



Connecting to the Logitech flexible hybrid audio visual equipment

Instruction Manual for Board Rooms

For technical issues,
please contact the
IT Service Desk at
905.721.3333 or ext. 3333,
OPTION #4.

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Connecting to the TV in the room

- Turn on the TV in the room by using the TV remote located on the table and pressing the **Power** button located on the top left-hand side.



- Re-start your laptop if it has been in sleep mode and connect both the HDMI and USB cables to the side of your laptop as shown below.

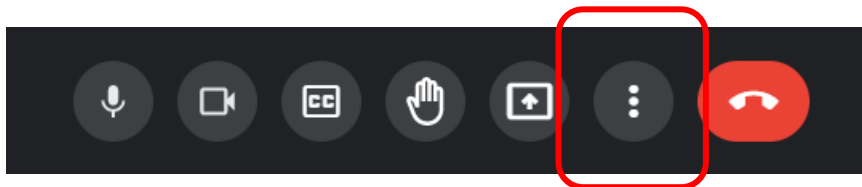


- Your laptop desktop screen should now be displayed on the TV.
- Select your virtual platform (Google Meet, Kaltura or Zoom) to learn how to setup view and sound. Once set, your laptop should remember your preferences and connect every time.

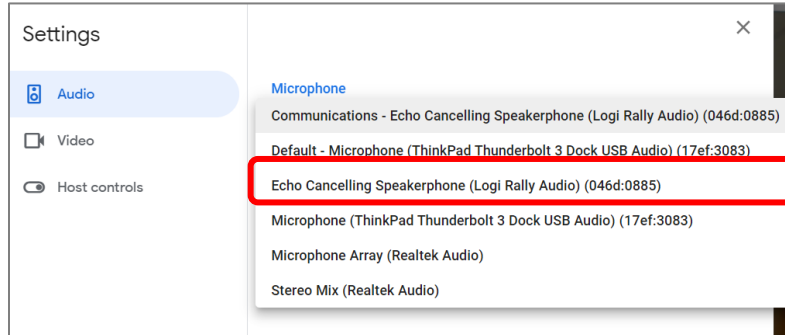
Google Meet: Setting audio and video

Please note: This set of instructions is required to be completed in the room with Flexible Hybrid Learning equipment and are one-time set up. Once set, your laptop should remember your preferences and connect every time.

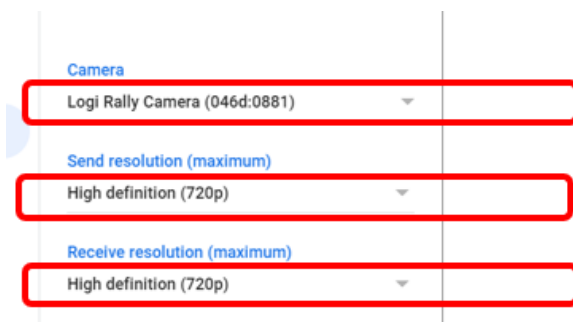
- Open your Google Meet link.
- Select the three dots located on the bottom of the screen.



- Select **Settings** from the menu.
- Under the **Audio** tab select as the following:
 - Microphone: Default - Echo Cancelling Speakerphone (Logi Rally Audio)
 - Speakers: Default – Echo Cancelling Speakerphone (Logi Rally Audio)



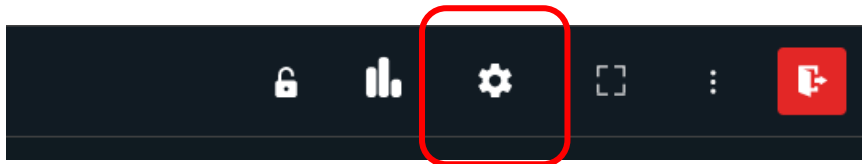
- Under the **Video** tab, select as the following:
 - Camera: Logi Rally Camera
 - Send resolution (maximum): High definition (720p)
 - Receive resolution (maximum): High definition (720p)



