



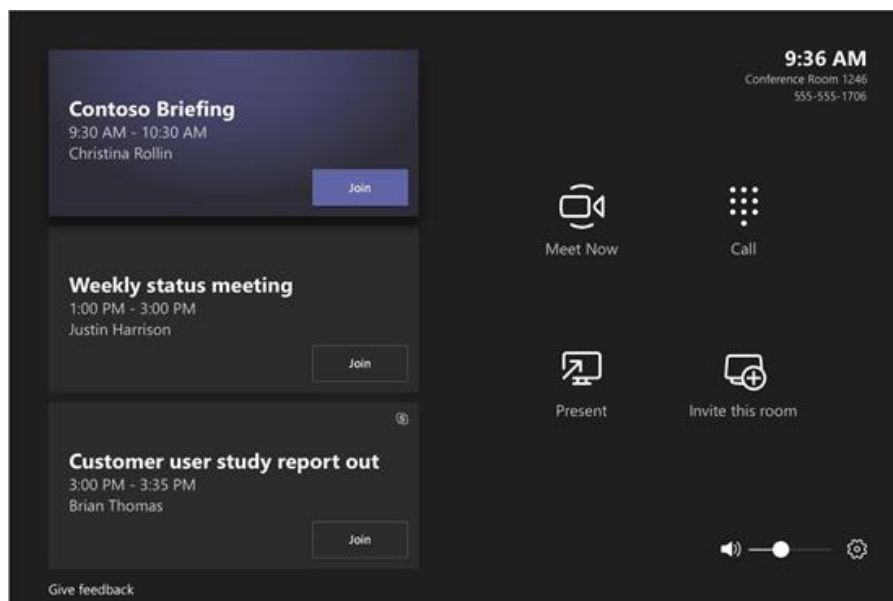
Hybrid Teaching Equipment Instructions – LT2

Please note that LT2 uses two devices in unison to deliver hybrid teaching. The Logitech touchscreen device manages the camera, speakers and microphones. The lectern PC manages screen sharing and recording.

Both devices are pre-configured to use Teams Room accounts. You should not attempt to log in to either of these devices with your personal Teams account.

Starting a meeting:

1. Switch on the TV using the remote control stored on the TV stand shelf
2. On the Logitech touchscreen tap **Join** next to your scheduled meeting. Please note that this will enable the camera, speakers and microphone in the room.



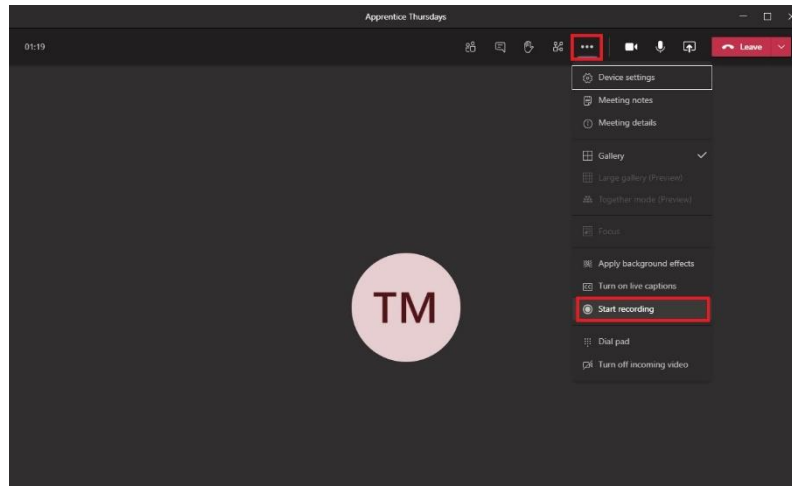
Further steps to follow if you need to record the seminar, OR if you wish to share a PowerPoint presentation on the Lectern computer to remotely attending students through Teams:

3. Move over to the lectern and use the keyboard and mouse to open up the Teams client from the Desktop.
4. Click **Calendar** from the left-hand list
5. Find your scheduled meeting and click **Join**
6. Mute the microphone on the Desktop's Teams client (otherwise you may get feedback).

Recording a meeting:

The following instructions should be followed from the lectern PC.

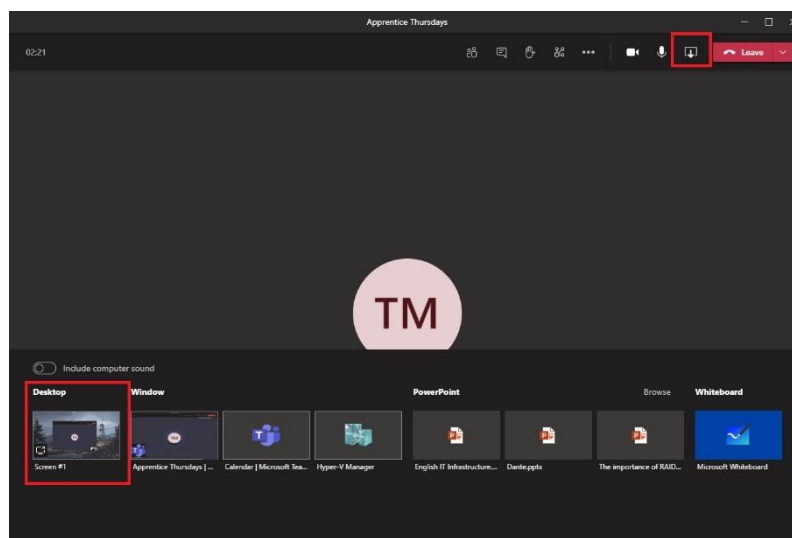
1. Once the meeting has begun, click the ... icon in the Teams toolbar and select **Start recording**
2. Once you've finished, click the ... icon again and select **Stop recording**



Screen Sharing:

The following instructions should be followed from the Lectern PC

1. Click the **Share** button in the toolbar
2. A new panel will appear at the bottom of the screen. The easiest option is to click **Screen #1** under **Desktop**, which will share the entire PC's screen, including all open software.



3. If you'd prefer to share only PowerPoint, then select your presentation from the list on the right-hand side under **PowerPoint**.
4. To stop sharing, click the **share** button again.

Using the Camera

The camera has an electronic swivel so please do not attempt to position it manually. There is a remote control for the camera that is kept next to the Logitech touchscreen. Using the radial dial allows you to position the camera, and pressing the middle button resets it to its default.

Ending a meeting:

1. Click the red **Leave** icon in the toolbox to end the meeting. This will automatically stop any recording or screen sharing. This will need to be done from both the touchscreen and lectern PC.