Instructions

How to use the AV equipment in G03
Hybrid Meeting

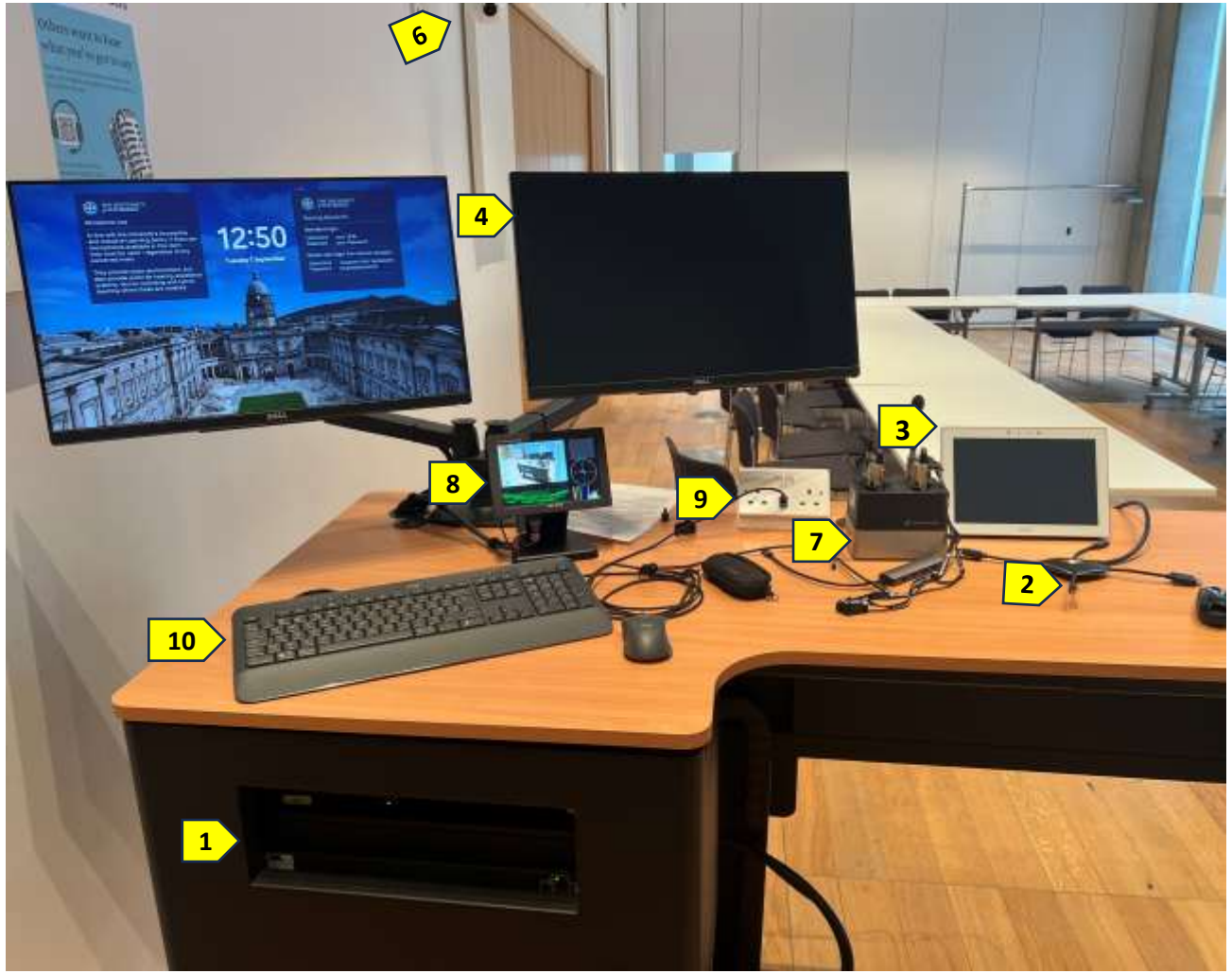
Computing Support Team 2026

Available equipment

Please see bellow the available equipment :

1. A dedicated PC for presentations and video conferencing
2. Multiple connections including HDMI for connecting your own laptop
3. Touchscreen control panel
4. Multiple monitors/displays
5. Projector
6. Room camera
7. Integrated audio system with 2 lapel microphones
8. Camera preview panel
9. Power sockets including 2 usb ports(power only)
10. Wireless mouse and keyboard
11. Electric raising podium
12. Hearing loop aid

The AV system can be controlled using the touchscreen(3) located in the room.



