Instructions

How to use the AV equipment in G03
Local Meeting Part1 & 2

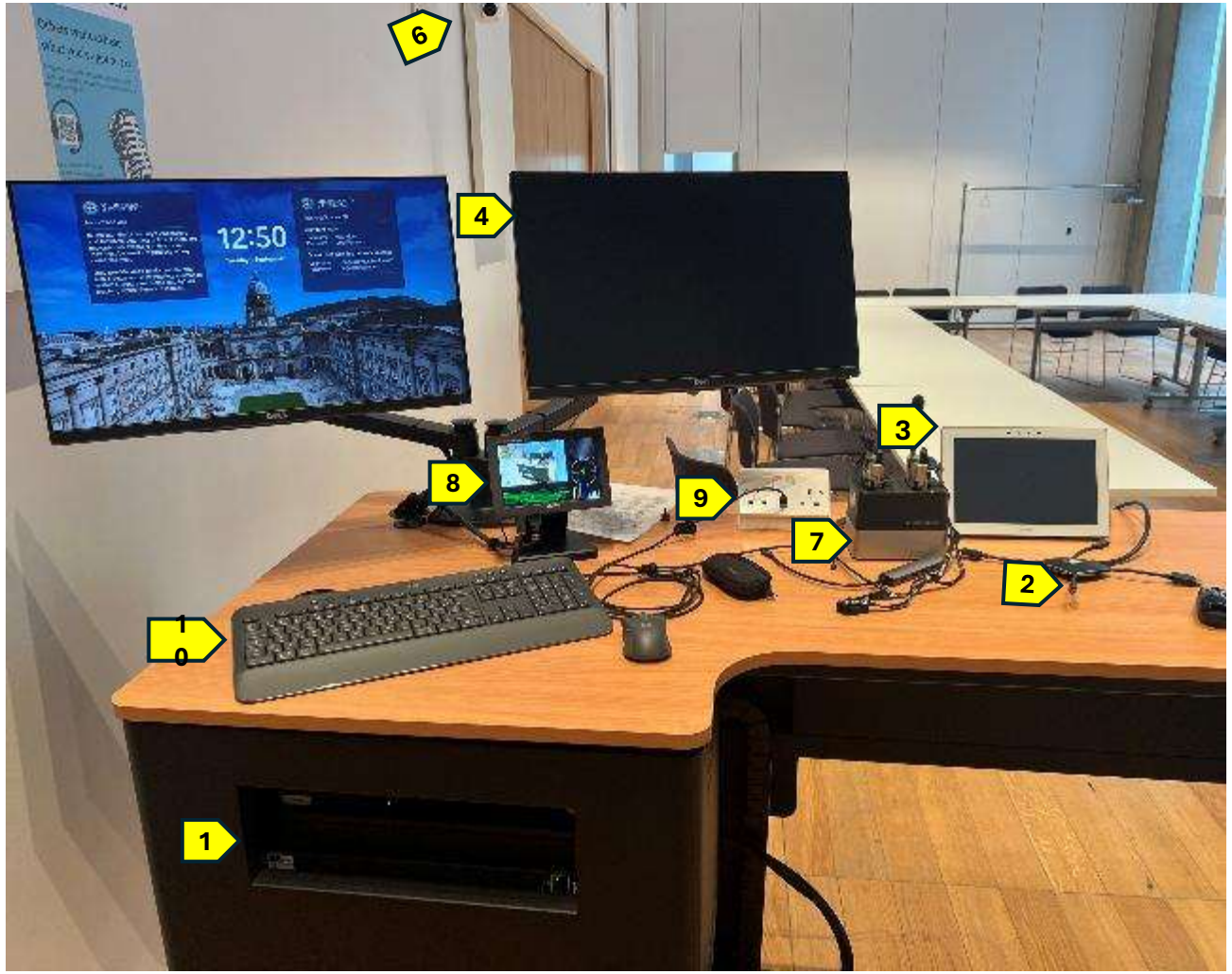
Computing Support Team 2026

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.



Local Meeting Part1
Podium PC setup

Setup a Local Meeting with the podium pc

For Local meetings you can use the podium pc or your personal device .

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 local meeting using the podium pc by following these steps :

- Power on the projector.
- Power on the microphones configure audio.
- Sign in to the podium pc and open your power point presentation
- 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 **LAPTOP** and press the option **Main Display**.

The projector will mirror the podium pc screen on the left.

