



Overview

This hybrid meeting room has a Cisco Room Kit device. With the Room Kit, you can join Zoom, Webex, MS Teams, or Google Meet meetings and place telephone calls. It has an integrated camera, speakers, and microphones.



The Room Kit is controlled by a Cisco tablet. The tablet is used to join meetings and adjust sharing, layout, and volume. To start the system, turn on the TV and tap the tablet.

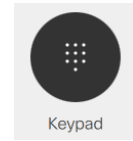
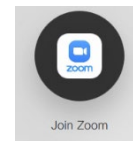


Depending on the meeting platform, slightly different controls and options may appear on the tablet during a call. All platforms will be able to use the camera, microphone, and content sharing features.

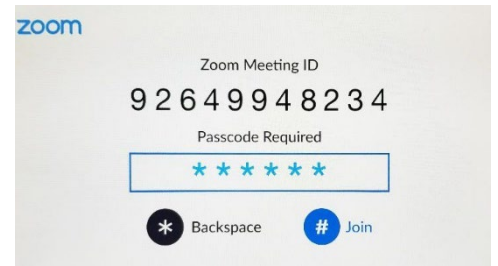
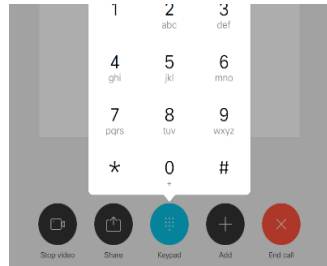
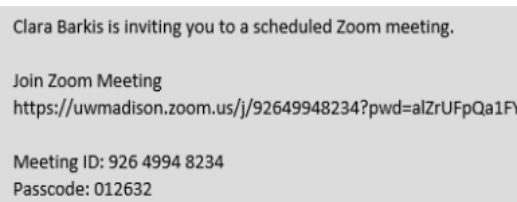
Important Note: if you are joining the meeting from your laptop as well, choose “don’t use audio” or mute your laptop microphone and speakers to avoid echoes and feedback in the room.

Joining a Zoom Meeting

Tap **Join Zoom** on the tablet. Note the Meeting ID in your Outlook invitation and tap **Keypad** to enter the ID. After entering the ID, tap **#** to join the meeting. If prompted, use the keypad to enter the meeting Passcode.

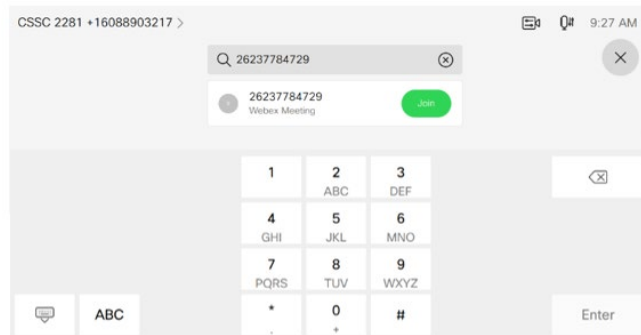
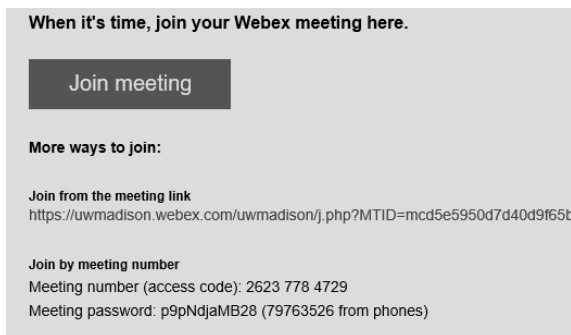
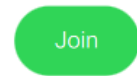
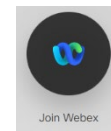


Important Note: In Zoom meetings, participants in the hybrid room will need to unmute the room microphone from the **Keypad** on the Cisco tablet. In a call, tap **Keypad** and tap **1** and then **2** to unmute. The mute button on the Cisco tablet will only mute/unmute the microphone in the room, not in Zoom.



Joining a Webex Meeting

Tap **Join Webex** on the tablet. Note the Meeting number in your Outlook invitation and enter it with the keypad. Tap **Join** to join the meeting.