Setup a Hybrid Meeting

For Hybrid meetings you need to use the podium pc.

The podium pc is connected to :

- Lapel microphones
- Both monitors
- The projector
- The room speakers
- The camera in the room
- Wireless mouse and keyboard



You can setup a hybrid meeting by following these steps :

- Power on the projector.
- Power on the microphones configure audio.
- Sign in to the podium pc and Setup the Teams meeting
- Teams meeting & recording
- Configure the room camera
- Adjust the desk.
- Induction Loop
- End of meeting

Power on the Projector

Locate the touchscreen on the desk :

- Press the blue button (**Touch to enable Projector One**)
- After pressing the button the projector will power on and it will lower the projector screen.



Once the projector is ready you will see the screen bellow.

Select the tab PC and press the option Main Display.

The projector will mirror the podium pc screen.

While you setup your meeting you can press the green (**PROJ BLACK**) button to blackout the projector screen until you are ready. (1)



Power on the microphones configure audio.

Using the Lapel Microphones

1. Locate the lapel microphone charging dock.
   Both microphones should be resting in the charging dock when not in use. When fully charged, the green indicator light will be displayed, as shown in the photo.

2. Remove the lapel microphone from the charging dock.

3. Wait a few seconds.
   The microphone will automatically connect to the audio receiver. The receiver screen should display SLDW, as shown in the photo labelled with number (3).

4. Check the microphone status.
   There is a small mute switch on the top of the microphone.

   Green light: The microphone is active and ready to use.
   Move the switch to the right: The microphone will be muted and you will see a yellow light.



Power on the microphones configure audio.

Please locate the touch screen panel :

1. With the **+** and **–** you can increase and decrease the audio volume for the hybrid meeting
2. At the bottom left corner you can see the mute button. Please make sure your audio is not muted.



Sign in to the podium pc and Setup the Teams meeting

Press any key on the keyboard to reveal the login screen.

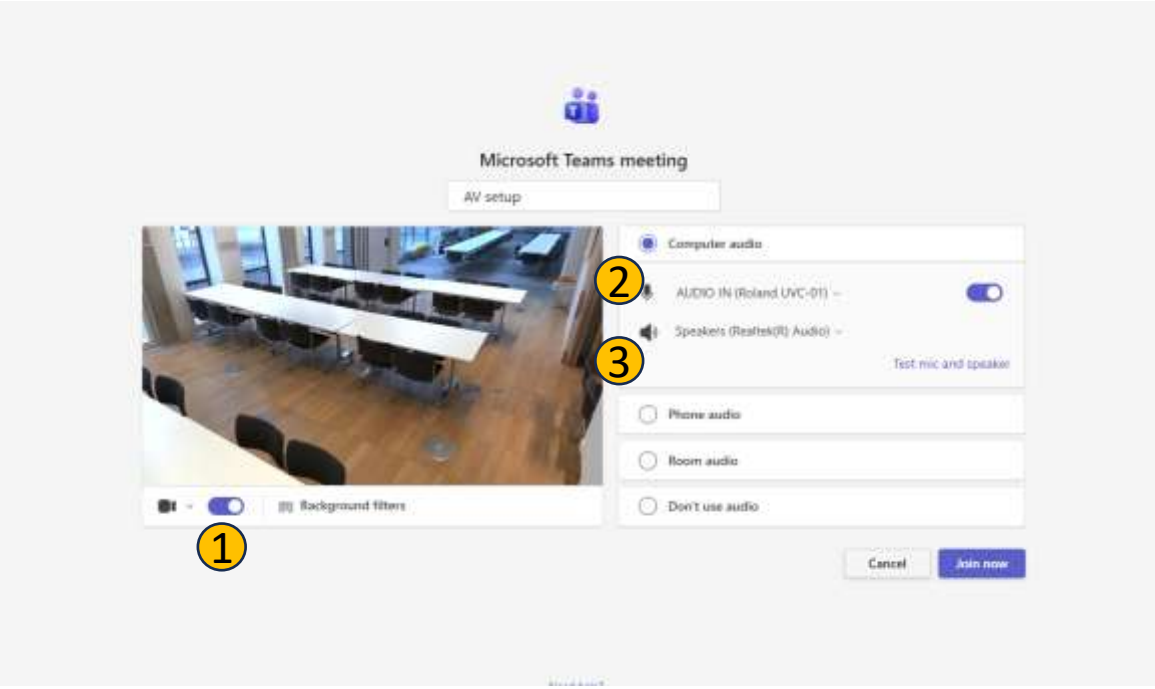
Please type your username (UUN) and your password (UOE email account password.)

