the VC system to work optimally with Teams on the PC.

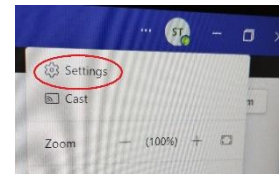
Log into the desktop PC using your own account and start Teams

The first time you do this, please check that you have the correct settings:

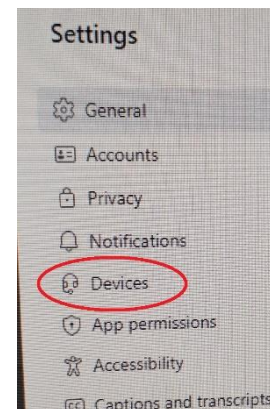
Click on the three dots at the top right next to your initials



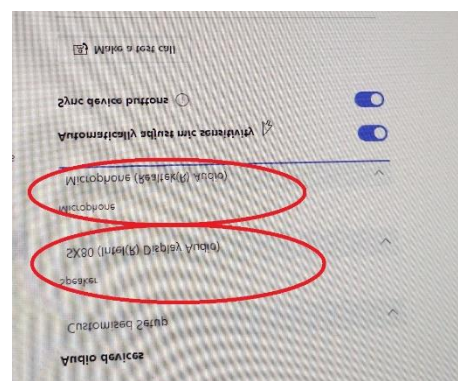
Click on Settings



Click on Devices



Check that Speaker is set to “SX80” (the VC system) and that microphone is set to “Microphone (Realtek(r) Audio)”



Then join your Teams meeting as normal.

You can control cameras and microphones via the control tablet.

Switching off the system

Press the standby button on the control tablet.