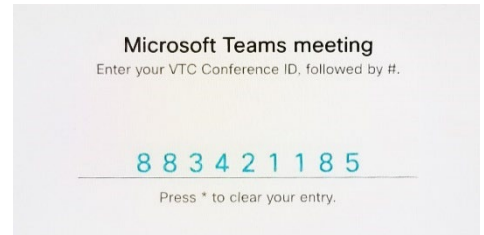
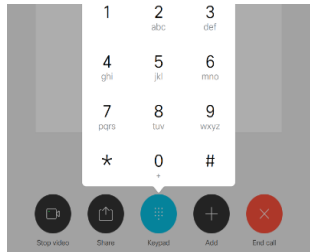
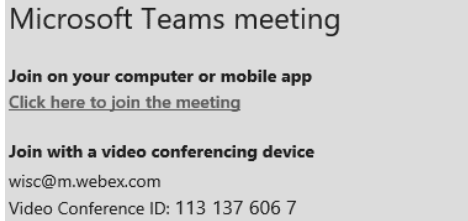
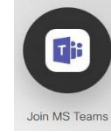


AV Instructions – Room 7221

Email: 21npark7221@dcs.wisc.edu
 Phone: 608-263-9100
 Need more help? Contact the Help Desk at 608-264-4357

Joining a Teams Meeting

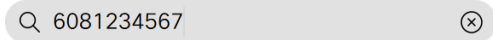
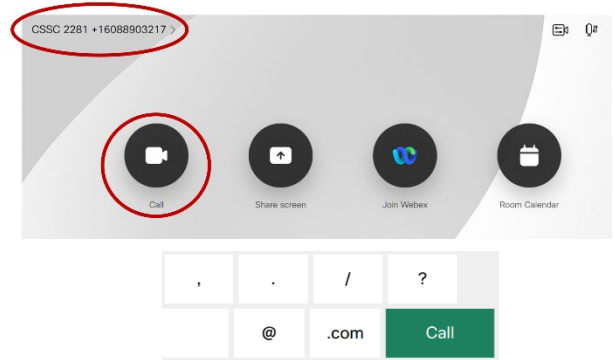
Tap **Join MS Teams** on the tablet. Note the Video Conference ID in your Outlook invitation and enter it with the keypad. Tap **#** to join the meeting.



Placing a Voice-only Telephone Call

Your system is configured to place and receive telephone calls. The phone number is shown in the top left corner of the tablet.

To place a call, tap the **Call** icon, then tap in “search or dial” and use the onscreen keyboard to enter the phone number. Tap the **Call** button to place the call.



Meeting Room Controls

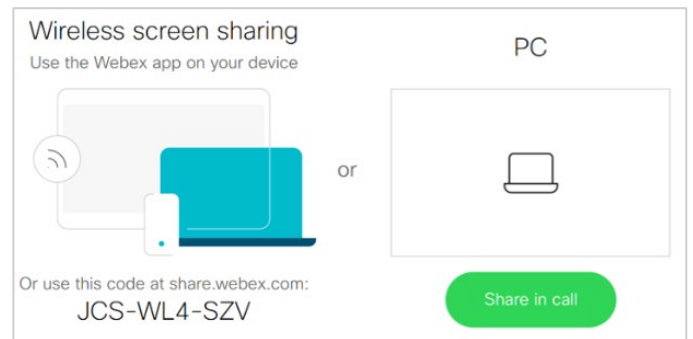
Adjusting Audio – Audio controls are in the lower right corner of the tablet. Tap these to adjust volume and microphone muting in the room.



Note: the outgoing volume is adjusted automatically.

Sharing Content - You may share your laptop screen wirelessly or with an HDMI cable. Tap **Share** for options.

Tap **Wireless screen sharing**, browse to share.webex.com on your laptop, and enter the code shown on the Cisco tablet. Otherwise, tap **PC** and plug the HDMI cable into your laptop using an appropriate adapter. Use the Share in Call buttons to turn sharing on and off.



Note: content can be shared both inside and outside a call. You don't need to join a meeting to show your laptop on the TV when using share.webex.com or an HDMI cable.

Adjusting the Layout - Tap the **Layout** button on the Cisco tablet to choose the meeting layout (Stack, Side by Side, Focus) that will be shown on the TV.



SpeakerTrack and Selfview – Tap the **Camera** button on the Cisco tablet to adjust these settings. Enable **SpeakerTrack** to have the camera quickly locate the active speaker and present a close-up of them. To show or hide your own camera view on the TV, select or deselect the Selfview option.

