



# Connecting to the Logitech flexible hybrid audio visual equipment

Instruction Manual

**For technical issues please contact the IT Service Desk at 905.721.3333, option 4.**  
These instructions will be reviewed periodically for accuracy and will be updated annually.

## Table of Contents

<b>Connecting to the projector and hybrid equipment</b> .....	2
<b>Google Meet: Setting hybrid equipment</b> .....	3
<b>Setting your audio and video preferences</b> .....	3
<b>Setting your monitor display</b> .....	4
<b>Setting up Power Point view</b> .....	5
<b>Playing and sharing a video</b> .....	5
<b>Kaltura: Setting hybrid equipment</b> .....	6
<b>Setting your audio and video preferences</b> .....	6
<b>Setting your monitor displays</b> .....	7
<b>Setting up Power Point view</b> .....	8
<b>Playing and sharing a video</b> .....	9
<b>Zoom: Setting hybrid equipment</b> .....	10
<b>Setting your audio and video preferences</b> .....	10
<b>Setting your monitor display</b> .....	11
<b>Setting up Power Point view</b> .....	12
<b>Playing and sharing a video</b> .....	12
<b>Setting up the class view and microphone for remote students</b> .....	13

## Connecting to the projector and hybrid equipment

- Find the keypad located on the wall or podium. Keypads may differ in each room (see samples below).



- Select the ON button to turn the projector on.
- Select the USB-C button to turn the USB-C connection to the podium.

- Turn on the monitor located on the podium.
- Place your laptop on the podium. Re-start your laptop if it has been in sleep mode.
- Once re-started, connect the USB-C cable to your laptop.



- Your laptop desktop screen should now be displayed on the monitor, TV and projector screen.

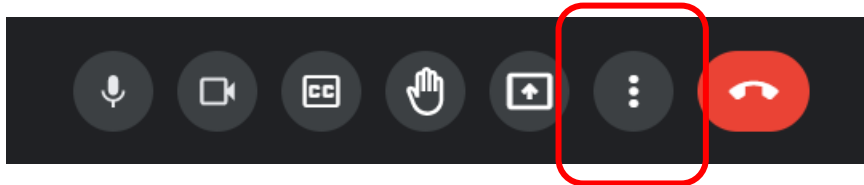
Please note: If your PC does not have an USB-C port, please contact the IT Service Desk to have a loaner issued for one-time use.

## Google Meet: Setting hybrid equipment

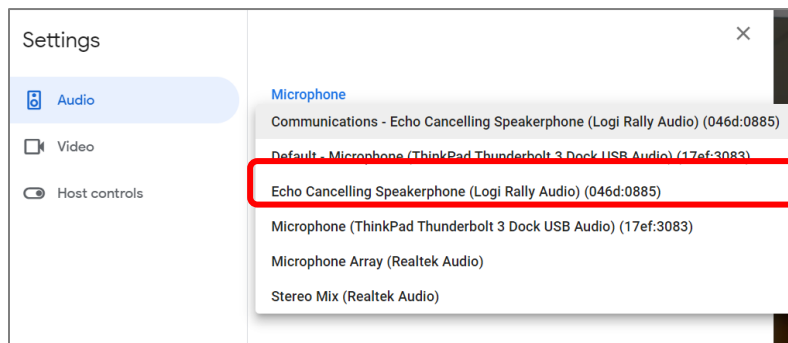
### Setting your audio and video preferences

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.

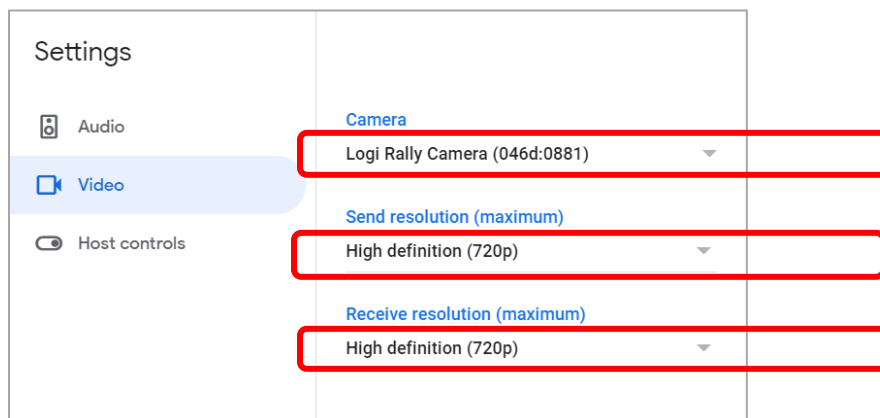
- Open your Google Meet link.
- Select the three dots located on the bottom of the screen.



