Belgrave Station Meeting Room

Operating the AV and conference system in the Belgrave Station meeting room.

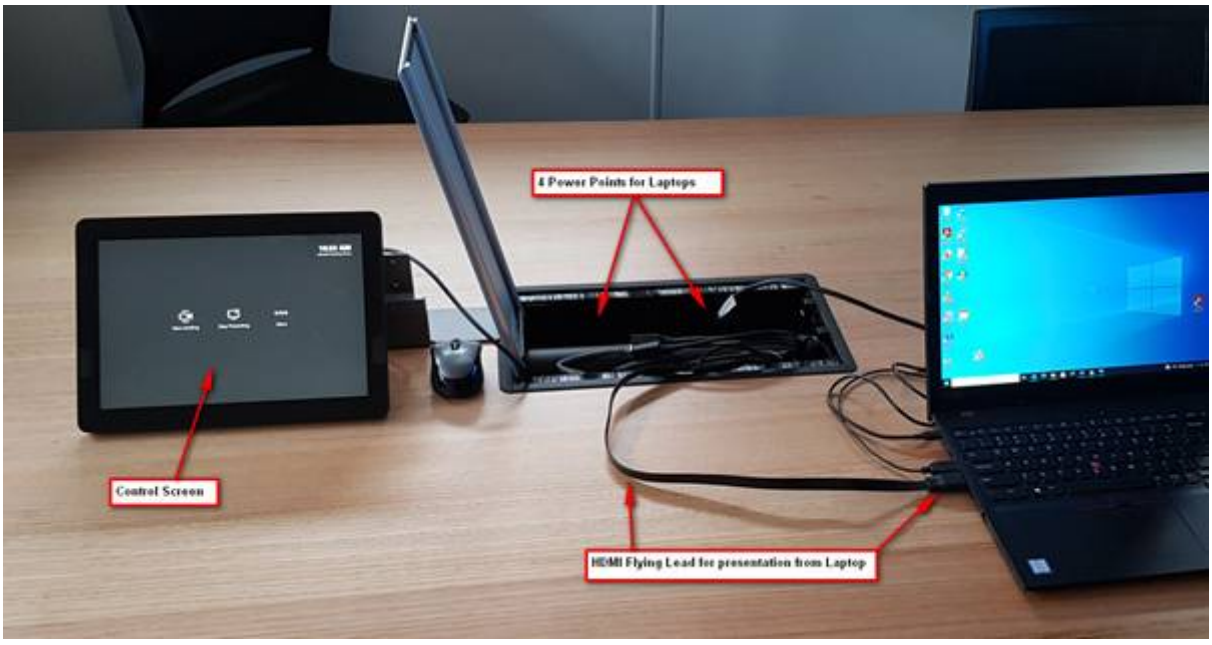
- LVC Conference Room AV Presentation System
- How To Use: Belgrave Meeting Room Conference System

LVC Conference Room AV Presentation System

This article will assist in using the LVC meeting room conference av system.

1. Basic operation

The audio Visual system is controlled by a touch panel sitting on the Conference room table.



Under the lift up panel in the centre of the table can be found the flying lead to plug into a HDMI port on a Laptop. Also located under the lift up lid is 4 power points for Laptop power.

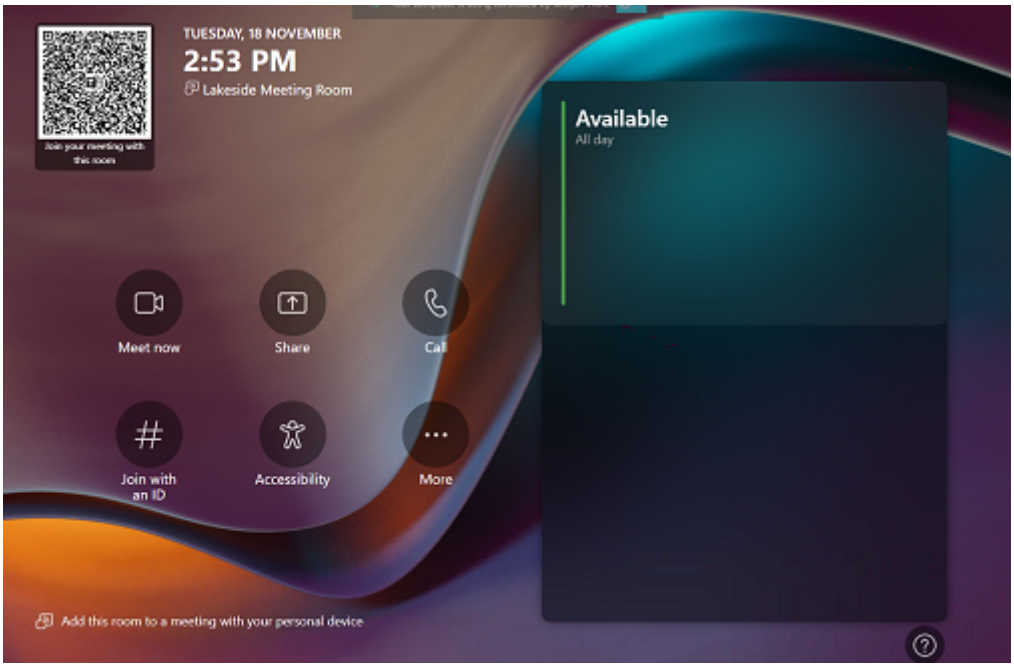


2. Microsoft Teams Meeting

Important: Switch on the Wall TV using one of the Remote controls supplied before proceeding.

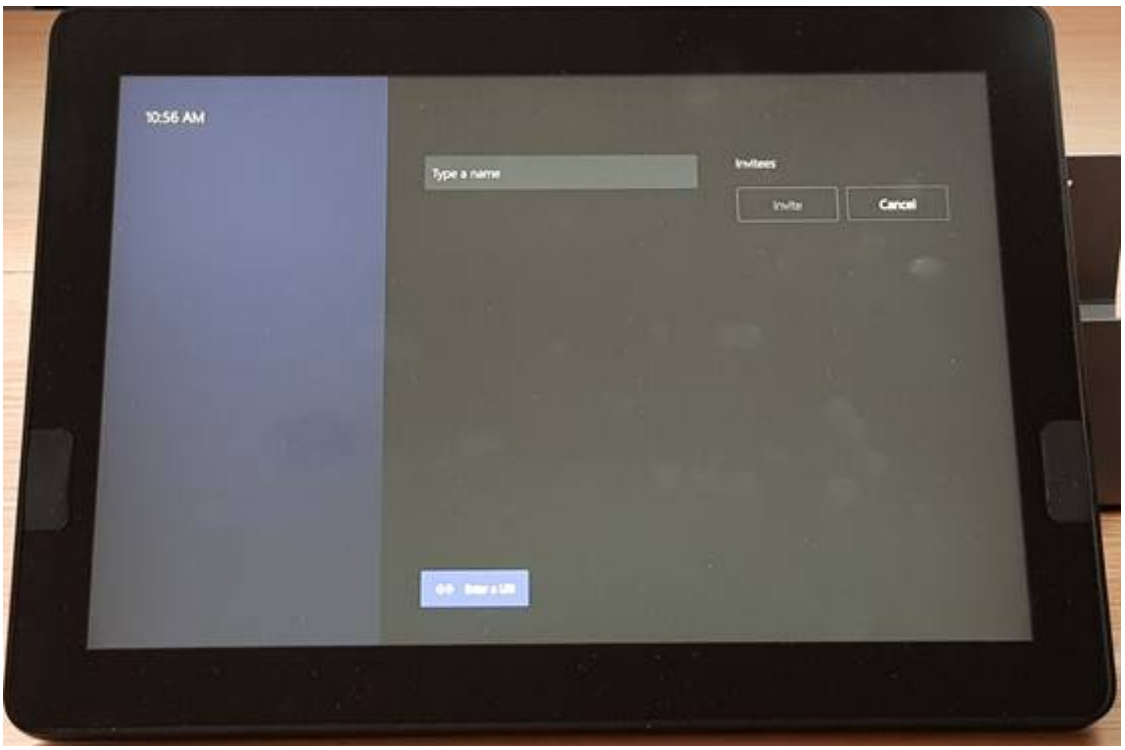
The TV source selection is HDMI 1 which should already be selected.