Please wait It will take 1-2 minutes to download your profile from the server.



Join your teams meeting and select the correct video and audio options:

1. Make sure the camera is enabled
2. The microphone is set to : Roland UVC-01
3. The speakers are set to : Extron HMDI (HD driver audio for Display audio



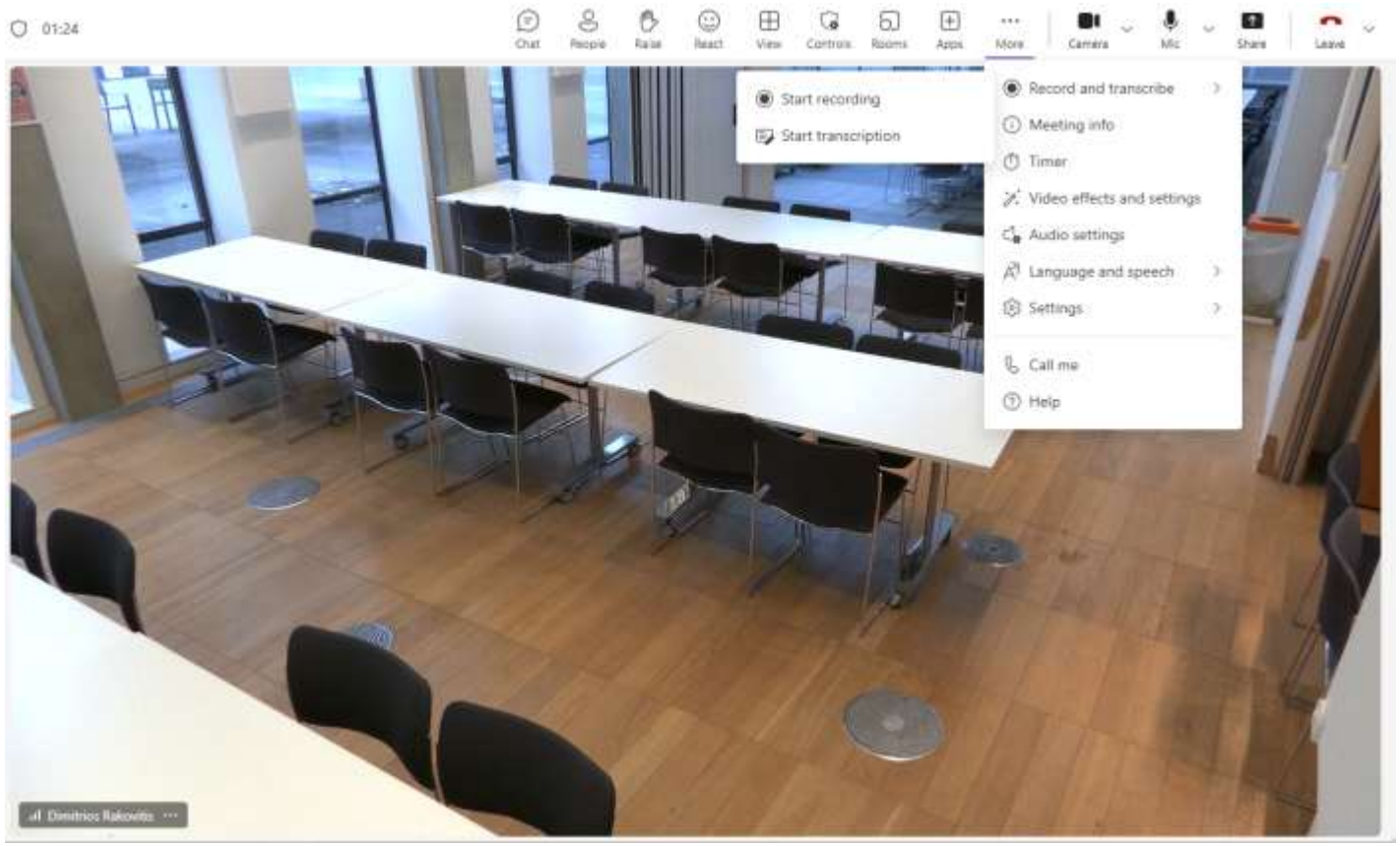
Teams meeting & recording

To start recording the meeting:

1. Join or start the Microsoft Teams meeting.
2. Select More (···) from the meeting controls.
3. Select Record and transcribe → Start recording.
4. Confirm the recording when prompted.