- 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)



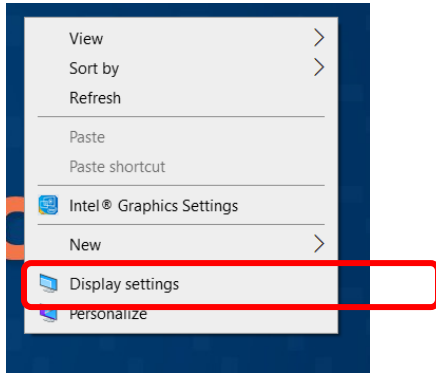
- Under the **Video** tab, select as the following:
  - Camera: Logi Rally Camera
  - Send resolution (maximum): High definition (720p)
  - Receive resolution (maximum): High definition (720p)



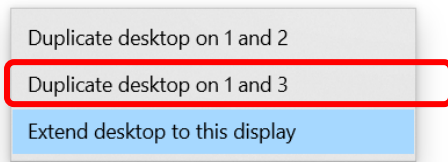
## Setting your monitor display

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.

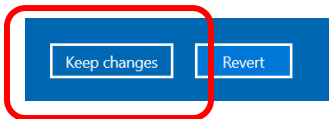
- Right-click on your desktop and select **Display Settings**.



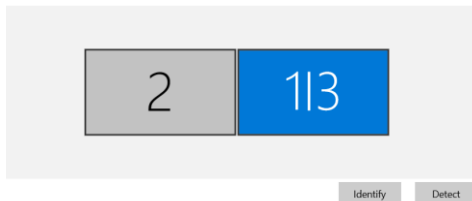
- Scroll down to **Multiple displays** section and select **Duplicate on 1 and 3**.



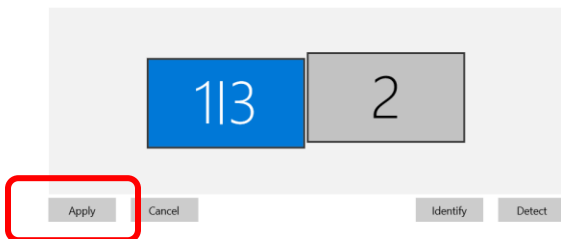
- Select **Keep changes**.



- Scroll up on the same page to see the set-up of the monitors.



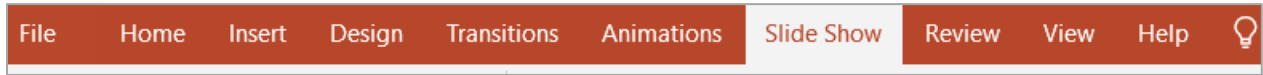
- Drag the blue 1 | 3 box in front of the 2 box and select **Apply**.



- Exit the **Settings** page.
- Now you can drag the Google Meet screen to the external monitor which should be presented on the TV in the back of the room and not the projector screen.

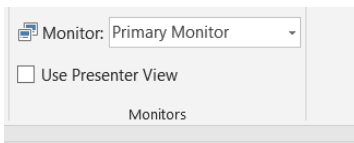
## Setting up Power Point view

- Open Power Point and select your file to open.
- Select the **Slide Show** tab.



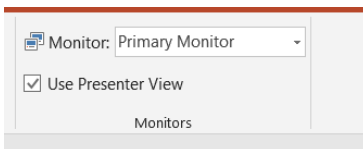
Option 1: Present slides (without notes visible to the students)

- Select the Monitor: menu and select Primary Monitor.
- Make sure the Use **Presenter View** box is left empty.



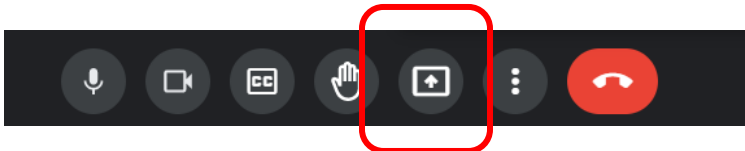
Option 2: Present slides (with notes visible to the students)

- Select the Monitor: menu and select Primary Monitor.
- Make sure the Use **Presenter View** box is checked off.

