



# Bradfield Room

## A/V Guide

**Page 2 : Music only mode using the room loudspeakers**

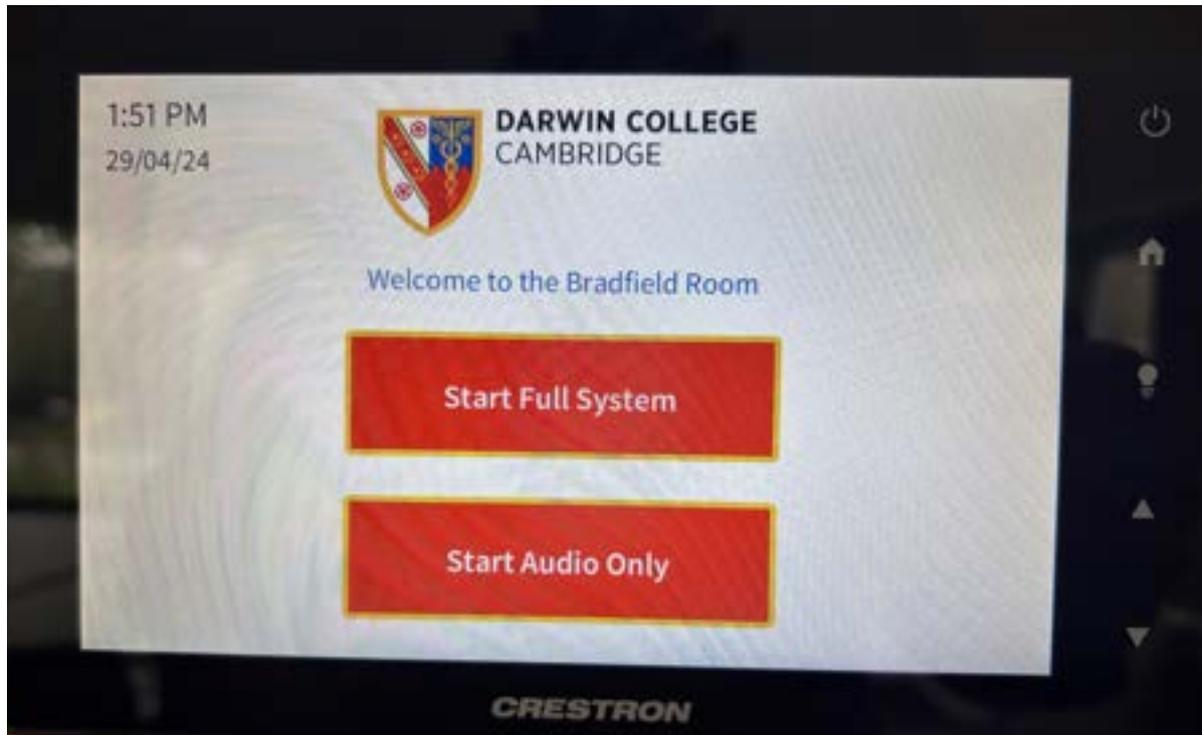
**Page 5 : Presentation mode (without hybrid meeting)**

