Lecture hall 1004 presentation equipment
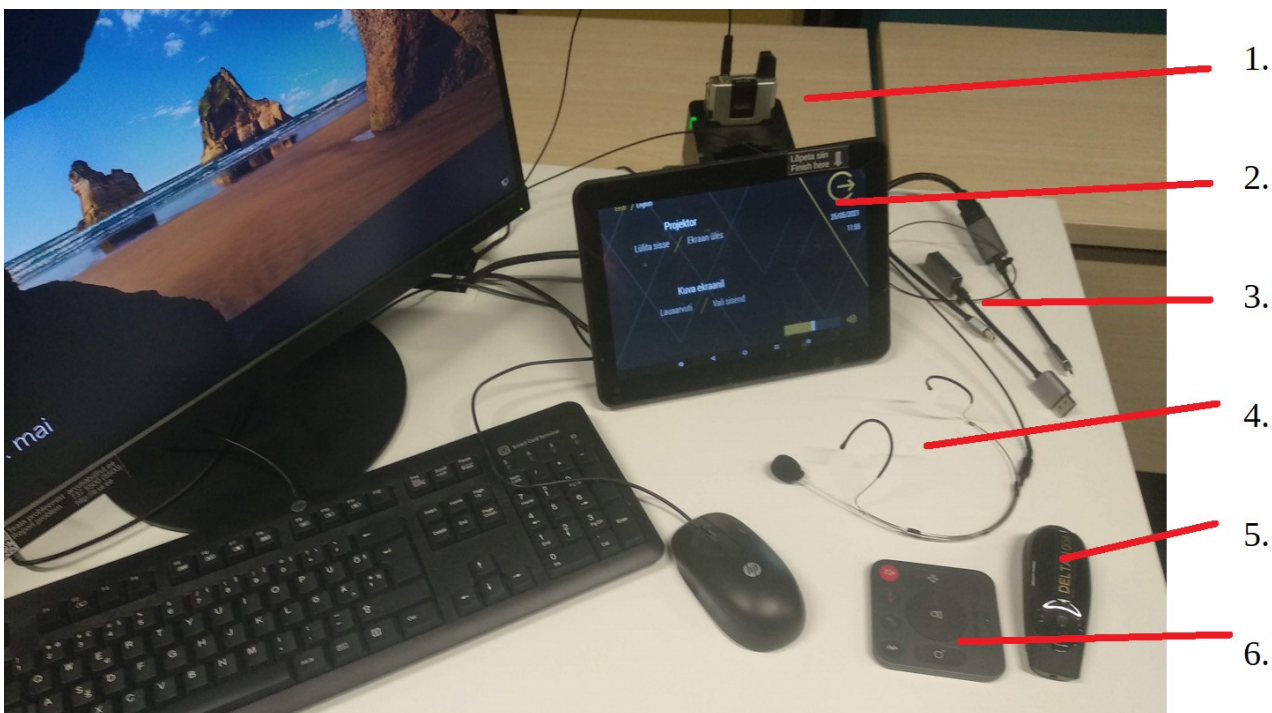
1. Head microphone transmitter (in charger) 2. Control panel (turn on projectors, choose input, adjust speaker volume) 3. Cables for laptop 4. Head microphone 5. Presentation remote control 6. Remote control for adjusting camera

Contents

Using the computer

- Log in with your University of Tartu username and password.

- If you don't have an account with the University of Tartu, use:

  Username: **kasutaja**

  Password: (leave empty)

