

Guide for Teams / Zoom conferences using the ceiling speaker, microphone & cameras.

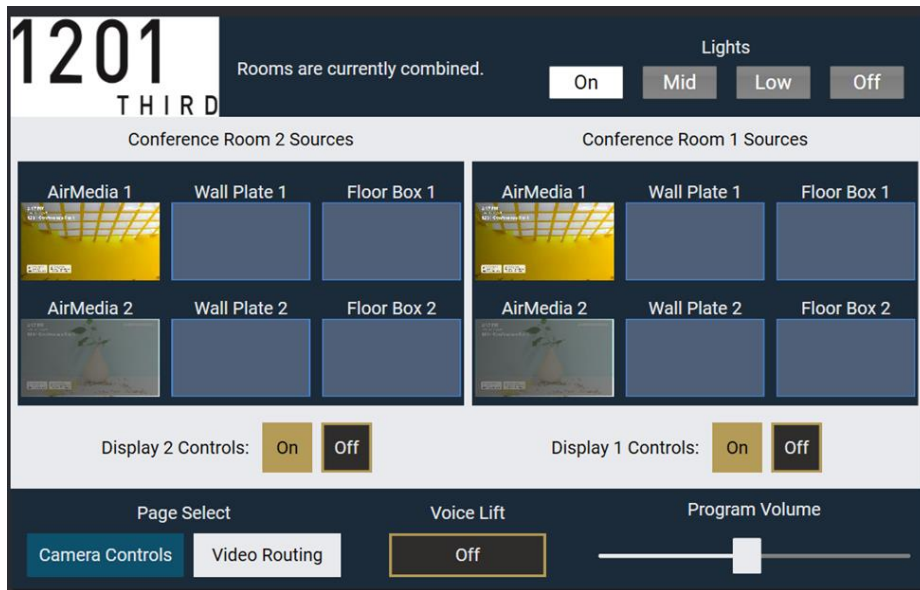
This document contains Information & details for using the T.V., ceiling speaker & microphone for Zoom or Teams meetings in the 4th floor conference room.

NOTE – There are different instructions for broadcasting the video & audio from your laptop to the TV screen & speakers (such as broadcasting a PowerPoint presentation).

These instructions are specifically for when using the Microphone, Speakers & Cameras for larger (Teams, Zoom & etc.) video conferences.

If adjusting the volume controls on your laptop do not amplify the volume loudly enough, you can use the volume slider for “Program Volume” located in the lower right section of the wall mounted control panel, to increase volume to the ceiling speakers.

Select Video Routing page on the wall mounted control panel / tablet.

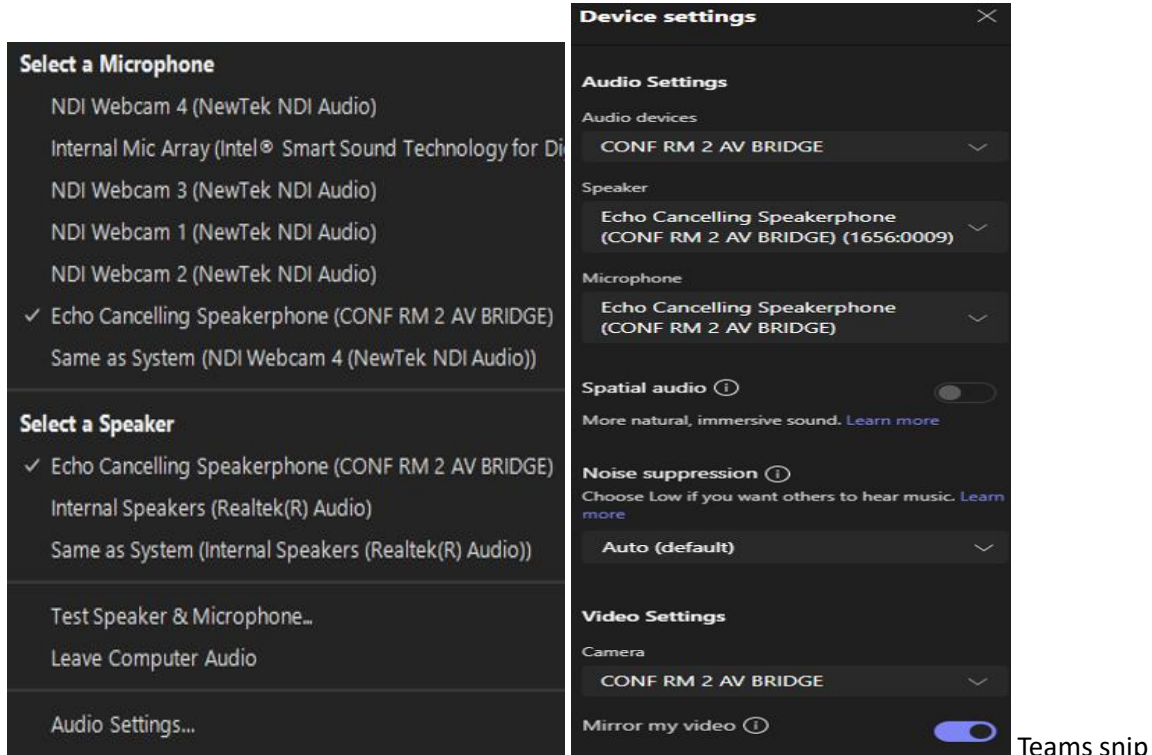


To use the ceiling mounted microphone, speaker & wall mounted cameras - establish a USB connection from the host P.C.'s USB A port to the USB B port on the USB controller that's mounted on the wall, behind the lower (tablet / control panel side) corner of the T.V.

