Hybrid

Learning
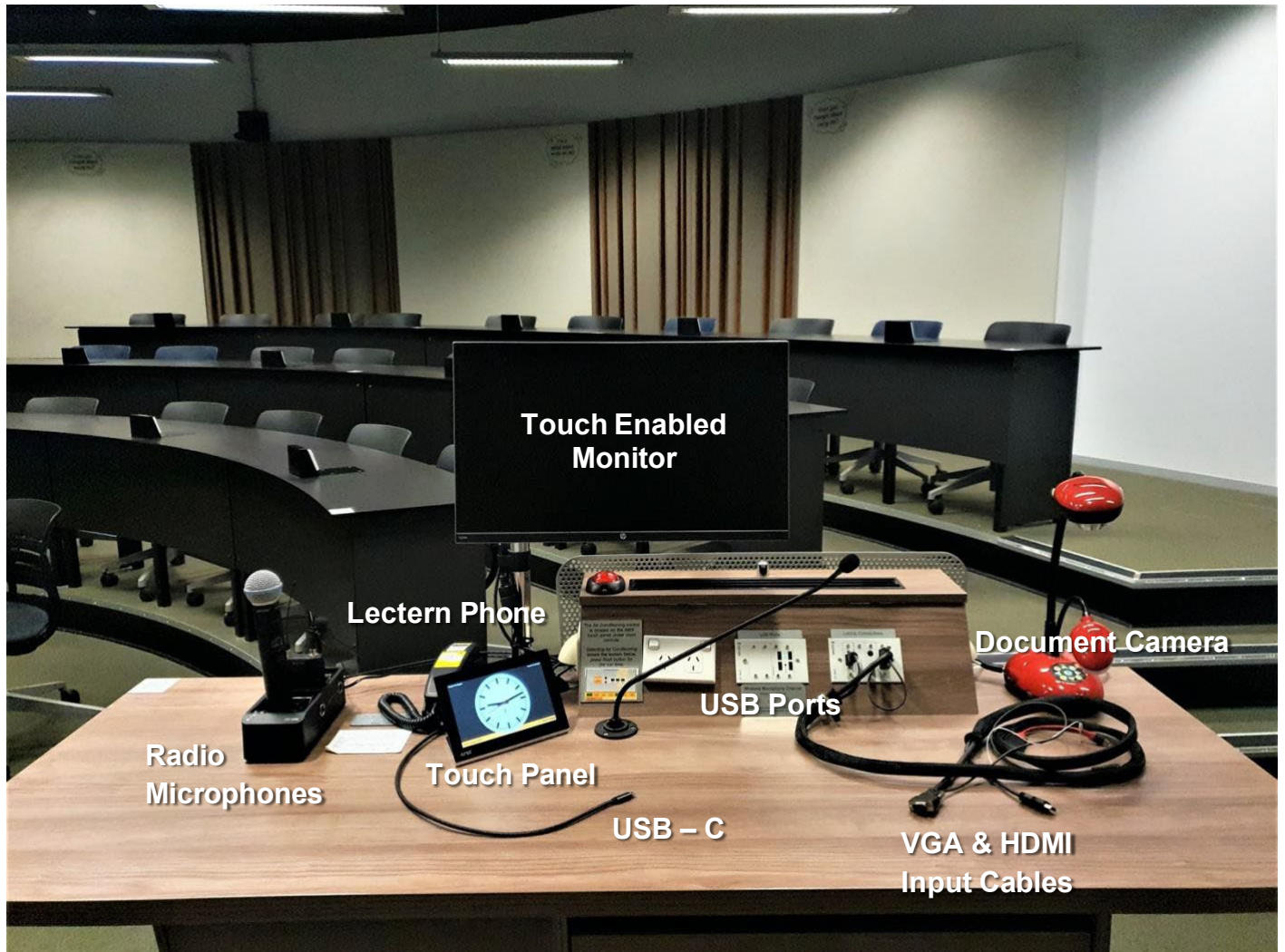

Connection Guide for Zoom
In UNSW CATS (Centrally Allocated Teaching Spaces)
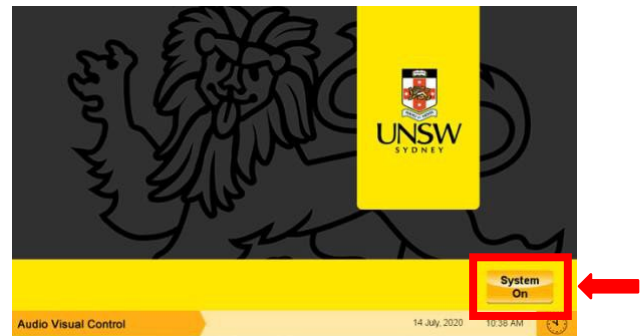
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Lectern Map

System Start Up

1. Touch the touch panel screen to begin.
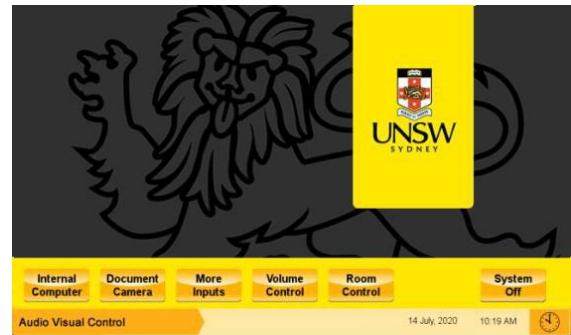

2. The touch panel screen will wake to show " **system on**".

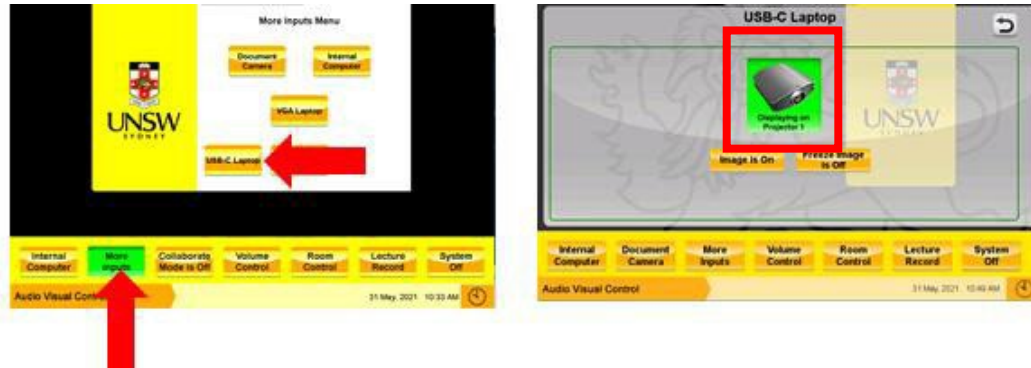3. Press the "**System on**" button.

4. Please wait approximately 45 seconds for the system to power up.
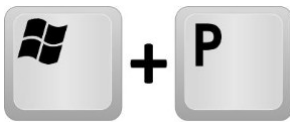
Connecting to Zoom via USB-C Laptop

System Setup and Sign In

1. Press "**More Inputs**" button, select "**USB-C Laptop**", and then press "**Display on Projector 1**" button.

2. Your laptop image should now be displayed on the projector screen for in-room participants.
It is advised to duplicate desktop image with projector for easier navigation when in hybrid mode.