Finishing your work

1. Log off from the Computer. You can use the icon on the desktop:

2. Turn off the projector by clicking this button on the Control panel:

3. Put microphones back to charging station. No need to turn them off, they do that automatically.

Using projectors

1. On the table there is a control panel for operating projectors, ceiling TV screens and speakers.

2. On the initial screen is a button with arrow. Press it.

3. For turning on projectors, press **Power on** in the menu. Left and right projectors must be turned on separately.
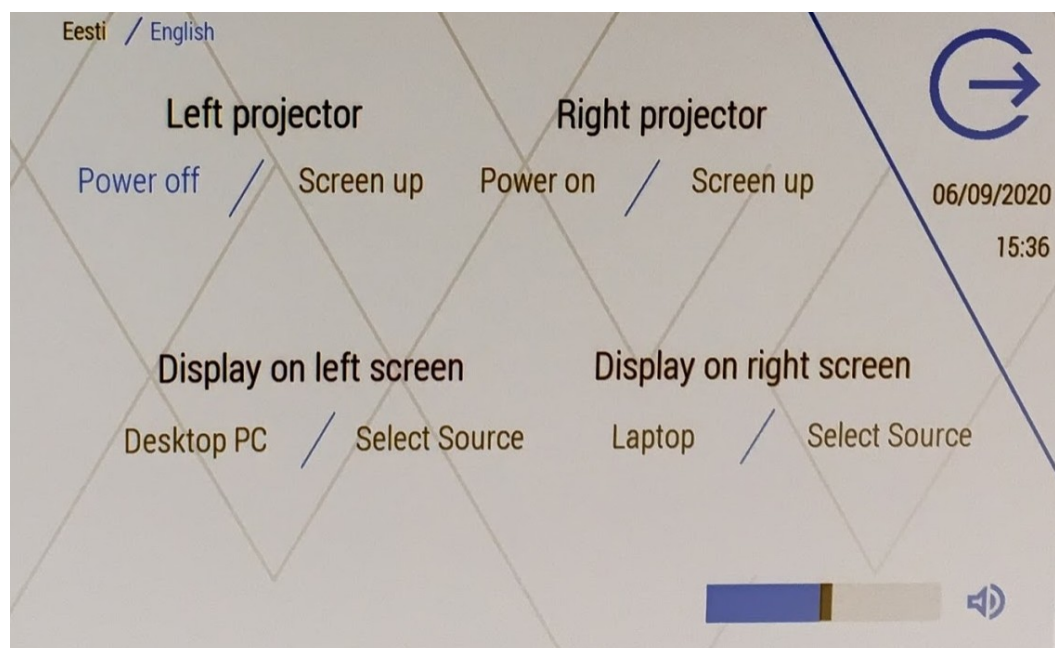
4. Connecting your laptop:

   1. Plug in the cable marked "Laptop".

   2. On the Control panel, press **Select source** and choose **Laptop**.

5. If the projector doesn't show the image on your screen, try the following keyboard combination:
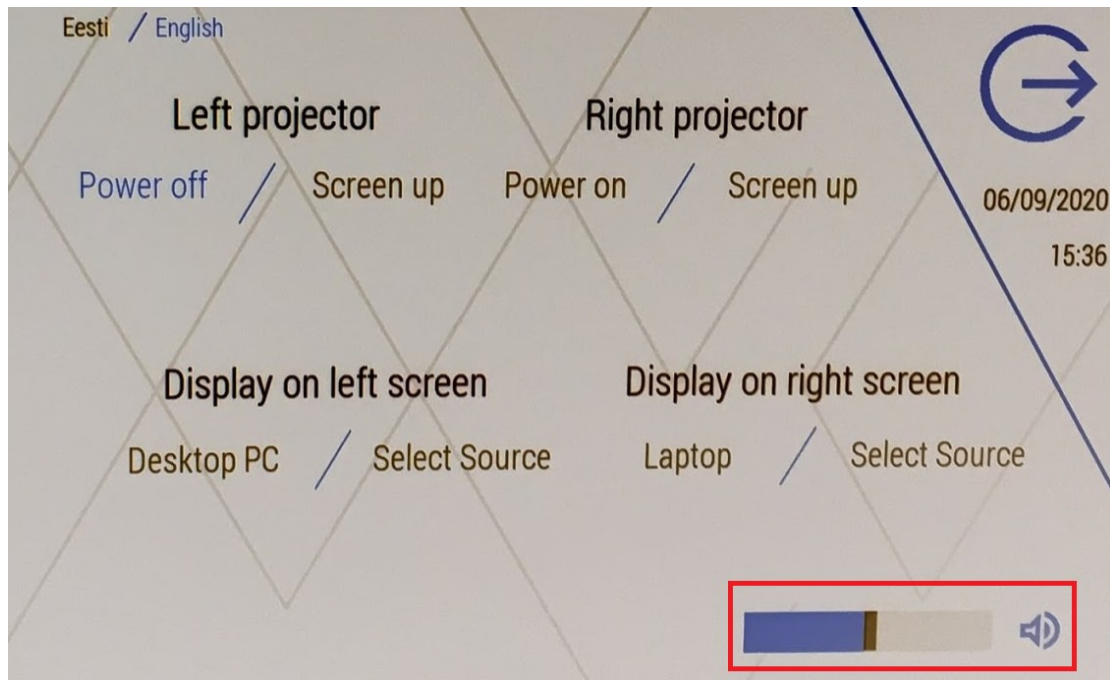
   1. On the screen, choose Duplicate

6. When finishing your work, press this button:

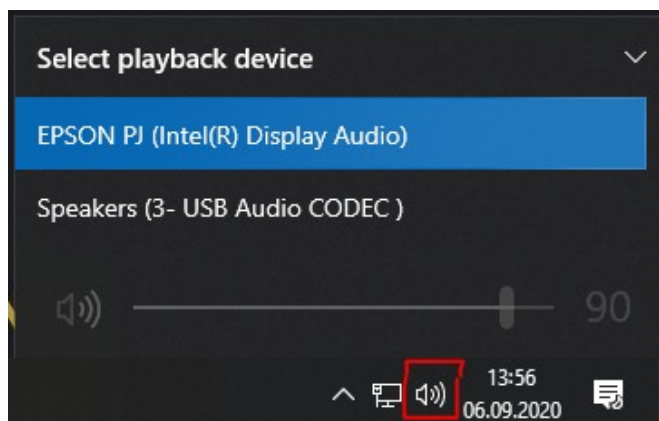   1. All projectors and TV screens will shut down.

