

Technology Guide to 7th Floor Working

All enclosed collaboration spaces on the 7th floor use the same technology – which acts just like Teams!

If there is a technical failure that cannot be solved using this guide, please use Solve, or AV support (X4221).

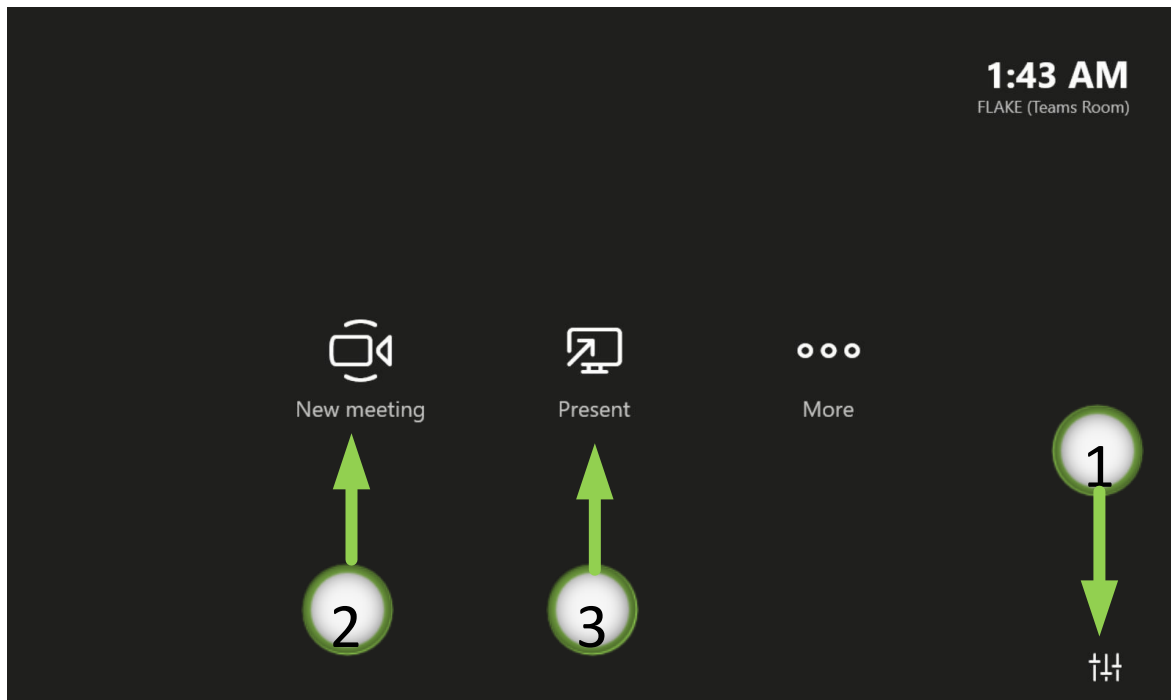
To add any updates to this document or make changes, please contact Lisa Gregg.

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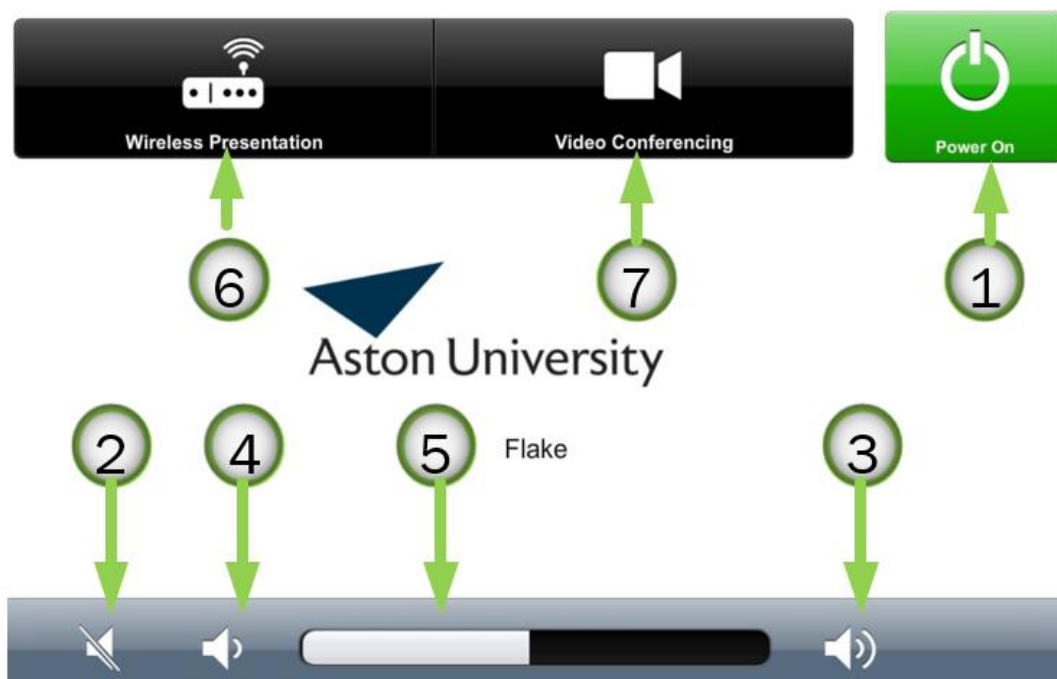
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1. Room Controls (These are on the small panel to the left or right of the large main screen in the room)

1.1. When using the technology, for whatever purpose, please press **No.1 Room Control** at the bottom right hand corner of the screen **FIRST**.

