

Follow the steps to manually connect two spanned classrooms. This process will allow you to set up the call and answer the call from the same end.

To establish a spanned connection, you will need to access two touchscreens. The typical AV control touchscreen **AV** and a Teams Meeting Room (TMR) touchscreen **TMR**

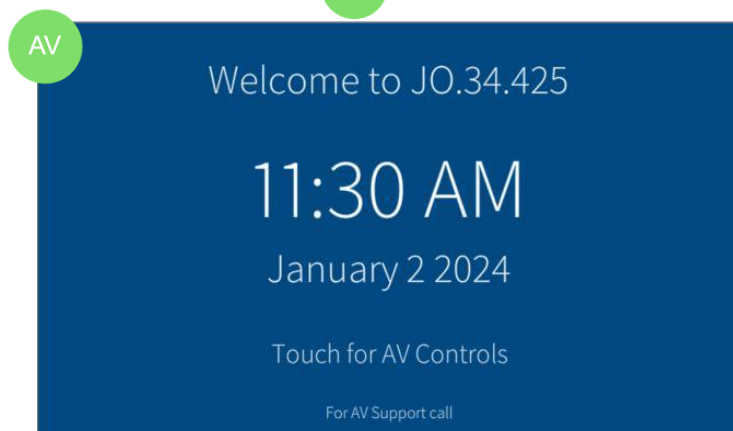


Figure 1: AV control touchscreen

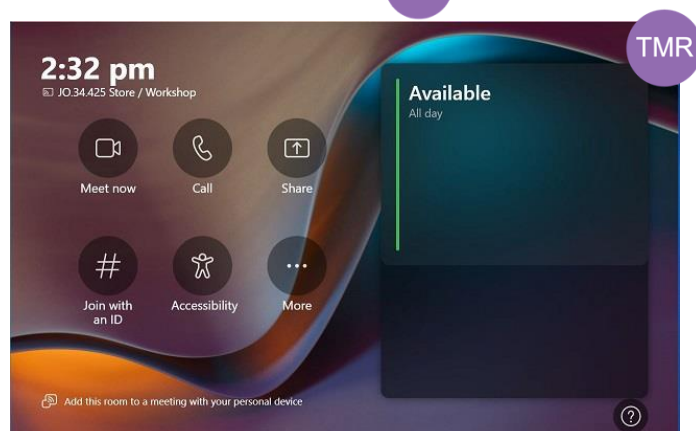


Figure 2: Teams Meeting Room (TMR) touchscreen

## 1. Turn on the AV System

Touch the Welcome screen to switch on the system and display the AV source options e.g. **PC, Laptop, Wireless...** (fig 3). The main projected displays and pod displays will display the TMR screen as a background by default.

## 2. Select Dial

Select the **Dial** icon on the AV touchscreen (fig 3).

## 3. Select the Remote Room

Select the remote room from the campus tab and the room list displayed on the AV touchscreen (fig 4).

Selecting the remote room from the AV touchscreen will enable you to also answer the call remotely.