Adjusting the speakers

1. You might need to turn on projector first.

2. On the Control panel:

3. In the computer:

NB! There are (can be) several output devices available. Choose the one that you can hear. Since sound goes through the projector, choose the device with the same name as the projector that you're using.

Using microphones

1. Take the microphone out of its charging dock and wait about 10 seconds. Then the microphone will be operational.

2. Explanation of lights on the microphone:

    1. No light is on – wait for 10 seconds. In that time, at least a red light should go on.

    2. Red light is on – the microphone has turned on but it is not yet operational.

    3. Green light is on – the microphone is ready for use. Your voice will reach the programs.

    4. Yellow light is on – The microphone is muted. Move the Mute switch.

    5. The head microphone also has an on/off button. If it doesn't activate, then maybe someone has switched it off.

        NB! All the microphones are under one input device: **Microphone (USB Audio CODEC).**

3. When using BBB or other online applications you must first enable the microphone by clicking „Allow" when opening the site.

Adjusting camera image via remote. Logitech Rally Cam

1. The camera is on the ceiling. Shown here in its off and on state.


2. Remote control:

   1. Default view (usually pointed at the lecturer's desk).

   2. Preset views (1 – blackboard, 2 – broader view of lecture hall)

   3. Rotating the camera angle

   4. Zoom

   5. These buttons are not operational. The camera doesn't have a microphone attached, even if the computer shows that it does.

Using the camera for Panopto recordings

1. If you are using **Panopto Remote Recorder**, ignore this.

2. Activate Panopto Desktop recorder.

3. Choose the camera view that best shows the desired area.

4. When using the whiteboard, choose **High** or **Ultra** image quality.

5. For audio, use **Microphone (USB Audio CODEC)**.
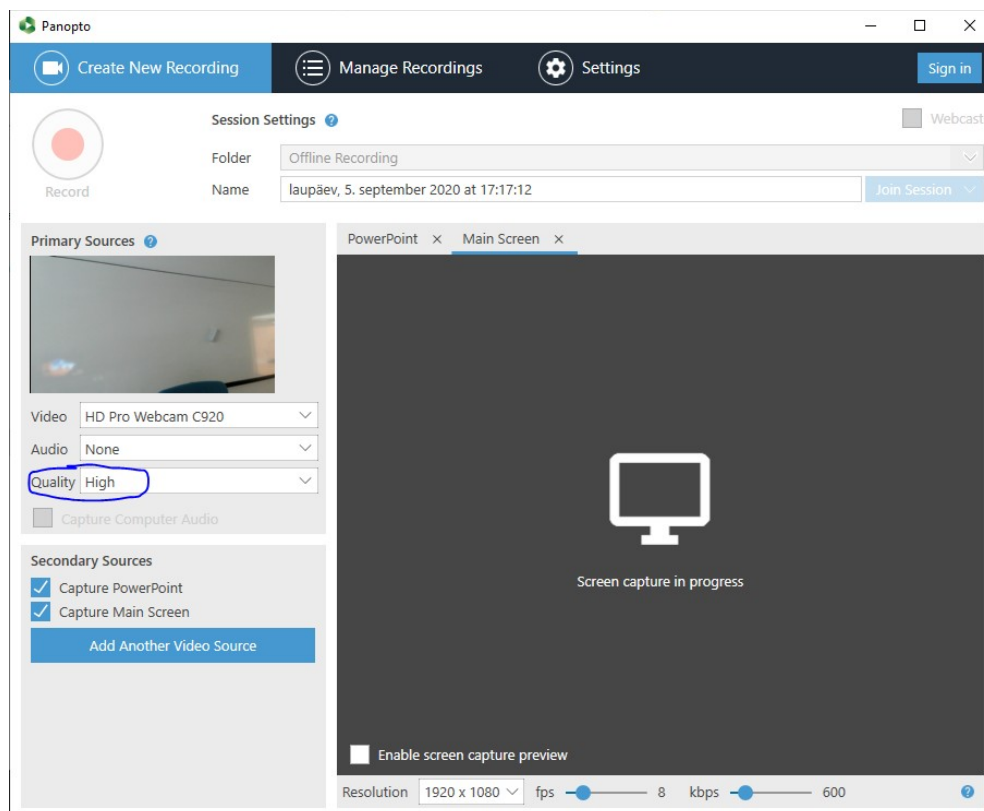
NB! While you're recording with Panopto, you cannot use other recording/viewing programs with the same camera.

