Audrey Wood AV Instructions

Seating Capacity: 45
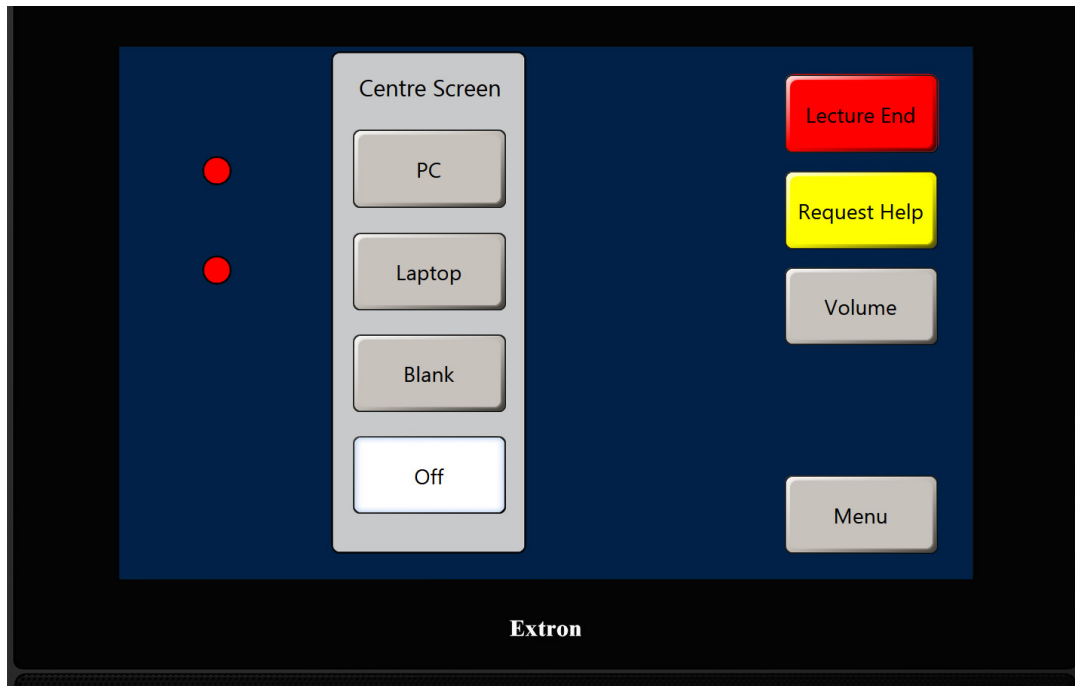

List of features

85" screen
42" screen
HD video conferencing system with multiway support via Zoom
Dual cameras
Laptop input
2 Whiteboards
Hearing Loop system
Panopto Lecture Recording

Control Panel

When you first start up the system by pressing the "Press to Start" button you will be asked if you want to start an in person or hybrid meeting. Selecting in person will bring you to the above screen. If you select hybrid it will take you straight to the videoconferencing menu.

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.

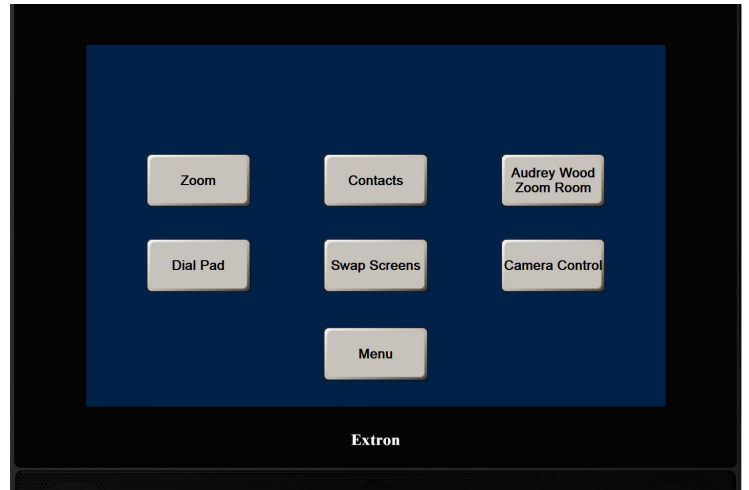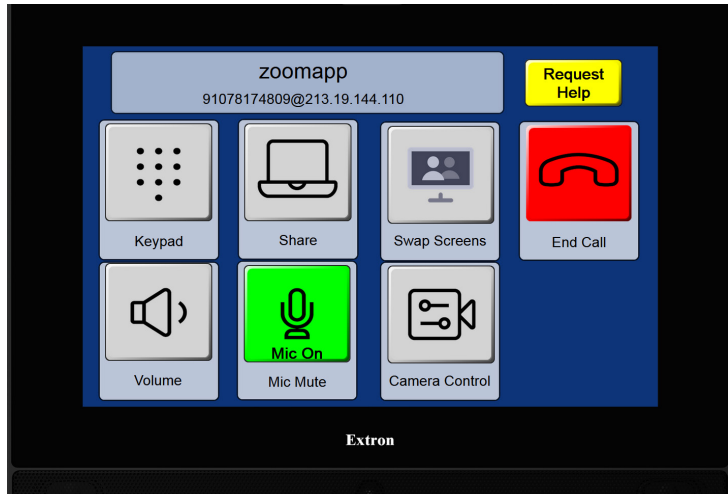**Off -** Pressing the Off button will turn the selected TV off.

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 doesnt 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.

Menu- Press this button to get to the video conference options.

Video Conferencing

Audrey Wood Zoom Room - Meeting ID: 91078174809
Press the Audrey Wood 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
Swapping screens will swap the presentation feed and the camera feed between the two screens.

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.

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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

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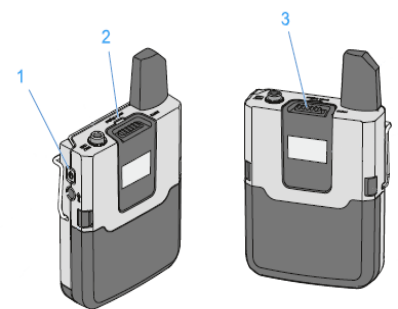# Microphones

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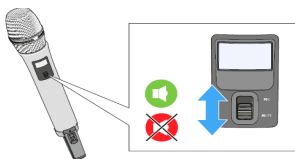
Handheld Microphone
The Handheld Microphone can be used for Questions and Answers or for a secondary speaker in a lecture. (See figure 2 for correct usage).
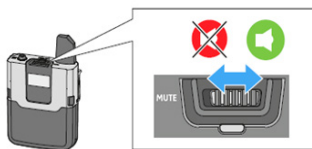
Status LED

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

Figure 1

5-10 cm

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.

Figure 2

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 un-mute 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.