Hayden Raysmith AV Guide

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

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.

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).

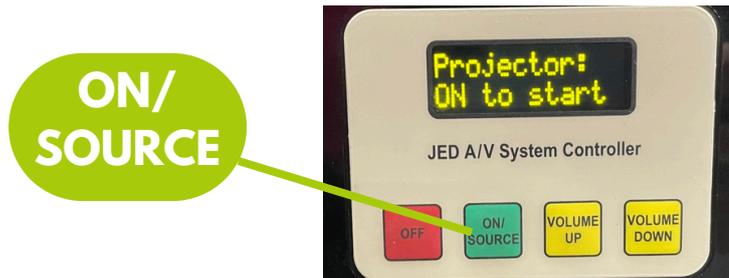**3** **Set the volume using the following controls**

LAPEL MIC   STICK MIC   VISION AUDIO   IPOD/ MP3

🔊 **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.

ON/
SOURCE

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 4-7)

Ipod/ Mp3 Input

HDMI input

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: L4-HaydenRS
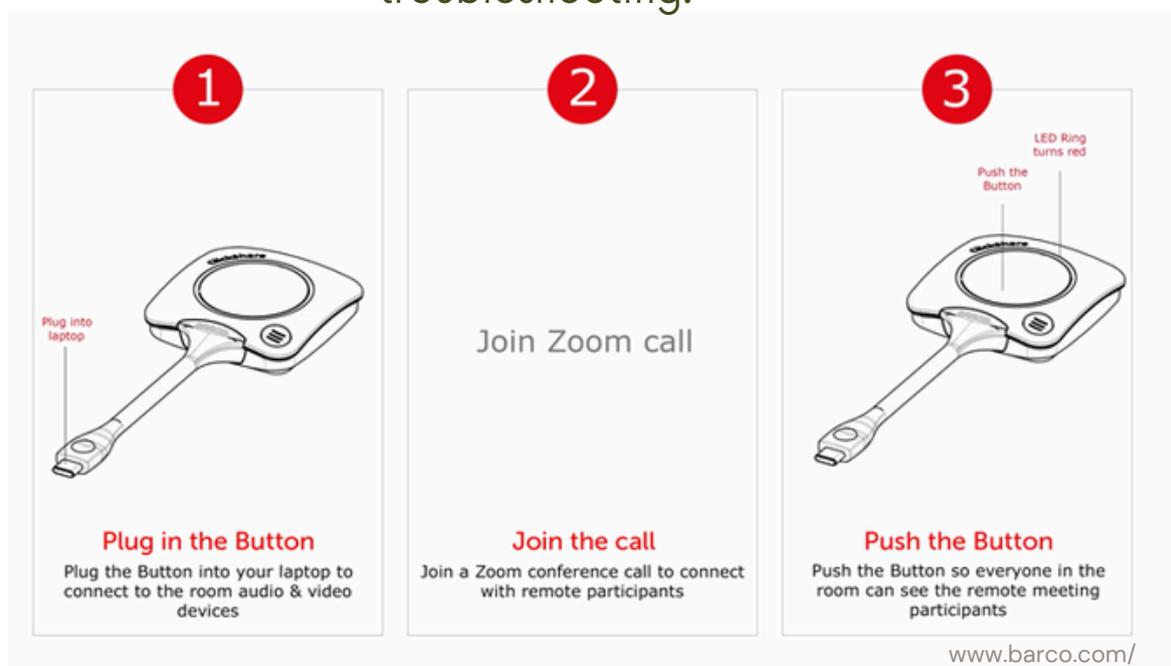## Password: HRSmeetingAV