Using the touch panel it is possible to establish a Teams Meeting to one of multiple persons.



Using the Touch Screen select **Meet Now** and a selection screen should appear.

This screen then allows you enter a name of attendee.

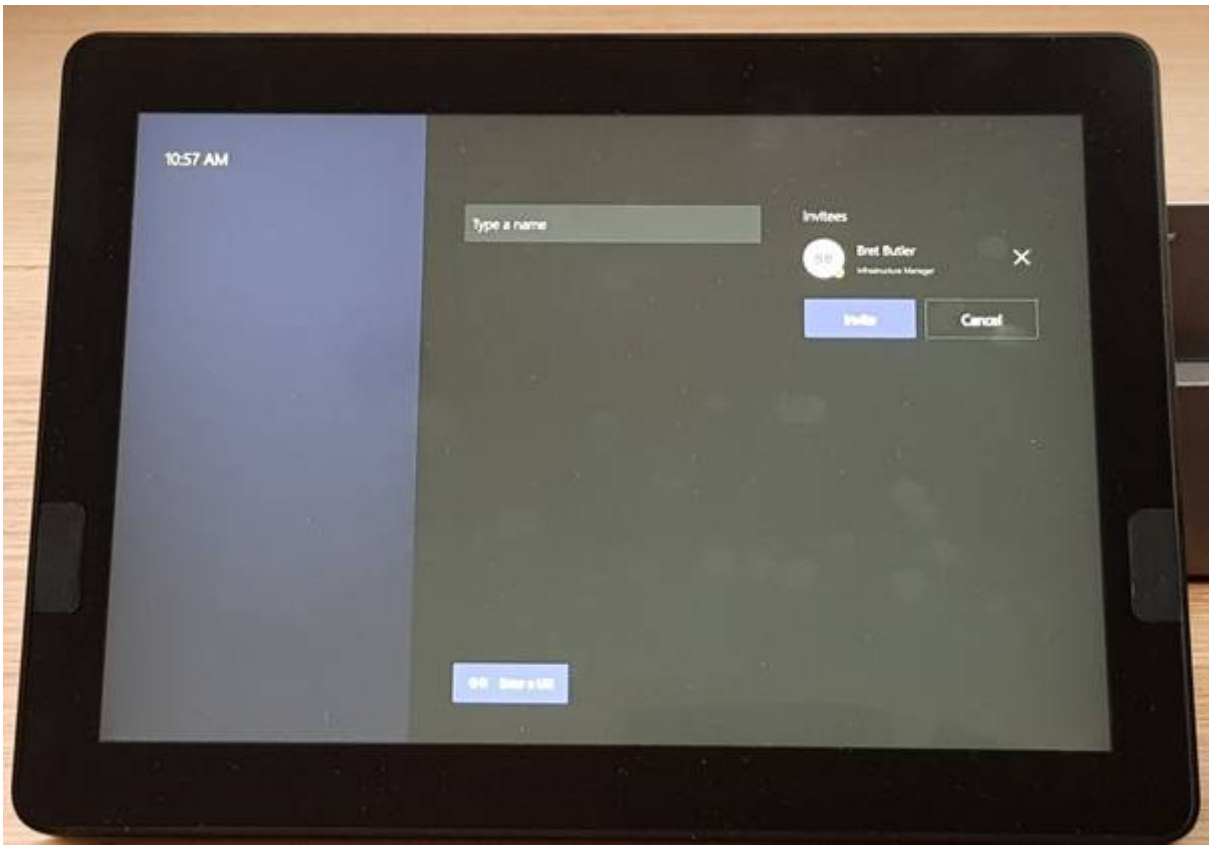


Touch the type a name and a keyboard should appear.

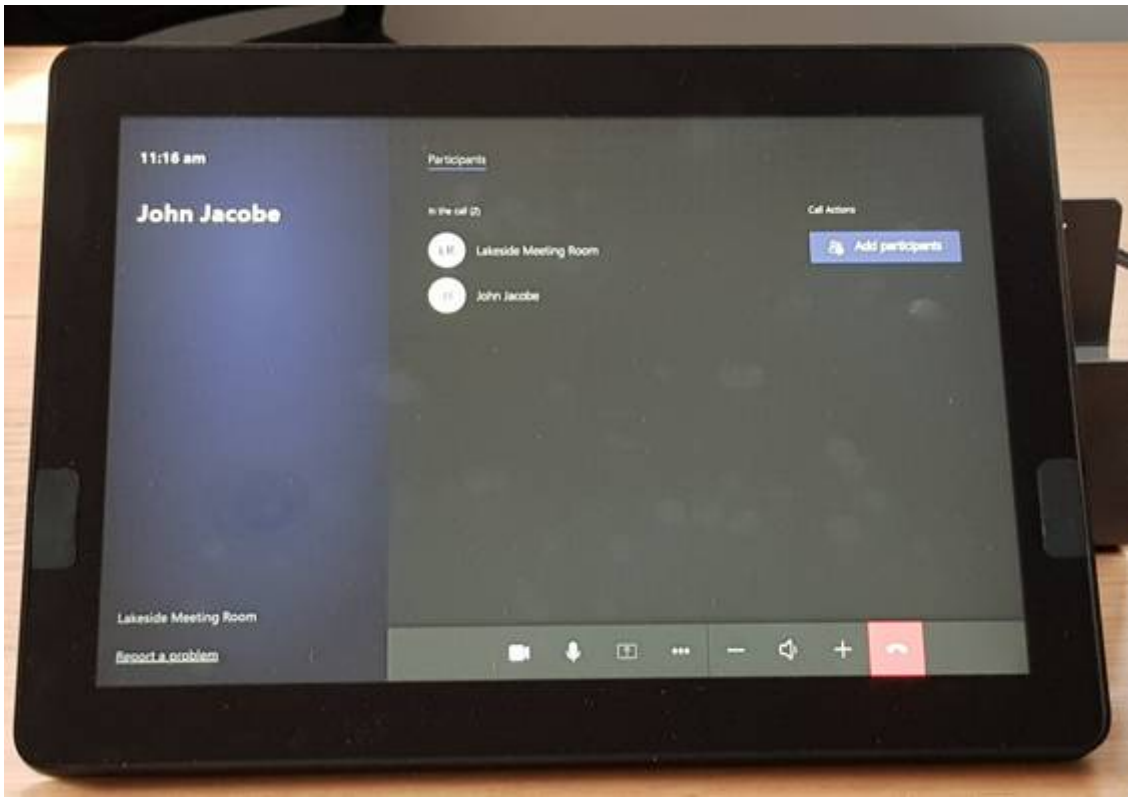


Using the keyboard type in the person you want to select. As you type in the attendee’s name there should be an auto population of the desired persons as shown above. Just select the target attendee.

Once the attendee has been selected pressing the invite button should establish a call to the attendee. You can cancel the call at any time.