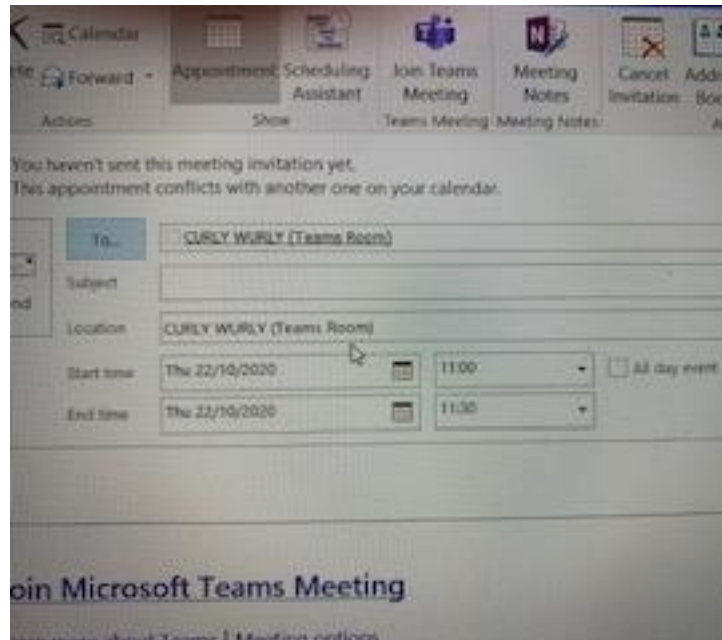


1.2. Click **No.1 Power On** button to bring to life the screen and microphones

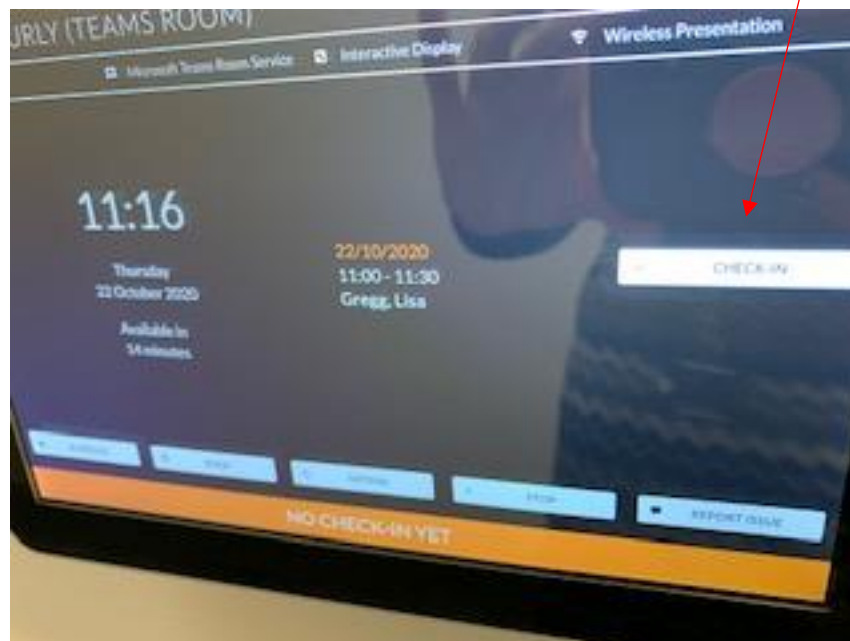


2. Booking a meeting room (for physical or virtual use)

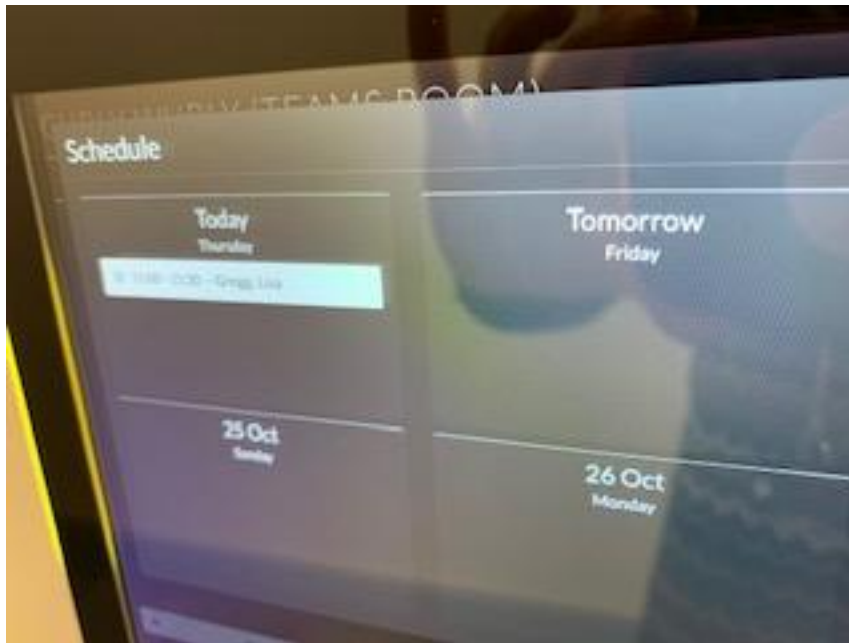
- 2.1. The rooms are bookable via Outlook as normal as 'Teams Rooms', so go ahead and book as you would a normal 'Teams' meeting. The link is there for anyone off site to use to join as normal.



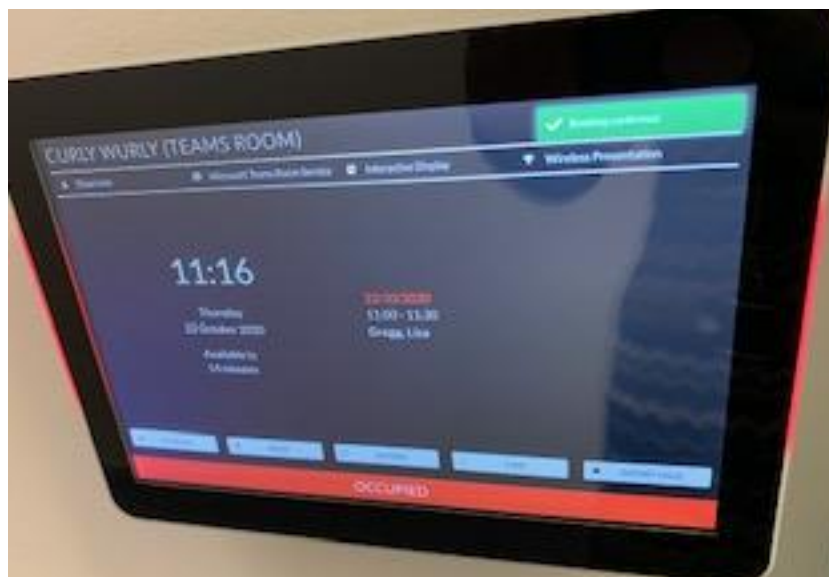
- 2.2. On arrival at the room, the screen outside will show your booking, click **Check In**



