How to use the videoconferencing and presentation system in Nutting Hall, Room 106

The system has FOUR components:
- A desktop (like a desktop computer, black rectangular box on the table)
- A monitor (big flatscreen TV attached to the wall)
- A Webcam (also attached to the wall, under the TV)
- A microphone (in a docking station, it is wireless and rechargeable in the dock).

To hold a videoconference

Setting everything up:
1. Power on the TV using its remote ("SAMSUNG")
2. The system should auto-sense the input.
   a. If you are using the desktop, which you would do if you are running a conference, say, using an internet service like Google Hangout), it sees that as HDMI1
   b. If you want to use your own laptop via the cord, the system recognizes that as HDMI2.
3. Log in to the system using your MaineStreet credentials.
   a. Works for students, staff, faculty – anyone with a MaineStreet account.
   b. Some people are already in the system (if you have used it before). If you are not listed/this is your first use, pick "Other User" and follow the prompts.
4. Once in, you see a desktop (unless you are using your own laptop – then you see it!). Navigate around the computer to find the application you want to use.
5. To turn on the Camera, use its remote (the other one!) and power it on.
   a. You can zoom in and out, turn the camera, etc. all from the remote. It should be fairly self-explanatory – practice before your first use.
6. Remove the Microphone from its charging dock and place it on the table to center between all the participants.
   a. When you take the microphone out of its dock, it defaults to being on mute (a blinking red light). Hit the only button on the mic to un-mute.
   b. Put the mic in its charging dock when not in use.

When you are done:
1. Log out of your account on the computer.
2. Turn off the TV and the camera using their respective remotes.
3. Be sure mic is in its charging dock.
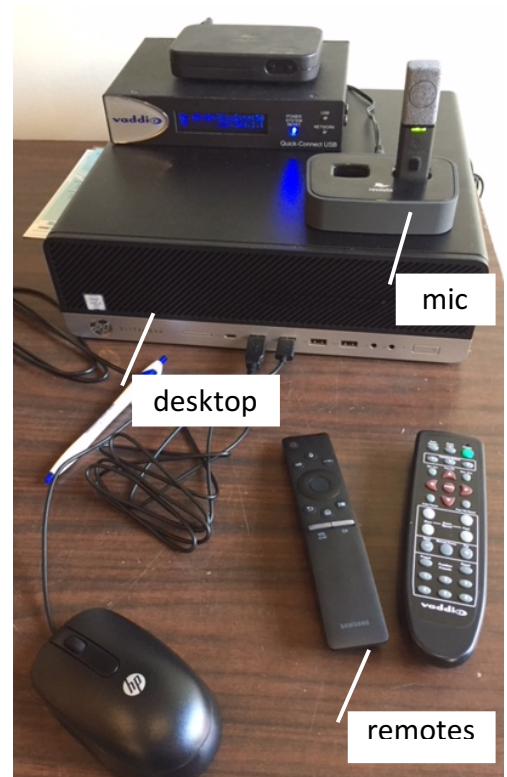
There are two ways to have a videoconference:

1. *Use the desktop in the room and use a videoconferencing app.*
   - The system is essentially a computer with a huge monitor and a camera & microphone. So, you need to use third-party videoconferencing software/apps.
   - Anyone can do a Google Hangout from their Gmail account. To learn how, Google, "get started with hangouts".
   - Other apps you might use include Skype, Zoom, or Adobe Connect. These each require you to have a personal profile set up and perhaps have a license or subscription, just like when using them on your own laptop in your office.
   - If the app/software you want to use is not on the system, you can download it.
   - Each app/software interface has its own version of screen sharing – consult the app's user guide to figure this out.

2. *Plug in your own laptop and use your own apps/software to run the conference.*
   - You are essentially just changing the input source for the system, so all of the above still applies.
   - Be sure to choose HDMI2 as the source. If the system doesn't auto-detect your laptop, use the TV remote ("SAMSUNG") and press the center button to navigate and choose HDMI2.

monitor

webcam