

Jenny Florence AV Guide

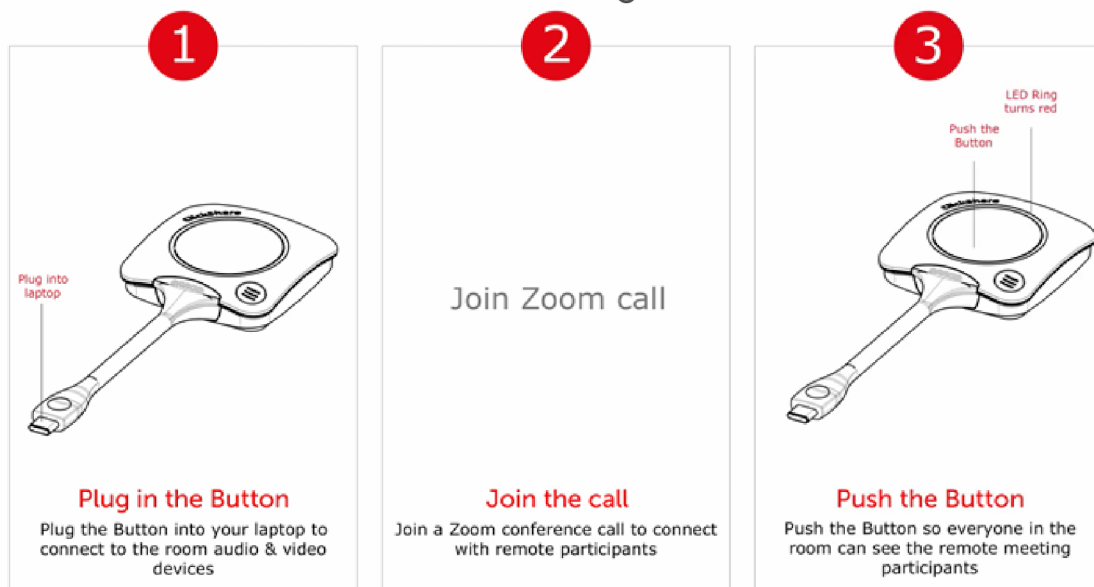
The Jenny Florence room has a video conferencing system where you can host Zoom or any other online platforms to connect remotely.

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 TV**
using the Samsung remote labeled 'TV Remote'
- 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.



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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 **Clickshare Speaker**

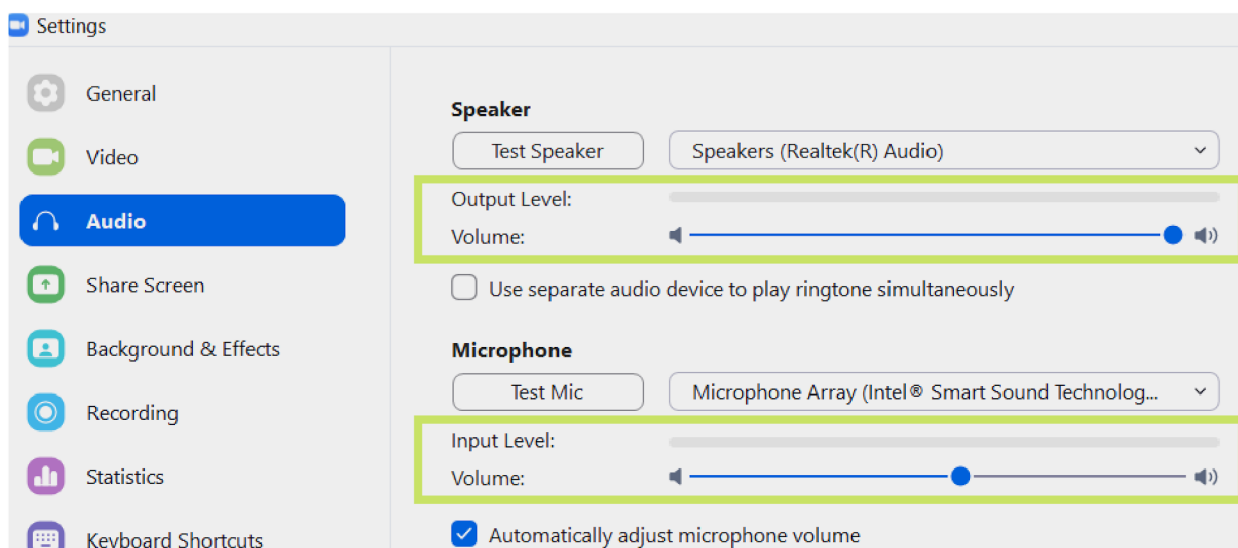


To change the volume adjust within zoom audio settings:

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)

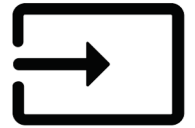


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Video/Camera Trouble shooting

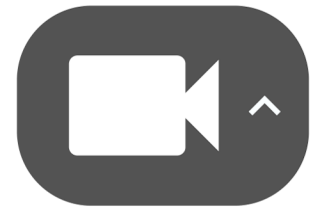


If the ClickShare screen is not showing on the TV press the 'source' button on the remote until 'PC' is selected.



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

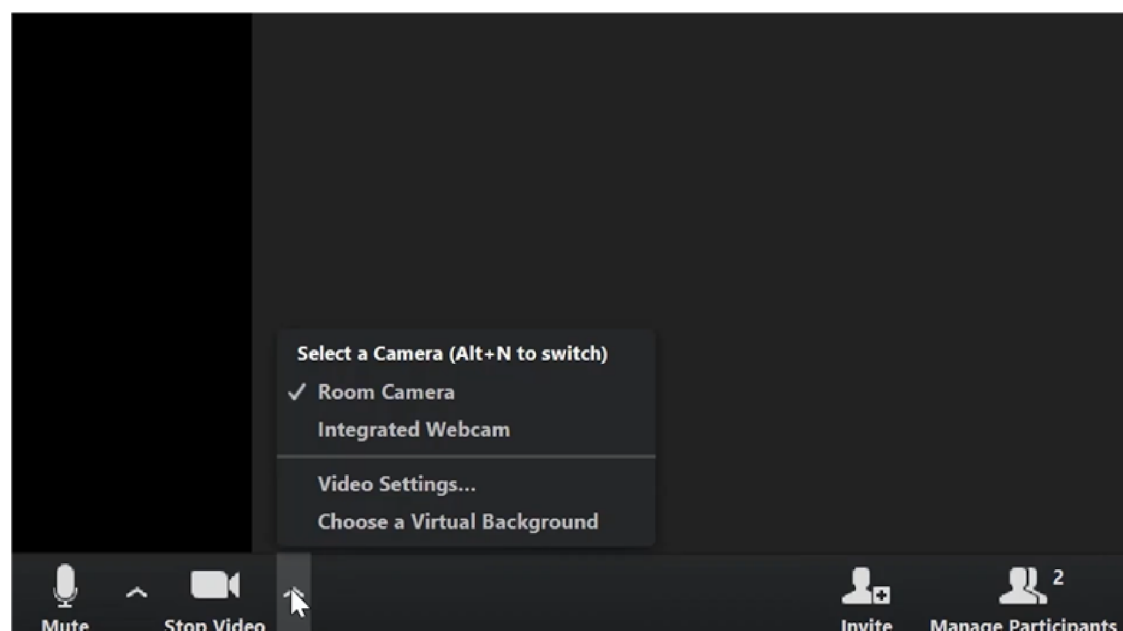
1. Click on the arrow next to the camera icon in Zoom



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



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Connecting with a MacBook



Connecting with a MacBook

To use this system with a Mac laptop you need to download the 'ClickShare desktop app'.

1. Head to www.barco.com/en/clickshare/app
2. Select **For macOS** (as shown below)
3. Select **download now!** (as shown below)
4. Follow the prompts to download and open the 'ClickShare desktop app'
5. Once the app has opened you can now connect using the main Jenny Florence AV Guide instructions.

You only have to download the app once! Next time just run the app before you try connect.



Download the ClickShare macOS application

Download now! →

Do you also want to enjoy wireless conferencing via the ClickShare App? Install the MSI-file and ask your IT administrator for additional right if needed. - [Get it here](#)



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DVD Player

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



1

Turn on the TV
using the Samsung remote labeled 'TV Remote'

2

Turn on the DVD Player
using the Samsung remote labeled 'DVD Player Remote'

The DVD player is located on top of the black AV unit.

3

Plug the HDMI Cord into the DVD Player

Using the HDMI cord attached to the black unit.



**Do not unplug
the HDMI
cord from the
black unit!**

4

Change the Input Source

Press the 'source' button on the remote until PC is selected (there are two PC options, check both)

5

Insert the DVD

into the DVD player using the eject button and press play.