Press	**Select**
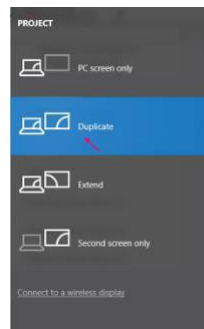
3. Open the Zoom desktop app:
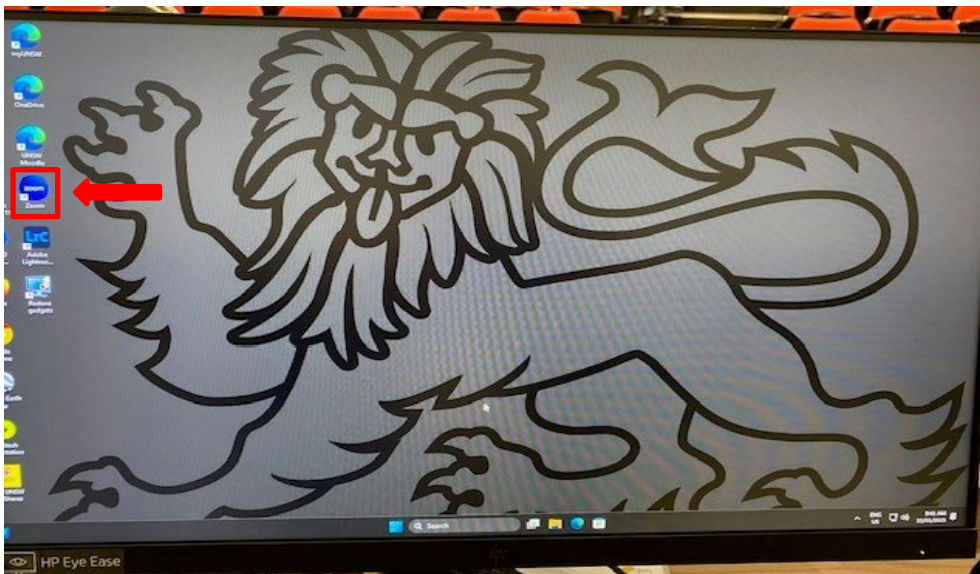
4. **Or** open Zoom web application: https://unsw.zoom.us/

Select SSO and sign into Zoom using your **UNSW username** and **password.**
Open desired meeting as per standard Zoom practice.

> 💡 **Tip: How to Schedule a Zoom Meeting**

Audio and Video Setup

The computer should select these devices automatically If it doesn't then use the below settings to achieve best results:

1. Go to device settings and select:

Microphone – CODEC / Dante. *(Make sure microphone is not muted)*

Speaker – CODEC / Dante.

Camera – USB Capture SDI+. *(Make sure camera is not muted)*
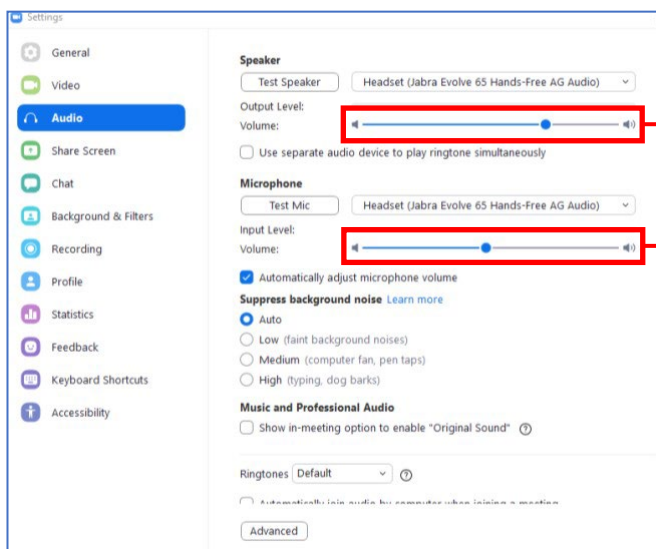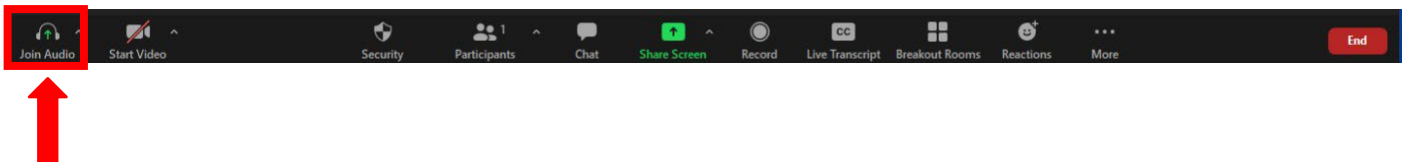
Speaker – CODEC or Dante