Typical screen when two people are in conversation

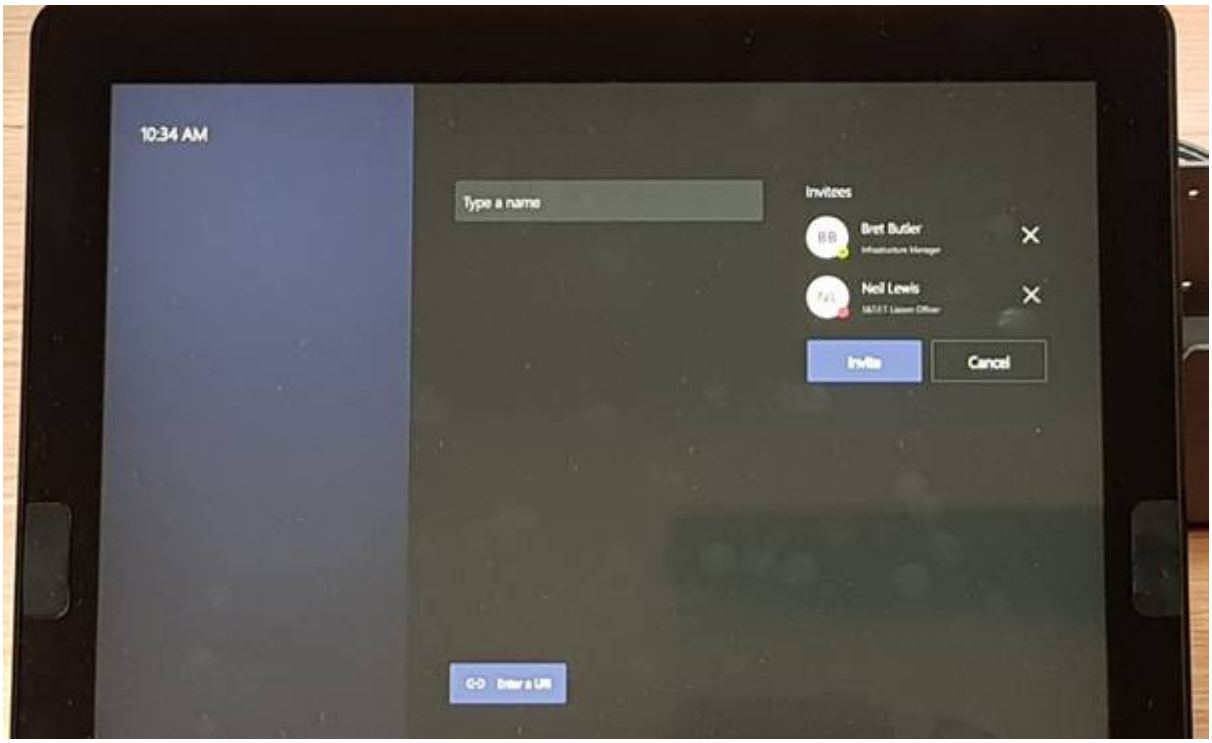


Also the main TV screen displays the attendee



The Lakeside camera will follow the people talking making it easier to follow a group of people located in the Conference room.

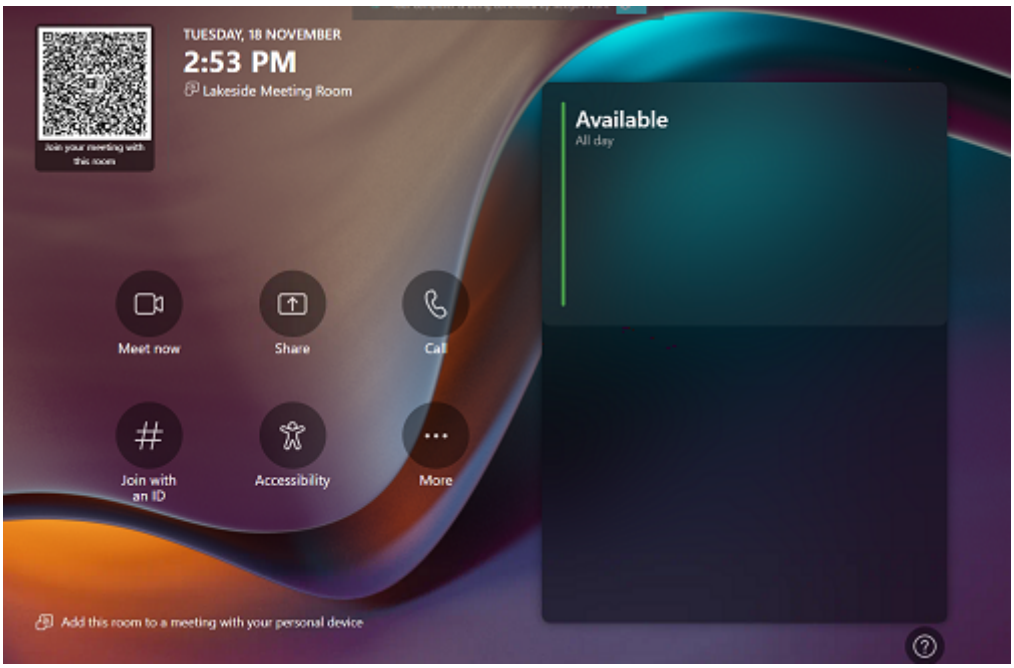
It is possible to select multiple attendees,



3. Presenting content

To present content you need to grab the HDMI cable sitting on the table and plug into the laptop giving the presentation.

Connecting the cable to the laptop should automatically start the Television at the end of the room.



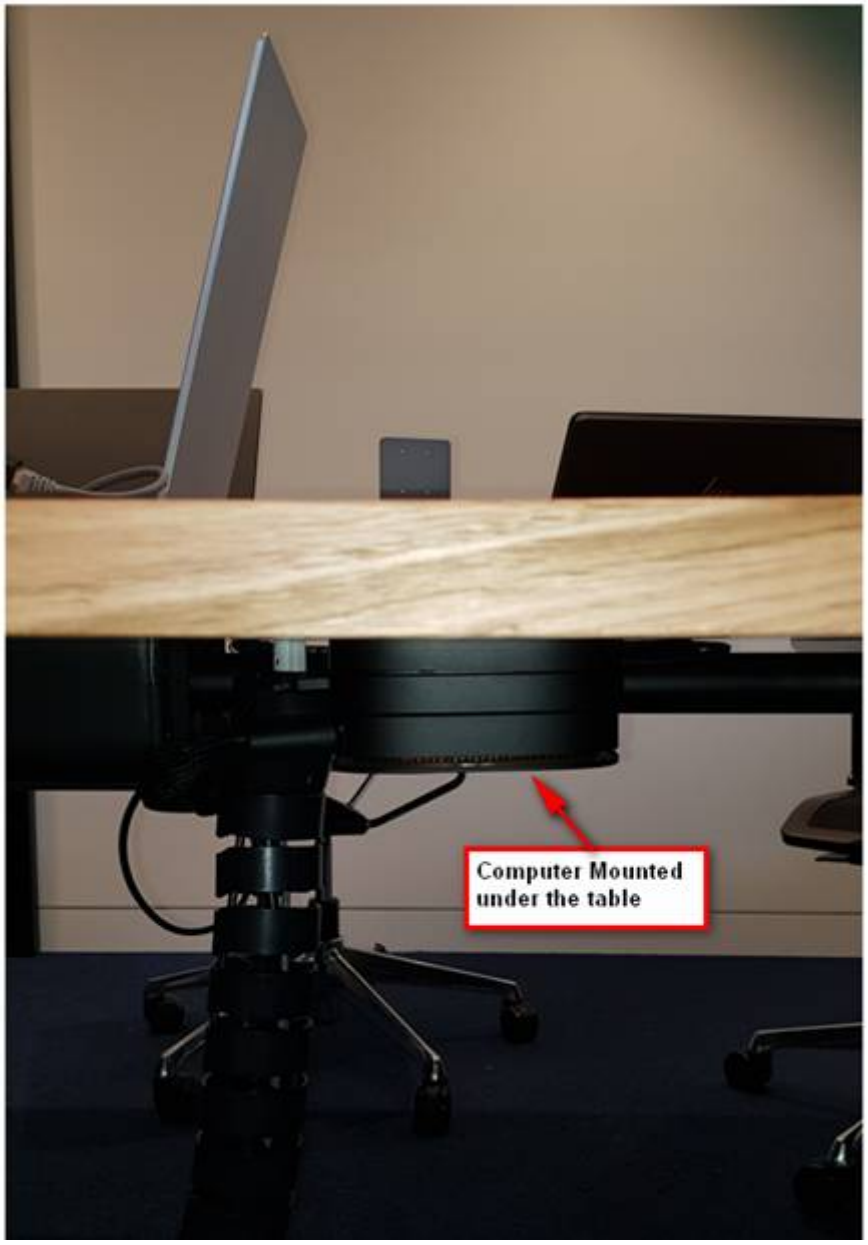
The display of the Laptop screen on the big television can be turned on or off by touching the “Share” Icon on the tablet.

