

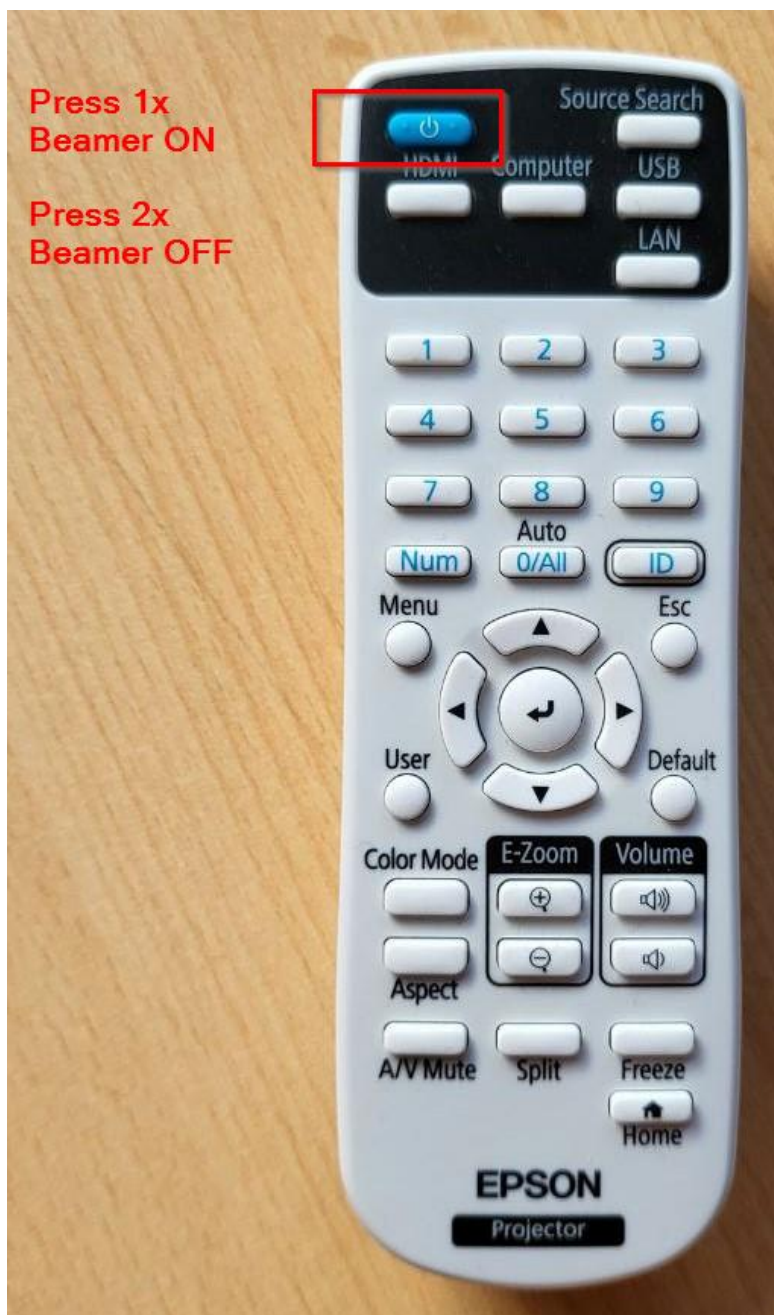
Video conference system in the large seminar room F6
usage scenarios

hybrid event

both video cameras and audio

USER MANUAL

- Turn on the beamer



- Turn on the amplifier



The amplifier is installed in the black case at the bottom and must be switched on with the power switch. If necessary, adjust the volume by using the "Master Volume" controller.

- Connect the clickshare dongle to the Notebook

The dongle is on top of the black case near the window, another dongle is in the case.

- insert the clickshare dongle into the notebook's USB or USB-C port and wait until the circle on the dongle stops flashing,

This process takes a few seconds, please be patient!