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

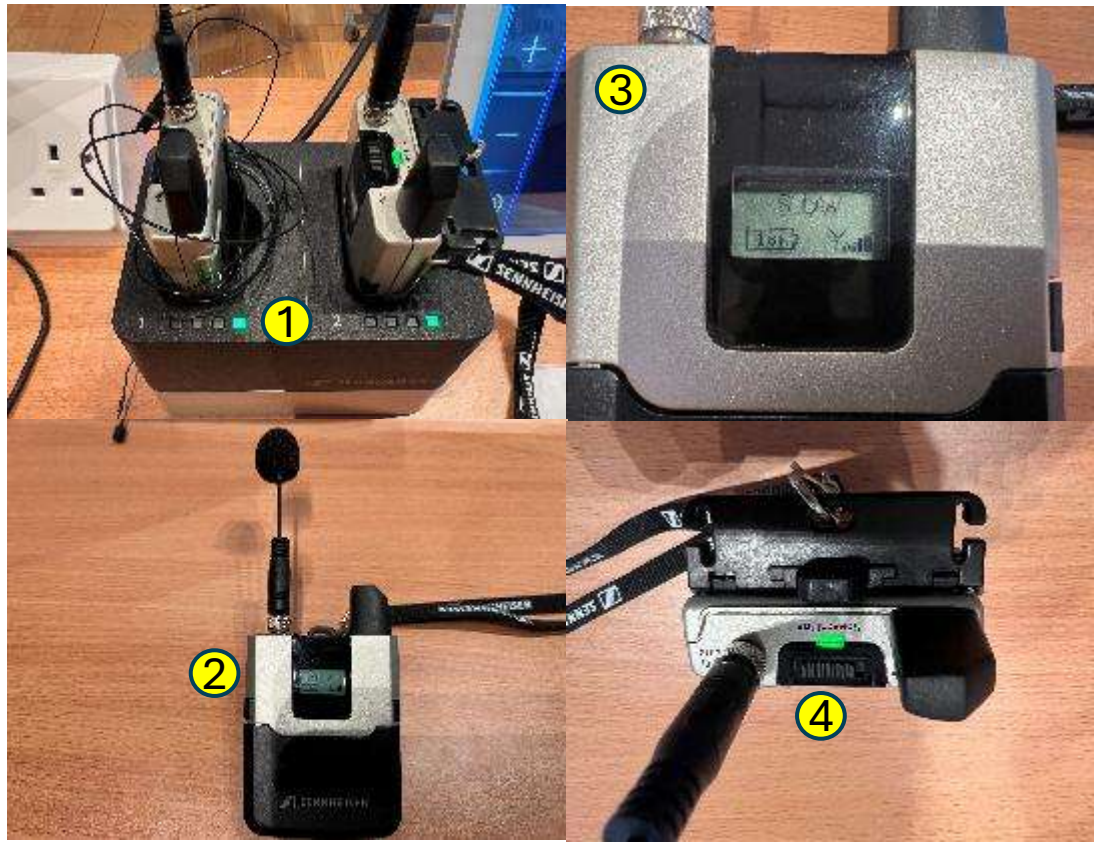
1. Locate the lapel microphone charging dock.
   Both microphones should be resting in the charging dock when not in use. When fully charged, the green indicator light will be displayed, as shown in the photo below.

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 below.

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.



Sign in to the podium pc and Setup the Teams meeting

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

- If you have a University of Edinburgh Account, please type your username (UUN) and your password (UOE email account password.)

Please wait for 1-2 minutes to download your profile from the server.

- If you do not have a University of Edinburgh Account you can still sign using the guest account.

Username : .\pcguest

Password : pcguestpassword

The guest account has a limited profile without internet access. You will still have access to power point and the rest of the Microsoft products.



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.

