Conference Room 3C A/V Setup

Eric Ruthenberg - 2022-10-14 - Comments (0) - General

HOW TO START A RINGCENTRAL VIDEO MEETING

1. Turn on the rack with the big red switch on Furman PL-Plus if it is not on. It will take 3 minutes to boot up the system. Wait for the touch screen on the wall to be ready.

2. Turn on the three TVs by standing in front of the large TV, pointing the TV1 remote to the large TV, and then pressing the power button.

3. Log in to the PC in the rack with your MSPCA login credentials.

4. Log into RingCentral Meeting with Video and computer audio, and begin your meeting. Click the up arrow next to the microphone icon in the lower left corner. Confirm that “Echo Cancelling Speakerphone (MSPCA-Conf-3C)” is selected under Select a Microphone, and also under Select a Speaker.

5. When the touch panel on the wall is up, select “Ring Central With Multi Camera.” An image from one of the cameras should be present on the screens. If a Single Camera mode is desired, select the “Ring Central With Single Camera” button on the touch screen.

Enter Full Screen by clicking the maximize button at the right side upper corner of Ring Central Window.

Turn on one of the microphones and speak from about 8 inches away. For the best results, turn on the microphone in front of the speaking person and turn it off when done speaking.

“Local Speakers:” The “Remote Participants” fader will control the volume of the person attending the meeting away from the conference room. “Table Microphone” fader will control the volume of all table microphones. It does not affect the volume going to the Ring Central participants.

During the meeting, if you desire to have the all the microphones muted, press the All Mute button under Mute Control. The button will light brighter, and stay until Cancel Mute is pressed.

When the meeting is completed, click on End Meeting in RingCentral at the PC, Then turn off the system with the red switch at the upper right corner of the rack labeled Master Switch.

HOW TO PRESENT FROM A PERSONAL LAPTOP

The system can be used to show a presentation from the table with HDMI cable provided on the table.

Turn on the system the same way as above, and then select “Local Presentation” under Local TV on the main menu.

Turn off the system the same way as above.

If a simple two-way phone call (or audio-only conference call) is needed, dial out from the phone in the center of the table, or have the party call (617) 541-5157.

Attachments

- 3C-instructions.docx (885.73 KB)