

Robert Hooke AV Instructions

Seating Capacity: 30 (Boardroom Style)/ 45 (Seminar Style - Only 30 seats currently available)



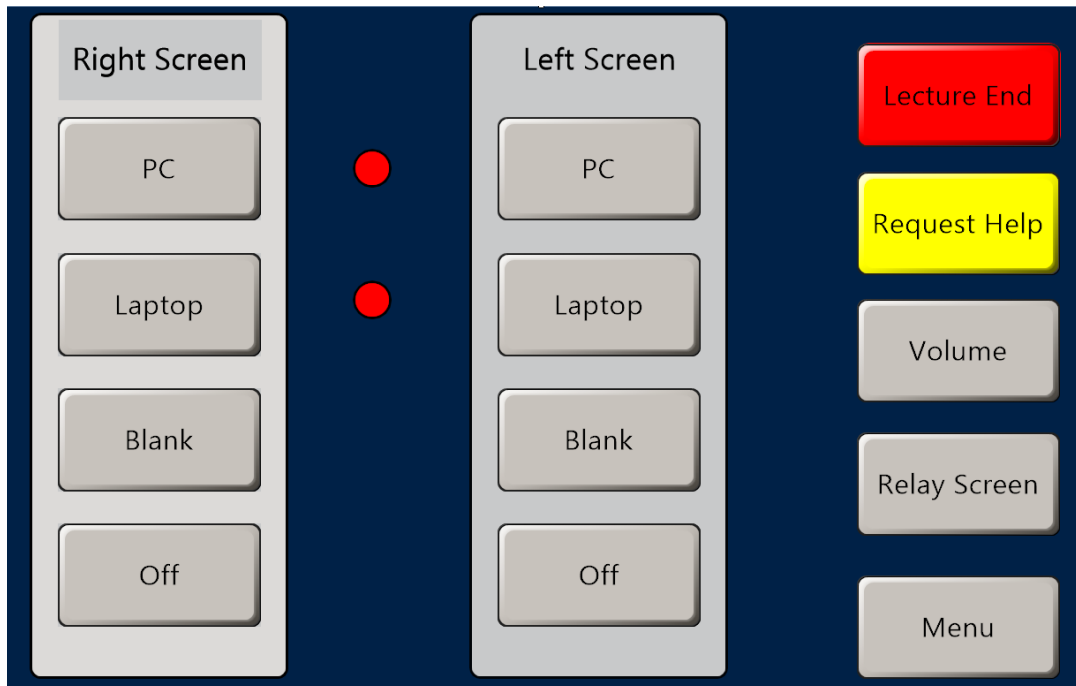
List of features

- Video Conference System dual 85" screens
- Dual 85" screens at front
- 2 cameras
- 65" screen at rear
- Windows PC connected to the Physics network
- Twin Whiteboards
- Twin Blackboards
- Hearing Loop system
- Integrated support for Zoom
- Support for Webex and BlueJeans via room
- Support for Teams via Room PC



<https://zoom.us/j/91466536978>

Control Panel



PC - Select the PC button to display the in-built PC on the right and left screen. The circle indicator light will be lit up green if it detects a signal from the PC.

Laptop - Select the Laptop button to display your laptop on the right and left screen. The circle indicator light will be lit up green if it detects a signal from the laptop HDMI which can be found on the lectern.

Blank - Pressing the blank button on either screen will hide the screen on the selected TV.

Off - Pressing the Off button will turn the selected TV off.

Relay Screen - Use this button to switch the TV at the back of the room on. You have the option for the screen to show the PC, laptop, automatically switch to the active input or turn the Relay screen off entirely.

Request Help - Pressing the request help button will send a direct message through to Media Services. Somebody will come to assist you as soon as they can. Keep in mind the technician. If you no longer need help press the button again to cancel. If this button doesn't appear here it means that it is outside of media services working hours.

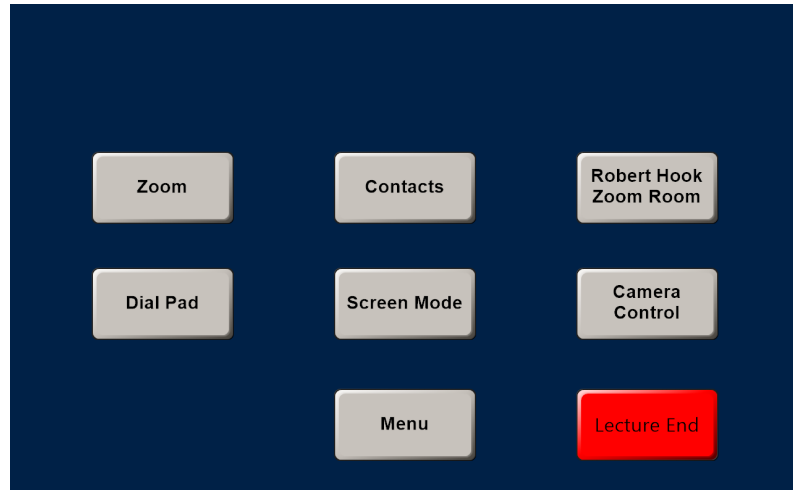
Lecture End - Pressing the Lecture End button will turn off both screens, please make sure you press this button once you are done with the room.

Video Conference - Press this button to get to the video conference options.

Diagnostics - This button is for use by Media services and IT staff.