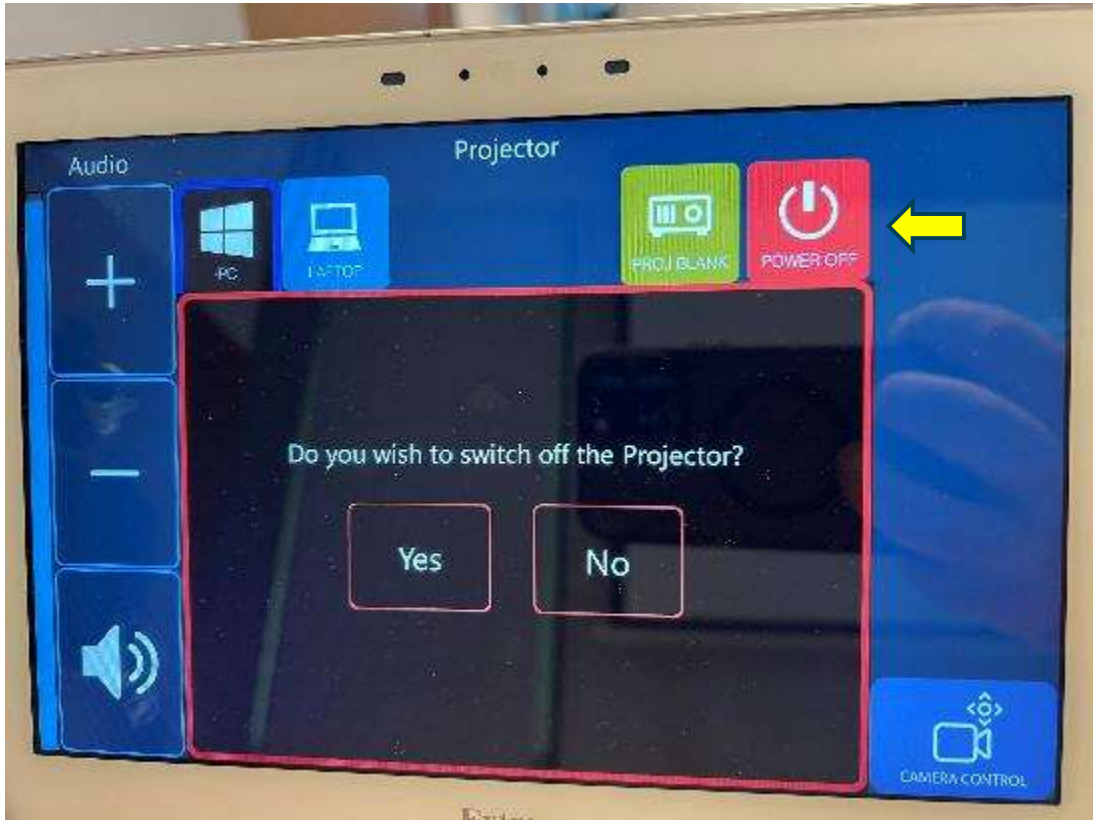
If they do not receiving any sound, or the audio is unclear, please ask them to check that the T-coil/Telecoil setting is enabled on their hearing device and that they are within the loop coverage area.