Once connected, the USB device will show as;

"Echo Cancelling Speakerphone (Conf RM x AV Bridge)" - x ='s 1 for conf rm 1 & 2 for conf rm 2

Zoom snip



Establish a zoom or teams conference from your computer.

Connect USB cable (located behind lower left corner of T.V.) to the USB port on your laptop.

Start your Zoom application, hover over your status icon (top right) & select "settings".

For your Speaker & Microphone, select drop down box & select the "Echo Cancelling Speakerphone (Conf RM x AV Bridge)" - x ='s 1 for conf rm 1 & 2 for conf rm 2

Select prompt to "test with speaker & microphone" - confirm your audio is heard over the ceiling speakers.

Once your audio broadcasts over the ceiling speakers, you can then join the meeting using the "join with computer audio" option.

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Troubleshooting & notes;

Do NOT use Virtual backgrounds are OFF!!

Do NOT blur your background image.

Do NOT use backgrounds when using the conference cameras (will cause various focus related issues)

If encountering issues with Teams or Zoom not detecting the USB ("Echo Cancelling Speakerphone (Conf RM x AV Bridge)", open your windows web cam utility.

In the upper right corner, select available web cams & choose conf bridge for web cam.

Make sure to select "Echo Cancelling Speakerphone (Conf RM x AV Bridge)".

To test your laptop using the "Conf Rm x AV Bridge" (ceiling speaker & microphone);

Navigate to more => settings => device settings & make a test call.

When exiting web cam utility, make SURE to close the web cam, BEFORE launching teams, zoom or whatever conferencing application you're using.

To view video of the Conference PC's desktop on the T.V., establish an HDMI connection between the wall plate (HDMI wall plate is located below the wall mounted control panel / tablet) & the conferencing P.C.

A Laptop typically automatically duplicates its' desktop video & audio to the T.V.

Once the HDMI has been connected, the HDMI audio will appear in your laptop as "E4100 default".

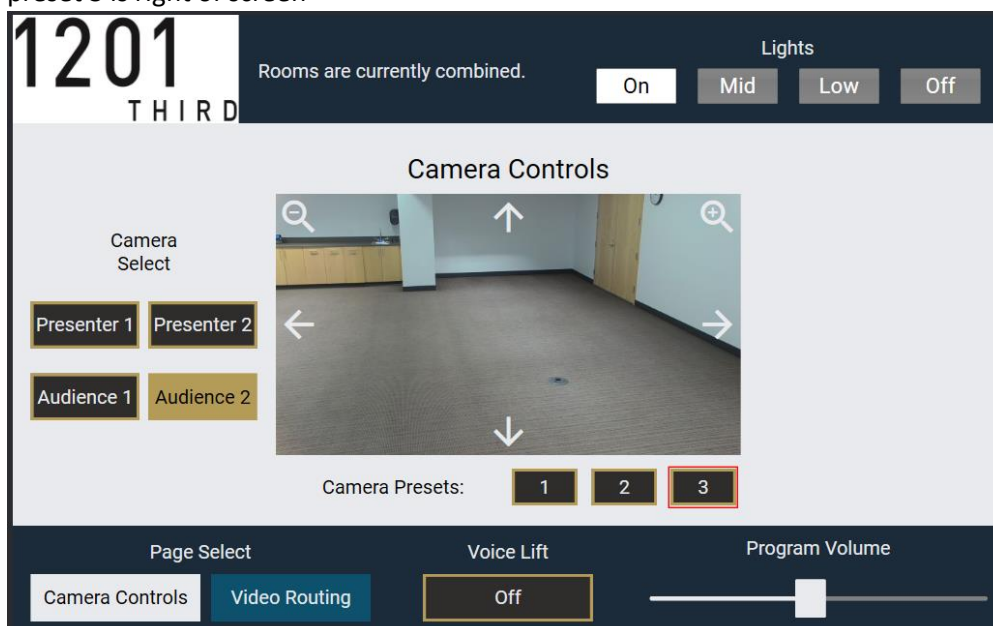
Adjusting camera views;

Touch panel allows you to select between presenter (back of room) view & audience (Front of room) view.

Preset 1 - wide view

preset 2 is left of screen

preset 3 is right of screen



You can also use the arrows if any fine tuning of the camera view is desired.

To broadcast audio over ceiling speakers & use the Ceiling Microphone, your computers Speaker AND Microphone (both) should show "Echo Cancelling Speakerphone (Conf RM x AV Bridge)" - x ='s 1 for conf rm 1 & 2 for conf rm 2

NOTE - when using Air Ties (for presenting video & audio) Microsoft will show PC speaker as muted - this is normal.