2.3. You can also check the schedule for the room for ad-hoc usage.



2.4. Once checked in, the screen changes to red to show the room is in use



3. Giving a presentation when all participants are physically present

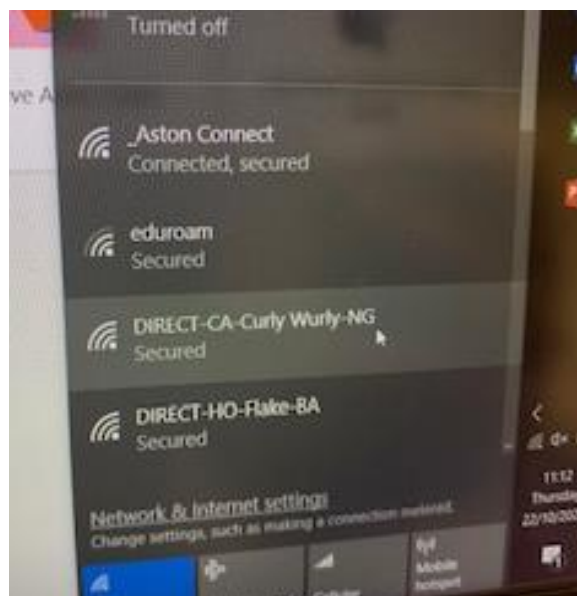
3.1. You can connect using a HDMI cable into your laptop

OR (recommended)

3.2. Choose No.6 on the panel for wireless presentation. The screen in the room will look like this



3.3. You can connect wirelessly with your laptop by connecting to the Wi-Fi network in the room, found on the bottom right corner of the screen in the room



3.4. Choose 'Connect using a security key instead'



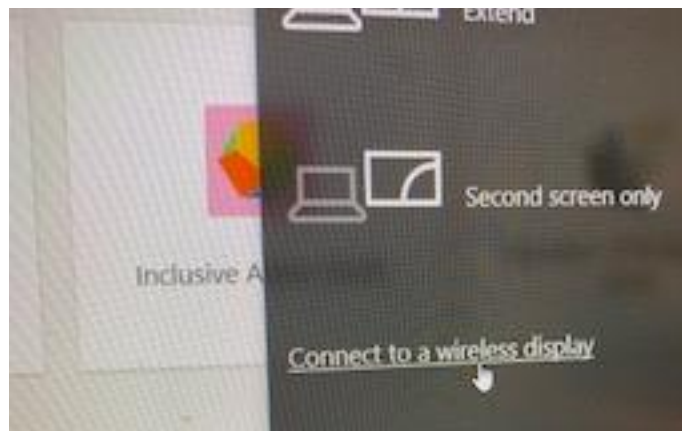
3.5. This is found on the main screen



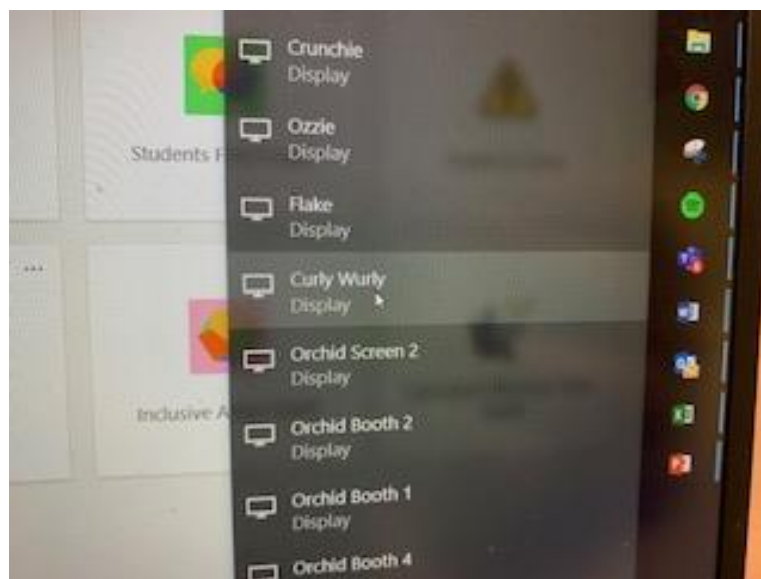
3.6. On your laptop, press the Windows Key and the letter P together.



3.7. Choose 'Connect to a Wireless Display' (If you do not have this option on your laptop, press the Windows Key and 'K' instead to jump to the next step)



