

## General instructions for the use of video conferencing technology for hybrid events in seminar rooms and lecture halls with Zoom:

**Step 1:** Start the media system using the keypad or touch panel on the media cabinet/media console.

**Step 2:** Turn on the projector as usual and connect your laptop with HDMI, USB-C video or VGA + 3.5mm audio jack. Select the appropriate port on the keypad/touch panel.

**Step 3:** Connect the USB-A cable labeled "Conference" on the media cabinet/media desk to your laptop.

**Step 4:** Depending on the equipment, there may be wireless microphones, a throw microphone, and ceiling microphones in the room. To integrate these existing microphones into Zoom, you must select the following in the software under "Settings->Audio->Microphone->" depending on the equipment in your room:

**"Hands-free phone with echo cancellation (Devio SCR USB Audio)"**

or

**"Microfon (Scarlett 2i2 USB)"**

or

**"Hands-free phone with echo cancellation USB#1"**

### **Important note about the ceiling microphones:**

*In some rooms you must first activate the ceiling microphone before you can use it.*

*Please switch on the ceiling microphone using the keypad or the touch panel on the "Conference" page (camera symbol).*

*The status indicator on the ceiling microphone will then light up green.*

**Step 5:** In order for the audio signal from online participants in the seminar room/lecture hall to be output via the wall/ceiling speakers, you must set the following in the Zoom software:



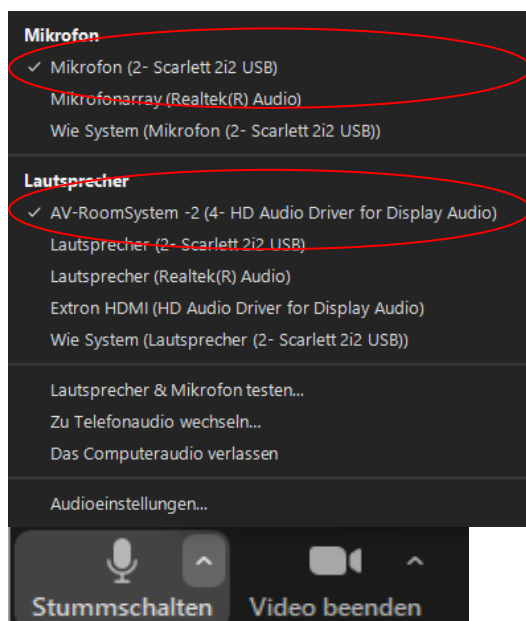
When using HDMI or USB-C video:

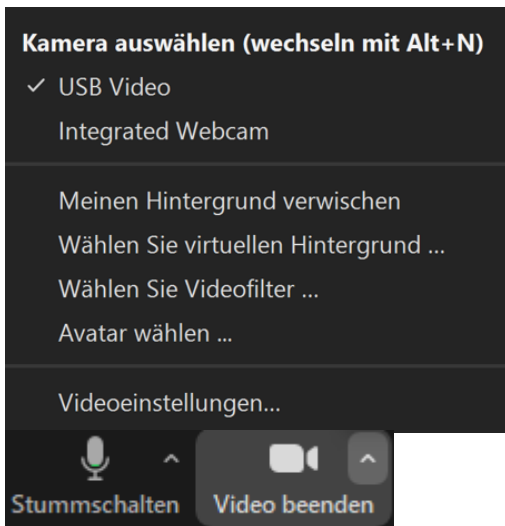
Select under Settings -> Audio->Speakers -> "AV-RoomSystem"

When using VGA+3.5mm audio jack:

Under Settings -> Audio->Speakers -> Select "Your Jack Audio Output".

Alternatively, the same settings can be selected via the microphone symbol in a Zoom session that has already started.





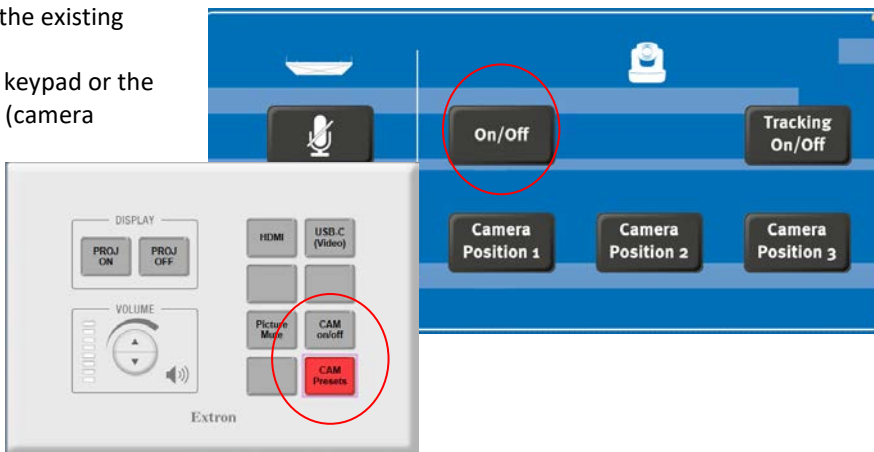
**Step 6:** If there is a built-in camera in the seminar room/lecture hall, select the following via the camera symbol in a Zoom session that has already started.

If necessary, set the camera's image quality to HD in the settings:  
Zoom Settings -> Video -> Camera -> HD

**Important note about the cameras:**

In some rooms you must first activate the existing camera before you can use it. Please switch on the camera using the keypad or the touch panel on the "Conference" page (camera symbol).

If necessary, you can select different camera positions using preset "presets". (This function is not available in every room).



**If you have any questions or problems, please feel free to contact us**



Use the QR code or the following link  
[uni.ms/medientechnik](https://uni.ms/medientechnik)

Or send an email to  
[avm@uni-muenster.de](mailto:avm@uni-muenster.de)

In urgent cases, our hotline colleagues are also available for you, reachable at the following number  
[\(0251\) 83 - 3 11 11](tel:02518331111)