Microphone – CODEC or Dante

USB Capture SDI+ or appropriate Logitech web camera in selected rooms

2. Join your meeting.

3. Share screen.

DO NOT SHARE SOUND.
Internal Computer audio sharing is automatically joined via the AV system connection.

Make sure this is turned off

Share screen options

- **Desktop (recommended)**: Everything that is displayed on the projector for in-room participants will be displayed on the Zoom meeting for online participants. This option is best if you are switching between websites, apps, and alternative pages.
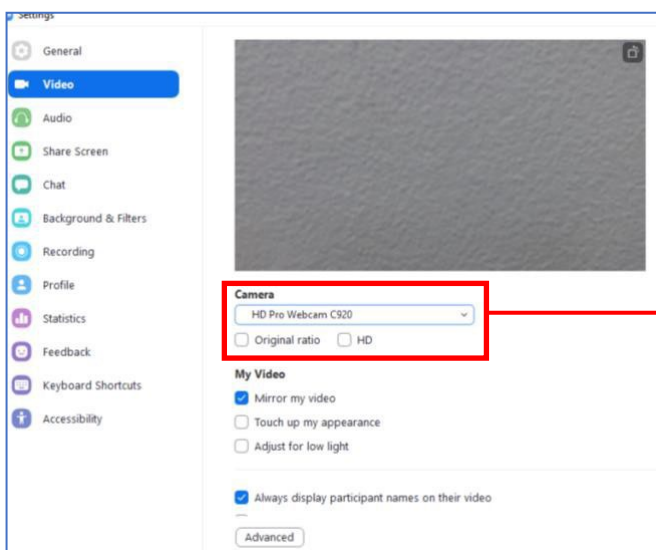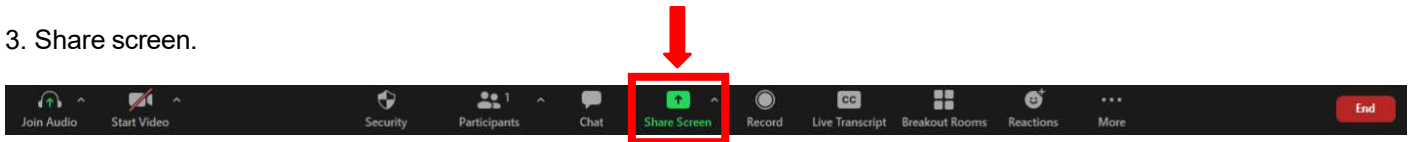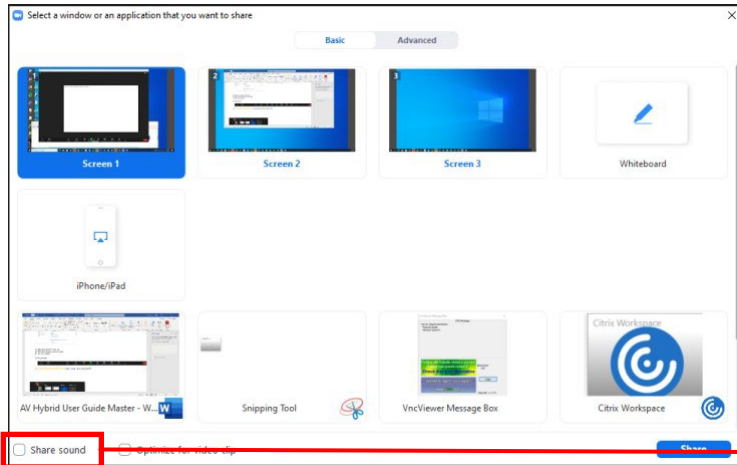- **Window**: Select any previously opened page to share.