4. Trouble Shooting

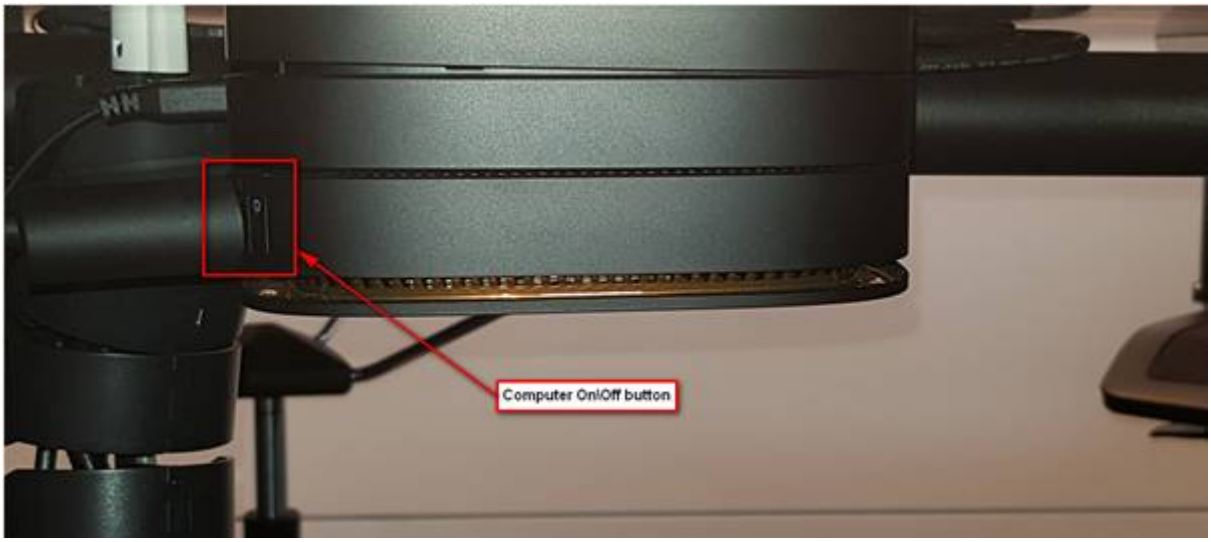
- No Icons on control panel

If the control panel appears blank and the TV does not start when a Laptop Is plugged in, it could be the controlling computer is not switched on. This may happen after a power failure.

The computer is mounted under the table on the Bus Parking side of the room.



Computer can be started by pressing the On/Off button as below.



- # No TV Picture

Check the Wall TV is switched on using one of the Remote controls supplied before proceeding.

Check The TV source selection is HDMI 1 which should already be selected.

Check the Computer under the table is switched on as above in section 4

- # Support

All IT issues with this unit to be reported using the normal IT help procedures

helpdesk@pbr.org.au

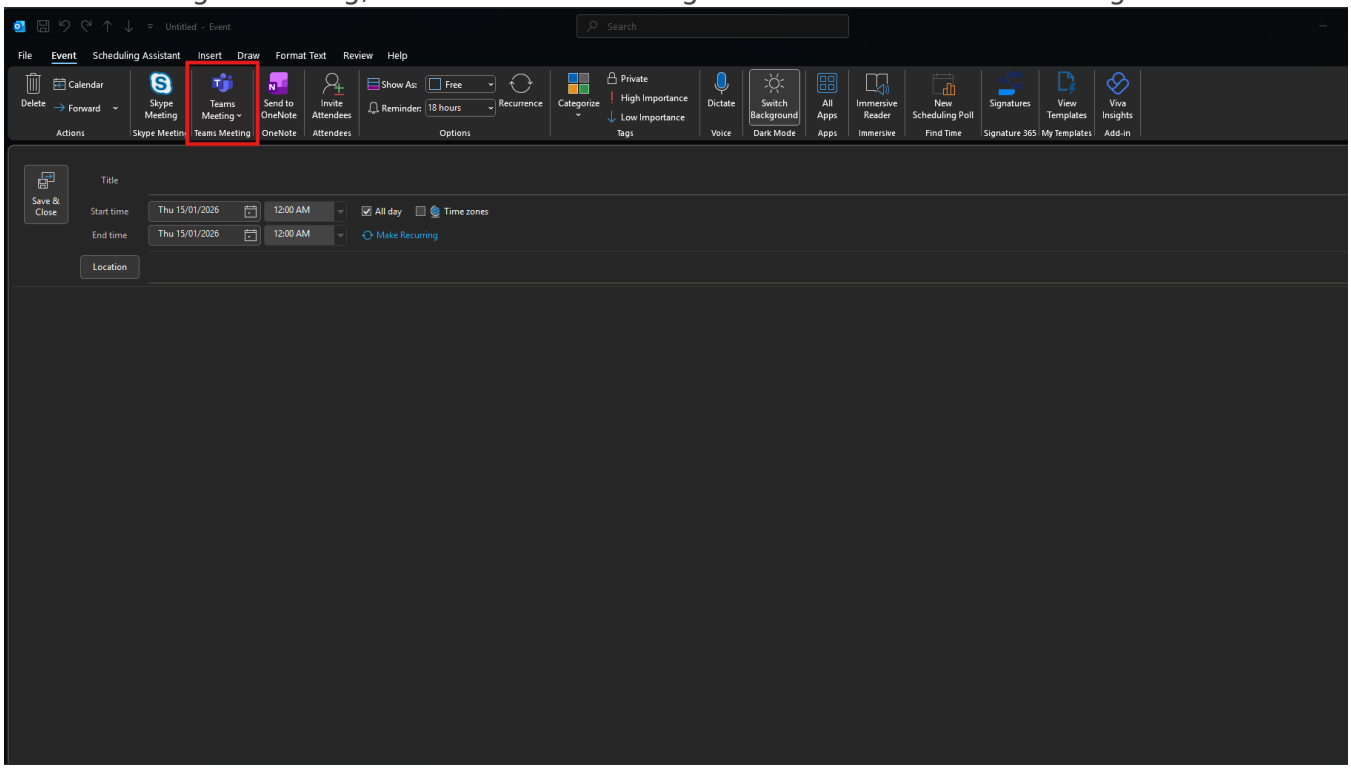
How To Use: Belgrave Meeting Room Conference System

This article will show you how to use the Belgrave station meeting room conference system.

