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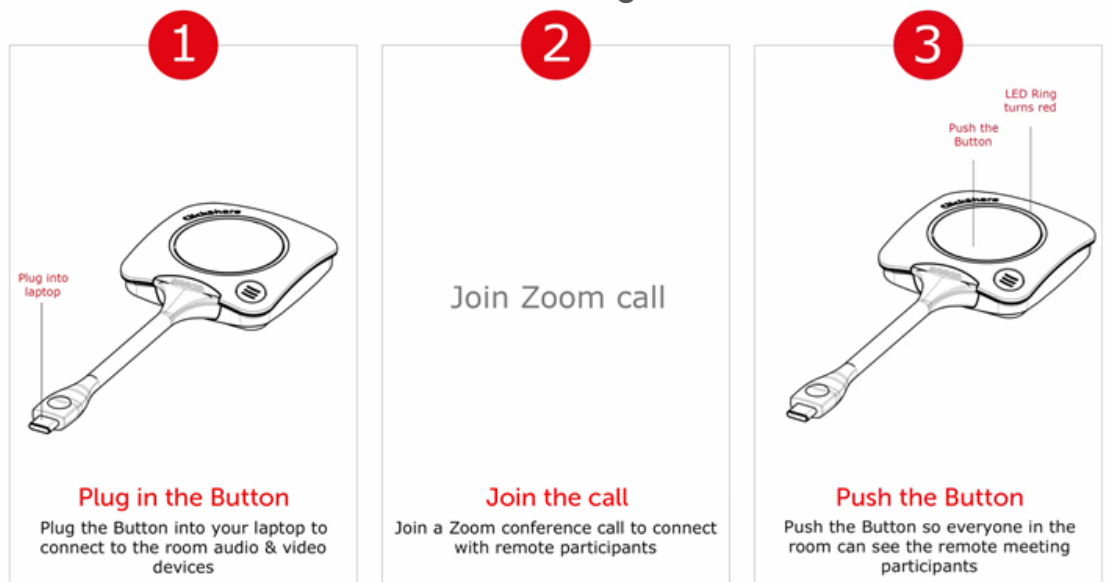
The Jenny Florence room has a video conferencing system where you can host Zoom or any other online platforms to connect remotely.

To use this system you need to use the dongle shown in the image below. This dongle is stored in the draws on top of the AV until in the room.

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.

1

Plug into laptop

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

LED Ring turns red

Push the Button

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

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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**

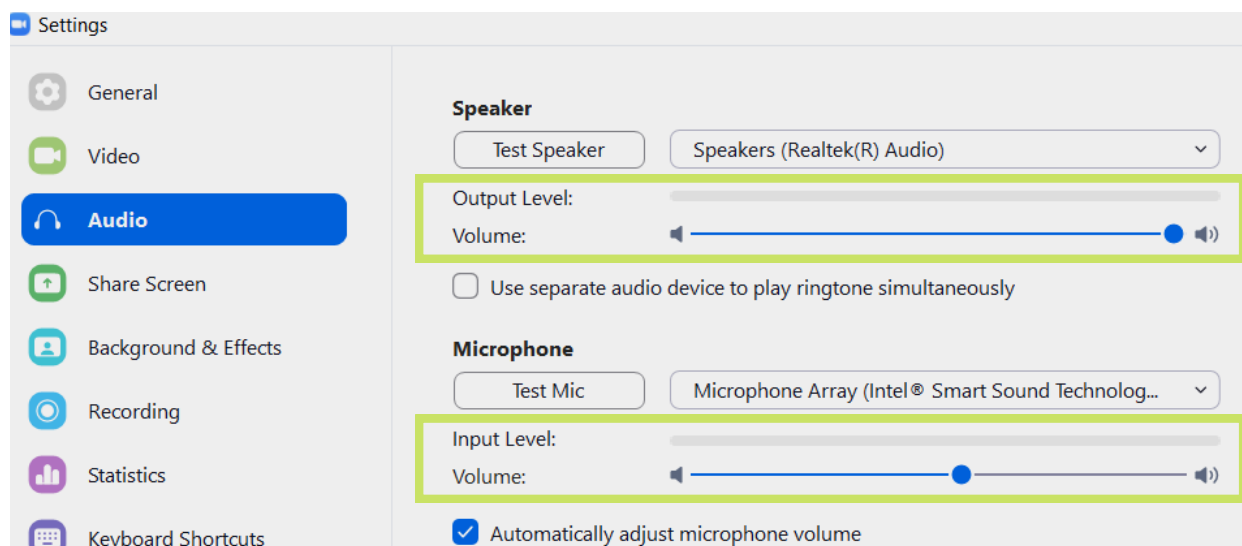3. Under 'Select a Speaker' click on **Clickshare Speaker**

