

## **How-To Guide**

Using the Audience / Presenter Camera in Lecture Theatres

## **Getting Started**

- 1. Tap the touch panel on the front desk to activate the system
- 2. Tap the "Camera" button on the bottom right-hand side of the touch panel
- 3. Choose "Presenter Camera" or "Audience Camera"

Visualiser	House PC	Laptop	VII Input		
					13
Exit	(	3:10 PM	2 Camera)	Lights	Audio
	1	Camera S	Selection	$\bigotimes$	
		ESENTER AMERA	AUDIENCE CAMERA		



## **Check Camera on Microsoft Teams**

- 1. Open "Microsoft Teams" on house PC
- 2. select "Settings and more" next to your profile picture at the top of Teams
- 3. Then choose "Settings"
- 4. From "Devices" Tab, see a preview of the camera's video, under "Camera" section

Note: the camera's been pre-configured to "USB Capture HDMI+". You do not need to change anything

2 \cdots 🧟 – 🗖	Settings
ණි Settings 3 ⊾ Cast	Image: Secondary ringer
Zoom — (120%) + 🗔	Devices     4 None
Keyboard shortcuts About >	Captions and transcripts       Camera         Files       Automatically adjust camera controls         Calls       Open camera settings ①
Check for updates Download the mobile app	4
	Preview