Universität Münster

C IT

Quick guide to using lecture hall microphones for a video conference with Zoom:

--- Instructions for a Windows laptop ---

Step 1: Start the media system via the touch panel in the console.

Step 2: Turn on the projector as usual and connect your laptop with HDMI or VGA+3.5mm audio jack. Select the appropriate connection on the touch panel.

Step 3: Connect the USB cable labeled "Conference" on the desk to your laptop.

Step 4: Windows drivers will now be installed automaticallyt.

Step 5: Once setup is complete, here's how to integrate the audio from your lecture hall microphones into Zoom

Select under Settings->Audio->Microphone->

"Microfon (Scarlett 2i2 USB)"

So that the sound of online participants can also be heard in the lecture hall:
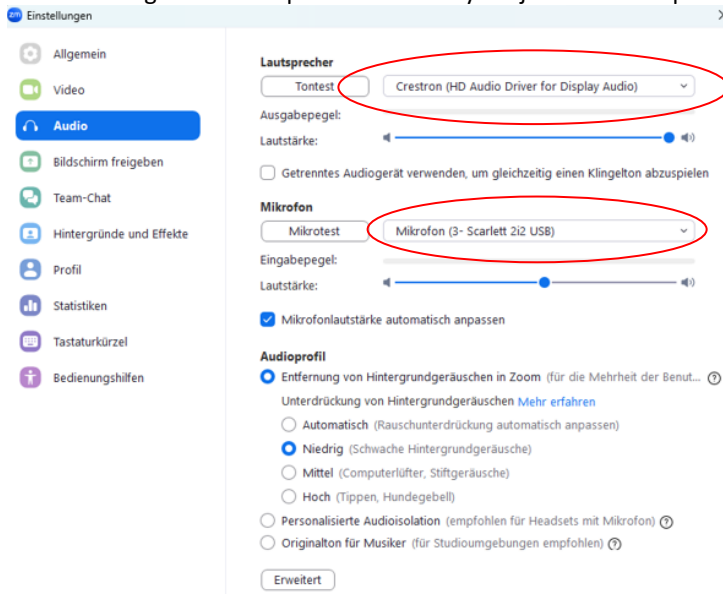Additionally when using HDMI:
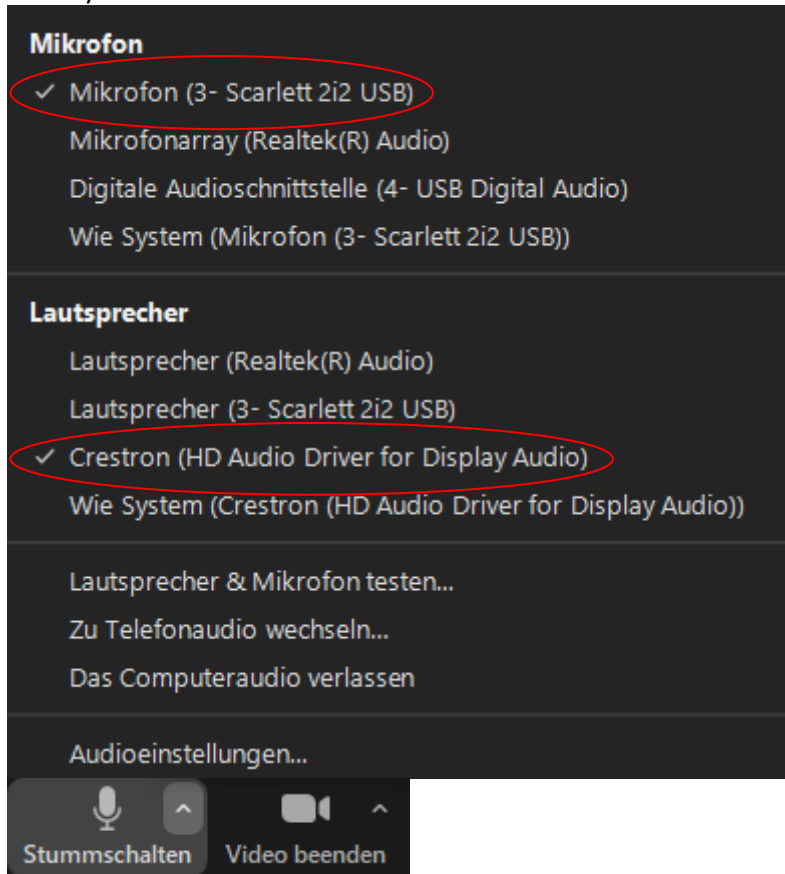Select under Settings->Audio->Speakers->

"Crestron"
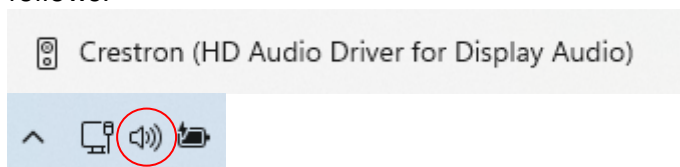
Additionally when using VGA+3.5mm audio jack:
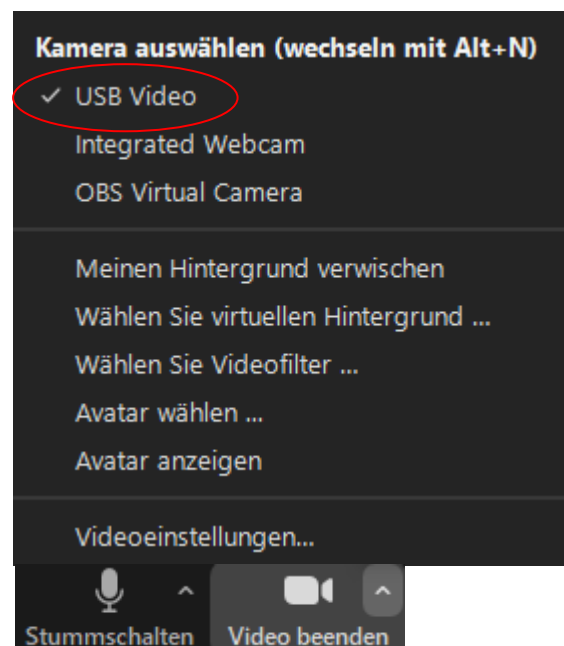Under Settings->Audio->Speakers->Select your jack audio output

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

If the laptop sound no longer works, the standard output device in Windows can be adjusted as follows:

Step 6: To use the camera installed in the lecture hall, select the following via the camera symbol in a Zoom session that has already started:

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

(0251) 83 - 3 11 11