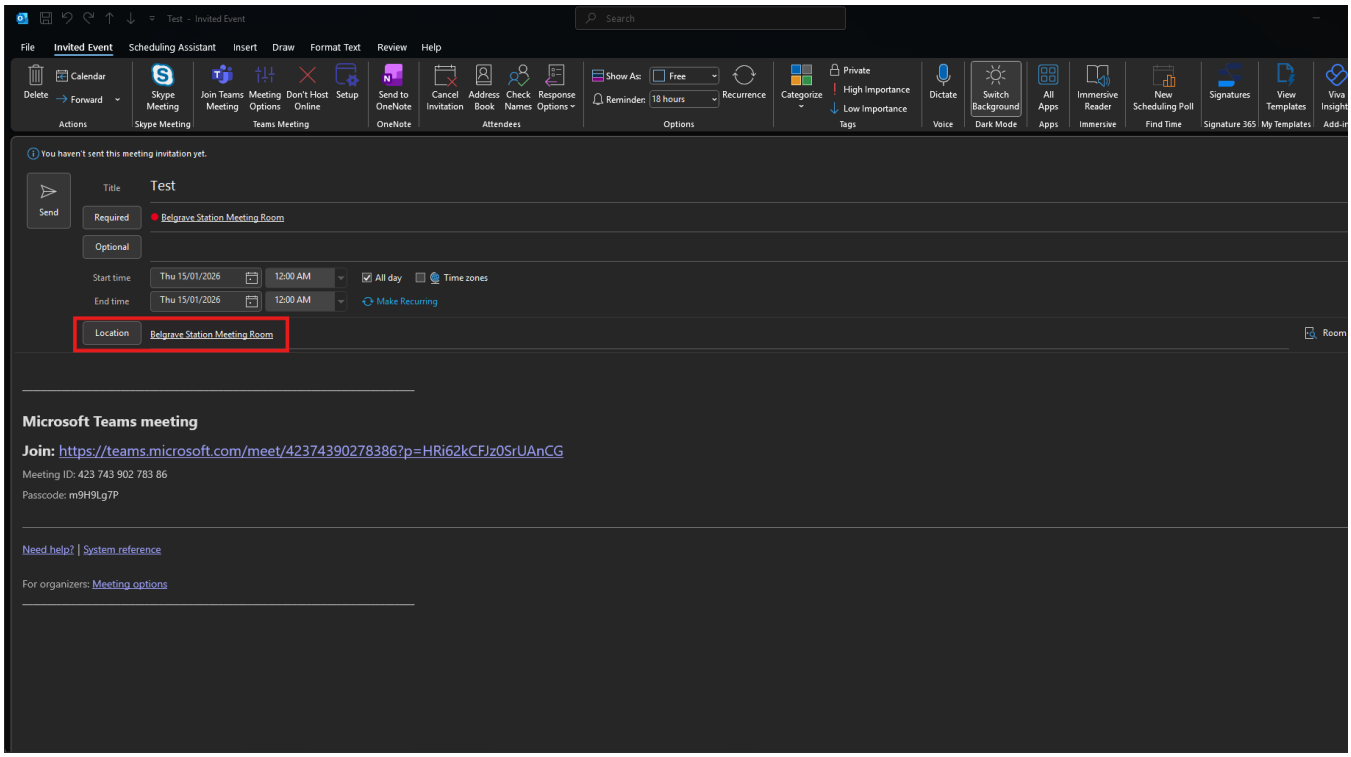
If you created a meeting

If you created the meeting and sent invitation to PBR or external sources.

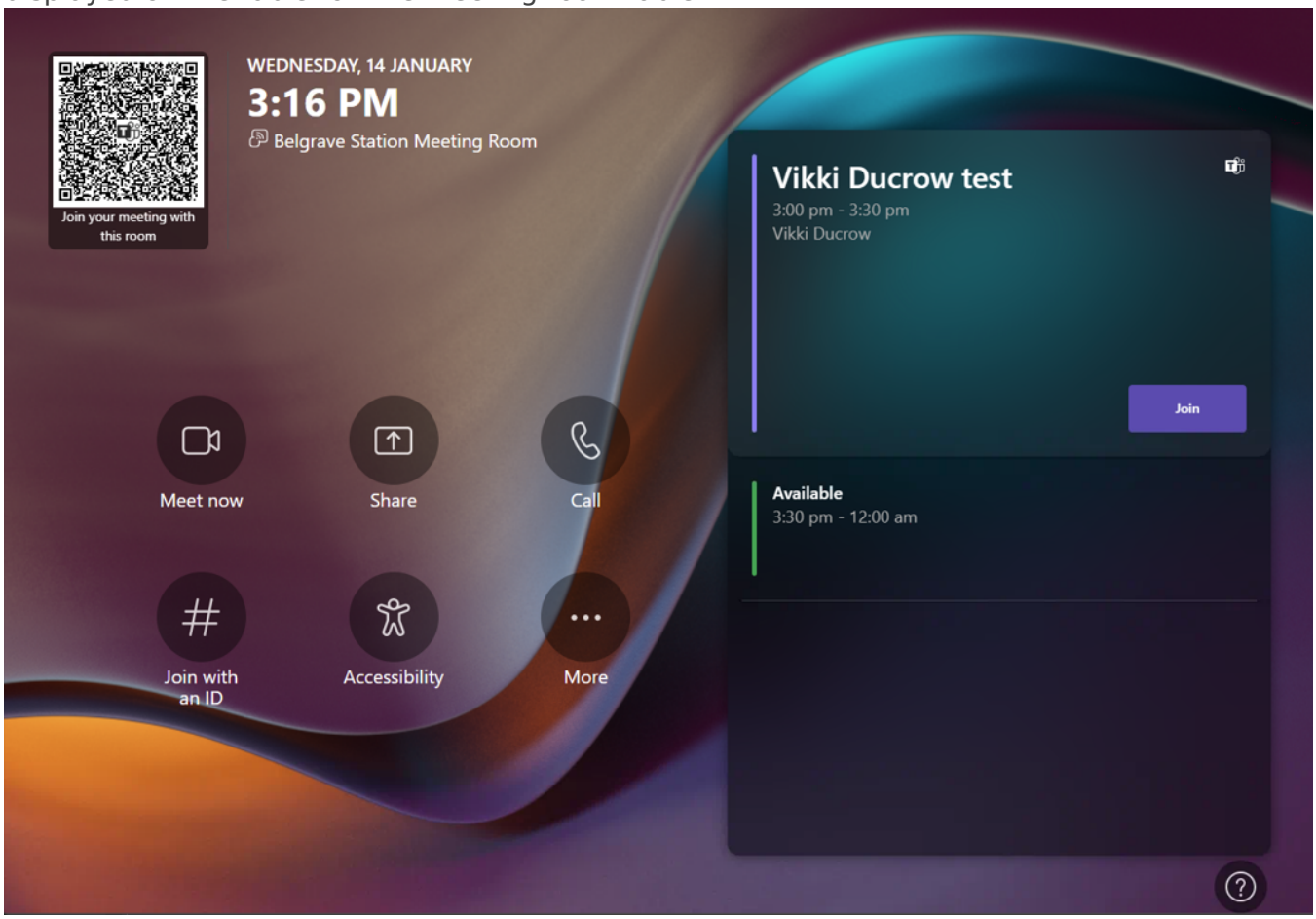
1. When creating a meeting, select "Teams Meeting" to make it an online meeting.



2. Choose the desired people/date/time as you would normally for a meeting. In location select "Belgrave Station Meeting Room".



3. By adding Belgrave Station Meeting Room to the location, it automatically adds its email to the meeting. This will add it to the calendar. By adding it to the calendar, it will then be displayed on the tablet on the meeting room table.



4. When it is time to join the meeting, click "Join", this will take you to the teams meeting room. The guests can click on their teams link they got in their meeting invitation and will join the same meeting.

