DolT Division of Information Technology

UNIVERSITY OF WISCONSIN-MADISON

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 user 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.

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Join Zoom Meeting https://uwmadison.zoom.us/j/92649948234?pwd=alZrUFpQa1FY

Clara Barkis is inviting you to a scheduled Zoom meeting.

Meeting ID: 926 4994 8234 Passcode: 012632

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.

When it's time, join your Webex meeting here.	CSSC 2281 +16088903217 >				■ Q# 9:27 AM
Join meeting		Q 26237784729		\otimes	×
		26237784729 Webex Meeting		Join	
More ways to join:					
Join from the meeting link https://uwmadison.webex.com/uwmadison/j.php?MTID=mcd5e5950d7d40d9f65b		1	2 ABC	3 DEF	\bigotimes
		4 GHI	5 JKL	6 MNO	
Join by meeting number Meeting number (access code): 2623 778 4729		7 PQRS	8 TUV	9 WXYZ	
Meeting password: p9pNdjaMB28 (79763526 from phones)	ABC		0 +	#	Enter

AV Instructions – Room 7221





zoom





Backspace



Zoom Meeting ID

92649948234

Passcode Required

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Join Page 1

AV Instructions – Room 7221

CSSC 2281 +16088903217

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

Joining a Teams Meeting

DolT

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.

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Call

Share

2 3 Microsoft Teams meeting Microsoft Teams meeting 6 5 4 Enter your VTC Conference ID, followed by #. Join on your computer or mobile app Click here to join the meeting 8 9 0 Join with a video conferencing device # 883421185 wisc@m.webex.com Press * to clear your entry. Video Conference ID: 113 137 606 7

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.

Q 6081234567

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.

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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.

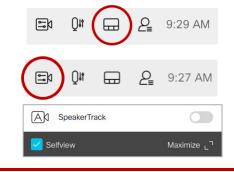
Tap **Wireless screen sharing**, browse to <u>share.webex.com</u> on your laptop, and enter the code shown on the Cisco tablet. Otherwise, tap **PC** and plug the HDMI cable into your laptop using an appropriate adapter. Use the Share in Call buttons to urn sharing on and off.

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.





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