

# Hayden Raysmith AV Guide



There are two systems to choose from:

## 1. PA System

Includes hand held microphone, projector and sound system. Great for presentations and in-person events.

## 2. Conferencing System

Includes inbuilt microphones and speakers, wireless connection to projector screen. Great for hybrid meetings over Zoom, Microsoft teams or Skype.

**To use these systems you must first complete a short induction. Please organise ahead of time as RHA staff are not always on site.**

The Hayden Raysmith room has two AV systems, a PA system and a video conferencing system for online meetings.

If you have any questions please contact reception on (03) 9650 1599

### Top Section

This is where you switch everything on.

### Bottom Draw

Holds the cables, microphones, and dongles



# Hayden Raysmith Sound System

- 1 Turn on the sound system by pressing the three buttons shown below.



- 2 Connect wireless microphone. There are two options:

**Stick Microphone** - Turn on the button on the microphone stem  
**Lapel microphone** - Hold the button down to switch it on (or off).

- 3 Set the volume using the following controls



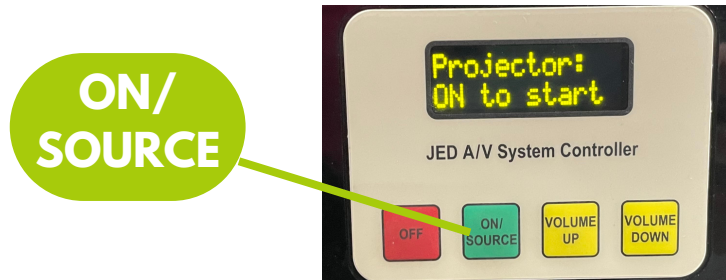
To connect an iPod/Mp3 Player connect via AUX cable into the input on the side of the unit



# Hayden Raysmith Projector

## 1 Turn on the Projector

by pressing the green **ON/SOURCE** button on the unit, as shown below. Once pressed the electronic projector screen will come down.



## 2 Connect you Laptop by one of 2 ways

**HMDI cable:** Connect laptop via HDMI cable to the side of the AV unit, as shown below.

**Wirelessly via Dongle** (see instructions on page 4-6)



## 3 Select Source

Press the **ON/SOURCE** button again to choose relevant input source:

HMDI - Laptop and DVD Layer.

VIDEO CONF - Wireless connection via Dongle

DVD player is located on top of unit. Switch on to use.

**Please switch system off after use and return accessories to the draw**



# Hayden Raysmith Conference System

The Hayden Raysmith room has a video conferencing system where you can host Zoom or any other online platforms to connect remotely.

**To use this system you will need borrow a dongle from the Front Desk and complete a short induction. Please organise ahead of time as RHA staff are not always on site.**

If you have any questions please contact reception on (03) 9650 1599

1

**Turn on the System**  
using the Instructions on pages 1-3

2

**Connect to AV Wifi**  
Search for: RH - Av Meeting Room  
Password: !RHAVRoom@247

3

**Plug dongle into laptop**  
The dongle (shown below) can be plugged into USB C or USB port (USB port requires additional adaptor). Wait for light to stop flashing and form a solid white circle.

4

**Press and hold**  
the button on the dongle until it lights up red (shown below). It may take 30-60 seconds to connect.

5

**Log into Zoom and join your meeting**  
See next page for sound and volume troubleshooting.

1



**Plug in the Button**

Plug the Button into your laptop to connect to the room audio & video devices

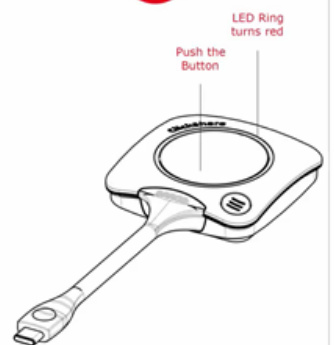
2

Join Zoom call

**Join the call**

Join a Zoom conference call to connect with remote participants

3



**Push the Button**

Push the Button so everyone in the room can see the remote meeting participants



# Hayden Raysmith Conference System

## Sound and Volume Troubleshooting



If the sound doesn't automatically connect adjust the following Zoom settings:

