Conference Room Video Conference System

Technical details:

Cisco SX80 video conference system
85'' screen
60'' screen
Dual Cameras
Direct support for Zoom
Default Zoom link for room https://zoom.us/j/91655133606
Support for Teams via desktop PC

To wake up the system:
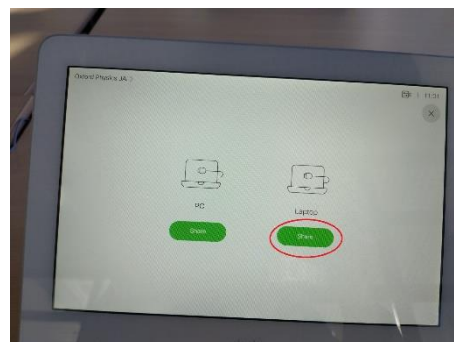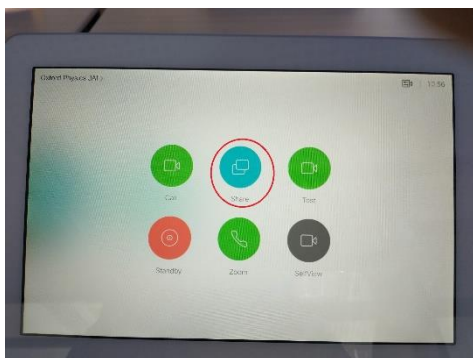
Press anywhere on the control tablet

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

To display content of laptop on screen:

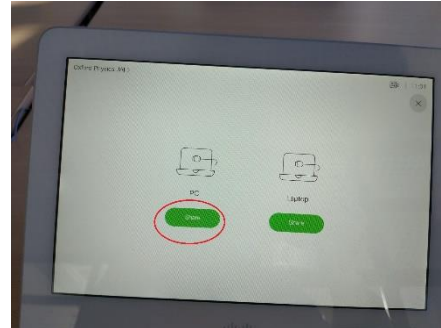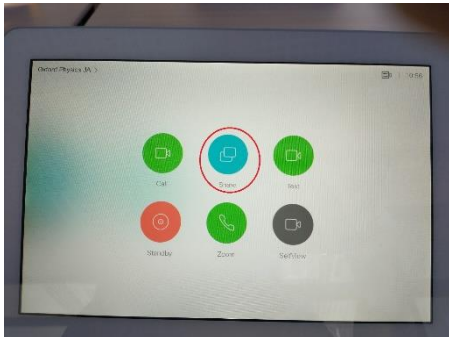Press "share" on the control tablet
Then press Laptop

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 Conference Room Zoom Room (account)

2 Connect to another scheduled meeting

3 Connect to an already scheduled Zoom webinar

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

Press the icon labelled "Conf Room Zoom Room "

You can invite other people to join you by connecting from a web browser using this link https://zoom.us/j/91655133606
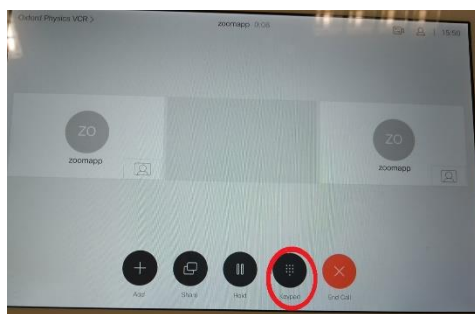
2.To connect to an already scheduled Zoom room

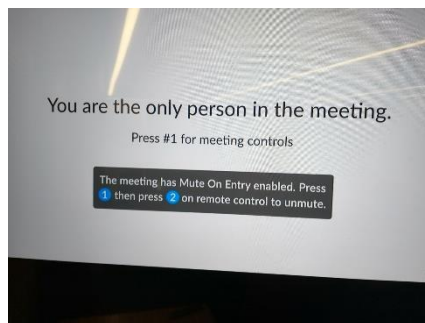Press "Zoom" on the control tablet

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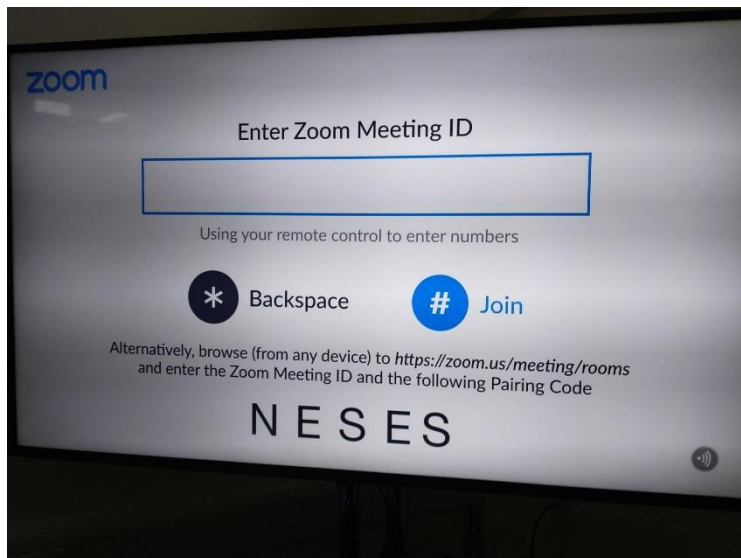
The on the VC unit:
Press the "Call" button on the microphone unit
press "Directory
Select "Zoom Gateway"
When prompted, tap on the blue bar