A notification will appear to meeting participants when recording has started.

To stop the recording, select More (···) → Record and transcribe → Stop recording.



Configure the room camera

The room has been upgraded with a new camera. This camera can be easily adjusted from the touchscreen panel.

Camera manual settings :

1. Zoom in
2. Zoom out
3. Manual move up / down / left / right





Configure the room camera

For higher convenience there are preset settings. You can reposition the camera to specific location by just pressing a button during your hybrid event. The camera is programmed to move fast to the desired location and remain until another option is selected or moved manually

Camera preset settings:

a. Teaching Desk

b. Audience

c. Presentation screen including the Teaching Desk

Please see bellow the result of each option on the preview screen.



Adjust the desk.

The room is equipped with a height-adjustable desk. Please locate the desk control switch, as shown in the photos on the right, to adjust the desk to your preferred height.

You can adjust the hight of the desk by moving the control switch :

a. UP

b. Down







Induction Loop

Using the Induction Loop

The room is equipped with an induction loop system to assist people who use hearing aids or cochlear implants with a T-coil (telecoil) setting. Before using the system, please check that a green tick ✓ is displayed on the screen, indicating that the induction loop is switched on and ready to use.

1.Please ask the audience to switch their hearing aid or cochlear implant to the T-coil/Telecoil setting.

2.Position the participants in the designated induction loop area of the room.(5m-10m from the Desk)

3.The system will transmit the room's audio directly to their hearing device.

4.They need to adjust the volume on their hearing device if required.

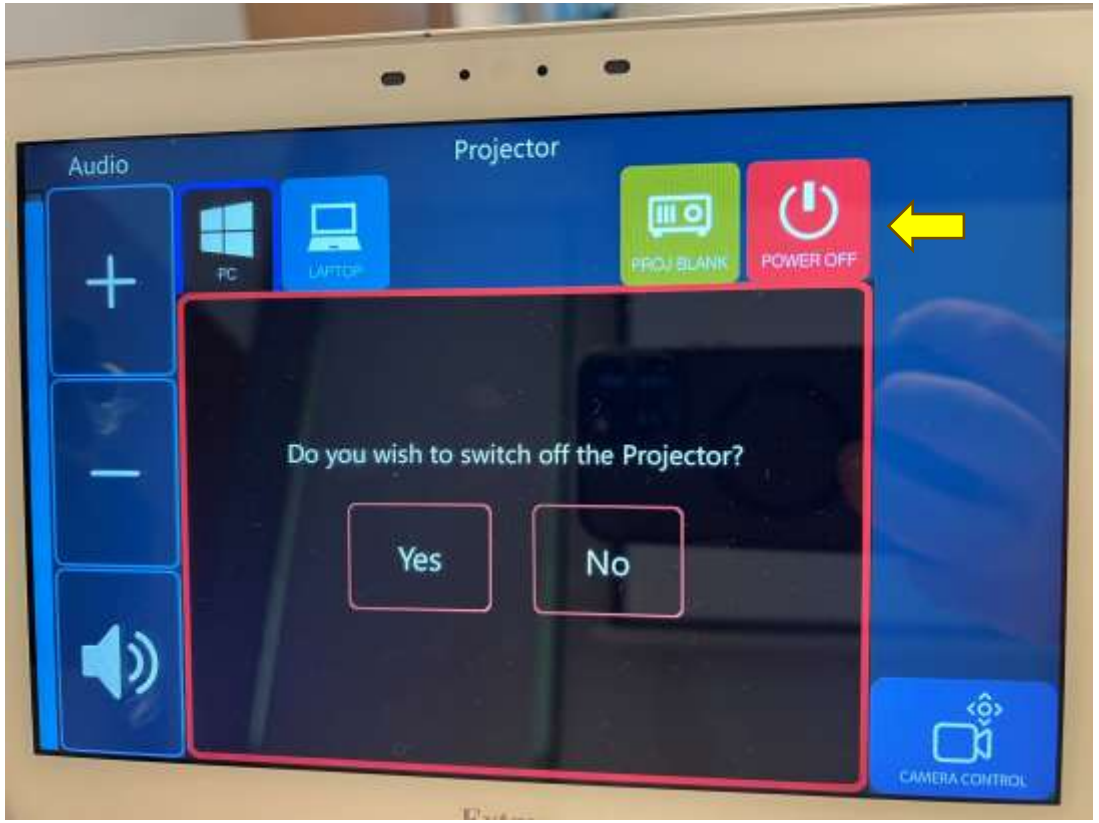
If they do not receiving any sound, or the audio is unclear, please ask them to check that the T-coil/Telecoil setting is enabled on their hearing device and that they are within the loop coverage area.