3.8. Choose your room

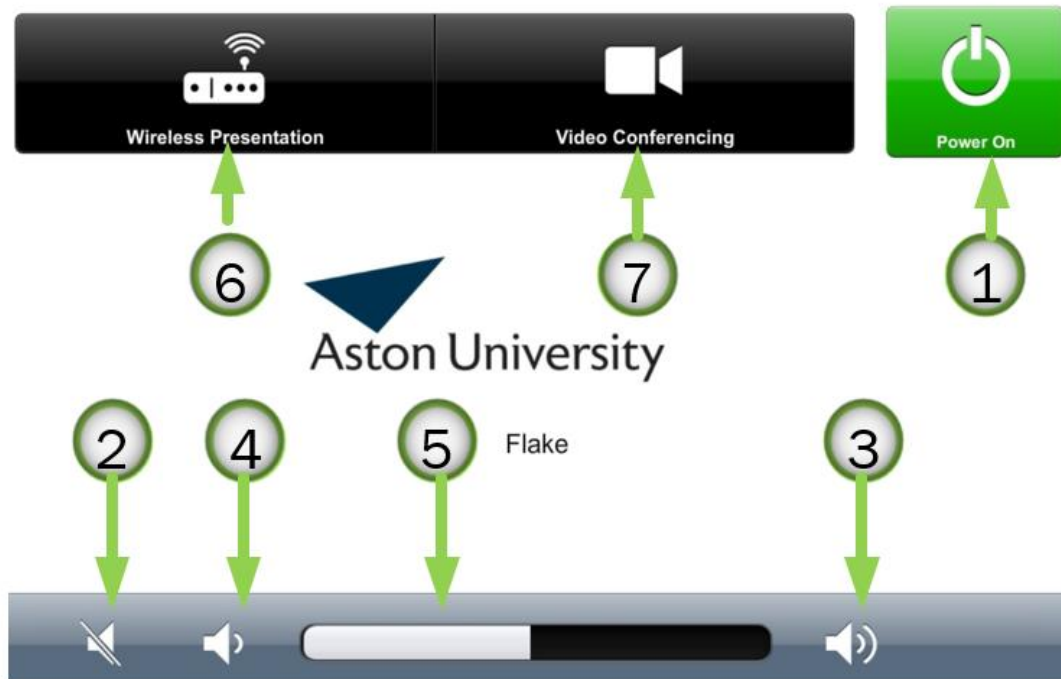


3.9. Connected!



4. To hold a Teams Meeting in the room (pre-booked through Outlook)

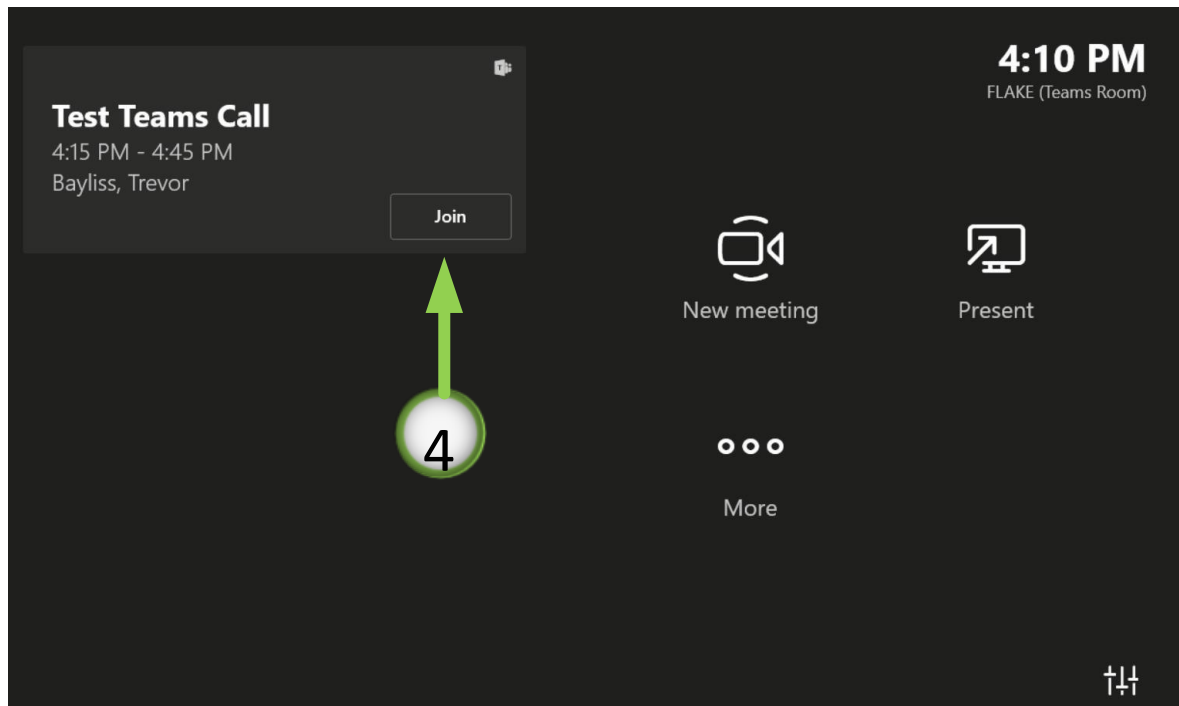
4.1. Having checked into the room using the panel outside and pressed 'Power On' using the room control panel next to the large screen, click on **No.7 'Video Conferencing'**



4.2. The screen will change to this display



4.3. On the room control panel click on **No.4 'Join'** for the Teams meeting

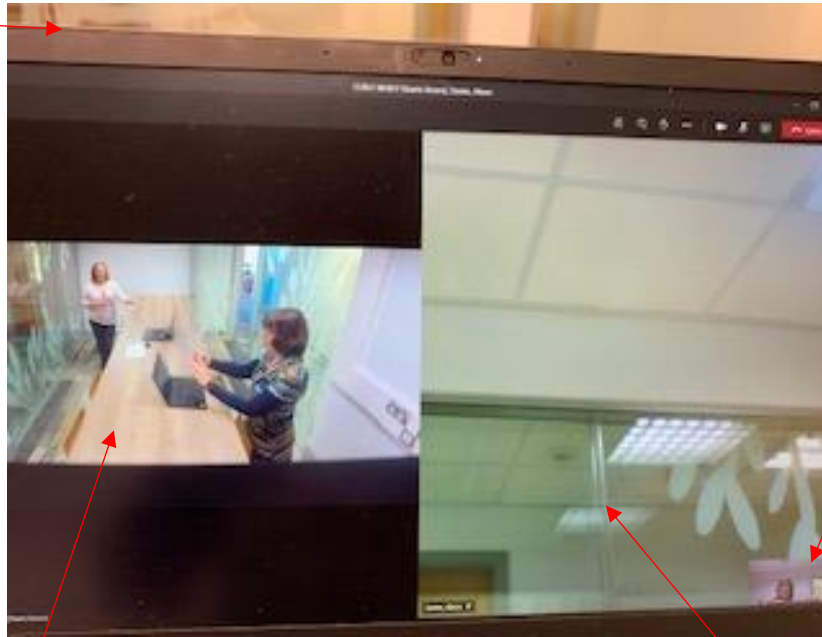


4.4. Everyone can see the whole room as if it is a participant, whether there in person or joining remotely. The room registers the number of people present and adjusts its angle accordingly. If only one person is present, it will zoom in on them.