Once you see a green border around the screen you are sharing your screen successfully. If you selected to share desktop #1 (recommended) everything that is displayed on Projector screen will be displayed via Zoom.
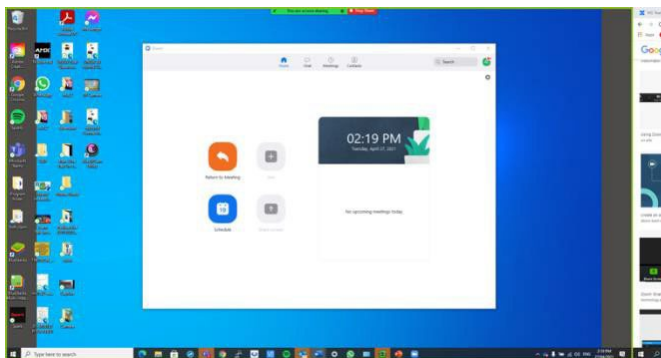
Audio Control

All microphones on lectern will feed directly to Zoom via an audio interface. It is recommended to use the Shure lapel microphone supplied in docking cradle.

Placement of this microphone is extremely important and is shown in image:
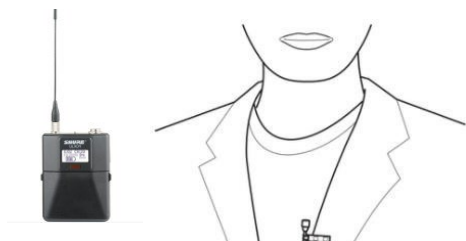
Approx. 15-20cm from chin to microphone.
Ensure there is no loose clothing or
jewellery to obstruct microphone.

6

Mute microphones via touch panel. This will mute in-room and online.
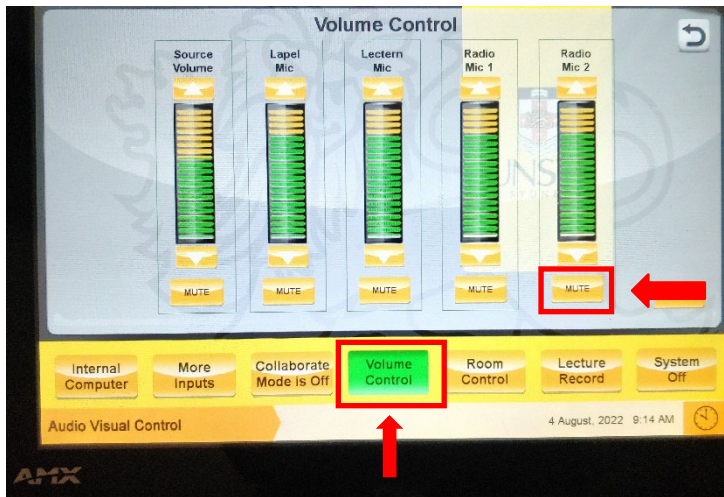
Camera Control

If you are in a fixed camera room, you can Pan/Tilt and Zoom in/out using the AMX touch panel controls. Access this via the camera tab shown in below image:

Note. Tracking camera rooms are auto tracking and have no user control.

