Jack Paton Room AV system

Technical details:

Cisco SX80 video conference system
Projector
65'' screen
Camera
Direct support for Zoom
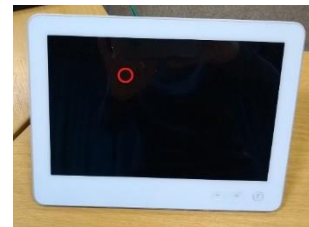Default Zoom link for room https://zoom.us/j/97884650583
Support for Teams via desktop PC

To wake up the system:

Power on the projector and lower the screen using the remote control.
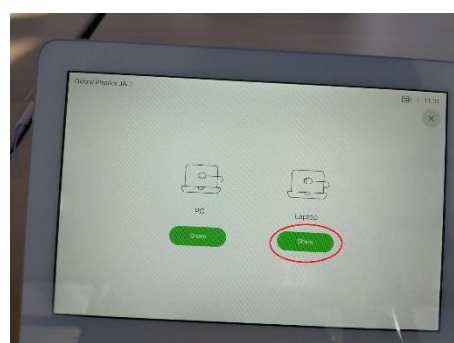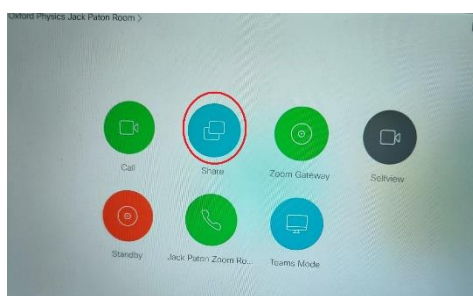
Press anywhere on the control tablet

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

To display content of laptop on screen:

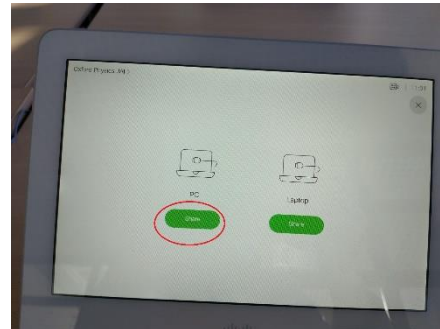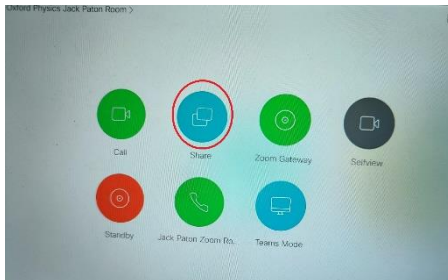Press "share" on the control tablet
Then press Laptop

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
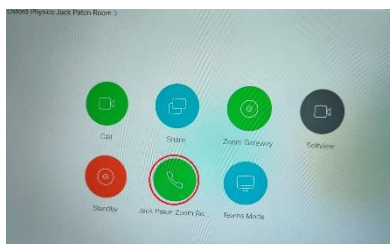
There are three options

1 Start a meeting using the Jack Paton Zoom Room (account)

2 Connect to an already scheduled zoom meeting

3 Connect to an already scheduled Zoom webinar

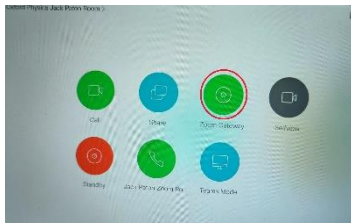**1. To start a meeting using the Jack Paton Zoom Room (account)**

Press the "Jack Paton Zoom room" icon on the control tablet

You can invite other people to join you by connecting from a web browser and using this link https://zoom.us/j/97884650583
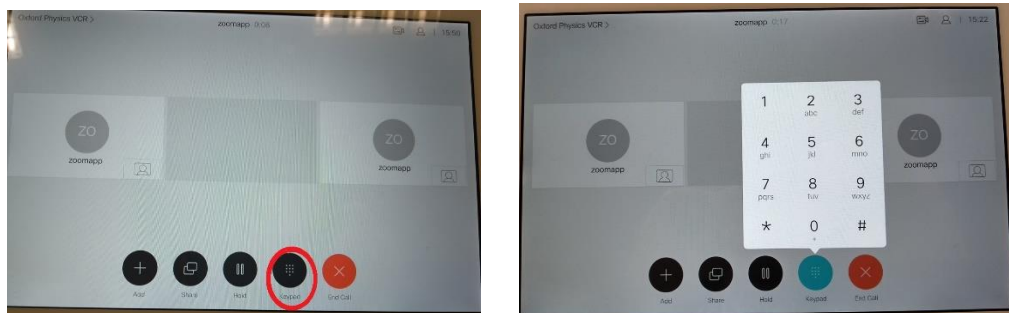
2. To connect to an already scheduled Zoom room
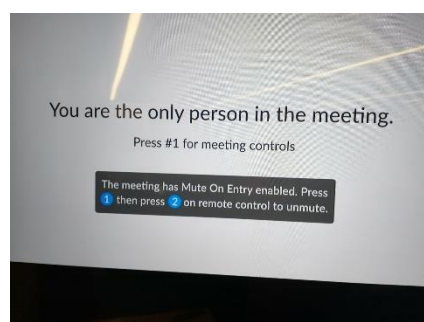
Press "Zoom" on the control tablet