Video Conferencing



Robert Hook Zoom Room - Meeting ID: 91466536978

Press the Robert Hook Zoom Room button to join a premade meeting room. You can share this with anyone wanting to join and there is no password required. This is ideal for non-confidential meetings.

Zoom

Press Zoom for the zoom gateway, here you can enter your meeting ID using the numpad on the touchpanel. You will then be asked for a passcode, if there is no passcode just hit enter.

Camera Control

Use this to adjust the front and back cameras. Here you can choose from preset positions or adjust the camera manually using the arrow keys. You can also toggle self view from here.

Mic Mute

Use this button to mute the microphone through to zoom. For more information about which microphones to use see Microphones page

Swap Screens/Relay Screen

Swapping screens will swap the presentation feed and the camera feed between the two screens. Relay Screen will allow you to change what is showing on the relay screen at the back. Choose automatic if you want it to auto detect the last active feed.

Share

Here you can choose if you want to share your laptop or the built in PC through to zoom.

Volume

Use this button to change the volume of the TV in the room.



Cable Adapters

The PC goes to a HDMI output which can be converted into whichever output you need using the provided adapters. You will need to put the red and black braided HDMI cable into the HDMI slot on the adapter you want to use.

If you are using a Windows or Linux laptop please use the Lenovo USB-C to HDMI adapter. (Figure 1)

If you are using an older laptop it may need the VGA Adapter (Figure 2). To use this adapter you will need to plug in both the VGA adapter and the USB to power the adapter due to VGA not transmitting power.

For a Mac with a USB C port you will want to use the official Mac adapter (Figure 3) to make sure there are no compatability issues. If you have an older MacBook you may need to use the MiniDisplayPort (Figure 4)

If the adapter you require isnt in the room please come collect one from MSU on level 5 of the DWB.



Figure 1



Figure 2



Figure 3

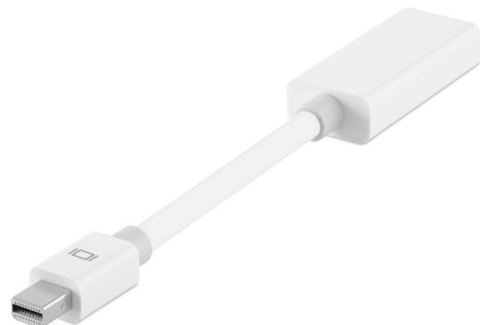


Figure 4



Microphones

Ceiling Microphone

The Ceiling Microphone will pick up sound from anywhere in the room. We suggest using this for boardroom type meetings.



Lapel Microphone

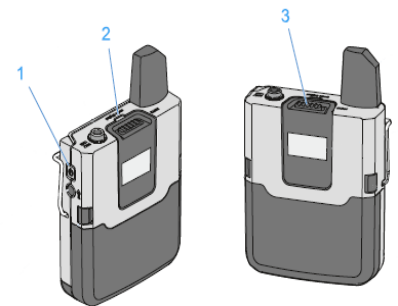
The Lapel Microphone clips onto your clothing (Figure 1). This is best used if you have a solitary speaker as it will override the ceiling microphone.

Handheld Microphone

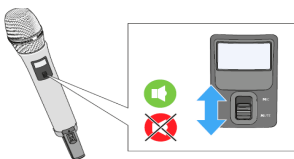
The Handheld Microphone can be used for Questions and Answers or for a secondary speaker in a lecture. (See figure 2 for correct usage).

Status LED

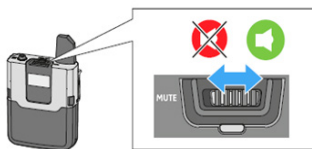
-  Disconnected
-  Muted
-  Active



Unmuting Microphones



The Microphones will turn on automatically when removed from the charger. The status LED will show red until it is ready to use, this can sometimes take upwards of 10 seconds. If the status LED is orange then slide the mute switch until the LED turns green.



When finished with the Microphones please slot them back into the charger. The LED's on the charger will turn on if the microphone is placed in properly.

Correct Microphone usage

We recommend wearing something with pockets when using the lapel microphone as you will need to keep the mic receiver on your person. See Figure 1 for good microphone placement.

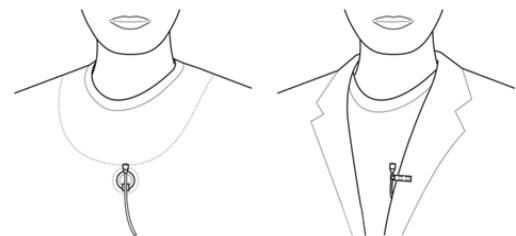


Figure 1



Figure 2

When using the handheld microphone make sure to keep it 5-10cm from the speaker as holding the mic too far away will result in no pickup.



Frequently Asked Questions

Q: Why are we appearing as muted on zoom even though the microphones are active?

A: You may have mute on entry, a warning is normally displayed when you first join the call. To unmute press 1 to bring up the menu then 2 to unmute. The menu can be brought up when not sharing.

Q: Why is my PC/Laptop screen showing something different to the TV?

A: You may have extended desktop on, on a windows laptop press the windows key + P and change to duplicate or on Mac go to Apple menu > System Settings, then click Displays in the sidebar. Click the screen that does not say built in display. From here click use as to change between extended desktop and mirror the built in display.

Q: Why is the sound coming out my laptop and not the TV?

A: Make sure that the extron option is selected under audio outputs in the audio devices settings.