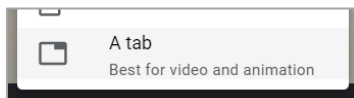


## Playing and sharing a video

- Open the video you wish to play in a separate tab on the same browser.
- Go back to your Google Meet link and select the **Present now** button.



- Select the **A tab** option.



- Make sure the **Share audio** box is checked before selecting your link. Select your link and click on **Share**.



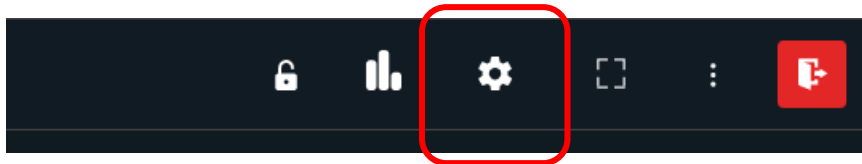
- You are now sharing a video with your remote class. You can pause or stop at any time.

## Kaltura: Setting hybrid equipment

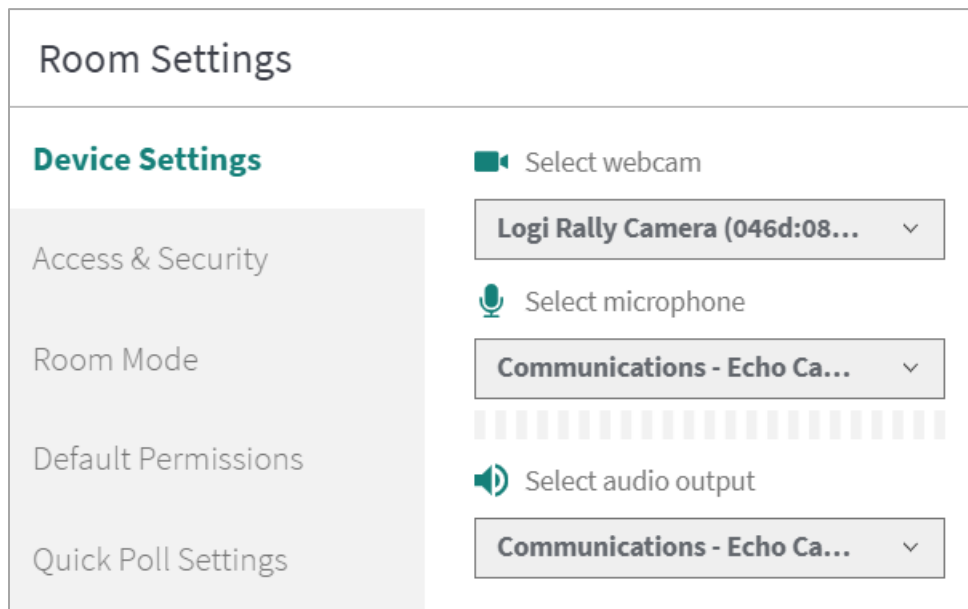
### Setting your audio and video preferences

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.



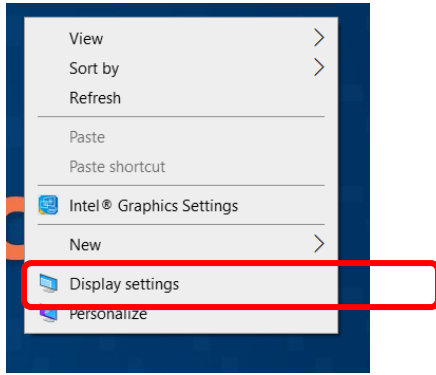
- Select the following:
  - Under **Select webcam**: Logi Rally Camera
  - Under **Select microphone**: Communications – Echo Cancelling Speakerphone
  - Under **Select audio output**: Communications – Echo Cancelling Speakerphone



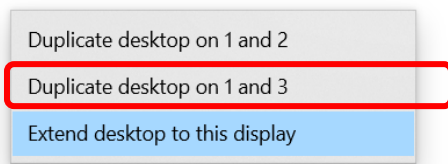
## Setting your monitor displays

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.

