

Training Room

1. Meet

This option starts a meeting straight away. You can invite attendees by typing in their name in the sidebar that appears.

2. Call

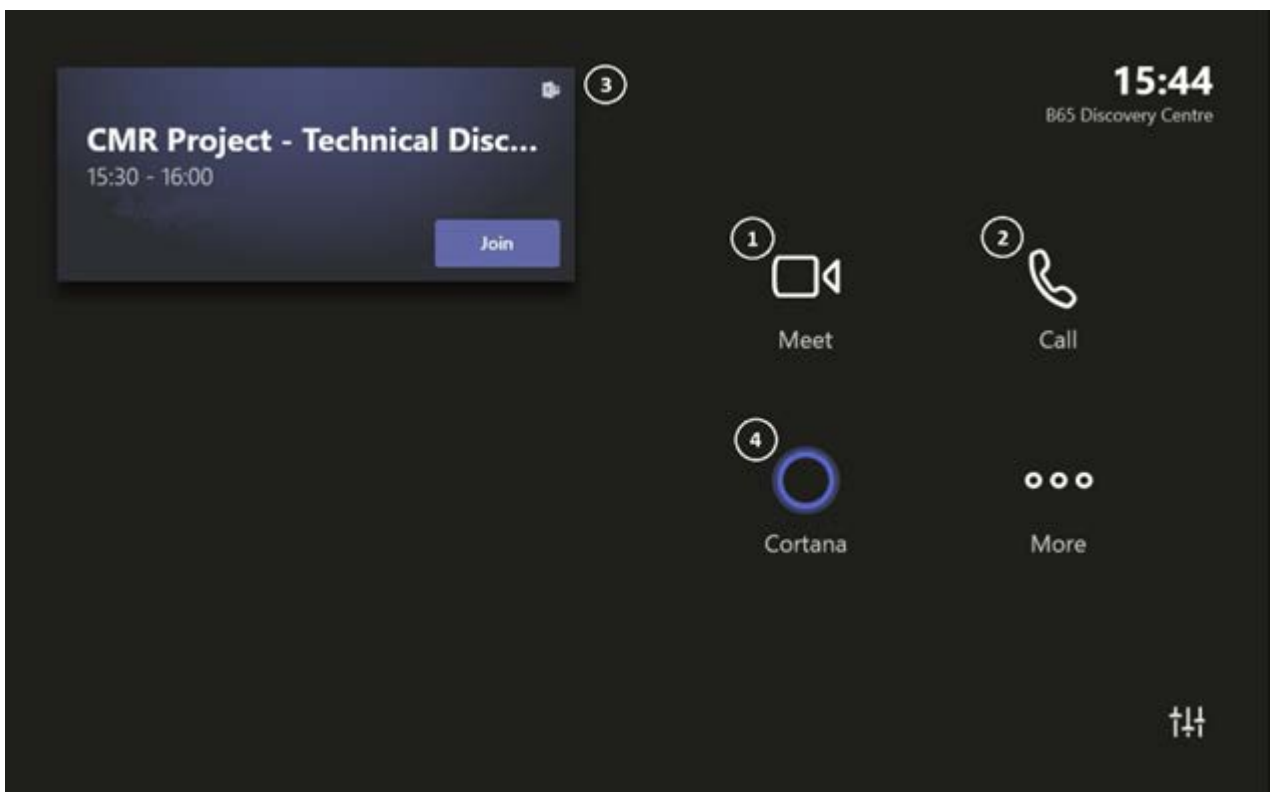
This option allows you to invite attendees before starting the meeting. You can invite attendees by typing in their name in the sidebar that appears.

3. Today's Meeting Schedule

This lists all the days meetings that have been booked. To join, simply press the box of the meeting you wish to join. This will not appear if there are no meetings on the day.

4. Cortana

Cortana is a voice assistant which allows you to perform a range of tasks hands-free. You may disable Cortana at any time by unchecking the option in "More".



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Display

- To turn on/off the display, press and hold the power button for 1-2 seconds
- To toggle the annotation bar, press the power button. Do not hold, this will turn it off.
- To annotate the screen, use the pen on the side of the TV. On the annotation bar, tap the icon on the far left.
- One side of the pen is used as a pen, and the other side is used as a highlighter. These colours can be changed in the settings menu
- There is a magnet to hold these pens on the side of the TV
- When you are done, press the X and you can either delete or save your work either via email or direct file.

