Universität Münster

CIT

Quick guide to using wireless microphones, ceiling microphones and a built-in camera for a video conference with Zoom:
--- Instructions for a Windows laptop ---

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

Schritt 2: Turn on the projector as usual and connect your laptop with HDMI or USB-C (recommended).

If your laptop does not support USB-C and you only have an HDMI port, please connect the USB-C cable on the media console to your laptop using the USB-A adapter.

Schritt 3: There is a wireless handheld microphone and a ceiling microphone in the room.
Please switch on the ceiling microphone using the touch panel on the "Conference" page (camera symbol). The microphone on the ceiling will then light up green.
The handheld microphone will turn on automatically after a certain time if you take it out of the charging cradle.

Schritt 4: Please switch on the camera using the touch panel on the "Conference" page (camera symbol).
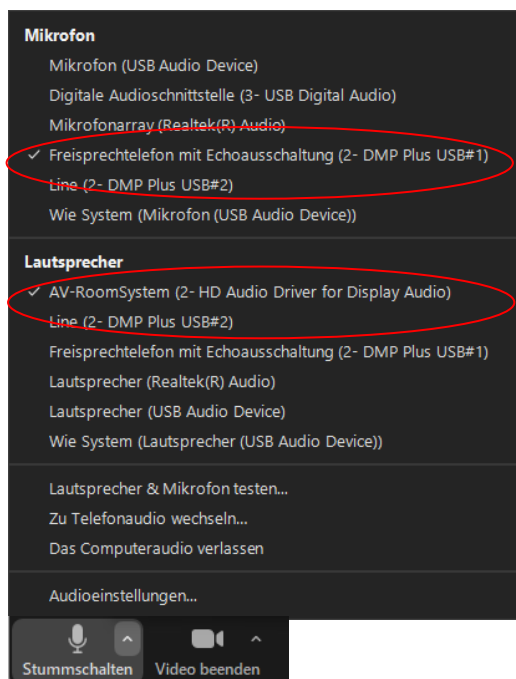
Schritt 5: Now you can integrate the sound of the microphones into the Zoom software as follows.
Select under Settings -> Audio -> Microphone ->

"Hands-free phone with echo cancellation (2- DMP Plus USB#1)"

So that the sound of online participants can also be heard in the lecture hall:
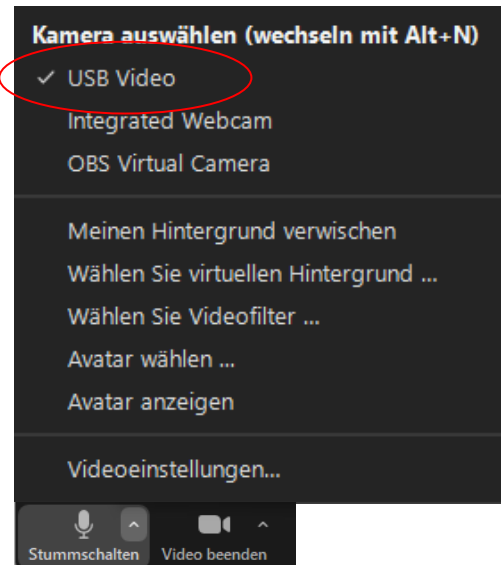Select under Settings -> Audio -> Speakers ->
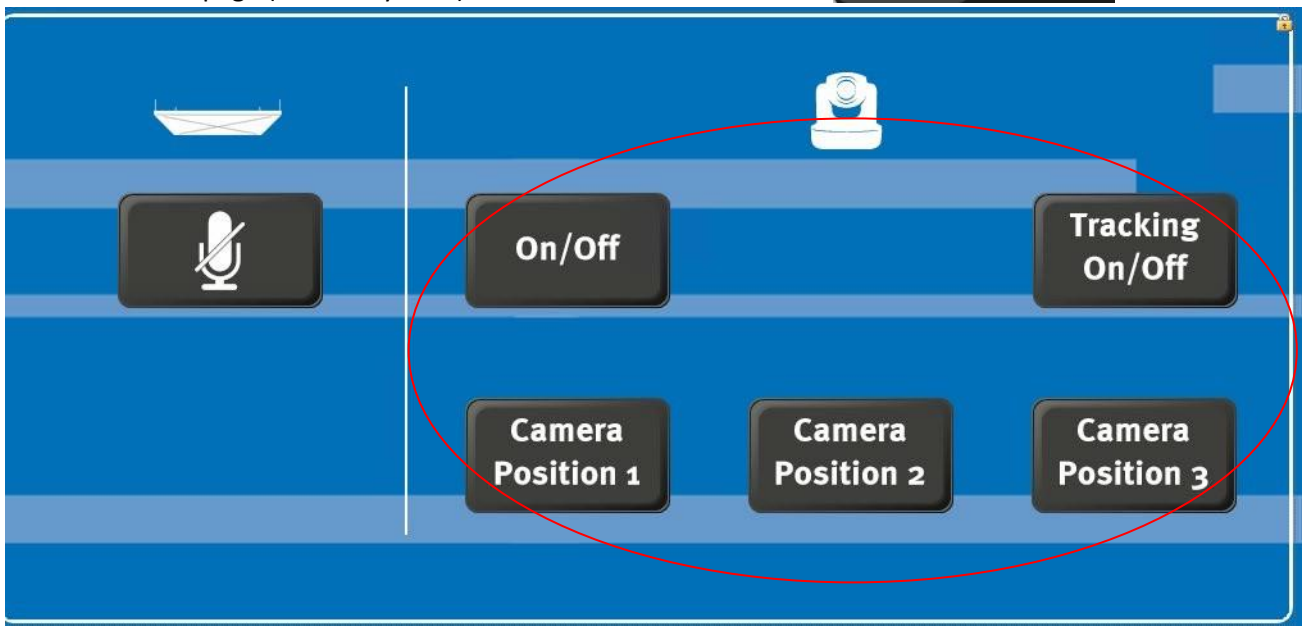**"AV-RoomSystem"**

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

Schritt 6: To use the camera installed in the seminar room, select the following via the camera symbol in a Zoom session that has already started:

If necessary, set HD:
Zoom Settings -> Video -> Camera -> HD

You can select different camera positions using the touch panel on the "Conference" page (camera symbol):

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

Use the QR code or the following link
uni.ms/medientechnik

Or send an email to
avm@uni-muenster.de

In urgent cases, our hotline colleagues are also available for you, reachable at the following number
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