4.5. The people in the room and virtually, will see a split screen of who has joined the meeting.

Laptop

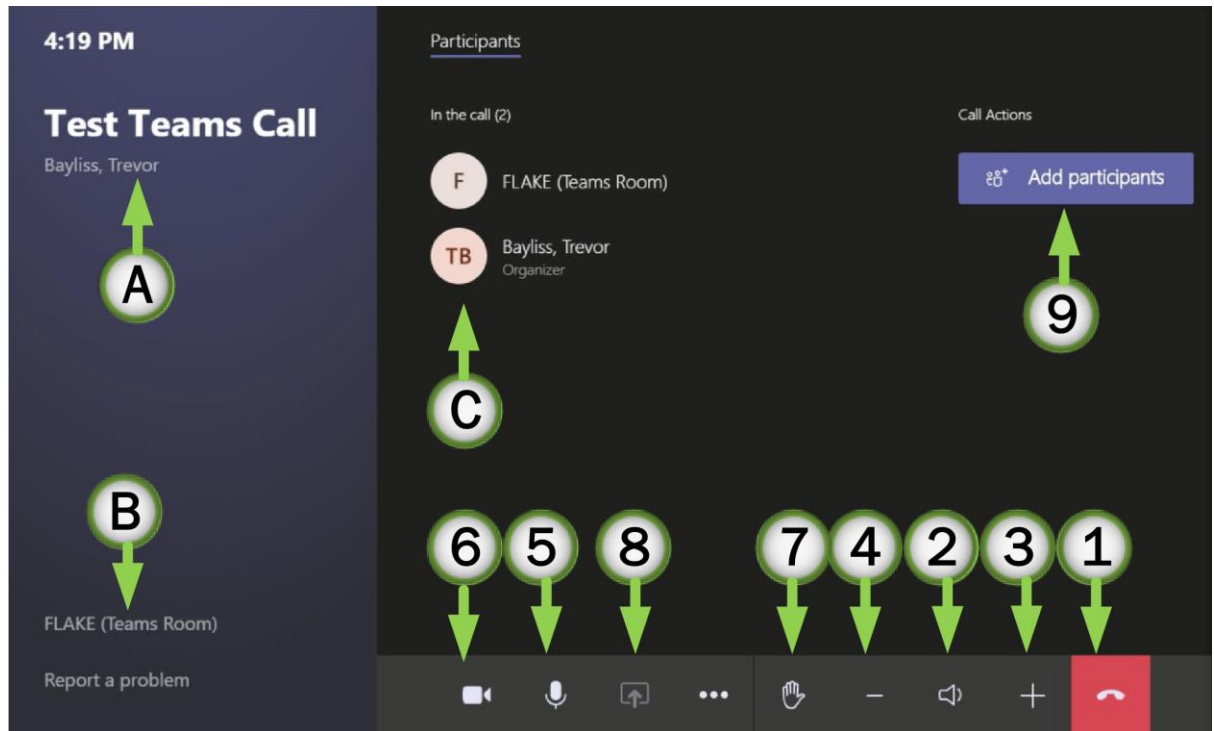


Original User

Physical meeting room

Another virtually connected laptop

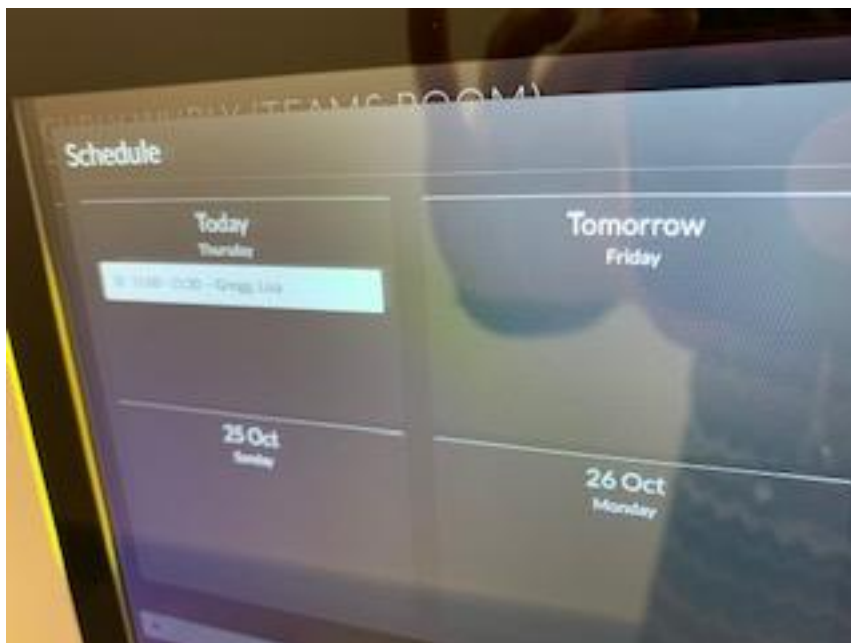
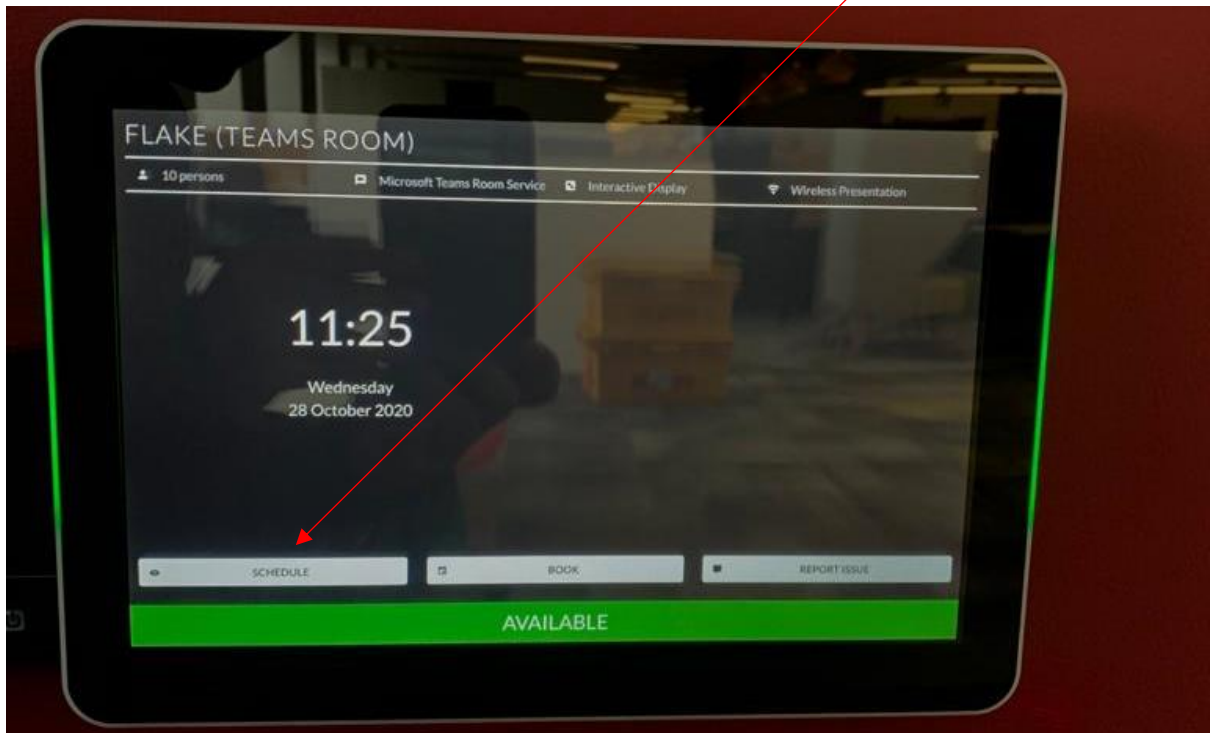
4.6. The controls to use on the room panel during the meeting are just as you would experience in Teams normally



Number	Description
1	Power ON/OFF
2	Sound MUTE
3	Sound UP
4	Sound DOWN
5	Turn ON/OFF Room Mic
6	Turn ON/OFF Room Camera
7	Raise Hand (for Room)
8	Share HDMI Connection
9	Invite to Meeting
A	Meeting Subject and Organiser
B	Meeting Room Name
C	Current Participants

5. Forgot to include the room in the invitation to the meeting?

- 5.1. On arriving at the room you wish to use, check it is free using the **room schedule** on the panel outside



5.2. If the room is free then use the panel to **'Book'** (THIS STEP IS COMING SOON!!)



5.3. Once inside the room, use the [initial room controls](#) (at the very start of this document), to turn the room on using the small panel.

