



NEW COLLEGE IT GUIDE

McGregor Matthews Room

Hybrid meeting Guide using Microsoft Teams

This setup is ideal for Hybrid working where some delegates can be in the room (in person) and others need to join remotely. You can also use this to record sessions/meetings – if you have the required permissions).

Those attending in person do not need to attend via teams just turn up to the room and can present from the connected laptop.





When you arrive in the room

- Switch on the screen using the remote control
- Plug in your laptop to using the long HDMI lead
- Check your files are in the Meetings folder ready for presenting
- Wait for delegates to join and allow them in if they are waiting in the lobby.



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The Equipment

<p>The Touch Screen Controlled with the remote Connect to personal devices using HDMI Cable</p>	
<p>HDMI Cable for connecting your laptop to the screen.</p>	
<p>Camera Connects via USB lead Use to run Teams meeting or video conferencing.</p>	
<p>Microphone for the room</p> <p>The Camera microphone is adequate for the room.</p> <p>For larger groups you may wish to use the microphone, it should be placed in a central location so it will cover the entire room.</p>	
<p>Remote control for the console</p> <ul style="list-style-type: none">• Mute the room Microphone (id in use)• Hang up the Teams call - red phone icon• Zoom icon - camera zoom on the participants in the room• Volume control for the speakers	