1. Click on arrow next to the microphone in Zoom



2. Under 'Select a Microphone' click on **Echo Cancelling Speakerphone**

3. Under 'Select a Speaker' click on **Speakers (2- Clickshare Speaker)**

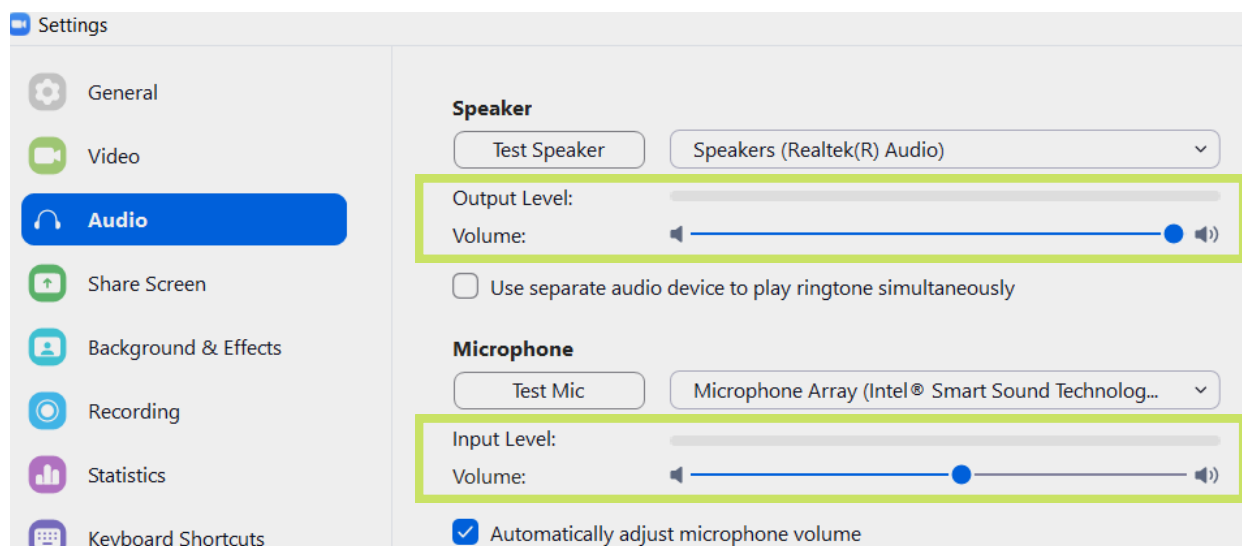


To change the volume adjust within zoom audio settings:

1. Click on arrow next to the microphone in Zoom



2. Select 'Audio Settings'. Here you can adjust the speaker and microphone volumes (shown below)



# Hayden Raysmith Conference System

## Video/Camera Trouble shooting

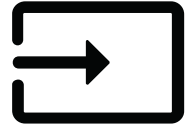


Use the remote  
labeled 'Camera'  
to control the Room  
Camera!

You can Pan, Zoom in  
on the speaker, and  
Zoom out to view the  
Projector screen

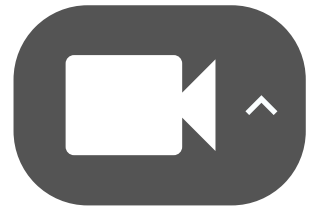


If the ClickShare screen is not  
showing on the TV  
press the 'source' button  
on the remote until 'PC' is  
selected.



If the camera is not showing the  
room adjust the following Zoom  
settings:

1. Click on the arrow  
next to the camera  
icon in Zoom



2. Under 'Select a Camera' click on  
**Room Camera**

To switch back to the laptop camera,  
select **Integrated Camera**

You can also press **Alt + N** to toggle  
between the cameras

