



# NEW COLLEGE IT GUIDE

## Conduit Room Teams meeting Guide

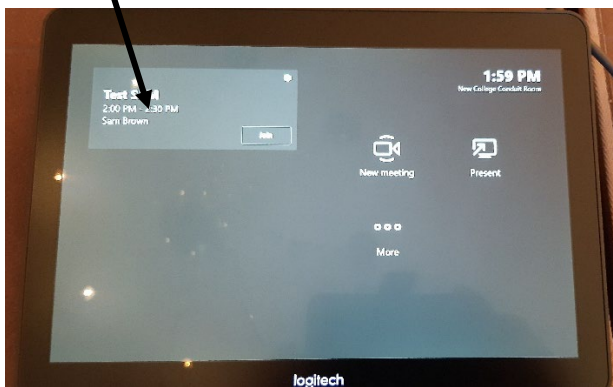
This setup is ideal for Hybrid working where some delegates can be in the room (in person) and others need to join remotely.

Those attending in person do not need to attend via teams just turn up to the room.

### 1. Before the meeting:

Set up a team meeting and Invite **NEW COLLEGE CONDUIT ROOM** as a participant

This will then log the meeting in the calendar display, ready for you when you arrive in the conduit room



### 2. When you arrive in the room

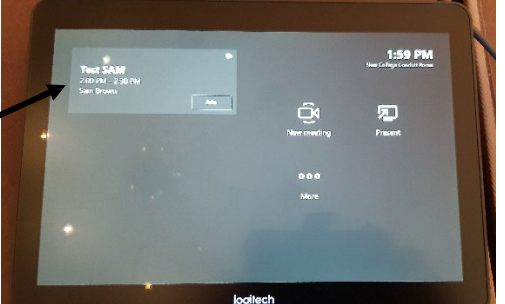



- Switch on the TV screen (remote control in AV pack)
- This will wake up the Teams equipment
- If you have pre-booked the Conduit room
  - Check the Teams monitor and click your meeting to start
- OR Click New meeting for Ad-hoc
- Move the microphone to a central/suitable location
- Attach your laptop if you intend presenting from the **start of the meeting**
- Wait for delegates to join and allow them in if they are waiting in the lobby.





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## The Equipment

<p><b>Teams console</b> Touch screen command centre</p> <p>Press <b>New Meeting</b> for Ad-Hoc meeting OR Press one of the meetings listed to start</p>	
<p><b>HDMI Cable</b> for connecting devices to present.</p> <p>When you connect a device, it will automatically be chosen to present over riding the camera/view of the room.</p>	
<p><b>Microphone for the room</b></p> <p>The central button will mute the microphone – the inner circle light will be red when it is disabled</p> <p>The microphone should be moved to a central location but will cover the entire room.</p>	
<p><b>Remote control for the console</b></p> <ul style="list-style-type: none"> <li>• Mute the room Microphone</li> <li>• Hang up the Teams call – red phone icon</li> <li>• Zoom icon – camera zoom on the participants in the room</li> <li>• Volume control for the speakers</li> </ul>	



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## Simple setup example

A personal Laptop plugged in ready for presenting – HDMI connection

