



# 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 the USB-C cable to the side of your laptop as shown below.



- Your laptop desktop screen should now be displayed on the TV.

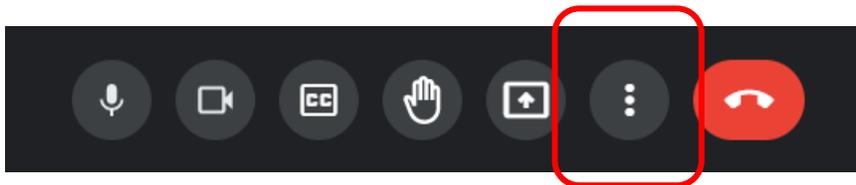
Please note: If your PC does not have an USB-C port, please contact the IT Service Desk to have a loaner issued for one-time use.

- 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.

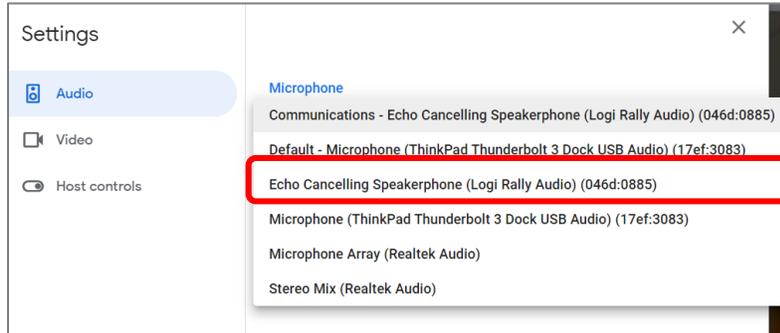
## Google Meet: Setting audio and video

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.

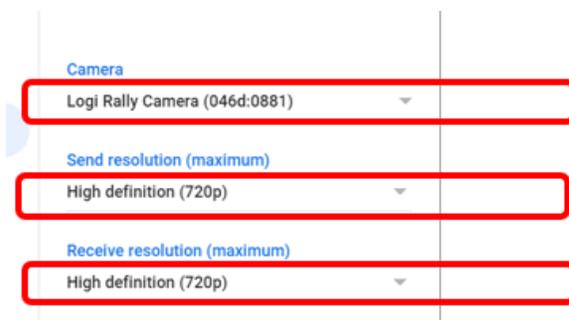
- Open your Google Meet link.
- Select the three dots located on the bottom of the screen.



- 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)



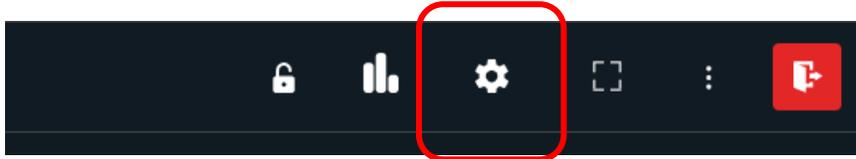
- Under the **Video** tab, select as the following:
  - Camera: Logi Rally Camera
  - Send resolution (maximum): High definition (720p)
  - Receive resolution (maximum): High definition (720p)



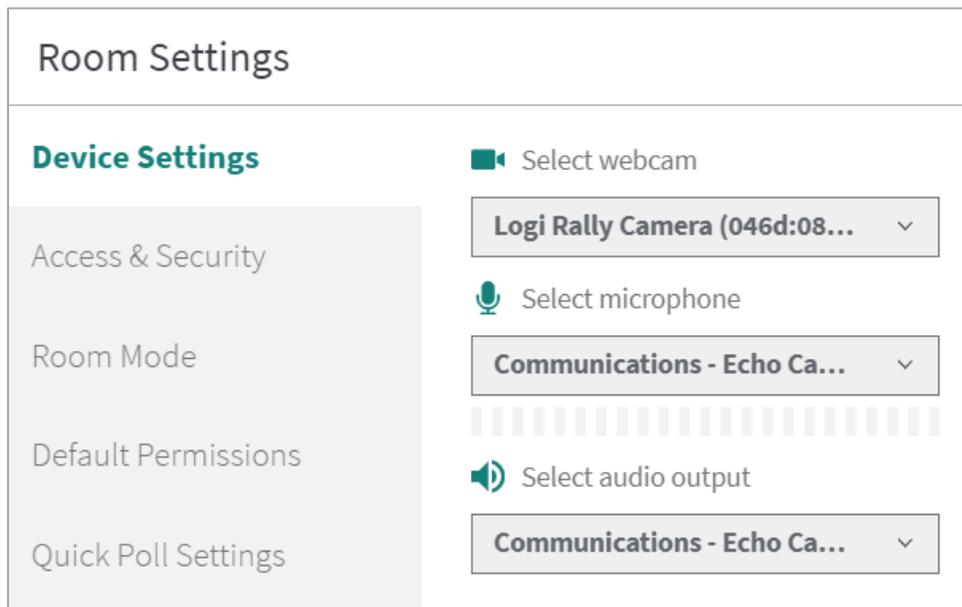
## Kaltura: Setting audio and video

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.



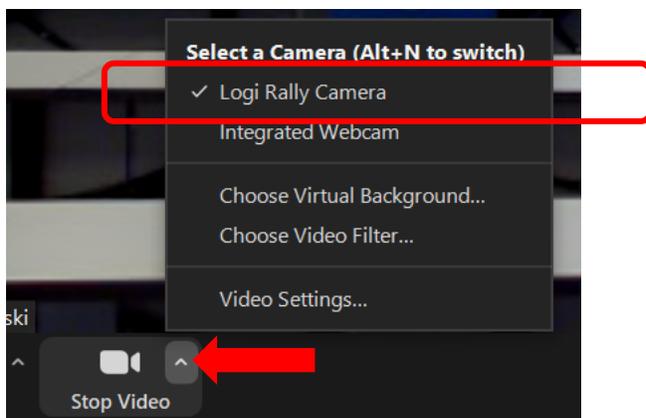
- Select the following:
  - Under **Select webcam**: Logi Rally Camera
  - Under **Select microphone**: Communications – Echo Cancelling Speakerphone
  - Under **Select audio output**: Communications – Echo Cancelling Speakerphone



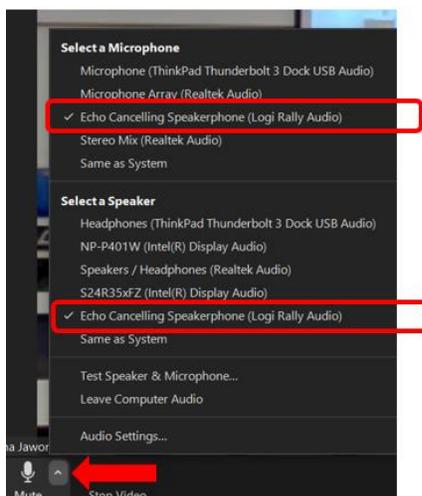
## Zoom: Setting audio and video

**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
		