If you were invited to a meeting

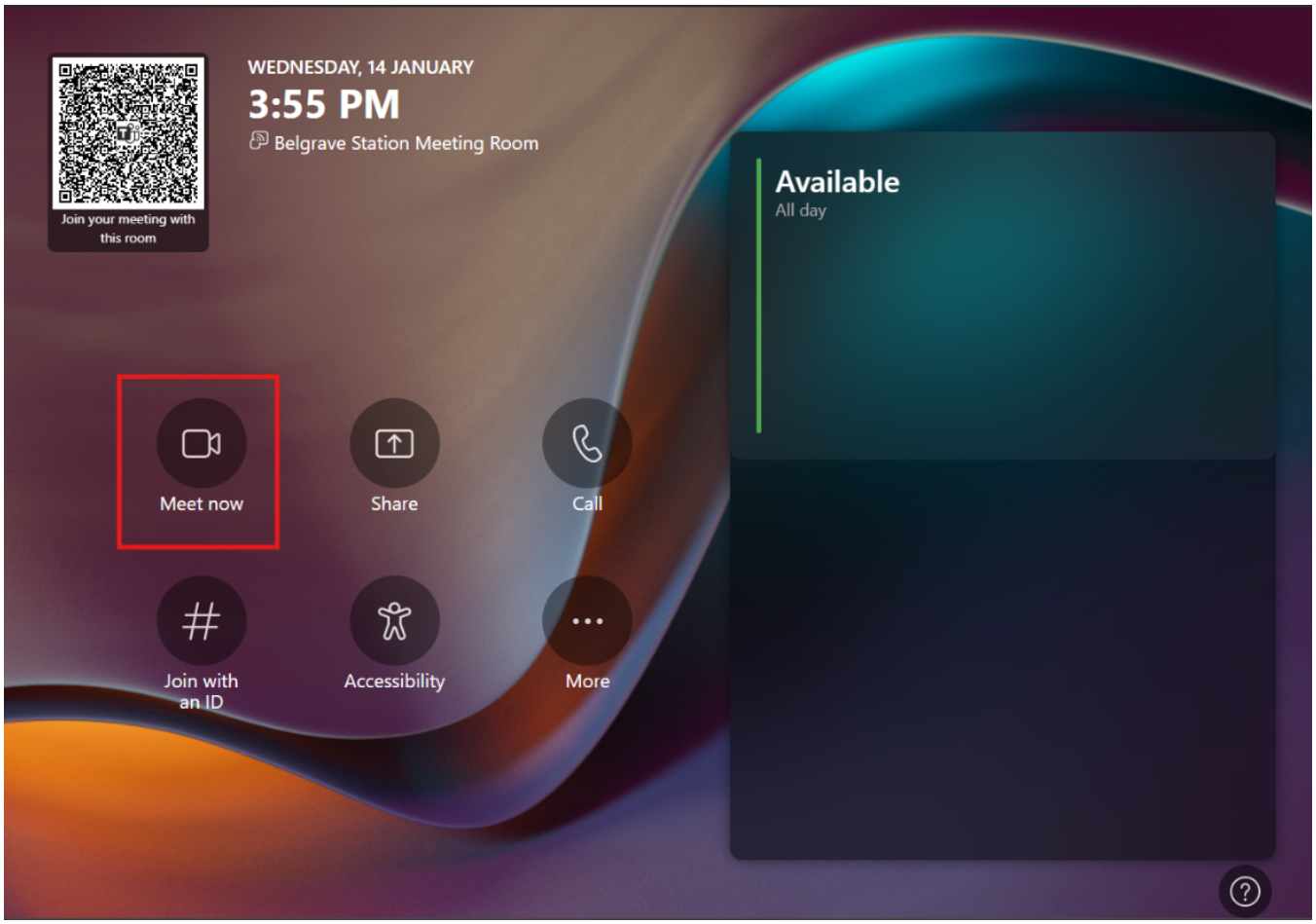
If you were invited to a meeting from an external source.

1. On the Belgrave meeting room table there is a HDMI cable, plug it into your laptop. It will then display your laptop onto the TV screen. Join the meeting as normal using the teams link sent in the invitation. The audio/mic/camera of the conference system can be utilised.

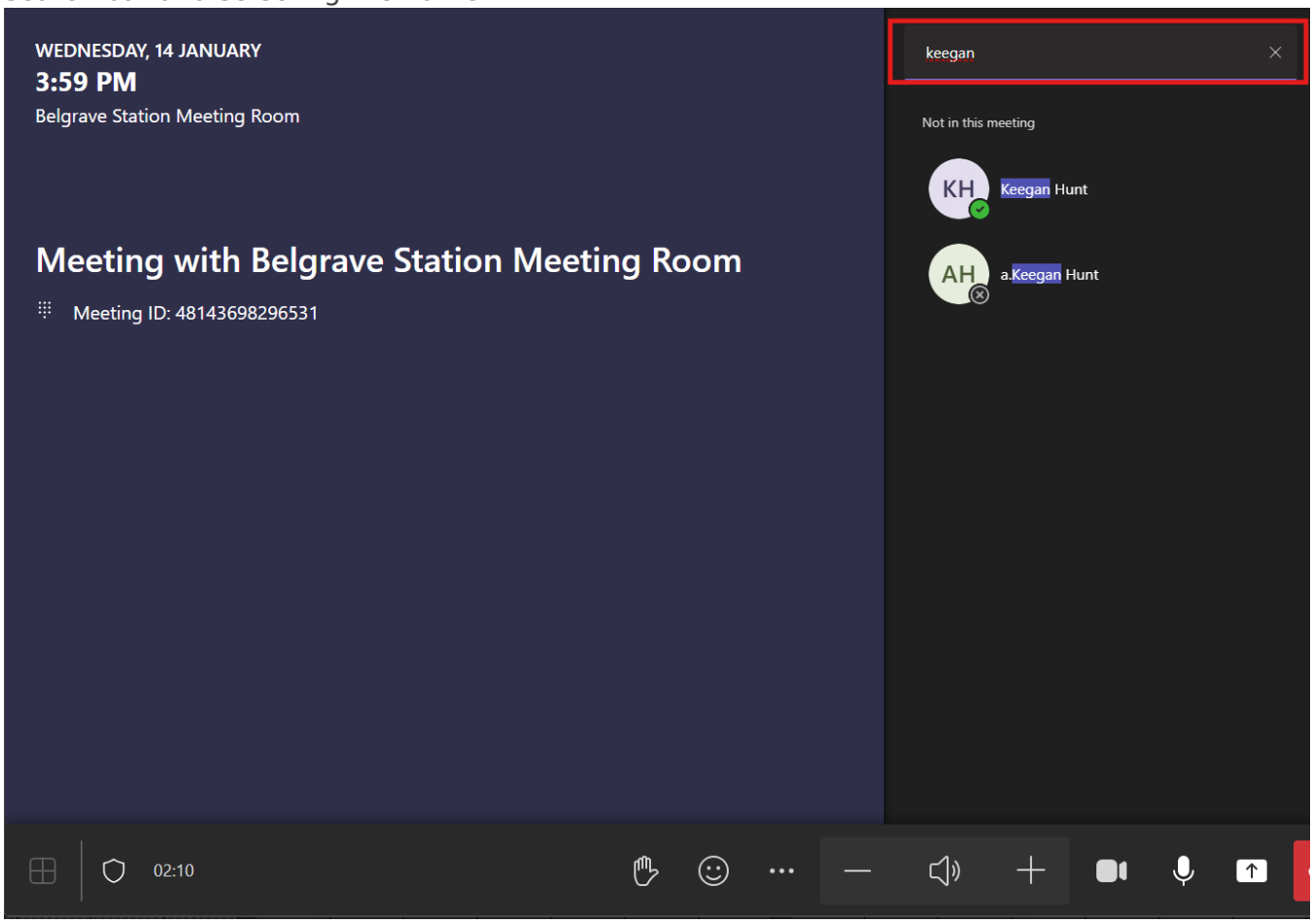
Start an unscheduled meeting

When you are in the meeting room and want to start an unscheduled meeting.