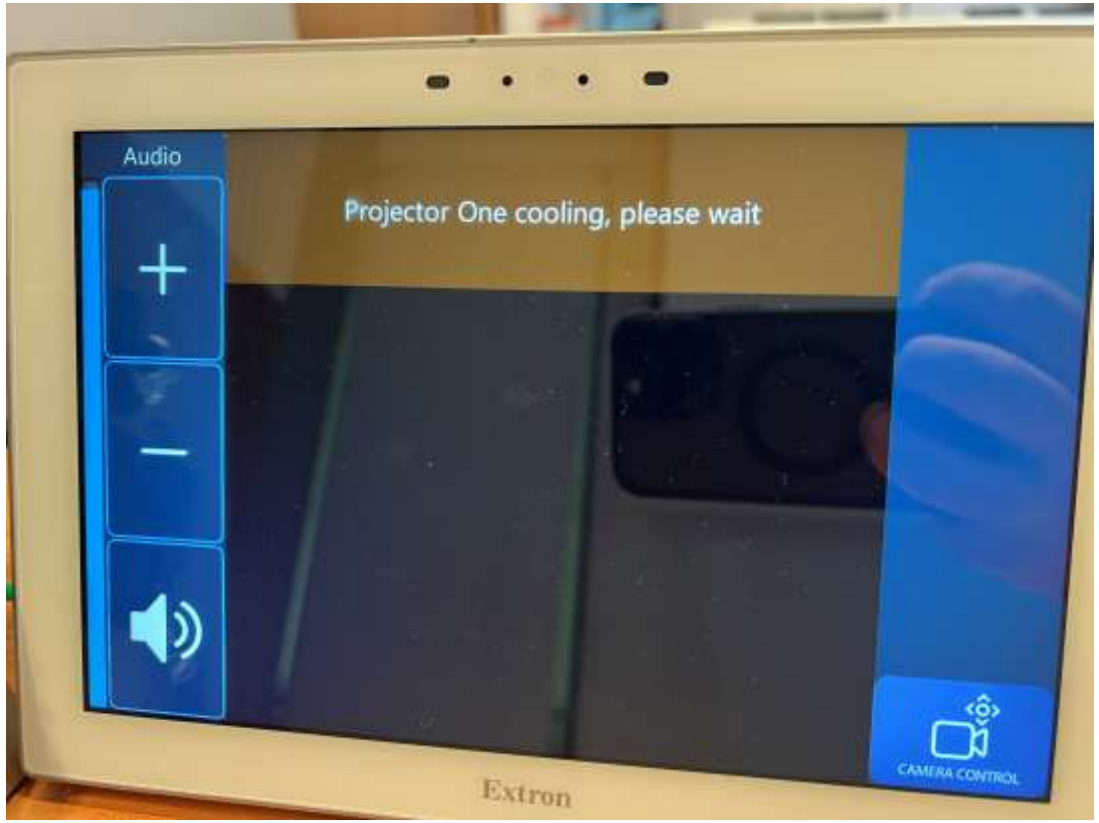




End of meeting.

At the end of the meeting please press the **POWER OFF** button and then **Yes** to switch off the projector.
Also make sure you sign out of the podium pc.





How to get help

If you need help for IT related Issues you can visit our support site : https://computing.help.inf.ed.ac.uk/
Here you can search for guides or view the status of our services and information about disruptions.

Urgent AV Support

For urgent AV issues where the equipment is not working properly, please contact Reception.
They will contact the appropriate AV support team for assistance.

You can also contact us by submitting a ticket here :
https://computing.help.inf.ed.ac.uk/help-desk
OR
Visit our support office at IF-1.07