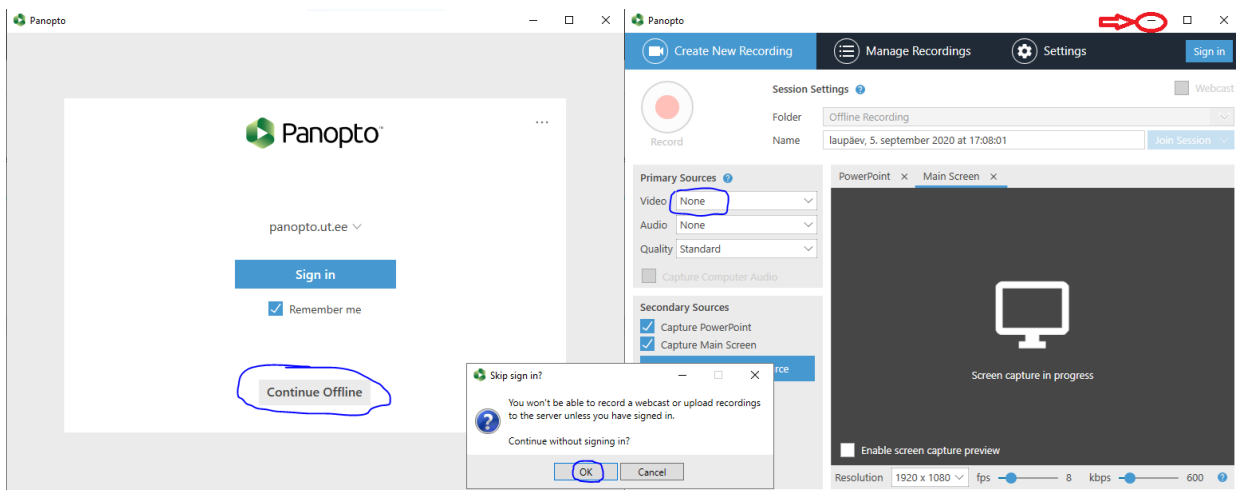# Using the camera with another program (i.e. Zoom, MS Teams)

1. By default, Panopto remote recorder occupies all camera input.
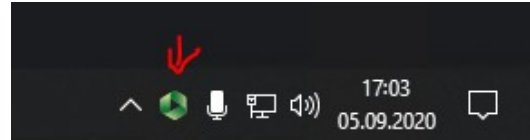
2. Panopto Desktop recorder takes precedence over Panopto remote recorder.

3. Therefore you should turn on Panopto Desktop recorder and set it to not use cameras.

4. Don't close this window or the Panopto remote recorder will again take back all camera input.

5. If you want to record with Panopto, be advised that activating Panopto desktop application prevents automatic recording. Using other programs (Zoom, BBB, Teams, ...) simultaneously can also cause problems unless there are several cameras in the room

Zoom settings you might need to change

1. Disable cameras in Panopto desktop client.

2. Open a Zoom room or log in with your zoom account.

3. Open settings and check (or change): ⚙

   1. **Video** - uncheck **Mirror my video**

      - If text on blackboard is blurry, choose **Enable HD**

   2. **Audio -** choose output: **Epson PJ (Intel(R) Display Audio.**

   3. **Audio -** choose input: **Microphone (USB Audio CODEC)**.

   4. **Recording** – if recording folder is with a UNC path (\\server\folder) then click **Change** and choose folder (D:\zoom) from D: drive.

      Also check: ☑ Choose a location for recorded files when the meeting ends

   5. After you've finished the recording, upload it to your sharing site (Panopto/UTTV) or save it onto your USB drive or cloud resource (owncloud, dropbox, Google Drive, ..) for uploading later.

   NB! If you're logged in as **kasutaja**, keep in mind that the desktop is cleaned and all files are deleted after each logoff.

Warnings and limitations

1. A laptop can be used to project an image from the projectors or play audio from the speakers.

   - A laptop can NOT be used to operate ceiling cameras or the microphones on the table.

2. To hear sound from speakers You might need to turn on projector first.

3. Microphones don't amplify your voice. Use for recording.

4. Don't tamper with the device rack.

5. Do not unplug or replace any presentation equipment.

6. Maintenance

   - Room control panels, microphones, charging docks and other devices may be cleaned with a microfibre cloth and with cleaning agents that do not contain wax, alcohol, benzine or solvents.

   - For dusting, only use a dry cloth. For removing stains from surfaces of devices, only use an agent designated for cleaning screens or glass. Apply the agent on the cloth, not on the device, and afterwards dry and clean with a dry cloth immadiately.

   - Do not apply pressure on a screen when cleaning!