**Page 10 : Options for Mac users**

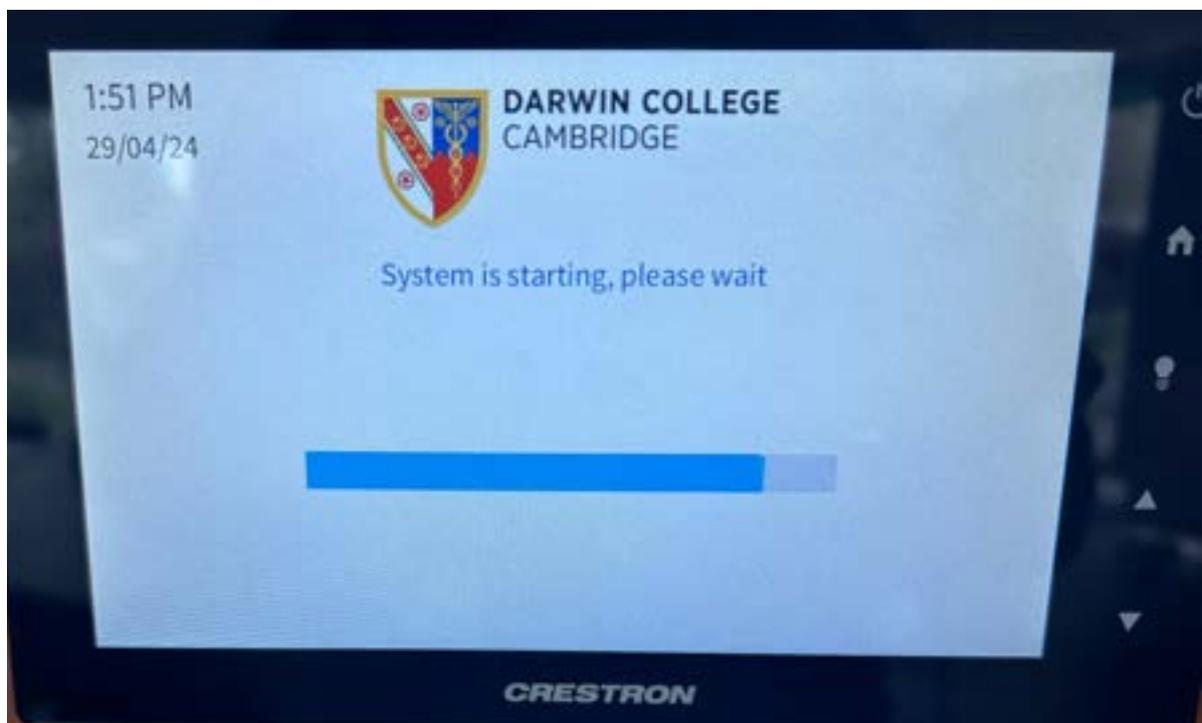
**Page 11: Hybrid meeting mode (including onscreen sharing ) using room microphone and in-room cameras**

**1. Music only mode using the room loudspeakers:**

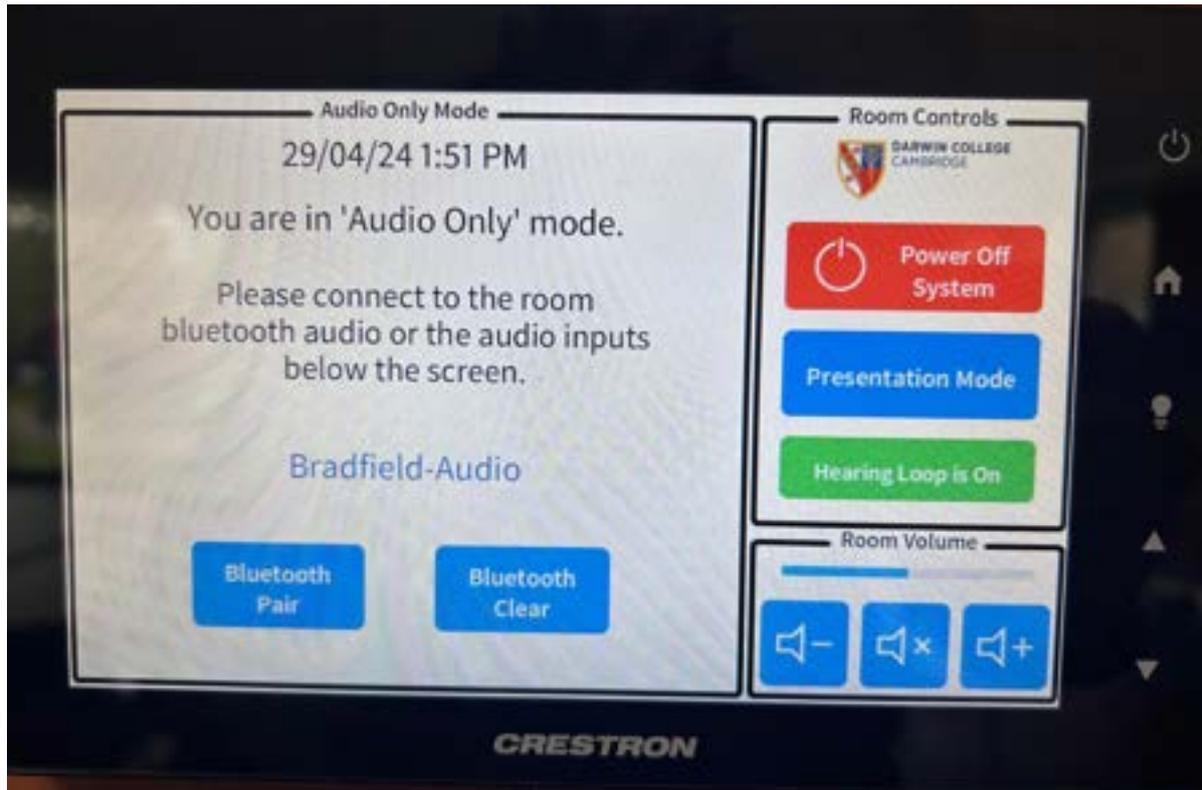
On the wall-mounted panel, select 'Start Audio Only'