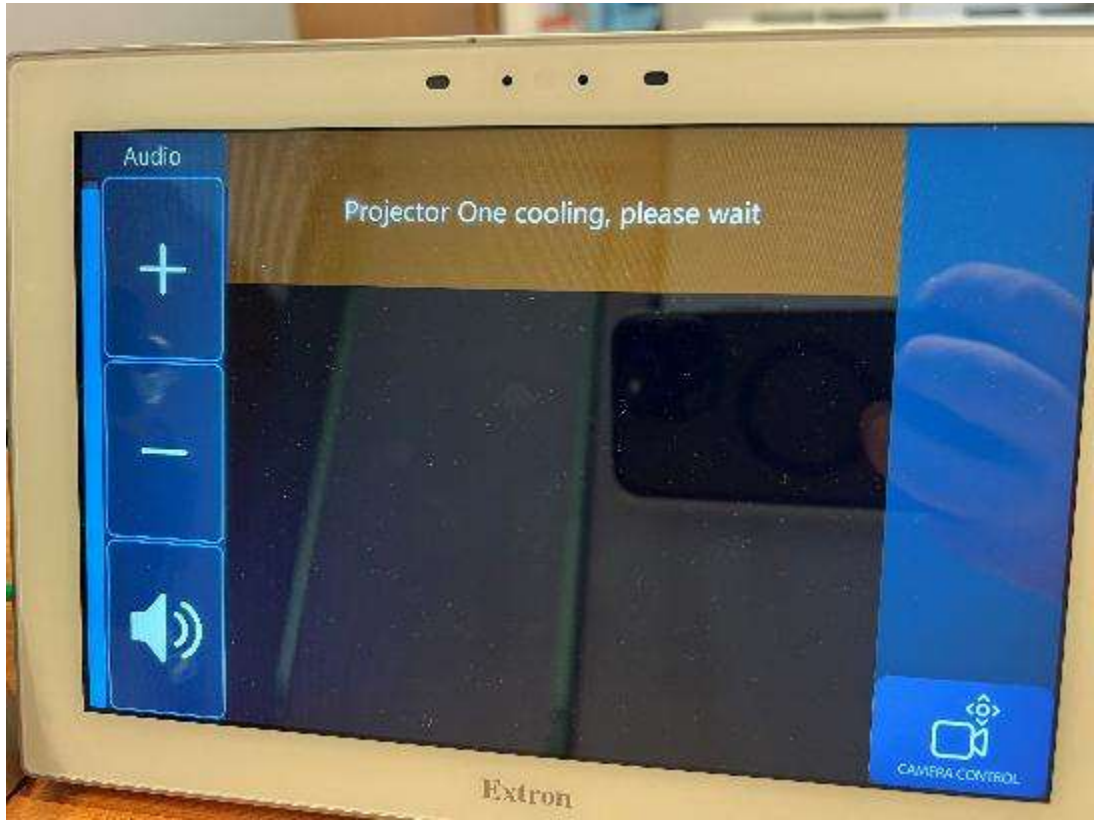




End of meeting.

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.





Local Meeting Part2
Your own Laptop

Setup a Local Meeting using your own laptop

For Local meetings you can use your own laptop. When connected with the crammer cable your laptop is connected to :

- Lapel microphones
- The right monitor
- The projector
- The room speakers

You can use the lapel microphones to improve the audio experience in the room.

Please note: The lapel microphones are connected to the room's audio system and will not be available as microphone devices on your laptop.

You can setup a local meeting using the podium pc by following these steps :

- Power on the projector.
- Power on the microphones configure audio.
- Connect the Laptop
- 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 you need to change the Projector Input to laptop.