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

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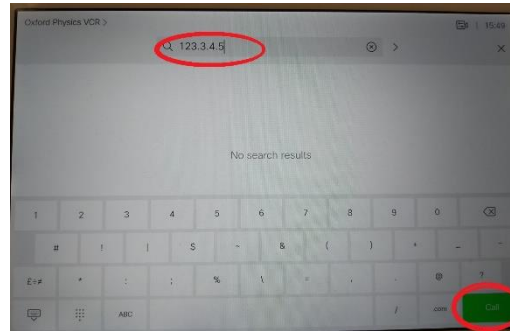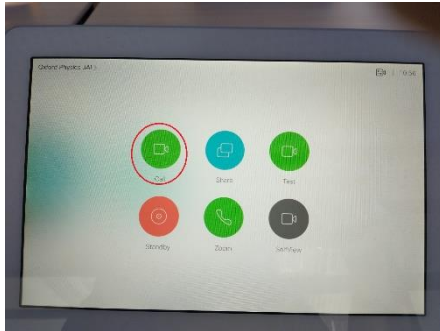
When prompted for room extension, press the keypad symbol, enter ext number, then press #

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

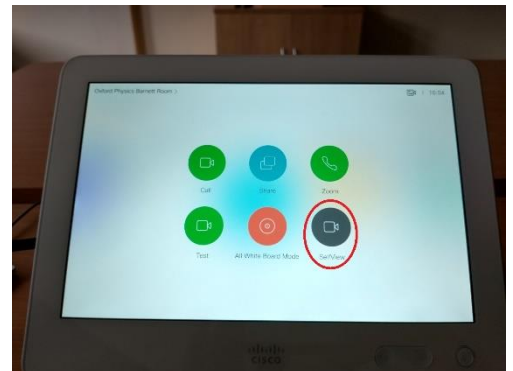

To receive a h.323 video call from another VC system

Tell the other party to call you on 163.1.18.202

SelfView

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

Each time you press it will switch between
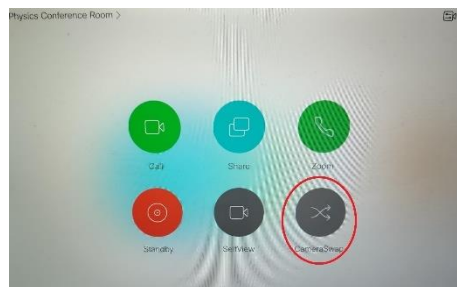
Small image, full screen, no image

Camera Controls

The rooms has two PTZ (Point Tilt and Zoom) cameras: a front camera showing the audience in the room and another camera at the side (normally showing the front of the room)
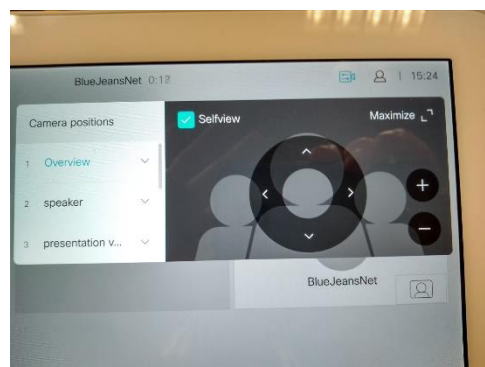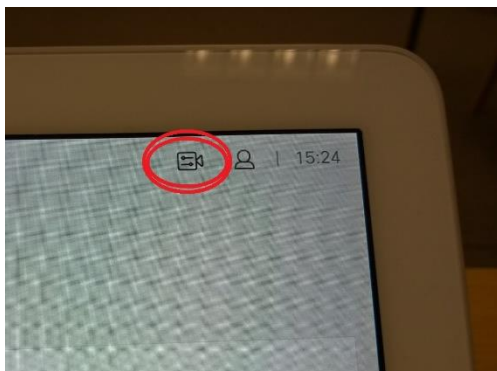
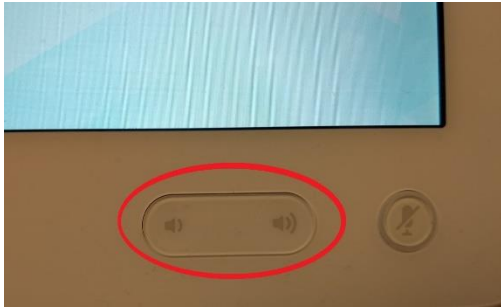To switch between the two cameras:

Press the CameraSwitch button

To control the cameras:

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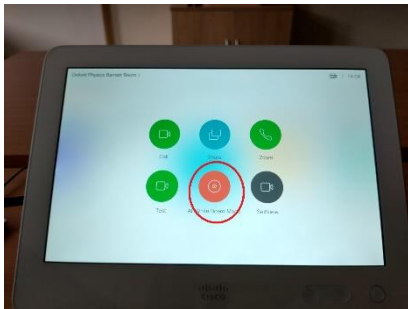then control camera from the pop-up panel

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

Switching off the system

Switch off the VC system by pressing the red button marked "standby

Running a Teams meeting

Wake up the VC system:

Press anywhere on the control tablet

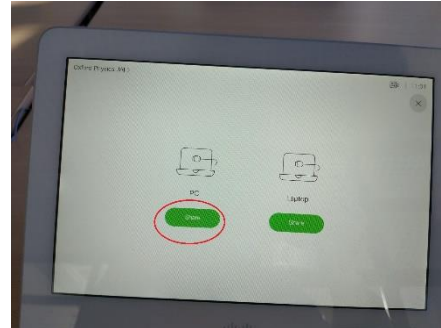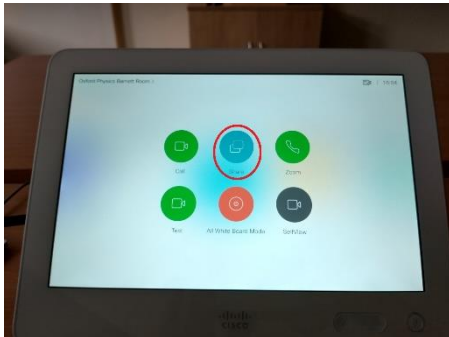After about 30 seconds, the screens and camera will spring into life.

Start and connect PC :

Wake up the PC by pressing any key on the keyboard

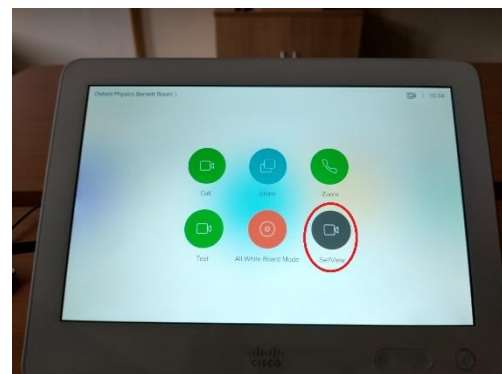Press "share" on the control tablet

Then press "PC"

Display your own image

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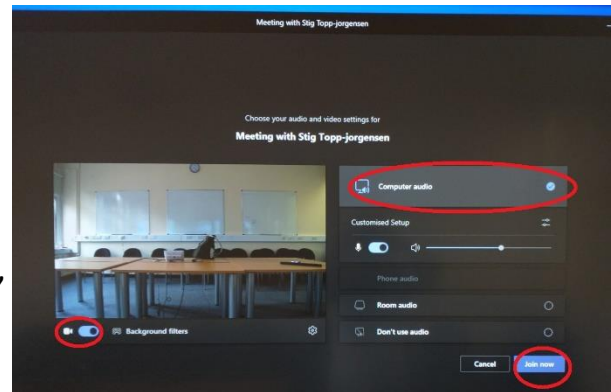
Start Teams

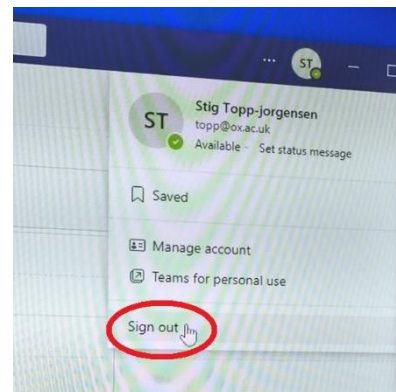Log in to pc using the credentials printed on the keyboard

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 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/91655133606
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: 916 5513 3606

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: 916 5513 3606

Or dial directly from your mobile
+442039663809,, 91655133606 # United Kingdom
+442036950088,, 91655133606 # United Kingdom

 Or via a smartphone app:
Download the Zoom app, click on "join meeting" and enter the Meeting ID: 916 5513 3606