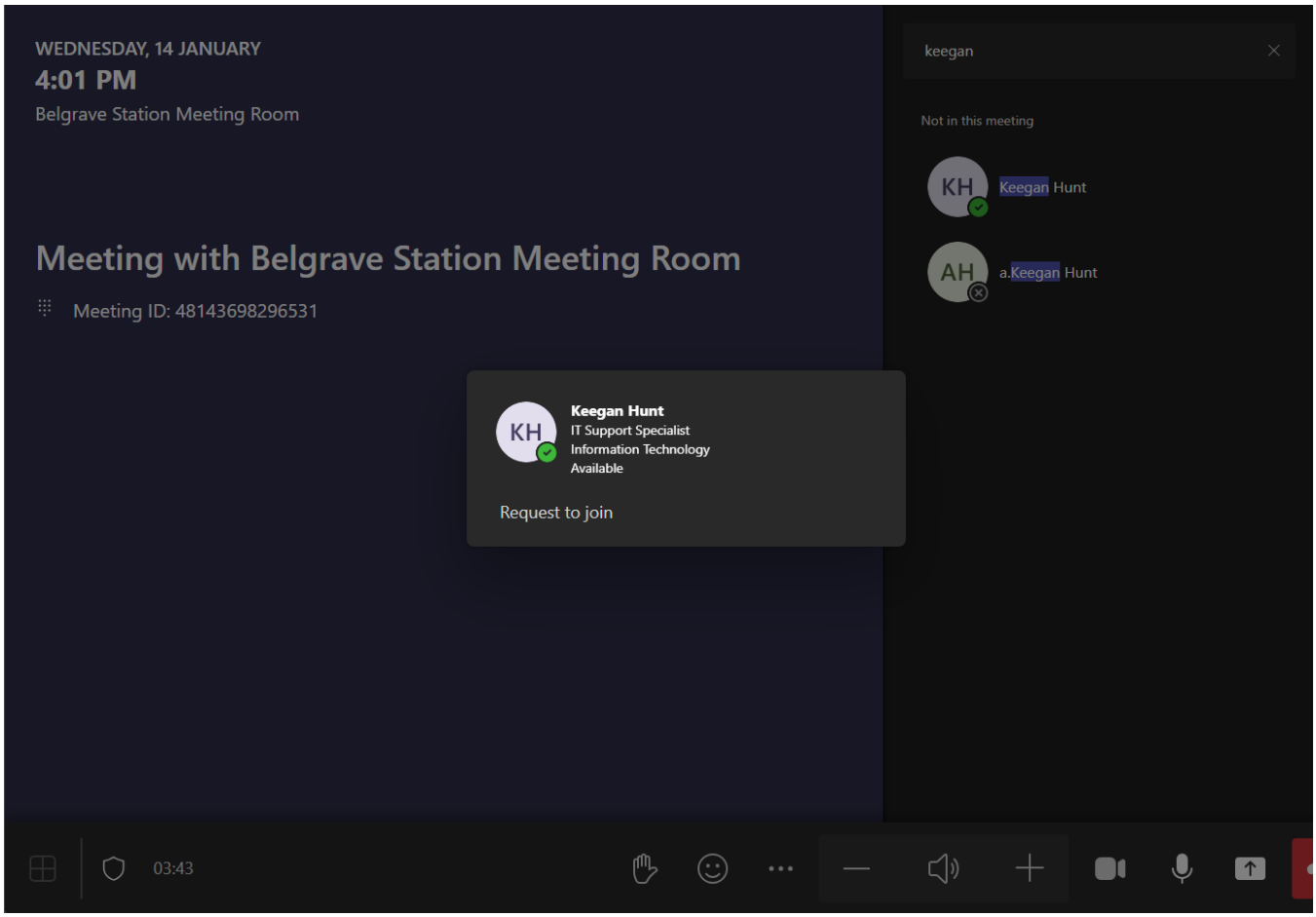
1. On the tablet in the meeting room, select "Meet Now".


Join your meeting with this room
WEDNESDAY, 14 JANUARY
3:55 PM
Belgrave Station Meeting Room
Available
All day
Meet now
Share
Call
Join with an ID
Accessibility
More

2. You will then be taken to another page where you can invite PBR employees using the search bar and selecting the name.



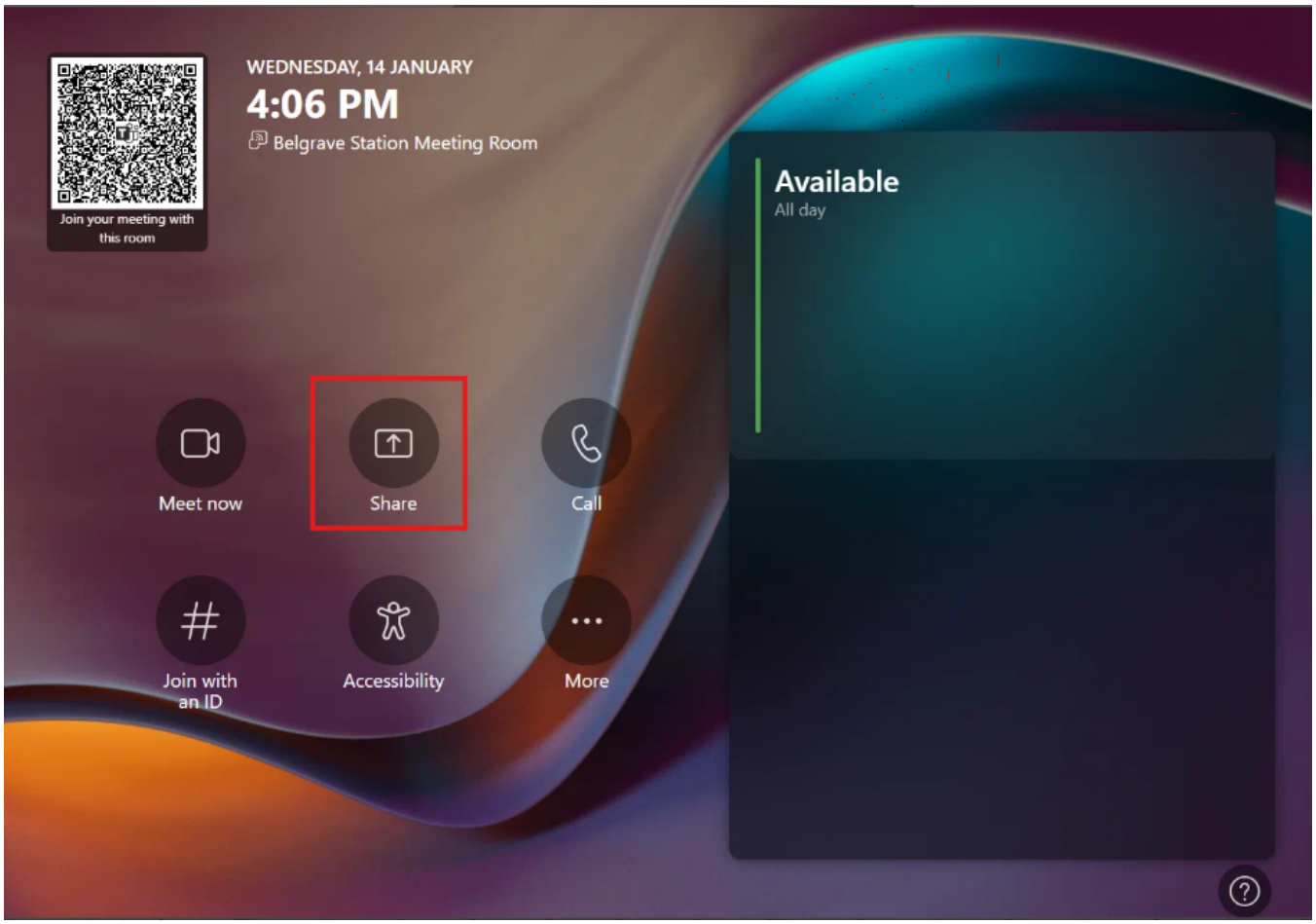
3. Then click "Request to Join". They will get a notification to be able to join the call.



Share your laptop screen on the TV (when not in a meeting)

If you want to show your laptop on the TV when not in an online meeting.