The system will start up:



You can then pair to the room through Bluetooth to your device



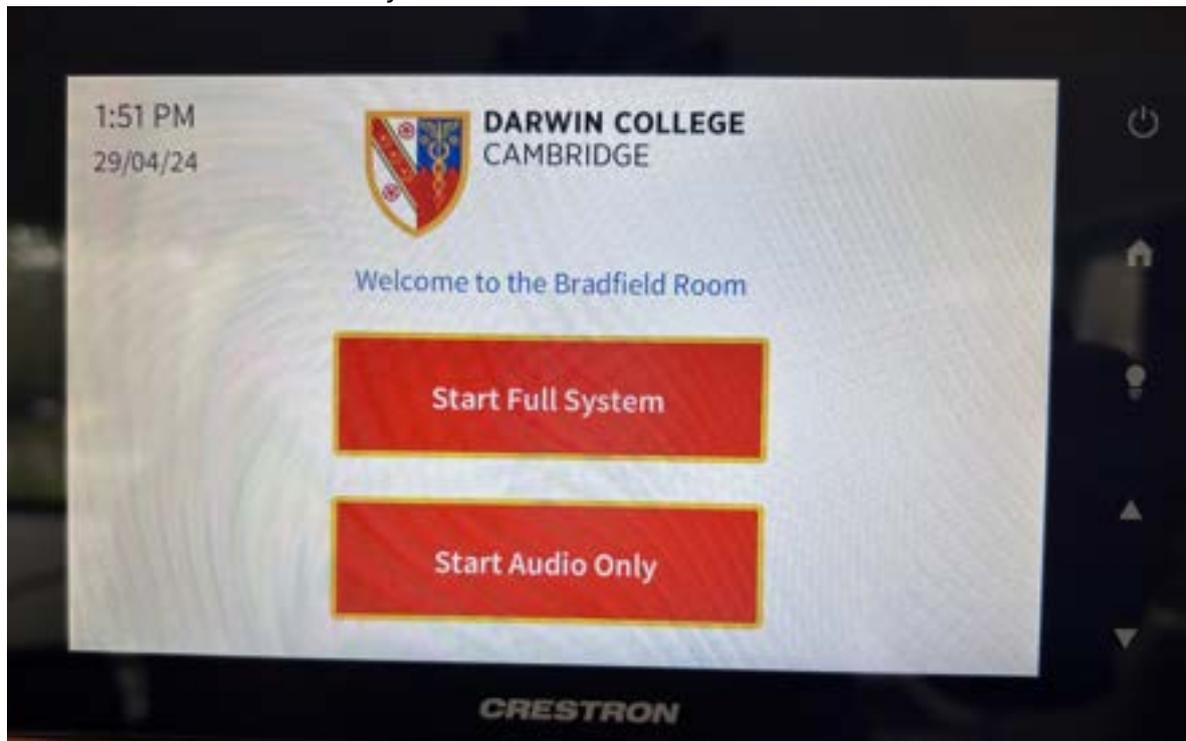


Volume is controlled both through the wall-mounted panel AND through your device.