Extra Troubleshooting Tips

- The screen should turn on when you're in front of it, otherwise tap the screen to wake up the touch panel.
- If you can see your meeting and it doesn't let you join, make sure that it has been setup as a TEAMS meeting in Outlook.
- Hosting Meeting via Touch Panel? Only HDMI required
- Hosting Meeting via Laptop? BOTH USB-A and HDMI required

Cables and Camera

- There is a HDMI cable provided and suitable adaptors to present/share material to the front TV's.
- If you wish to use the camera and the microphone for a meeting on a laptop, you must ALSO use the USB-A cable in addition to the HDMI. This is also provided.
- The camera and sound can be manually adjusted by going into the room controls setting where you can change the angle and zoom of the camera

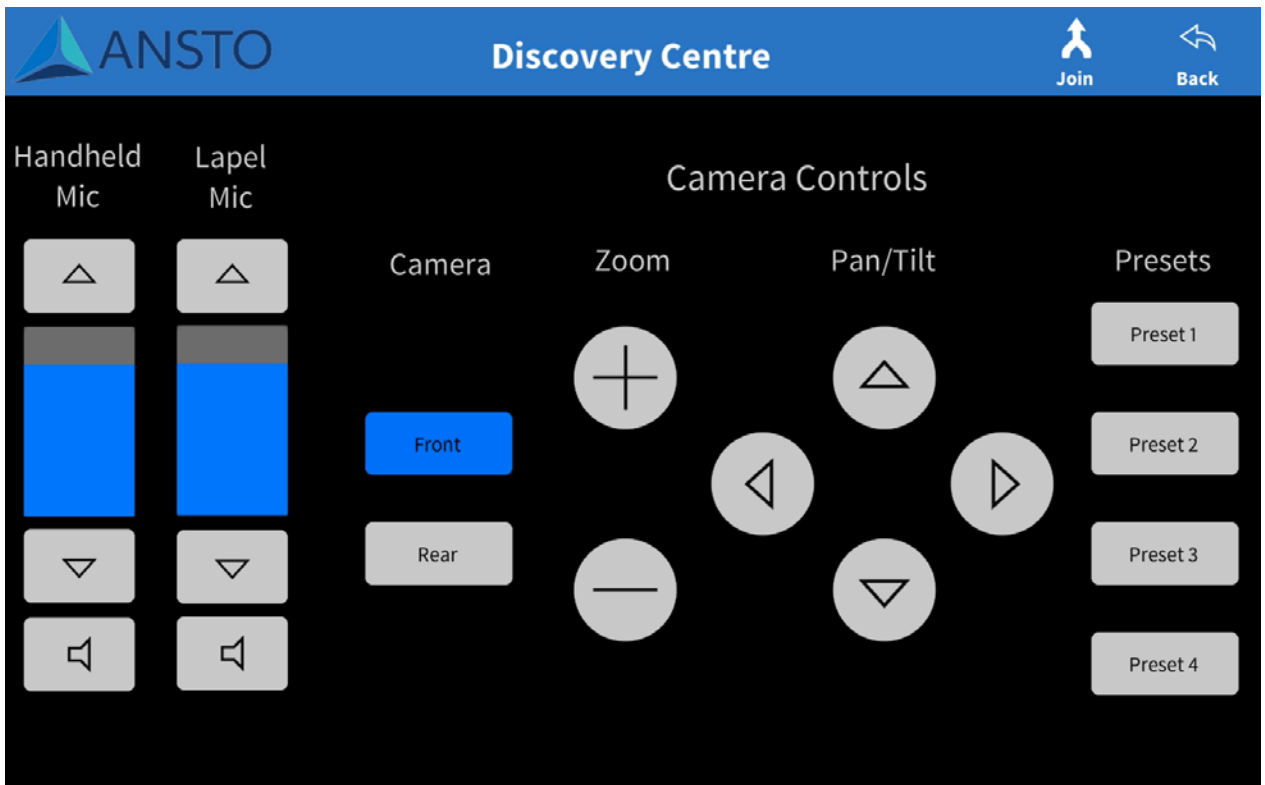
Clickshare

- A white LED circle light will flash when plugged in. Please allow 30 seconds to connect, where the white light will become solid when connected
- When pressed, the light will turn red to indicate that your content is being presented
- Presenting videos via Clickshare is not recommended as the video will have poor quality. For this, use the HDMI.

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Camera and Mic Controls

- When joining a meeting via the Touch Panel, you can control the camera and mic settings inside the meeting. This can be done by pressing the 3 dots and then pressing 'Room Controls'.
 - By default, the camera is set to auto-framing, which encapsulates everyone in the room. This can be turned off inside the camera controls
 - You can switch between the front and rear cameras, where they both have manual controls.
 - You can use the 'Join' button to connect with the devices outside of the main theatre
- The zoom and camera angle can be adjusted manually.
- There is also a remote control with camera controls and room controls. These only work in their assigned room.
 - If you wish to reset the camera to the whole table, you can select one of the presets.
 - There are two different mic's, the Handheld Mic and the Lapel Mic. Both have separate controls, where both can have their input volume adjusted.



Please note:

Use of ANSTO meeting rooms is reserved for ANSTO staff, and their official invitees, only. All usage of ANSTO IT infrastructure and services may be monitored for technical or compliance purposes. ANSTO IT infrastructure and services are assets provided by ANSTO to enable users to conduct day-to-day operations in a safe, secure, sustainable manner. Non-compliance with this manual and other applicable policies and guides could lead to withdrawal of privileges, disciplinary action or dismissal. By using ANSTO infrastructure and services you agree to comply with these conditions. Should you disagree, immediately cease use of these services.

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