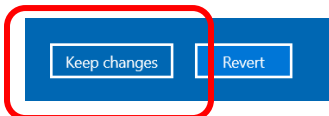
- Right-click on your desktop and select **Display Settings**.



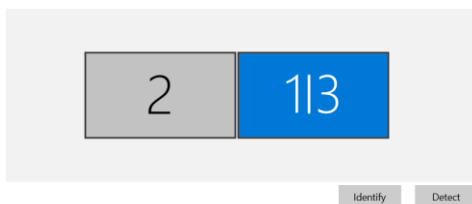
- Scroll down to **Multiple displays** section and select **Duplicate on 1 and 3**.



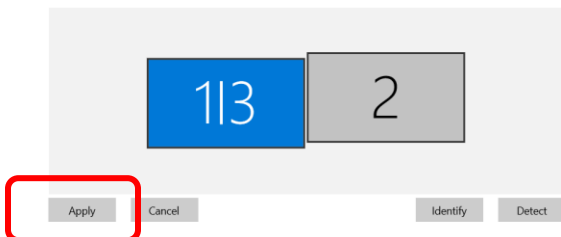
- Select **Keep changes**.



- Scroll up on the same page to see the set-up of the monitors.



- Drag the blue 1 | 3 box in front of the 2 box and select **Apply**.

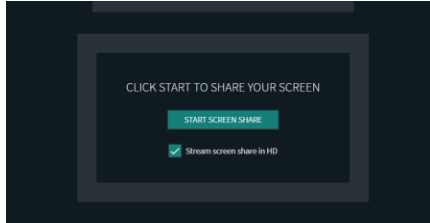


- Exit the **Settings** page.
- Now you can drag the Google Meet screen to the external monitor which should be presented on the TV in the back of the room and not the projector screen.

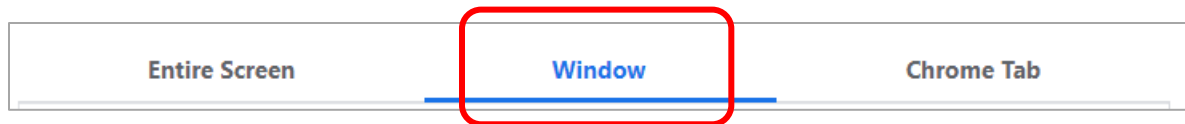


## Setting up Power Point view

- Open Power Point and select the slides you would like to share.
- Go back to your Kaltura link and select **Start Screen Share**.



- Select the **Window** tab.



- Select your slides and click **Share**.

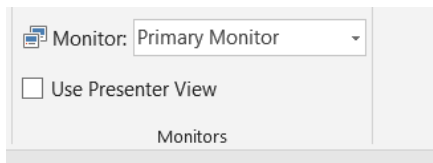


- Select the **Slide Show** tab.



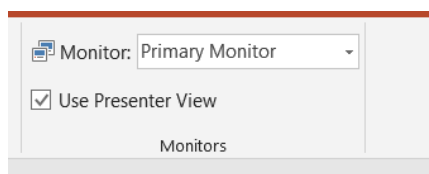
Option 1: Present slides (without notes visible to the students)

- Select the Monitor: menu and select Primary Monitor.
- Make sure the Use **Presenter View** box is left empty.



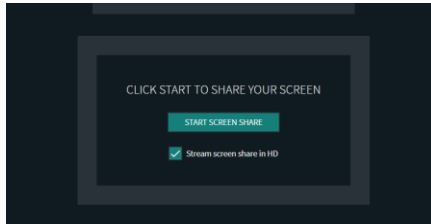
Option 2: Present slides (with notes visible to the students)

- Select the Monitor: menu and select Primary Monitor.
- Make sure the Use **Presenter View** box is checked off.



## Playing and sharing a video

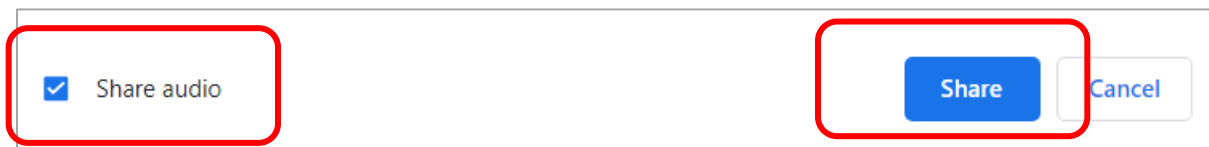
- Select **Start Screen share** button.



