

VENUE INSTRUCTIONS: PIFER ROOM

EQUIPMENT

Display	<ul style="list-style-type: none">• 2 x 85" screens
Staff card access-controlled safe	<p><i>The safe is located in the front corner of the room.</i></p> <ul style="list-style-type: none">• Yealink dongle• Samsung TV remote <p>* Note: If these items are not in the room, please contact Elizabeth Laing (Room 144 x4319) or Denise Benjamin (Room 141 x2187).</p>
Control panel	A Yealink tablet, which controls the room equipment, is located at the front of the room, on top of the network cabinet.
Other equipment	<ul style="list-style-type: none">• Video conferencing camera (directly under screens)• 2 x ceiling-mounted audience microphones• Speakers (attached to the screens)

LIGHTING

Use the light switches near the entrance to adjust the lighting as needed.

USING THE VIDEO CONFERENCING EQUIPMENT

OPTION 1: USE THE ROOM'S EQUIPMENT (no laptop needed)

*** Note: To use the equipment, please ensure that you have successfully booked the room via Outlook.**

1. From the safe, get the Samsung remote.
2. Use the remote's **Power** button to switch the screens on.
3. If the tablet on top of the network cabinet is off, tap the screen to turn it on.
4. The tablet displays the room's meeting schedule. On your meeting, tap **Join**.
5. The meeting is displayed on one of the screens.
6. Proceed with your meeting:
 - If anyone in the meeting shares their screen or content, it will be displayed on the other screen.
 - To turn the video conference camera on or off, mute or unmute the room microphones, control the speaker volume, or display or hide the meeting chat on the screens, use the controls on the Yealink tablet.
7. When your meeting is finished, on the Yealink tablet, tap the **Leave** icon.

OPTION 2: USE YOUR OWN LAPTOP

1. Get the Yealink dongle from the safe.
2. Plug it in to your laptop's USB port. If you only have a smaller, USB C port, pull the cap off the dongle's USB connector for the USB C connector. Once connected, the light on the dongle will be orange.
3. On your computer, if you are asked what to do with removable drives, select **Open folder to view files**.
4. Double-click **Run PresentationLauncher.exe**.
5. When the installation is complete and the dongle is ready, the light on the device will be green.
6. The **Yealink Wireless Presentation Pod** window will appear:

<p>I DON'T want to use the video conference camera and microphones in the room</p>	<ol style="list-style-type: none"> 1. Select Press to share in the window, or press the round button on the dongle. 2. Your laptop is shown on both screens. You can now present to the room, or join a Teams meeting from your laptop.
<p>I want to use the video conference camera and microphones in the room</p>	<ol style="list-style-type: none"> 1. Select BYOD Mode. 2. Select Press to share in the window, or press the round button on the dongle. 3. Join a Teams meeting from your laptop. 4. To bring the video conference camera into your meeting (i.e. to show the room in your meeting), in Teams, click the Camera drop-down then select Yealink Room Camera. 5. To bring the room microphones into your meeting so that in-person participants are clearly heard by those joining remotely, in Teams, click the Mic drop-down, then under the Microphone section, select Echo Cancelling Speakerphone (Yealink Room Audio).

7. When your meeting is finished, or you want to stop sharing your laptop's display to the screens, in the Yealink control bar at the top of the screen, click **Stop Sharing**.

PACKING UP

1. If you've used the Yealink dongle, unplug it from your laptop and return it to the safe.
2. Turn the screens off then return the Samsung remote to the safe.
3. Turn off the lights before you leave the room.

NEED HELP? *(Telephonic support hours: 7.30 AM to 6PM, Monday to Friday)*

If any of the required items from the safe are missing, please contact Elizabeth Laing (Room 144 | x4319) or Denise Benjamin (Room 141 | x2187).

For all other assistance, send an email to icts-css@uct.ac.za, or for immediate help, call 021 650 4500, then select option 2.