DoIT
Division of Information Technology
UNIVERSITY OF WISCONSIN–MADISON

AV Instructions – DEM 10302

Room calendar: demro.room.10302.cap.22@em.wisc.edu
Need more help? Contact the Help Desk at 608-265-6900

Overview

This meeting room has a Cisco Room Kit device. With a Room Kit, you can join Zoom, Webex, MS Teams, or Google meetings. It has an integrated camera, speakers, and microphones.

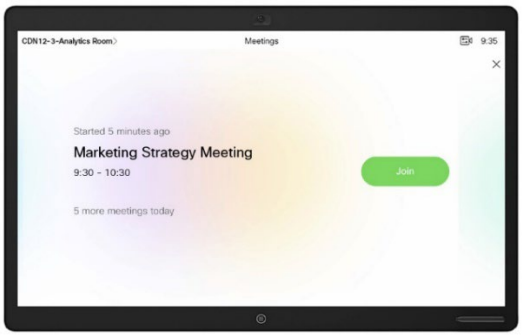
The Room Kit is controlled by a Cisco tablet. The tablet is used to join meetings and adjust sharing, layout, and volume. To start the system, turn on the TV and tap the tablet.

All meeting platforms can use the camera, microphone, and content sharing features.

Important Note: if you are joining the meeting from your laptop as well, choose "don't use audio" or mute your laptop microphone and speakers to avoid echoes and feedback in the room.

Joining a Scheduled Meeting

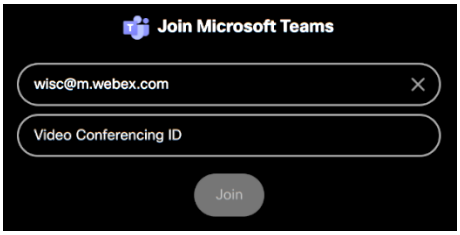
This room has an Outlook calendar. When an online meeting is scheduled in the calendar, a green **Join** button will appear on the tablet 5 minutes before the start time. Tap the button to join the meeting from the room system.

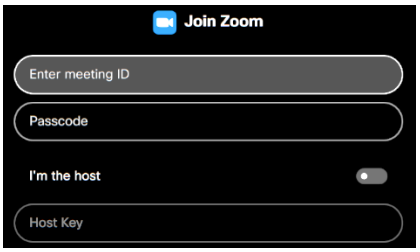


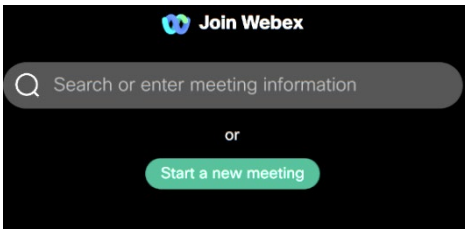
This system also allows voice control via Webex Assistant. When the **Join** button appears, say "OK Webex, start the meeting."

Joining a Meeting Manually

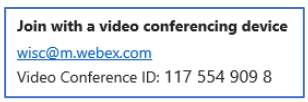
If your meeting does not appear on the tablet with a **Join** button, tap the appropriate button for your meeting platform. Note the Meeting/Conference ID in your invitation or app and tap the ID field to enter it. After entering the ID, tap **Join**. For Zoom meetings, enter the Passcode as well.





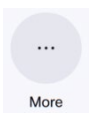


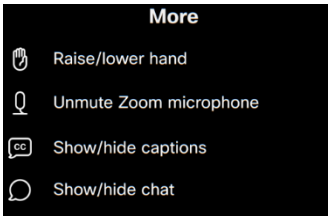
Join notes – Teams: UW Teams meeting invitations contain both a *Meeting ID* and a *Video Conference ID*. Use the **Video Conference ID** to join from the room system.



Join notes – Zoom: You may need to unmute the system in Zoom calls. After joining, tap **More** to open the Zoom menu, then tap **Unmute Zoom microphone**. The mute button only mutes or unmutes the mic in the room, not in Zoom. A meeting host may also ask the room to unmute.

If the meeting has not yet been started by the host, you may enter the Host Key. If you don't know the key, a host will need to start the meeting from a computer first.





Join notes – Webex: The Webex desktop app can connect to nearby Cisco room systems. If using the app, click in the the top right corner to connect and join from your laptop - or *disconnect* the device to join from the tablet as described above.