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.

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.
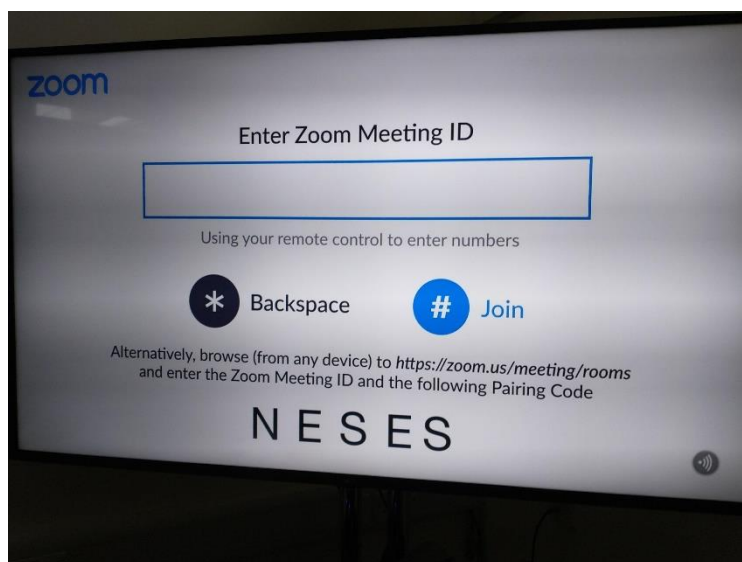
The on the VC unit:
Press the "Call" button on the microphone unit
press "Directory
Select "Zoom Gateway"
When prompted, tap on the blue bar

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
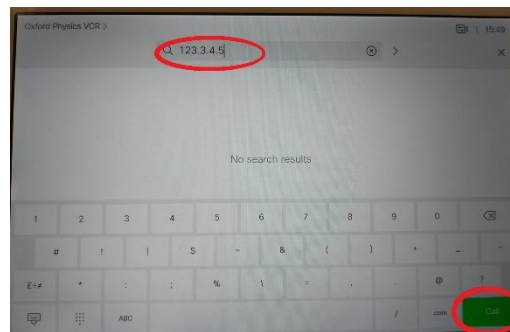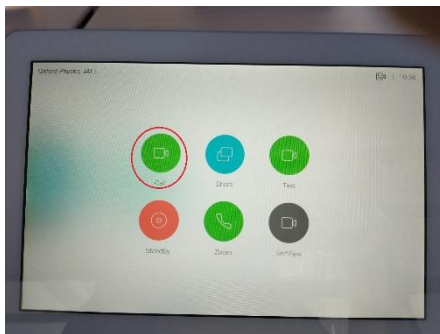Select "WebEx gateway" or "BlueJeans GatewayPress "call"

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

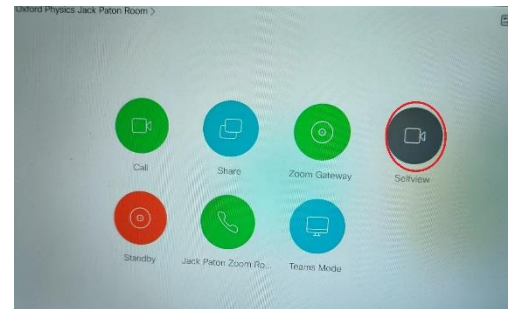**To receive a h.323 video call from another VC system**