- Select the **Chrome Tab**.



- Make sure the **Share audio** box is checked before selecting your link. Select your link and click on **Share**.



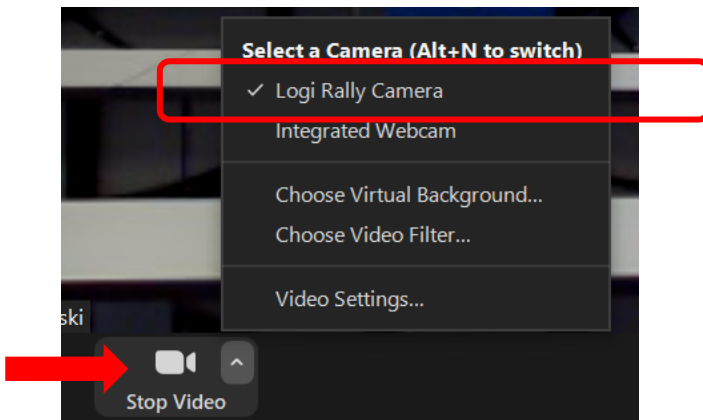
- You are now sharing a video with your remote class. You can pause or stop at any time.

## Zoom: Setting hybrid equipment

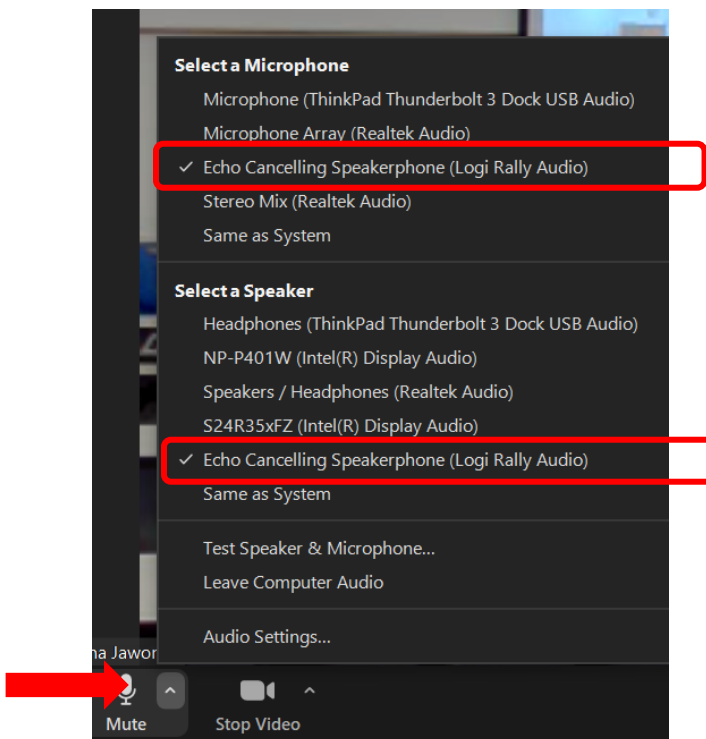
### Setting your audio and video preferences

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**.



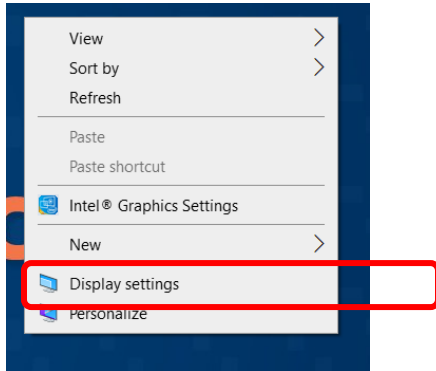
- Select the **Mute** arrow up and select as follows:
  - Under **Select a Microphone** menu select: Echo Cancelling Speakerphone (Logi rally Audio)
  - Under **Select a Speaker** menu, select: Echo Cancelling Speakerphone (Logi Rally Audio)



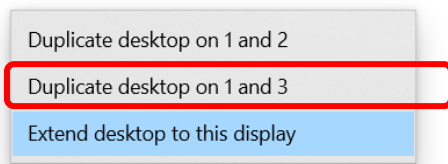
## Setting your monitor display

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.