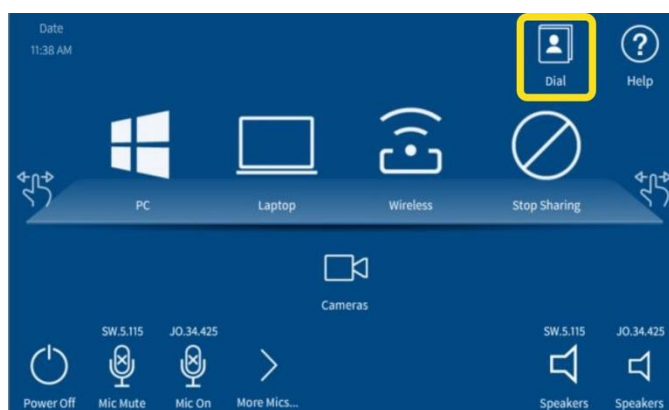


Figure 3: Audio and video options

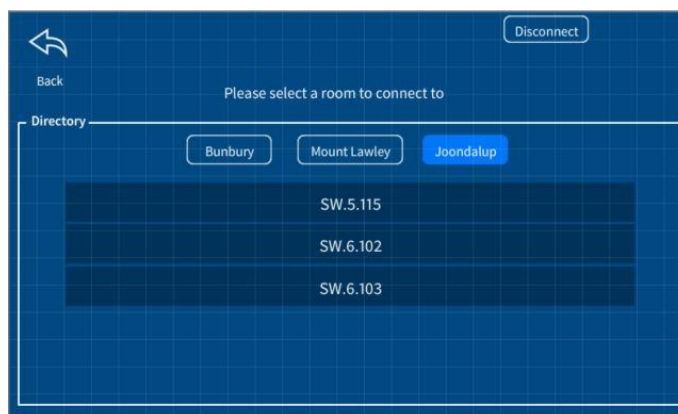


Figure 4: Audio and video options

The AV touchscreen indicates the remote room to be connected (top of the screen) and provides the steps to follow on the TMR touchscreen (fig 5).

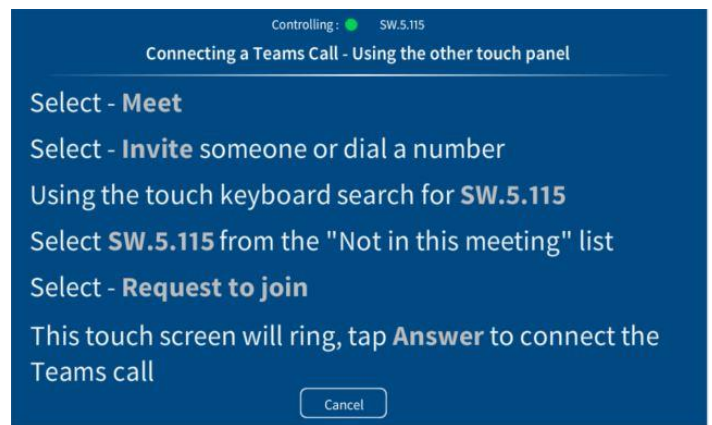


Figure 5: Connection steps for right TMR touchscreen

#### 4. Select Meet Now



Select the **Meet Now** icon from the TMR touchscreen (fig 6).

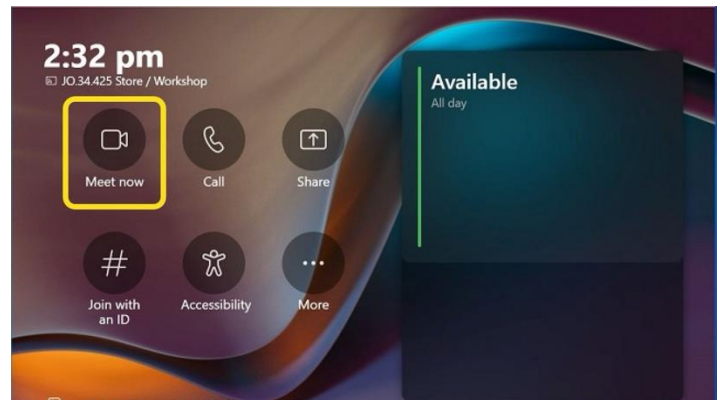


Figure 6: Select Meet Now from the TMR touchscreen

#### 5. Search & Select the Remote Room

On the TMR touchscreen, select the Teams search field to enter the destination room number (include all dots) e.g. SW.5.115 (SW, not BU, is the correct designation for the South West campus)

Select the correct room from the search results, listed under 'Not in this meeting' (fig 7).