1. Select the laptop tab.
2. Press the HDMI if it is not selected.

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

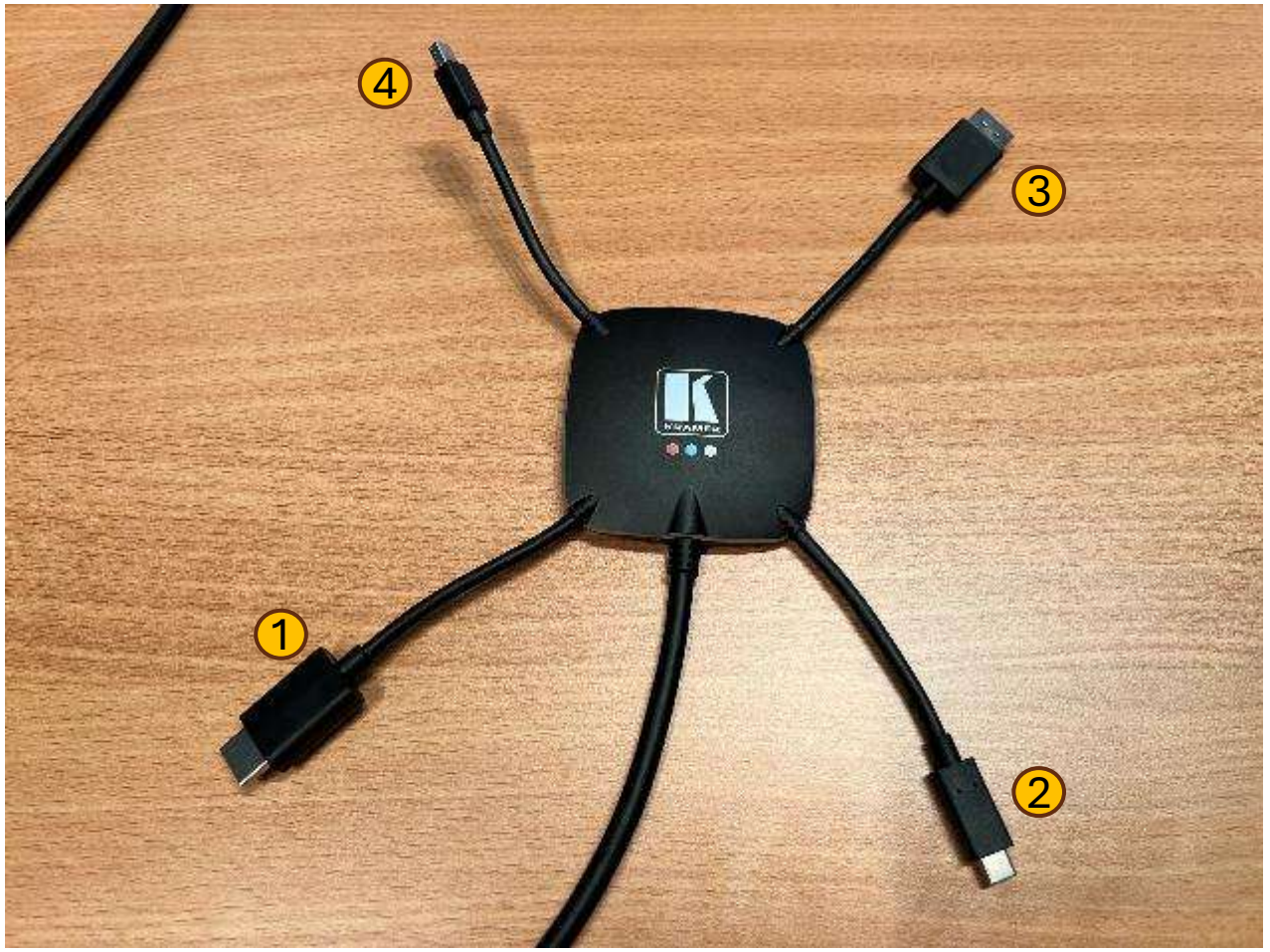


Connect the laptop

Locate the Kramer cable on the desk and connect the connector that is available on your device:

Available Inputs :

1. HDMI: On a male HDMI connector over 6.5cm (2.5”) pigtail
2. USB-C: On a male USB type–C port over 6.5cm (2.5”) pigtail
3. DisplayPort: On a male DisplayPort connector over 6.5cm (2.5”) pigtail
4. Mini DP: On a male mini DisplayPort connector over 6.5cm (2.5”) pigtail



Power on the microphones configure audio.

