

Quick guide to using table 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 via the existing touch panel in the wall  
or via the wired table touch panel.

**Schritt 2:** Turn on the two projectors via the touch panel.

**Schritt 3:** Use the touch panel on the Conference page to turn on the ceiling microphone and  
conference camera.

**Schritt 4:** If necessary, take the existing table microphones out of the side cabinet and connect them to the existing  
connection plates in the room.

**Schritt 5:** Connect your laptop to the connection plate in the room using an HDMI cable.

**Schritt 6:** Connect your laptop with a USB-A to USB-B cable to the connection plate in the  
room labeled Conference.

Windows drivers will now be installed automatically.

**Schritt 7:** Once setup is complete, here's how to add microphone audio to Zoom:  
Select under Settings -> Audio -> Microphone ->

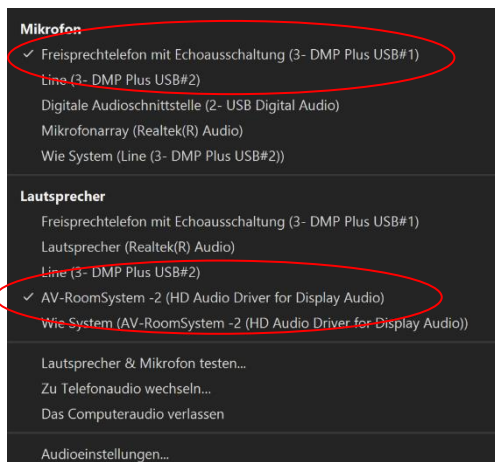
**“Hands-free phone with echo cancellation USB#1“**



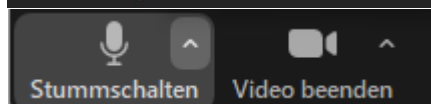
So that the sound of online participants can also be heard in the lecture hall:

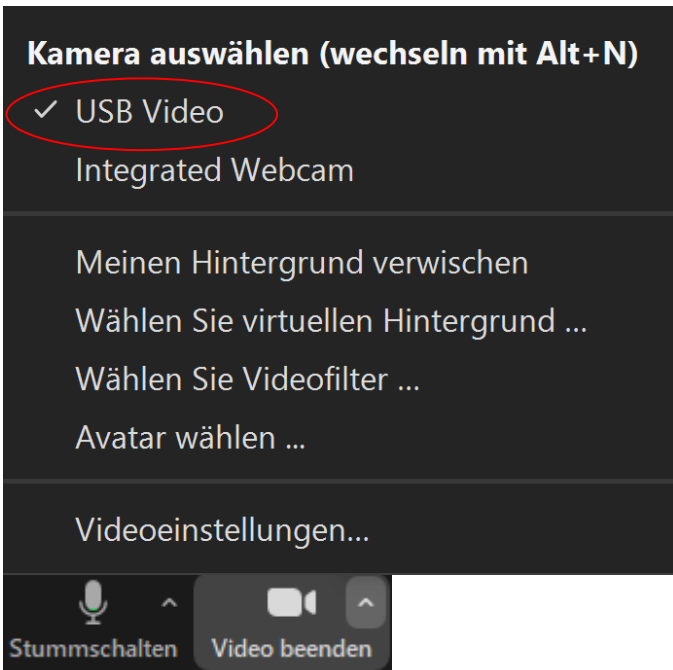
Select under Settings -> Audio -> Speakers ->

**“AV-RoomSystem“**



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

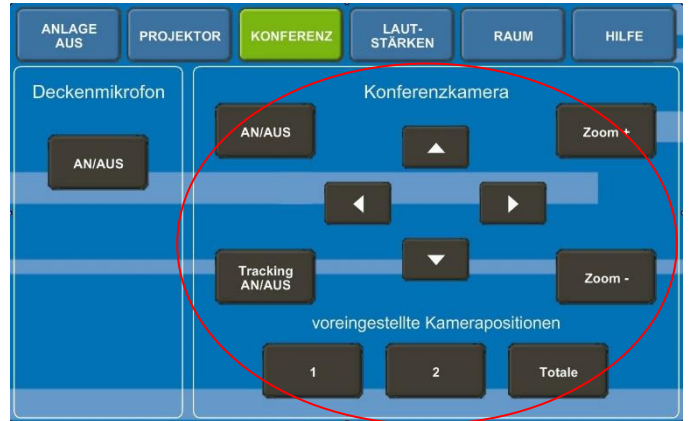




If necessary, you can freely change the camera position using the touch panel on the "Conference" page, or choose one of the preset camera positions.

**Schritt 8:** To use the camera installed in the room, select the following via the camera symbol in a Zoom session that has already started:

Adjust HD if necessary:  
Zoom Settings -> Video -> Camera -> HD



## 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:(0251)83-31111)