Presenter – Lectern Close up

Board – Lectern and Board

Class – Audience

Home – Ultra wide shot including screens.
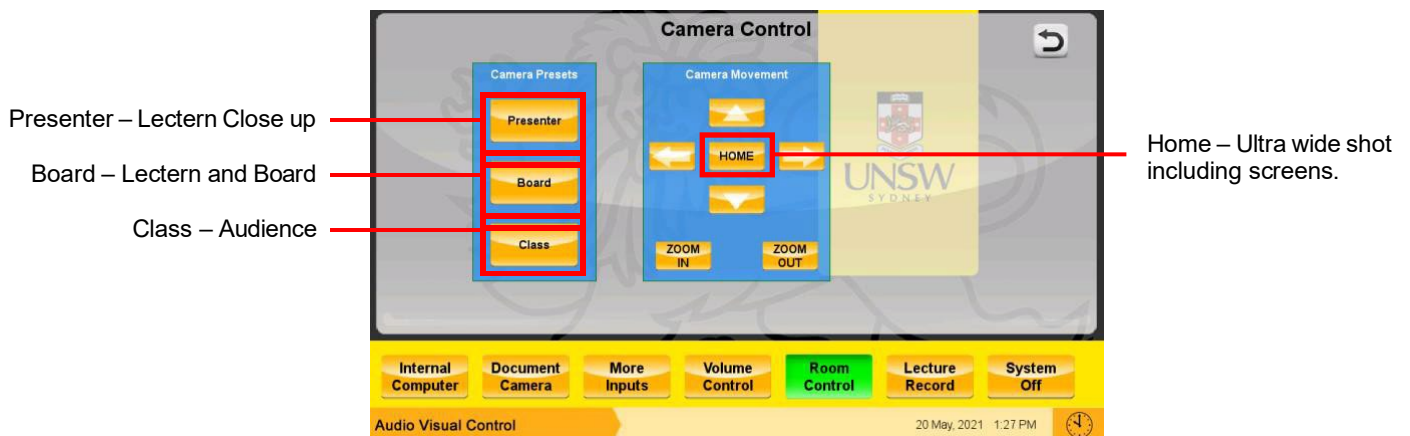
Turn off the camera via Zoom:
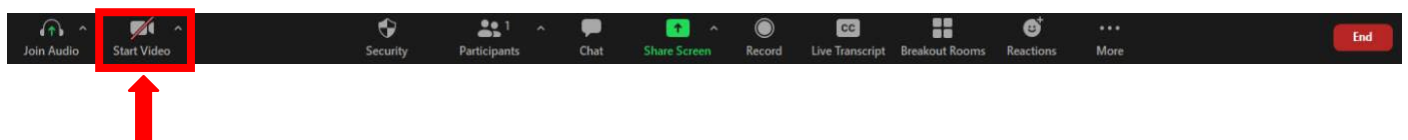
Document Camera Control

When you want to display the document camera simply change the camera options in the Zoom settings to "document camera" to display it to online participants, and to the document camera input via the AMX touch panel to display it to in-room participants.

Note: Document camera will only be displayed to online participants if you are joining your meeting via the Internal Computer.
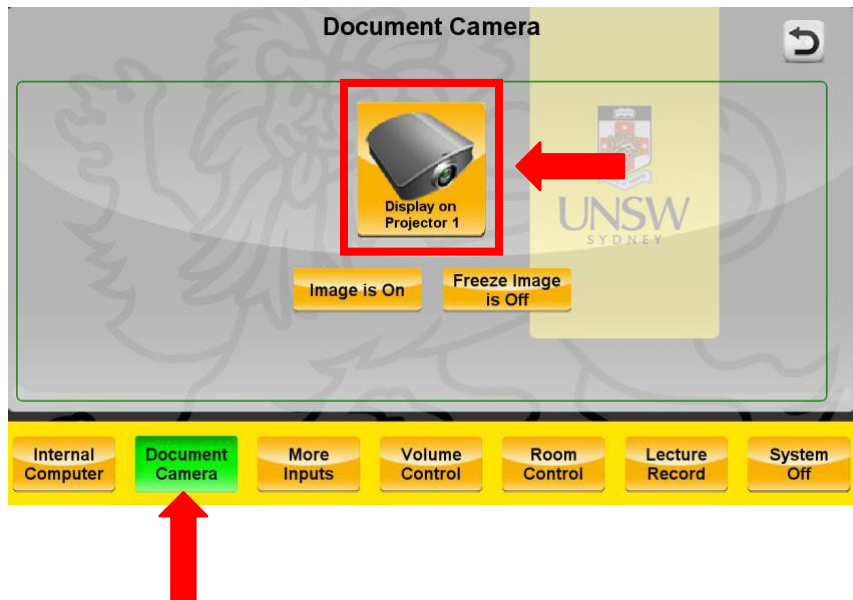
You are now successfully in hybrid mode.