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)
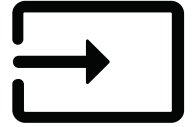
Jenny Florence AV Guide
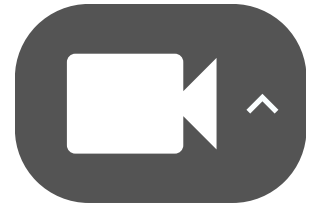
Video/Camera Trouble shooting

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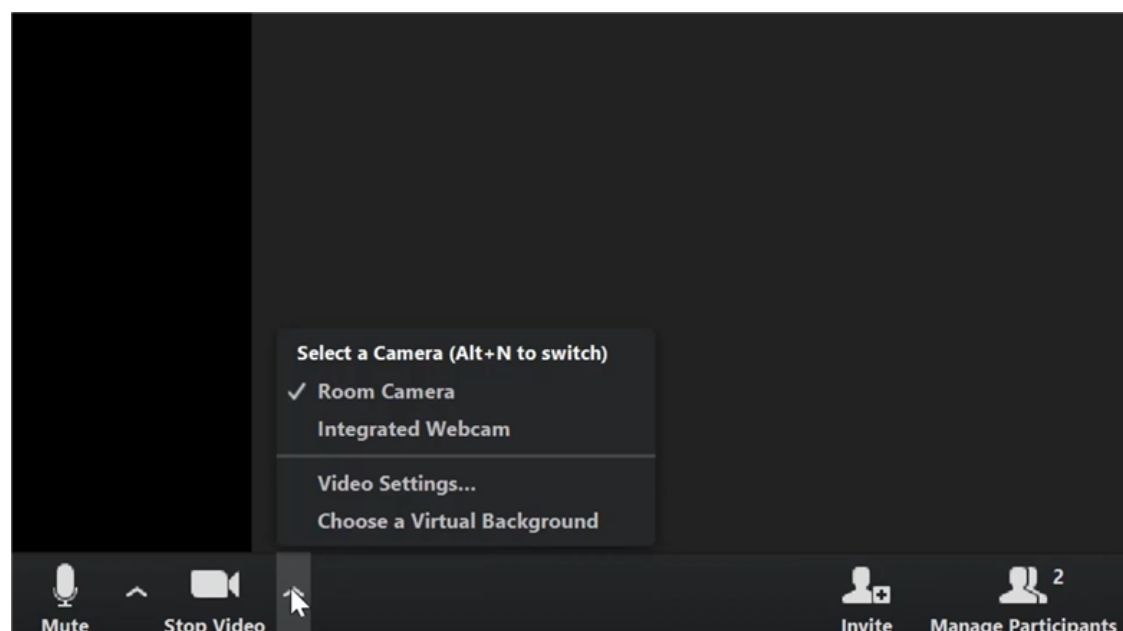
1. Click on the arrow next to the camera icon in Zoom

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.

Jenny Florence AV Guide

DVD Player

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

2 Turn on the DVD Player
using the Samsung remote labled '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 HMDI cord attached to the black unit.

Do not unplug the HMDI 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.

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