5.4. Click on 'Invite this room' on the room panel for further instructions. (The best way is through Outlook!)

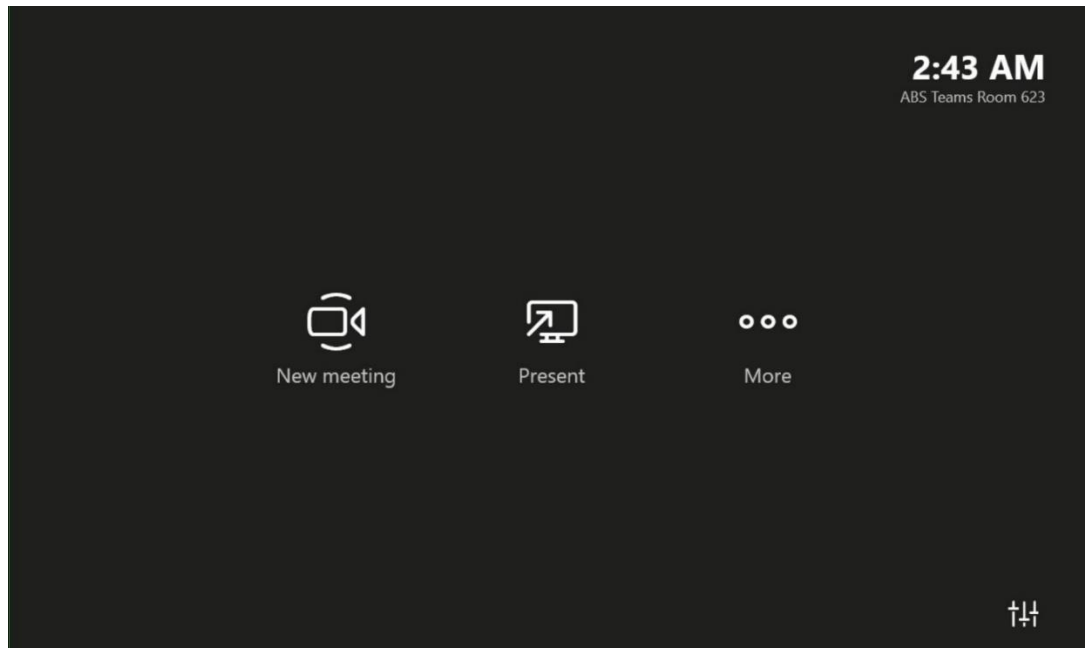


6. Want to use the room for a Teams call when either you have forgotten your own device, or need a large screen?

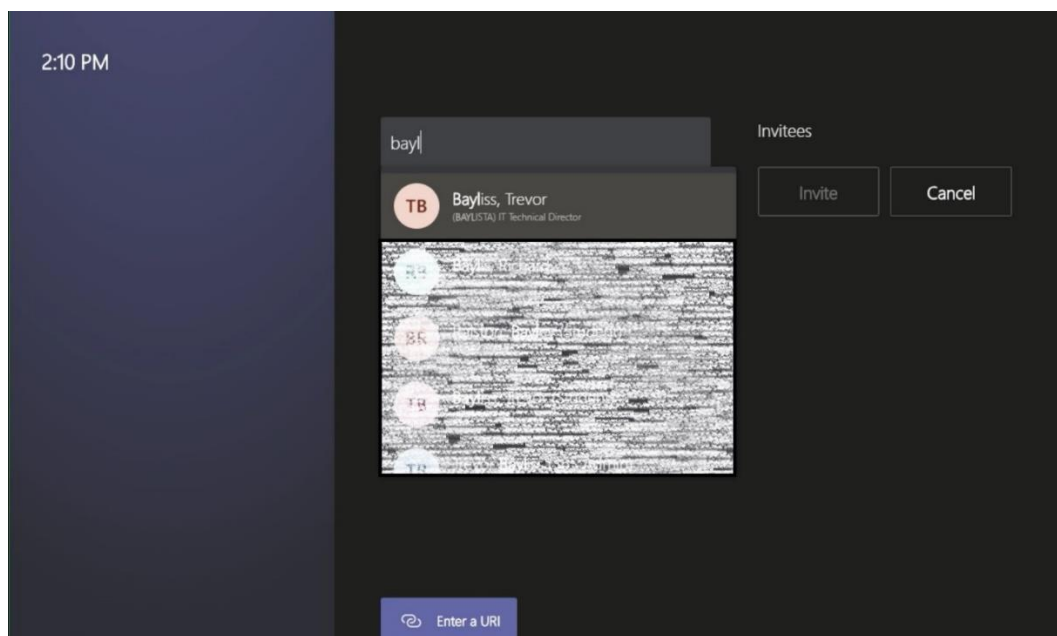
6.1. Follow [step 5](#) for checking the room is free.

6.2. Once inside the room, use the initial room controls (at the very start of this document), to turn the room on.

6.3. Click on **'New Meeting'**



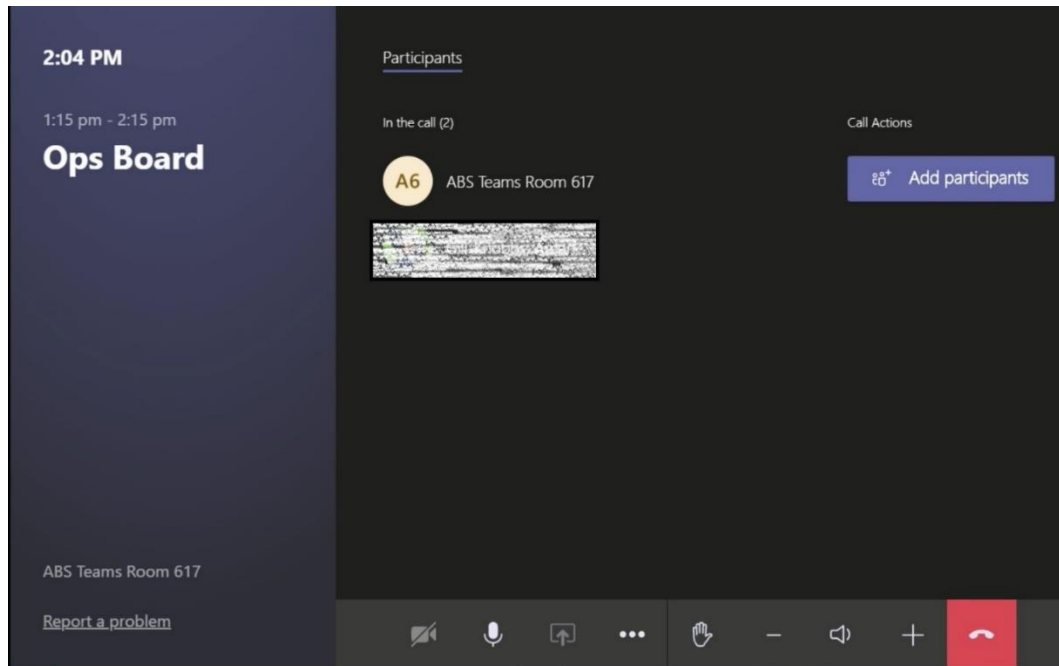
6.4. Then invite the people/person you would like to speak to as you usually would through Teams



7. Adding more people to your Teams meeting

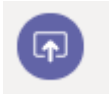
7.1. When you have followed either [steps 4](#) or [6](#) to begin a Teams meeting, click on 'Add Participants' to invite others to join the call

7.2.



8. Presenting/sharing your screen when in a Teams meeting

- 8.1. Having followed [steps 4](#) or [6](#) to take part in a Teams meeting, you can share your laptop screen with those in the Teams meeting, clicking on the normal share screen icon