Tell the other party to call you on 163.1.18.205

SelfView

Press the selfview button to change the way your own image is displayed
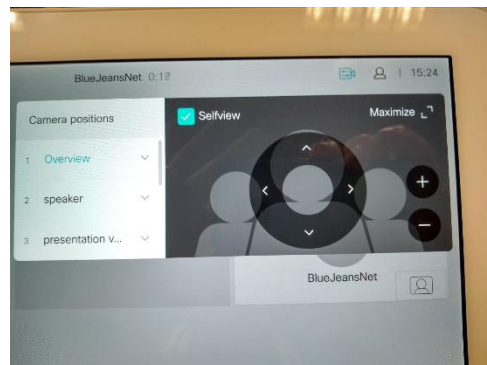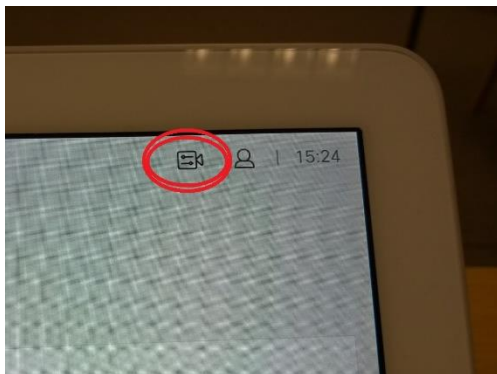
Each time you press it will switch between
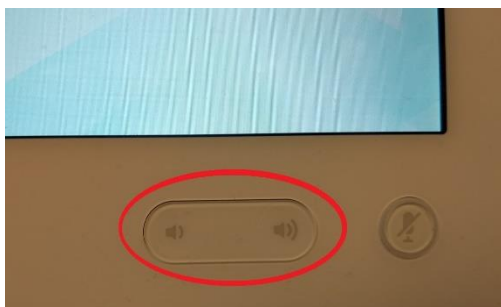
Small image, full screen, no image

Camera Controls

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

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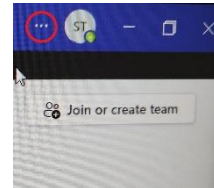
Using Teams

Press the "Teams mode" icon on the control tablet.
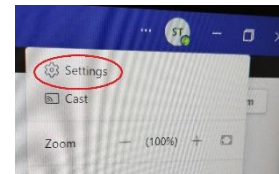This will automatically configure the VC system to work optimally with Teams on the PC.

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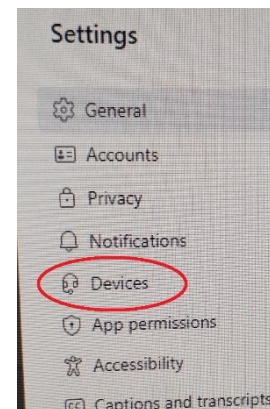
Click on the three dots at the top right next to your initials
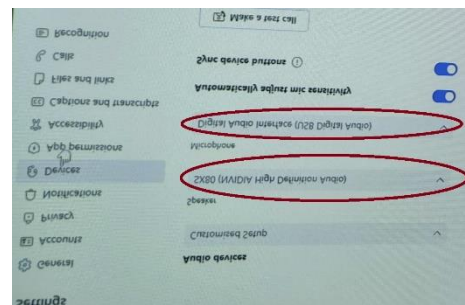
Click on Settings

Click on Devices

Check that Speaker is set to SX80 (the VC system) and that microphone is set to Digital Audio Interface (USB Digital Audio)
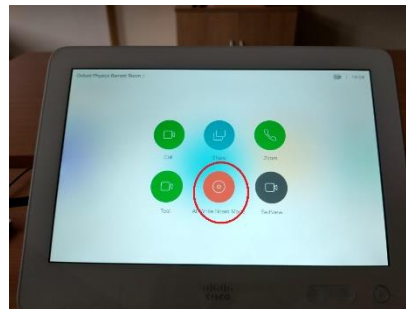
Then join your Teams meeting as normal.

You can control cameras and microphones via th

Switching off the system

Press the power button the projector control twice

Press the standby button on the control tablet.

For Assistance

Contact the Media Services Unit. Located on Level 5 of the Denys Wilkinson Building.

Email: msu@physics.ox.ac.uk   Phone: 01865 273414

Miscellaneous

Lighting – This is controlled from the panel next to the door. Lights can be set to all on/off, any of 6 pre-set options, and adjusted in intensity.

Climate control – The temperature of the room can be controlled

using the dial located next to the door. Rotate counter clockwise to

reduce the temperature, and clockwise to increase.

Power – Sockets can be accessed by lifting any of the silver covers buil

into the table top.

Using USB Devices On the Built In PC – The built in PC is located in the AV cupboard (illustrated with a red arrow below). The front facing USB ports should be used and care should be taken not to interfere or disrupt the other equipment in the cupboard.

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