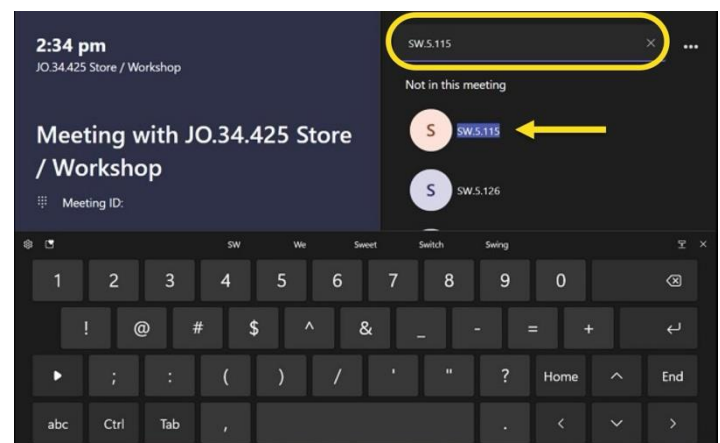
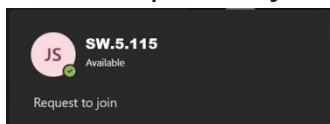


Figure 7: Enter the remote room on the TMR touchscreen

Select 'Request to joint'.



#### 6. Answer the Call



The AV touchscreen will begin to ring.

Answer the call by touching the 'Accept the Teams call?' box (fig 8).

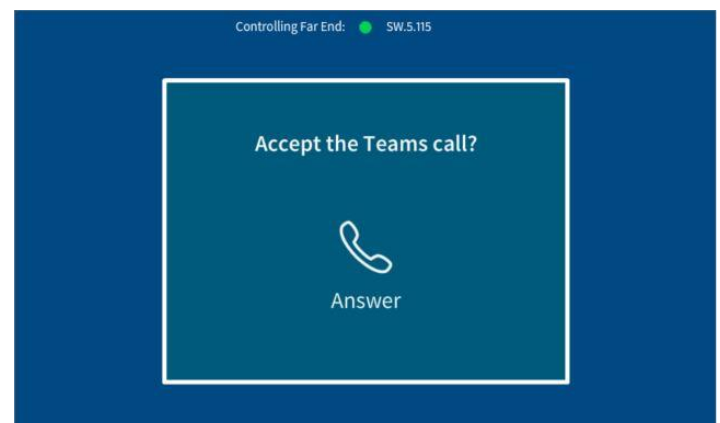


Figure 8: Answer the call on the AV touchscreen

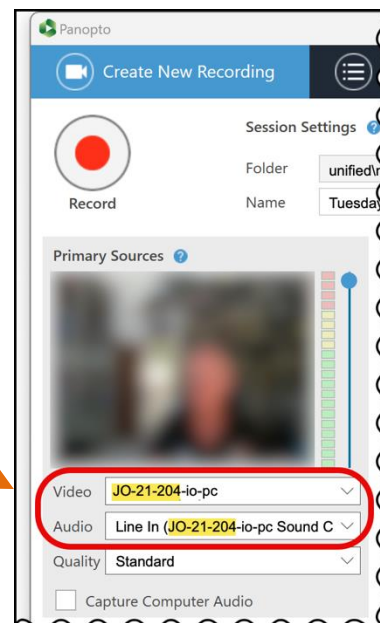
## Recording the session

TMR

To successfully capture audio and video in the room, the session recording must be done from Panopto on the **Room PC**.

Before selecting the Record button in Panopto, check that the audio and video source selected has your room location in the source names e.g. JO.21.204

Selecting the Red Hang-up icon on the TMR touchscreen, will remove both rooms from the call and end the recording.



## Connect the AV source

AV

Figure 9: Panopto video & audio settings

Powering the Room PC or connecting a powered Laptop will auto-connect as the new source for projection. Touch the required source icon on the touchscreen if this does not happen automatically. Some venues will have additional sources for White Board cameras.

PC



Turn on the computer mounted on the back of the computer monitor. Use the Room PC when recording the session with Panopto.

Laptop



Connect the HDMI cable and your laptop power supply (You must provide an adaptor if your laptop does not have an HDMI connection). Turn on the laptop for auto selection by the system as an AV source.