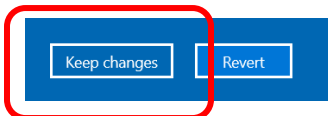
- Right-click on your desktop and select **Display Settings**.



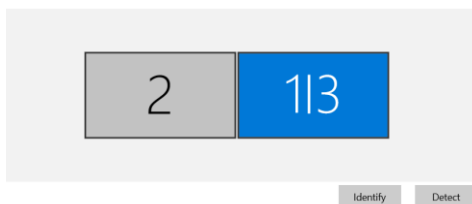
- Scroll down to **Multiple displays** section and select **Duplicate on 1 and 3**.



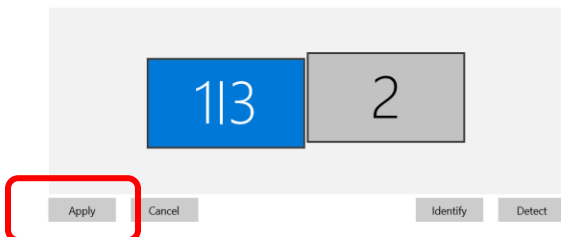
- Select **Keep changes**.



- Scroll up on the same page to see the set-up of the monitors.



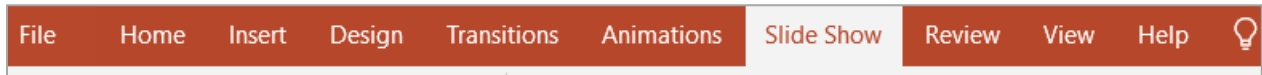
- Drag the blue 1 | 3 box in front of the 2 box and select **Apply**.



- Exit the **Settings** page.
- Now you can drag the Google Meet screen to the external monitor which should be presented on the TV in the back of the room and not the projector screen.

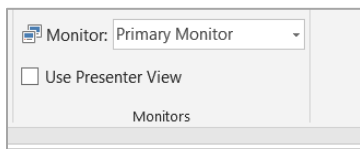
## Setting up Power Point view

- Open Power Point and select your file to open.
- Select the **Slide Show** tab.



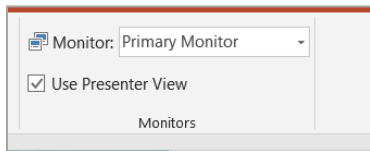
Option 1: Present slides (without notes visible to the students)

- Select the Monitor: menu and select Primary Monitor.
- Make sure the Use **Presenter View** box is left empty.



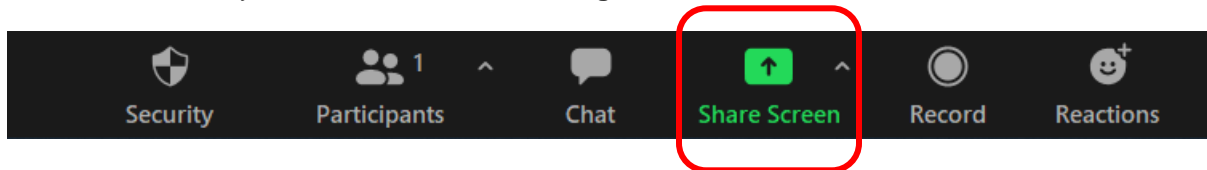
Option 2: Present slides (with notes visible to the students)

- Select the Monitor: menu and select Primary Monitor.
- Make sure the Use **Presenter View** box is checked off.

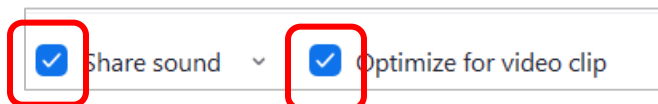


## Playing and sharing a video

- Open the video you wish to play in a separate tab on the same browser.
- Go back to your Zoom link and select the **green Share Screen** button.



- A window with all of your open applications will open. Make sure the below settings are selected:



- Select YouTube and select **Share**.
- You are now sharing a video with your remote class. You can pause or stop at any time.

# Setting up the class view and microphone for remote students

## Class view

- Use the remote attached to the podium to set the classroom view for your remote students. There are two pre-sets available:
  - Closer view of the podium.
  - Wider view of the podium plus projector screen.



## Microphone

- Locate the microphone on the podium.

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