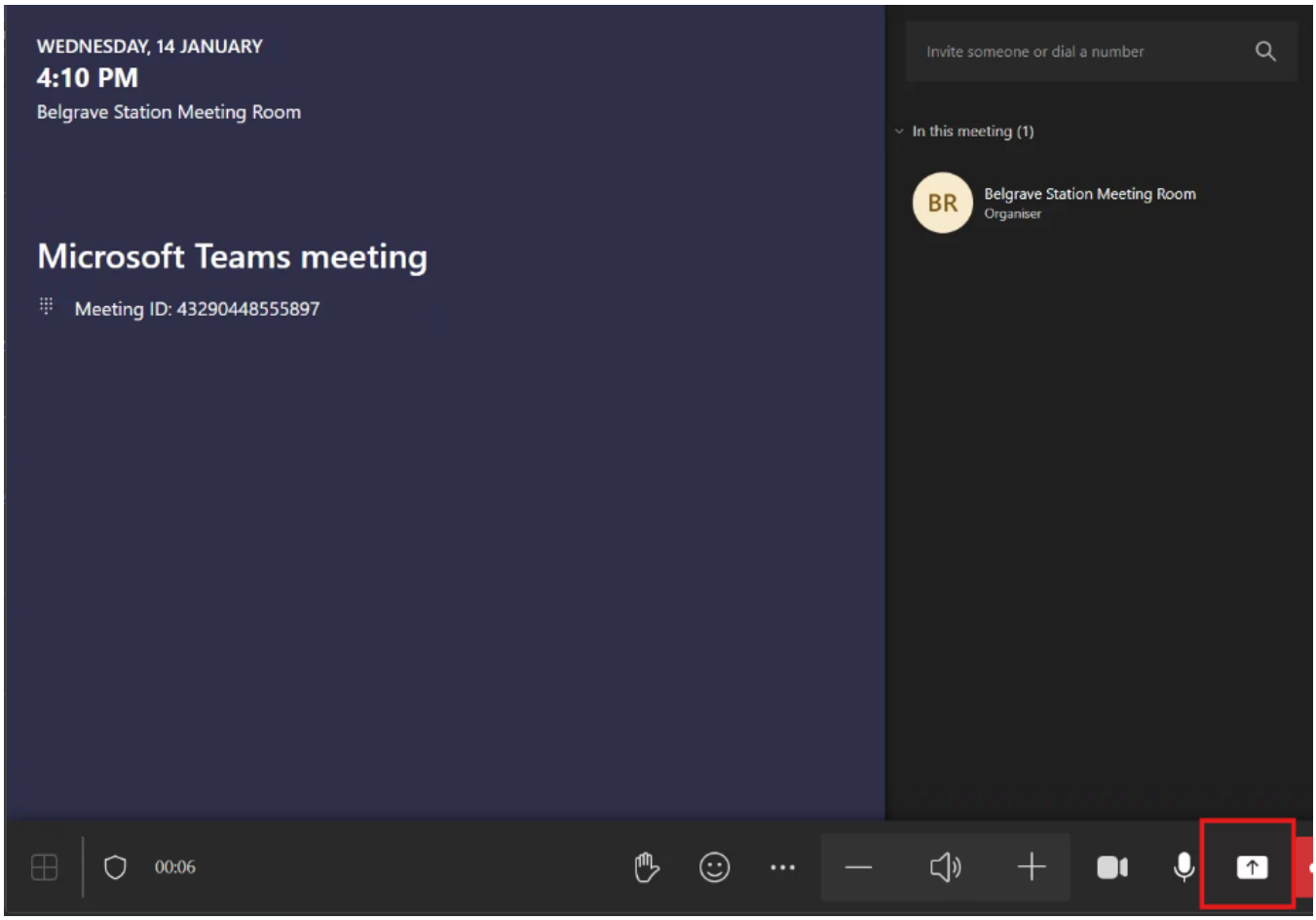
1. **Plug the HDMI cable on the meeting room table into your laptop.** It should automatically display your laptop onto the TV. If it does not, select "Share" on the tablet on the meeting room table. If you would like to stop sharing your display on the TV, select "Stop Sharing".



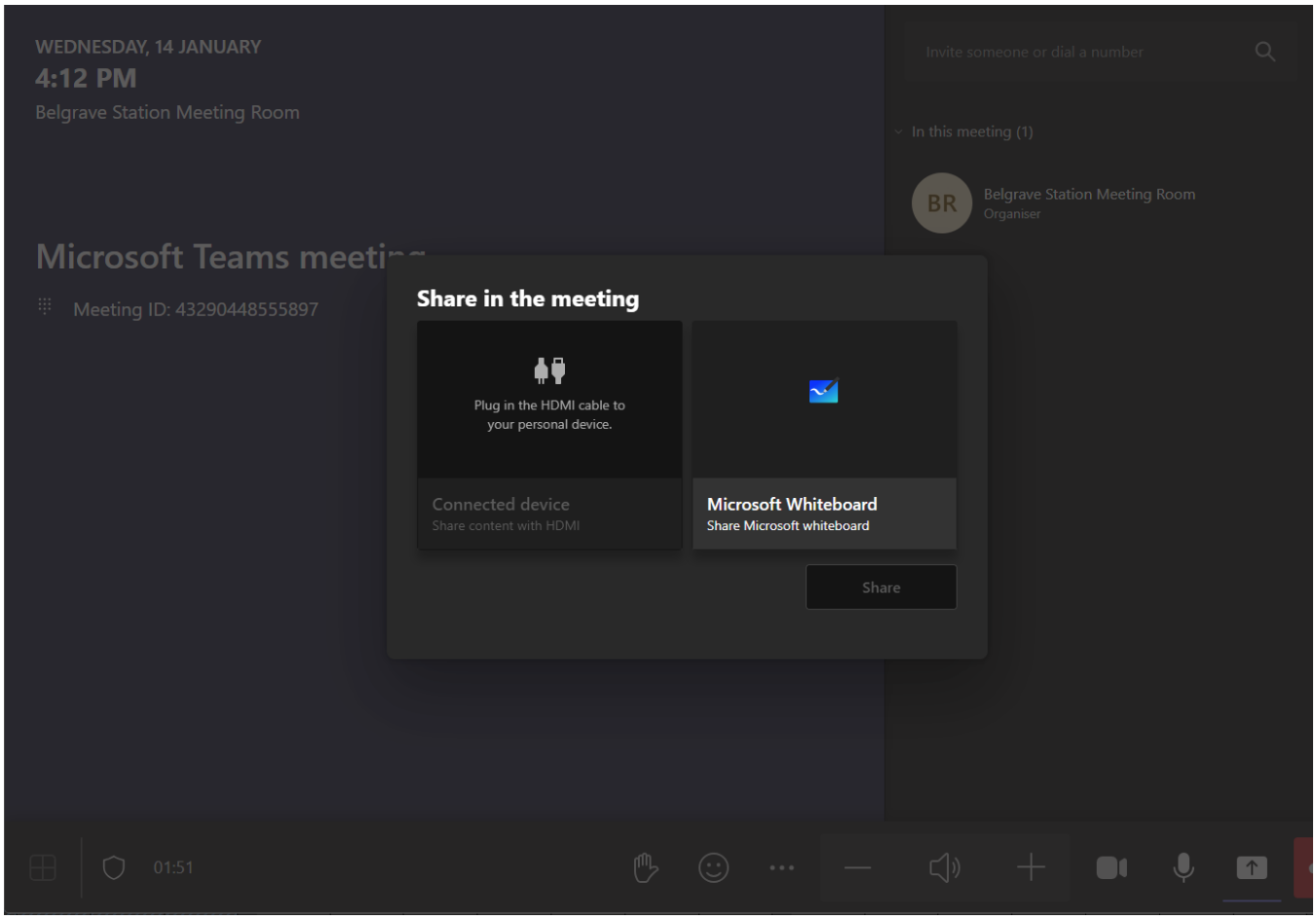
Share your laptop screen (when in an online meeting for attendees to see)

When you are in an online meeting and want to share your display for online attendees to see your screen.

1. Plug in the HDMI cable on the meeting room table into your laptop, it will then be displayed onto the TV. The online attendees cannot see your screen until the up arrow button (Share button) in the bottom right corner of the tablet is selected.



2. Once the Share button is selected, the below screen will appear, select HDMI. A red square will appear around the screen on the TV, this means the online attendees can see that screen.


WEDNESDAY, 14 JANUARY
4:12 PM
Belgrave Station Meeting Room
Invite someone or dial a number
In this meeting (1)
BR
Belgrave Station Meeting Room
Organiser
Microsoft Teams meeting
Meeting ID: 43290448555897
Share in the meeting
Plug in the HDMI cable to your personal device.
Connected device
Share content with HDMI
Microsoft Whiteboard
Share Microsoft whiteboard
Share
01:51