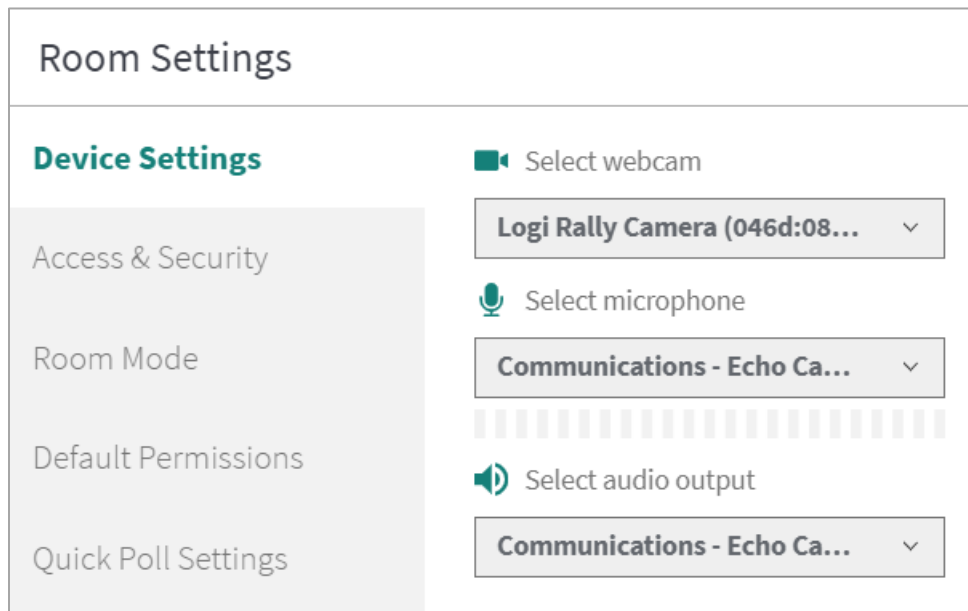
Kaltura: Setting audio and video

Please note: This set of instructions is required to be completed in the room with Flexible Hybrid Learning equipment and are one-time set up. Once set, your laptop should remember your preferences and connect every time.

- Open your Kaltura link.
- Select the gear icon located on the left side top banner.



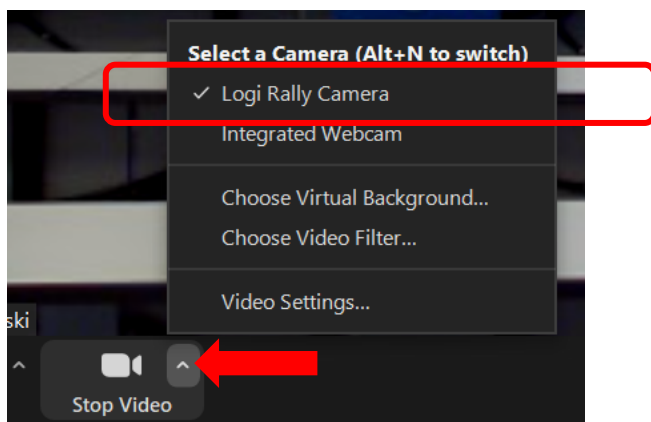
- Select the following:
 - Under **Select webcam**: Logi Rally Camera
 - Under **Select microphone**: Communications – Echo Cancelling Speakerphone
 - Under **Select audio output**: Communications – Echo Cancelling Speakerphone



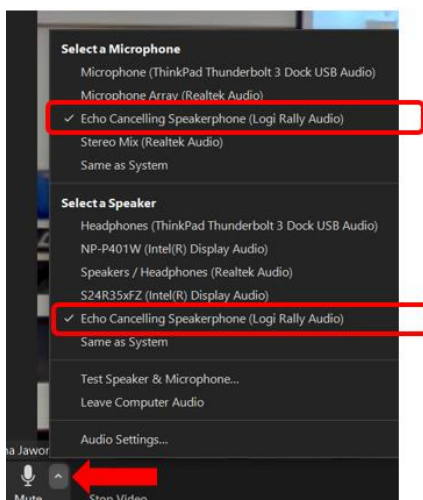
Zoom: Setting audio and video

Please note: This set of instructions is required to be completed in the room with Flexible Hybrid Learning equipment and are one-time set up. Once set, your laptop should remember your preferences and connect every time.

- Open your Zoom link.
- Select the **Stop Video** arrow up to open up the camera menu and select **Logi Rally Camera**.



- Select the **Mute** arrow up and select as follows:
 - Under **Select a Microphone** menu select: Echo Cancelling Speakerphone (Logi rally Audio)
 - Under **Select a Speaker** menu, select: Echo Cancelling Speakerphone (Logi Rally Audio)



Setting up the view and microphone for remote attendees

View for remote attendees

- Use the remote attached to the table to set the classroom view for your remote attendees. There are two pre-sets available:
 1. Closer view of the room.
 2. Wider view of the room.



Microphone

- Locate the microphone on the table.

Light off: Microphone not selected	Light on: Microphone active	Light red: Microphone muted. Touch top of mic to unmute
		