Using the Lapel Microphones

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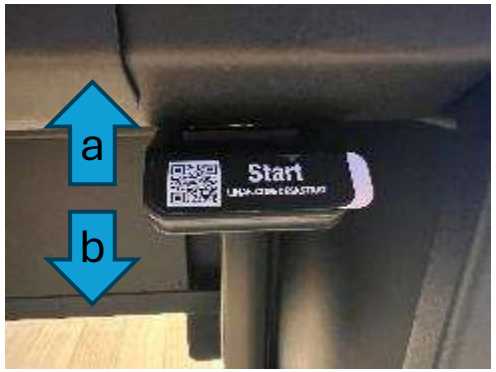
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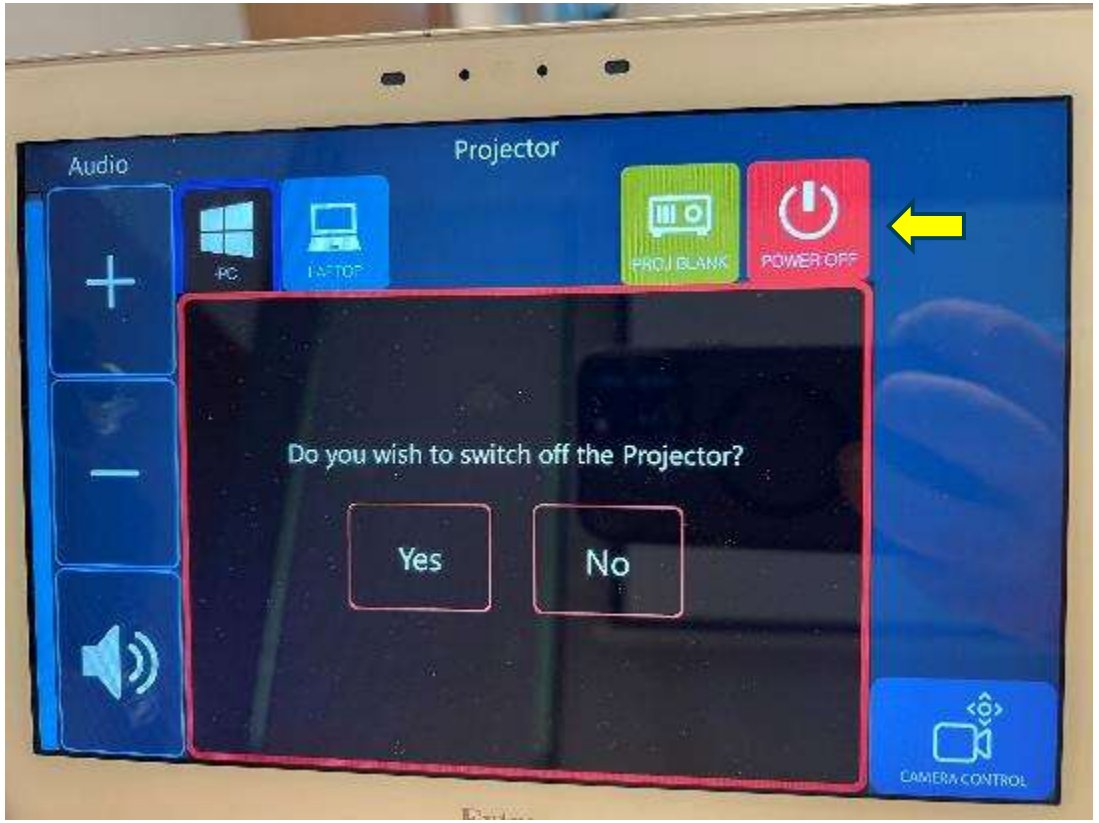
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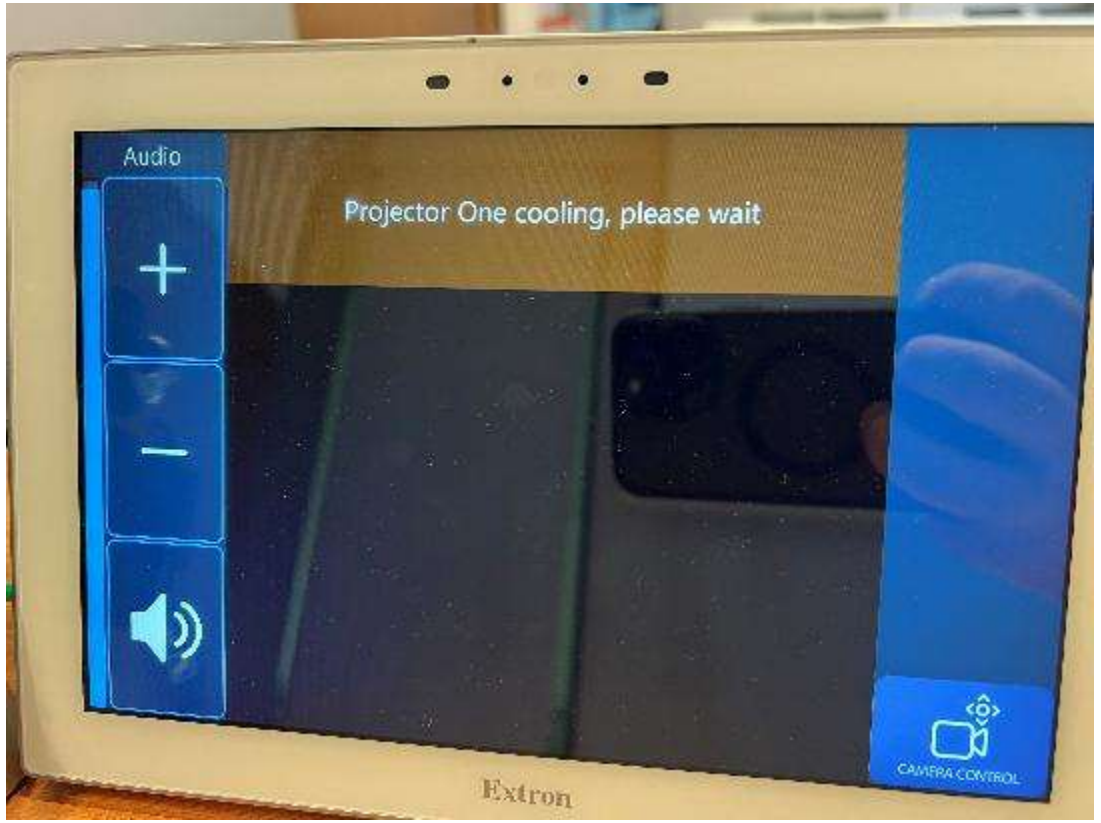




End of meeting.

At the end of the meeting please press the **POWER OFF** button and then **Yes** to switch off the projector.





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