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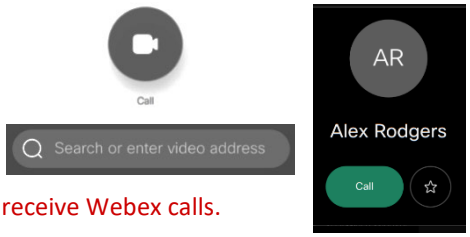
Placing a Call from the Directory

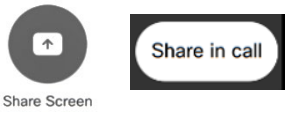
Webex calls can be made to UW faculty, staff, and other hybrid rooms. Tap **Call** to find a contact. If this room has a phone number (number will appear near room name on the tablet and TV), the **Call** screen can also dial regular phone numbers.



Note: people will need to have a Webex or Jabber app open or have a Cisco desk phone to receive Webex calls.

Sharing Your Screen

Laptop screens may be shared wirelessly or with an HDMI cable. Tap **Share Screen** for options.

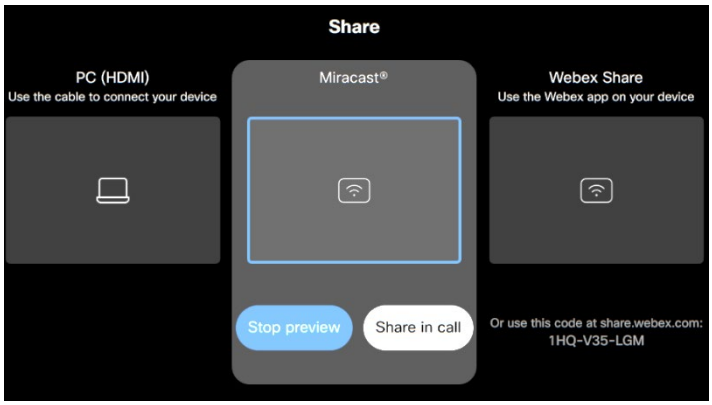


Note: If the system is in a call, you must tap **Share in Call** before remote attendees can see your screen. You don't need to join a meeting on your laptop to share your screen.

HDMI: Plug the HDMI cable into your laptop using an appropriate adapter. If your screen doesn't automatically appear on the TV, tap **PC** on the tablet to switch sources.

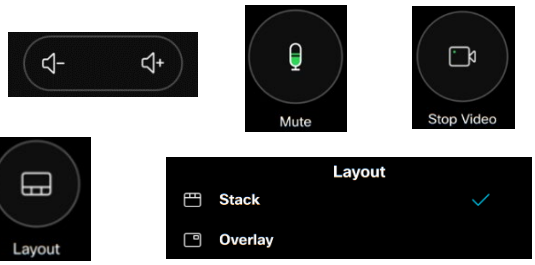
Miracast: From a Windows laptop, press ⊞ +**K** to view nearby display devices. Click the name of your room system, then enter the 4-digit code that appears in the top right of the TV screen.

AirPlay: From a Mac, click **Control Center** in the menu bar, then click **Screen Mirroring**. Click the room system name, enter the 4-digit code, and choose **Mirror Built-in Display**.



Webex Share: Browse to share.webex.com, enter the code shown on the Cisco tablet, and follow the instructions in the browser window to display your screen. You may also use your Webex app to share your screen in the room.

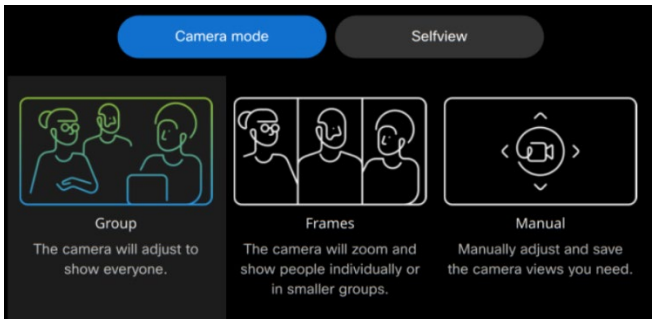
Meeting Controls



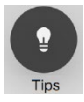
Adjusting Audio – Volume buttons are in the lower right corner of the tablet. Tap these to adjust meeting or computer volume. Outgoing volume is adjusted automatically. In a call, tap **Mute** or **Stop Video** to mute the room microphone or camera as needed.

Adjusting the Layout – In a meeting, tap **Layout**, then choose the desired camera/content layout to be shown on the TV. This setting does not affect what remote attendees see.

Camera Settings – Tap **Camera** on the tablet to choose the mode for sharing the room's camera in a meeting. **Manual** mode has onscreen contols for pan/tilt/zoom, and has **Advanced** controls for camera preset options.



Selfview – Tap the **Selfview** button to see options for showing the room camera on the TV screen.

Tips

Tap the **Tips** button on the tablet to learn more about joining meetings, sharing content, and adjusting camera settings and layout.