- any screen messages that may appear, especially installation prompts, can be ignored, nothing needs to be installed,

- as soon as the circle on the dongle lights up continuously: pressing the button, the image is transmitted to the projector.



At the end of the dongle there is an adapter from USB-C to USB, which can be plugged in or removed as required.

- Turn on the room camera and the presentation camera with the remote

TURN ON: Press and hold the power button for about 5 seconds (It's best to stand directly in front of the camera!),

As soon as the camera starts rotating, it is switched on.

TURN OFF: Press and hold the power button for about 5 seconds (It's best to stand directly in front of the camera!),

Once the green light flashes, the camera will turn off and rotate to the idle position.

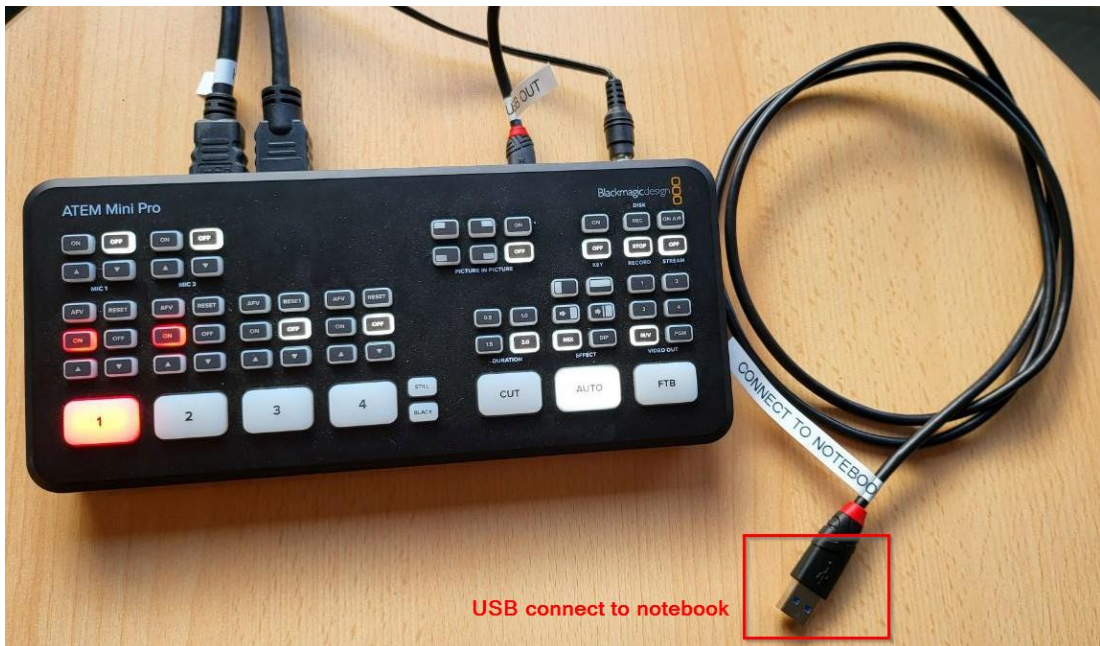


IMPORTANT!

Please do not use the ON/OFF switches on the cameras themselves! These must be switched ON for the video conference system to work reliably.

- **Connect the audio/video mixer**

The mixer is in the black case near the window in the middle of the case. The marked USB cable must be plugged into a USB port of the notebook.



- **Select room speaker**

The switches for the room speakers are mounted on the wall. Here the sound output for the selected room must be switched on ("Ein") and the other switches have to be switched off. In this scenario, the "Gr. Seminarraum" have to be switched to on ("Ein") and the other switches have to be switched to OFF.



- **Clients: customize settings**

If the settings are not automatically recognized by the client, they must be adjusted in the settings.

Select the following settings in the respective client (Zoom, GoToMeeting, Teams, etc.):

- **Camera:** Blackmagic
- **Microphone:** Roomspeakerphone
- **Speaker:** Roomspeakerphone

IMPORTANT!

At the end of the presentation, please put the dongle back and switch off the projector, cameras and amplifier.