

How-To Guide

Start-up Checklist for Hybrid Enabled Rooms

1. Arrive early if timetabling and your schedule allows
2. Tap the touch panel on the front desk to start the system
3. Ensure the House PC is turned on
4. Select **“House PC”** tab on the touch panel and choose **“Projector”**, to start projecting
5. Turn on lapel microphone and attach it to yourself
6. Check the Audio settings by tapping on **“Audio”** button on bottom right-hand side of the touch panel (Enable **“Audience”** microphone, if needed)
7. Choose your preferred camera, **“Audience”** or **“Presenter”**, on the touch panel
8. Open Microsoft Teams and sign in with your credentials
9. Check microphone and camera in Microsoft Teams (See how-to- guides for settings and troubleshooting)
10. If using PowerPoint presentation, start **“Live Presenter”** mode or open PowerPoint presentation file on the house PC and share the house PC screen in Microsoft Teams, for remote participants viewing

Note:** If presenting a PowerPoint in **“Slideshow”** mode, the presenter view may show on the house PC screen (depending on screen setting). To change this, from **“display settings”** tab, select **“Swap presenter view and slideshow”

11. Consider secondary screen and projector settings (Microsoft Teams window on the **“extended monitor”** and presentation files on the **“house PC monitor”**)
12. Start delivery