Wireless



This is a screen-sharing application (Solstice or AirMedia) for participants in the classroom.

Stop Sharing



Select the 'Stop Sharing' icon will hide the presentation and project the participants video full screen. If you switch presentation ends during the session, select 'Stop Sharing' before selecting the source at the other end.

## Microphones



Microphones can be muted by selecting the Mic icon on the touchscreen. **Mute is indicated by a red cross.** Reselect the icon to unmute (fig 10).

Microphone mute selection can be done from either end with an expanded menu for individual selection.

Use the lapel microphone if you intend to move away from the AV desk microphone during recording.



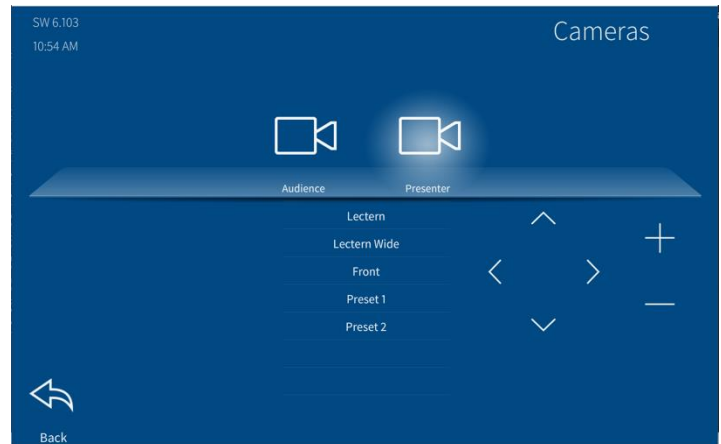
Figure 10: Microphone Mute and Unmute

## Audio (room speakers)

Select the speaker icon to control the volume level.

## Cameras

To display camera options, select the Camera icon in the middle of the AV source screen (fig 3). From the Camera screen, you can control the direction and zoom for the Audience and Presenter cameras (fig 11).



**Figure 11:** Camera controls


## Document Camera

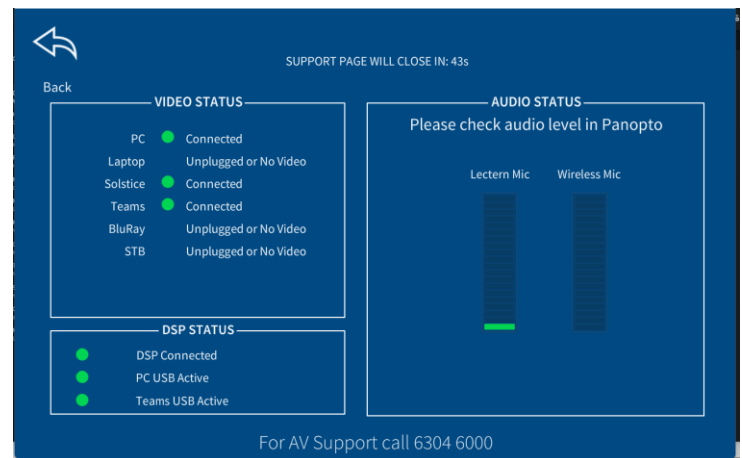
This device is not selectable from the touchscreen. From the **Room PC**, launch the Visualizer application on the desktop screen (fig 12).



**Figure 12:** Document camera & Visualizer app



## Help

Select Help on the touchscreen to check for simple video or audio problems (fig 13). The screen will return to the source screen automatically after a short duration if you don't select the Back icon 



**Figure 13:** Help

## Power Off

1. Select the Red Hang-up icon on the TMR touchscreen to end the call. 
2. Select the Power Off icon on the AV touchscreen. 
3. Turn off the Room PC (if used).
4. Turn off the lapel mic and return it to the charge station (if used).

## If you require further assistance:

Contact IT by picking up the black handset next to the room PC and following the prompts. For priority attention, state that you require assistance in a spanned classroom session.