If you experience any technical problems or are unable to connect, please call 9385 5488 from the phone provided on lectern.

Connecting to Zoom via USB-C Laptop and Internal Computer – 2 Device Connection

This is an excellent way to display your presentation from the Internal Computer, and to concurrently moderate your meeting from another BYO laptop with USB-C connection.

Below is suggested best practice for moderating Q&A via chat and while presenting in hybrid mode:

- Log into the Zoom application on both devices and then join your meeting on both devices.

- Mute microphone and speaker on the device you will use for moderating the meeting Q&A; we recommend you use your BYO laptop for moderation of Q&A, and to have someone assist for moderation of the Q&A where possible.

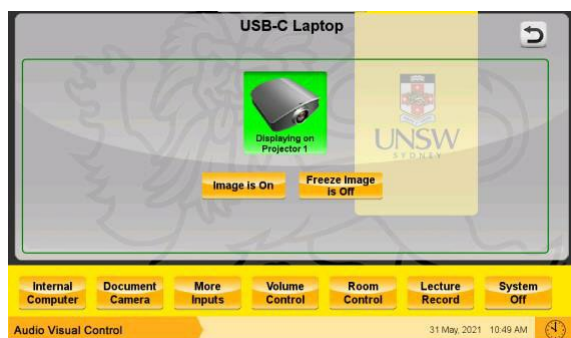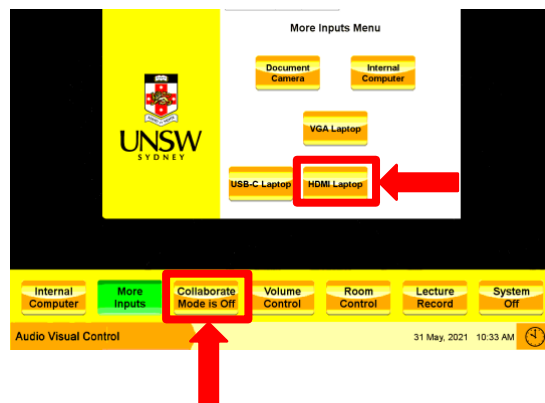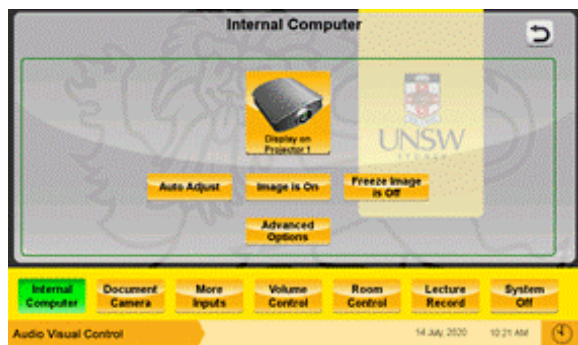- Plug laptop into USB-C laptop cable provided at the lectern. You can then use the AMX touch panel to toggle between presentation (Internal Computer) and online gallery view (USB-C Laptop). This will help in-room participants see online participants on the projector screen.

Either device is equipped to do either moderation or presentation. However, you are advised to select a device for each role - moderation or presentation - before each session and not change once you are in progress.