8.1.1. For those taking part virtually, the screen will share as it usually appears in Teams.

8.1.2. For those present in the room, the large screen will display the image from the laptop or other device.

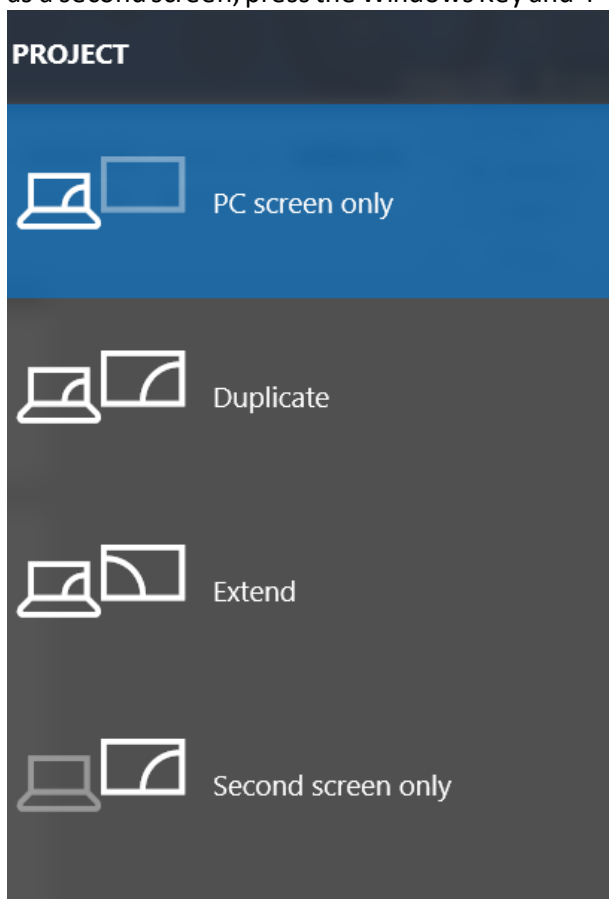
9. Multiple Screen Use

9.1 The split screen function is available on all touch down spaces on the floor as this is a Windows function, rather than a screen function. To use this open the first window you would like to see and



press the Windows Key and the left or right arrow (depending on your preference). Do this again with the second window you would like to see.

9.2 To connect to any of the touchdown screens where there is a docking cable, just plug this into your laptop as you would the charger. The cable will charge your device whilst connected and it will also duplicate your laptop screen onto the larger screen. This is the default. To use the larger screen as a second screen, press the Windows Key and 'P' and you will see several options



Choose 'Extend'

You can also follow step 9.1 and split both of your screens to allow 4 screens in total.

10. Using touch down screens for Teams meetings



Remember the screens are on an arm and can move!

10.1 Using step 9 to connect to the touch down screens will allow you to either duplicate your Teams meeting onto a larger screen, or have a Teams Meeting on one and view documents on another. It is recommended that the Teams meeting is on the laptop/portable device and the document be viewed on the touchdown screen.

10.2 **You will need a headset of some kind for Teams meetings.** This is also good practice for the noise levels in the space. You can get these from the Digital Services helpdesk on the ground floor if you do not have one, but then please keep this as your own set as part of your equipment. New starters will be asked if they need one as part of their initial kit issue.

10.3 The touch down screens have cameras, but not microphones. To connect a headset to the screen, plug in the headset to the USB port in the screen.

11. Annotating a document on the large screens

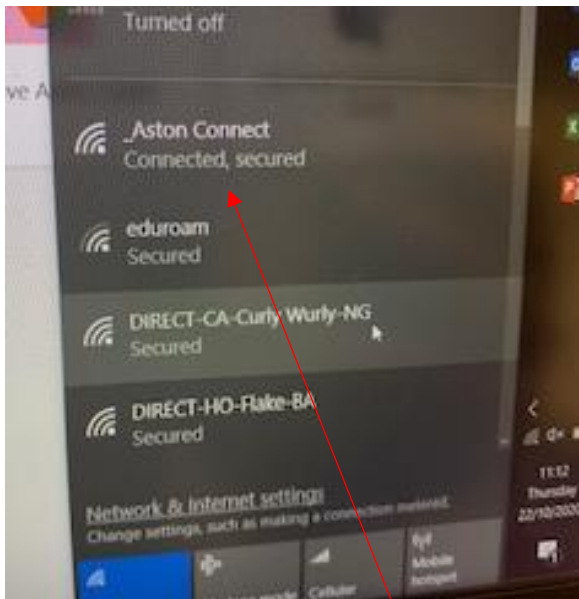
11.1 Documents can be viewed on the large screens in the space, annotated and then saved by connecting your personal USB storage into the port in the screen.

Additional functionality is being investigated – coming soon!

12. I'm sharing my screen to another one but can't see all of my drives or software

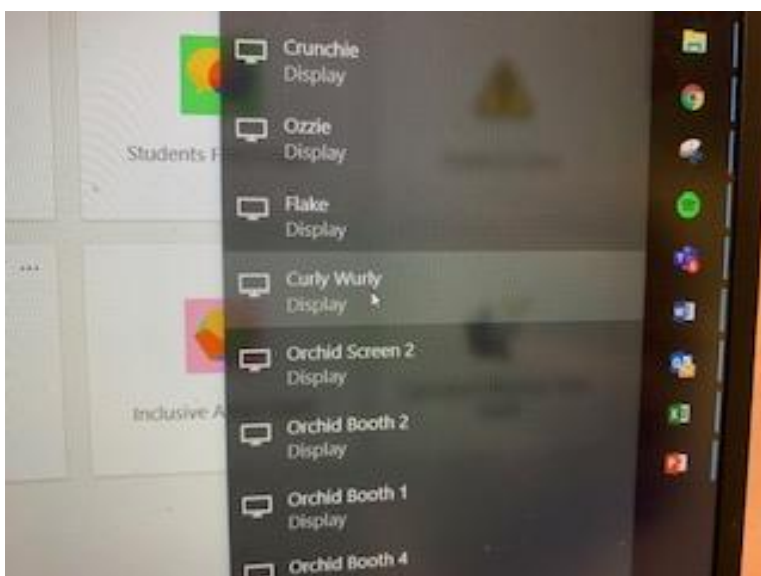
12.1 if you have connected wirelessly as per step 3. [Giving a presentation when all participants are physically present](#) then you will have been disconnected from the Aston Connect wireless connection.

12.2 If you need access to certain drives or software, then disconnect from the Wi-Fi in the area that you are in



Re-connect to Aston Connect.

12.3 Press the Windows key and letter K together. Choose 'Connect to a Wireless Display' and choose your room or space from the list.



12.4 You are now connected to present or use an additional screen and will be able to access all drives and software as normal.

13. Using presentation screens not in meeting rooms

13.1 This information is for screens not in meeting rooms, where there is a small touchscreen panel needed to operate them.



13.2 Touching the screen will bring it to life, clicking the power on button will turn the screen on



13.3 The screen will then work in the same way as the meeting room screens, with connection information shown on it.