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

www.barco.com/

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**

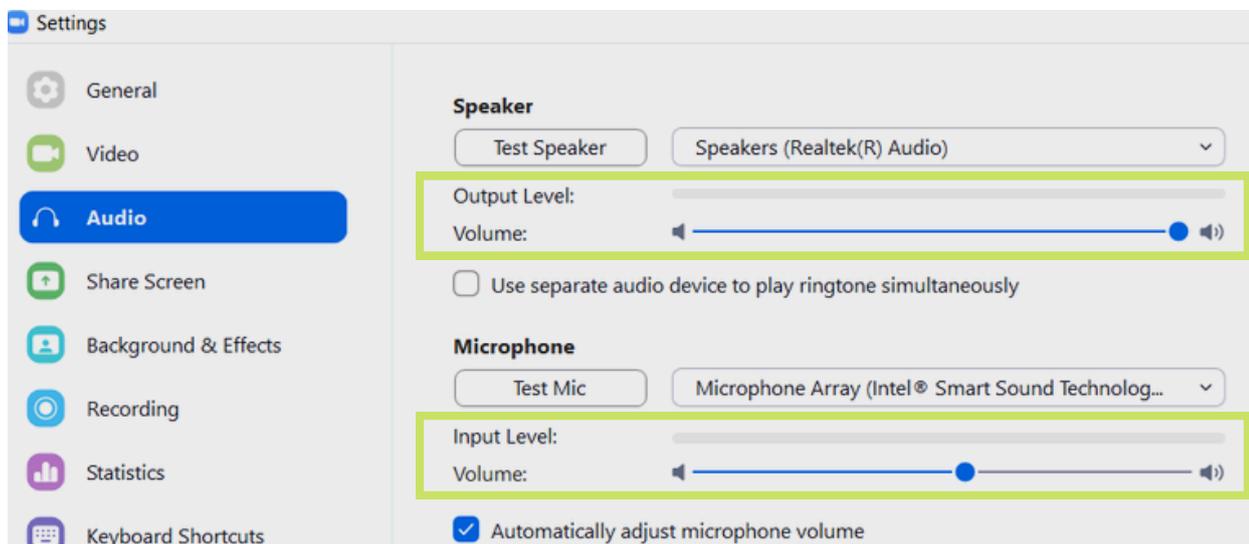3. Under 'Select a Speaker' click on **Speakers (2- Clickshare Speaker)**

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
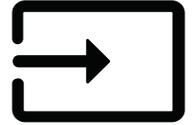
Video/Camera Trouble shooting

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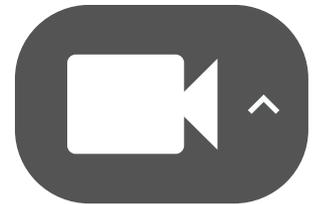
▶ **If the ClickShare screen is not showing** on the TV press the 'source' button on the remote until **'PC'** is selected.

▶ **If the camera is not showing the room** adjust the following Zoom settings:
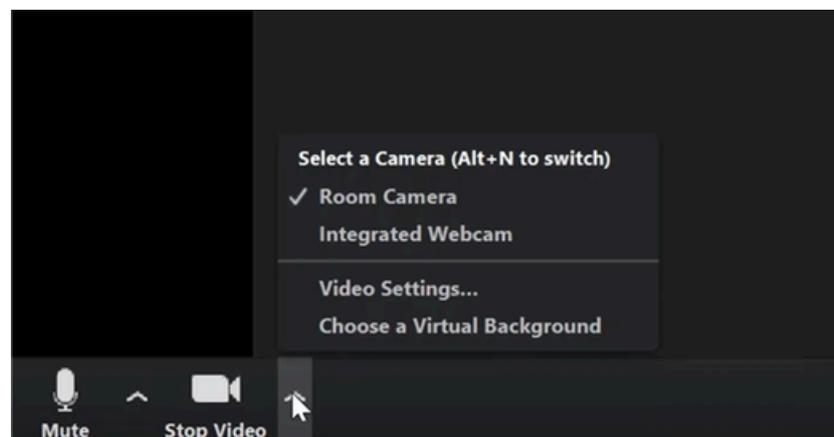
1. Click on the arrow next to the camera icon in Zoom

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

Select a Camera (Alt+N to switch)
✓ Room Camera
Integrated Webcam

Video Settings...
Choose a Virtual Background

Mute   Stop Video

Hayden Raysmith Conference System

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.