Moderator – Laptop   **Presentation** – Internal Computer
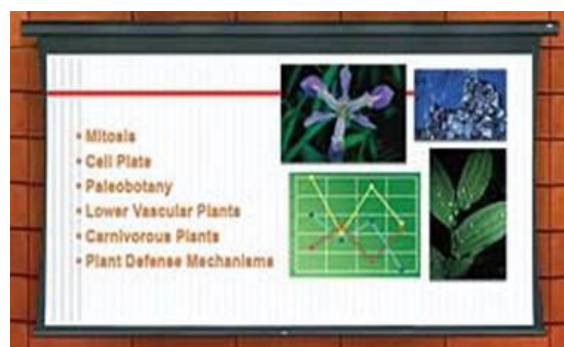
If you experience any technical problems or are unable to connect, please call 9385 5488 from phone provided on lectern.

Accessories

Laptop

USB-C laptop input for Hybrid mode	
	• Provided at lectern • Select "More inputs" – "USB-C" then "Display on Projector"

Camera

	• Full HD 1080p video calling and recording
	• Aver PTC500S camera – In Tracking OR Fixed mode with user controllable presets • Full HD 1080p

UNSW Hybrid Meetings Best Practice Guide

Screen Sharing

- Share your desktop rather than individual applications or windows. This way you will know what is being shared all the time since you are always sharing the same screen.

- Be careful what you drag to the shared screen and always be aware that there is the potential for in-room and online participants to see what you have open on your device. Close any applications or documents that have sensitive material.

- Know and understand your obligations regarding privacy and data security before utilising any conferencing platforms. This [Working from Home Privacy and Data Security Guide](#) is a useful reference as a starting point.

- All monitors on CATS lecterns are touch enabled; you should use pen/inking to enhance the presentation experience. This also works when you are sharing the external screen & presenting from touch-screen device: make your presentation stand out! Use a fibre mesh stylus or your finger to annotate.

- Prepare the content you share in advance. Open PowerPoint, applications, browsers and any other presentation material so you do not have to spend any time with them when you are live.

- When doing a presentation with multiple persons using just the PowerPoint slides, share it directly to a Teams meeting so you can switch between speakers easily. [New presenter view](#) makes this a useful option.

- Make use of Teams features: Only set actual presenters as a presenter in the meeting, add all other attendees as an attendee so they cannot start sharing their screen accidentally. You can also mute attendees as well. You can do this via the meeting options settings before they join in, or after they join.

- If online participants complain that they cannot see the content you are sharing, then double check that you are sharing your screen. If someone is seeing your shared content and some others not: those who cannot see your shared content should leave and rejoin the meeting. Sometimes restarting your sharing can fix that issue too, but usually the issue is with the online participant connection.

- Sharing a video in a Teams meeting (is usually ok) but you should expect some quality drop due to the additional network bandwidth required, especially if you have a lower bandwidth internet connection. Have a backup hyper link to the video available so you can quickly share that in the chat. Make sure you are confident with embedding videos inside a PowerPoint and have tested it before you start presenting to the audience.

Teams Best Practice

- Best practices and further how to guides are found here: [UNSW Teams Best Practice](#)

- Use Windows Focus Assist and Teams Do Not Disturb mode so that you do not get any unwanted popups on your shared screen. Microsoft Teams has an upcoming feature (currently usable in public preview) that allows users to choose if MS Teams notifications do their own "toast" (pop-up banner) or do they go directly to Windows notification area (honoring the Focus Assist setting).

- Use Teams Desktop version + new meeting experience when possible.
  Check that you have the latest version.

Zoom Best Practice:

- Best practices and further how to guides are found here [UNSW Zoom Best Practice](#)

Blackboard Collaborate

- Best practices and further how to guides are found here: [UNSW Blackboard Collaborate Best Practice](#)

UNSW AV:

- Contact: AV@unsw.edu.au or 02 9385 4888.

- If you think you may need some more assistance, please book a training session with the UNSW Multimedia and AV Technologies team well before your meeting or presentation.