

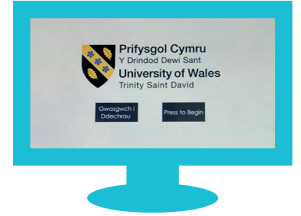
# Hybrid Room - Quick Start Guide

This room has been set up as a hybrid delivery room, meaning that it has been designed and equipped to facilitate the delivery of a learning session to in-room and remote students at the same time.

This is a quick start guide to setting up and running a hybrid session in this room.

## 1 STARTING A SESSION

Turn on the PC and select “**Press to begin**” on the control panel. Log into the PC.



## 2 UNDERSTANDING THE DISPLAYS

As you face the room from behind the lectern, the **left monitor** corresponds with the screen furthest away from you on the front wall. **Use this monitor to display your Teams call.**

The **right monitor** corresponds with the screen closest to you on the front wall and the screen at the back of the room. **Use this monitor to display the content of your session.**

## 3 STARTING THE TEAMS MEETING

Once logged in, open up Teams and start the meeting as usual.

## 4 TEAMS SETTINGS

Select “Computer audio” on the right hand side. Click on the settings cog icon. From the “Device settings” menu on the right, select the following options:



**Speaker:** “Room speaker”



**Microphone:** “Room microphone”.



**Camera:** “Webcam”: close-up view of you at lectern.  
“Huddle”: wide angle from back of room.

## 5 CHOOSING THE CORRECT DISPLAYS

Drag the Teams session across to the left monitor by clicking and holding on the empty space at the very top of the Teams window. Open your content for the session on the PC and keep this on the right monitor.

## 6 SHARING CONTENT

You can share content with remote participants in the usual way through Teams. When you do this, the call will drop to the taskbar and the icon will turn orange. Click the Teams icon in the taskbar and the session will reappear.

## 7 SHARING A POWERPOINT

- Step 1. Open PowerPoint on the PC and open your presentation.
- Step 2. In the “**Slide Show**” tab, untick “**Use Presenter View**” and select “**Primary Monitor**”.
- Step 3. In the Teams call, share your PowerPoint window (*do not use PowerPoint Live*). Start the Slide Show.

N.B. Presenter view is unavailable when running a hybrid session.

## 8 ENDING THE SESSION

Sign out or shut down the PC as appropriate. Select “**Power down**” on the control panel.