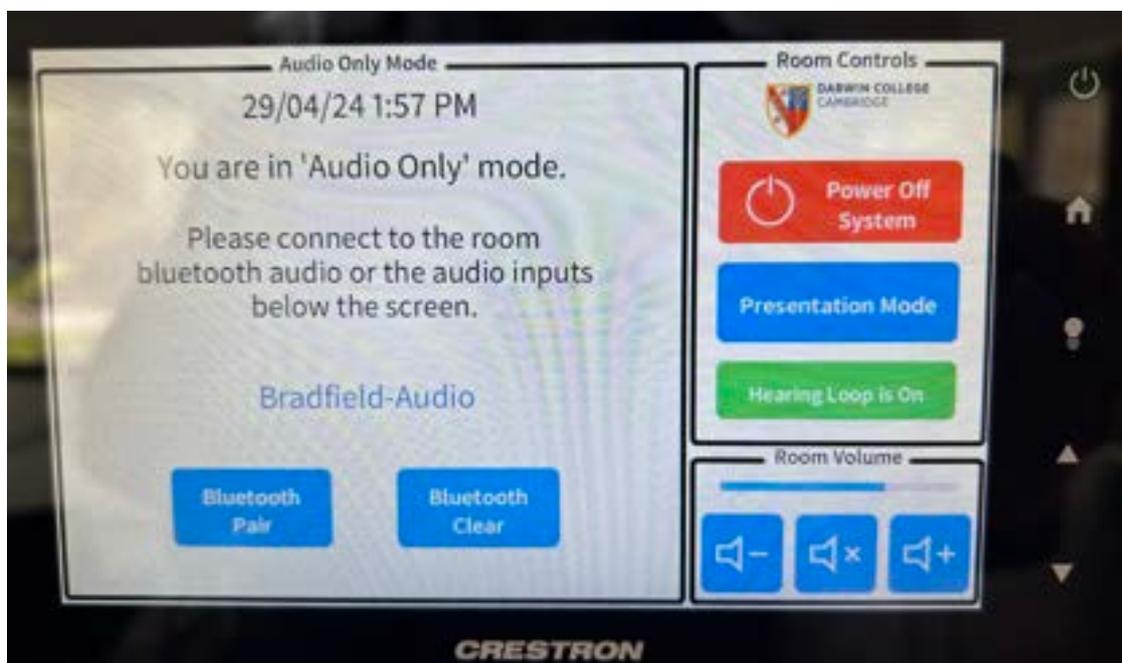
When leaving the room, tap Bluetooth Clear to remove your phone from the devices saved settings.

## 2. Presentation mode (without hybrid meeting)

- i. Turn on the Full system:



Or Select 'Presentation mode' from the touchscreen panel if the panel is already in Audio Mode:



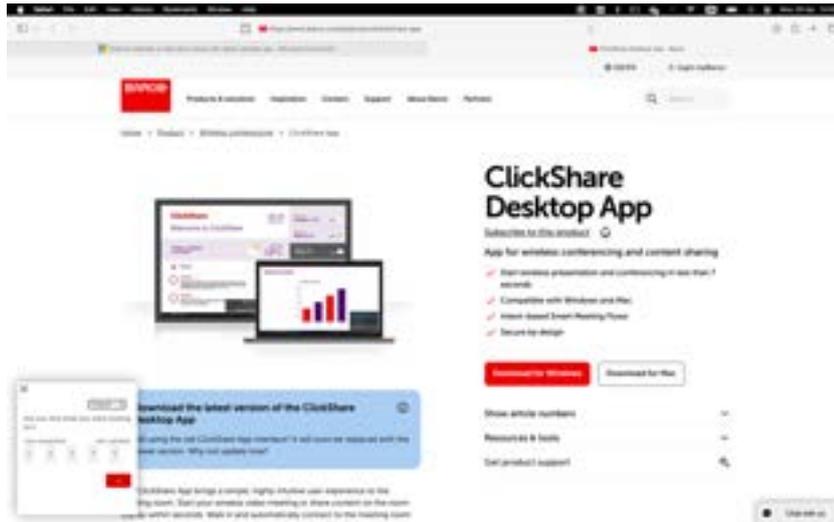
- ii. The main screen should turn on automatically:



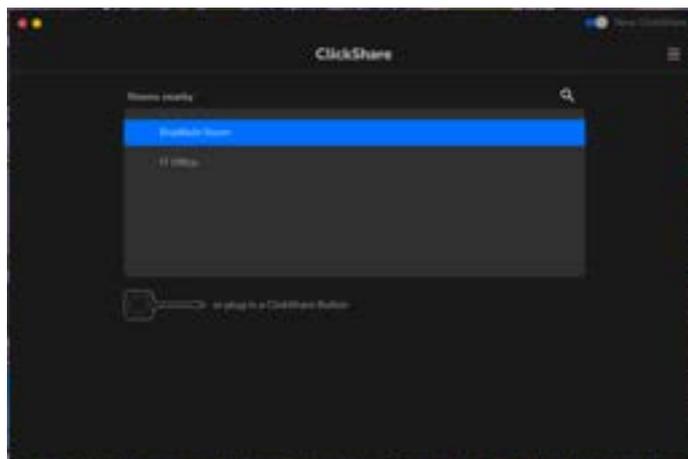
- iii. Connect to the room either using the Clickshare dongle (available in the room or from the Porters Lodge)



- iv. or through the Clickshare software (<https://www.barco.com/en/product/clickshare-app>)

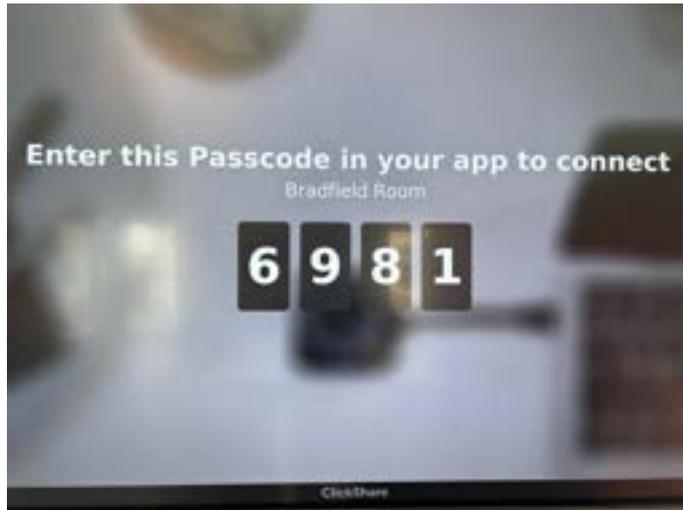


On the prompt screen, select the Bradfield Room:

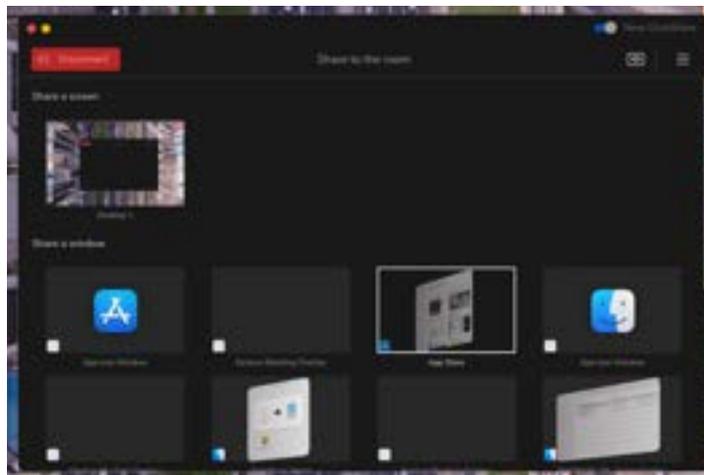


When asked, enter the one-time passcode from the large screen into your device:

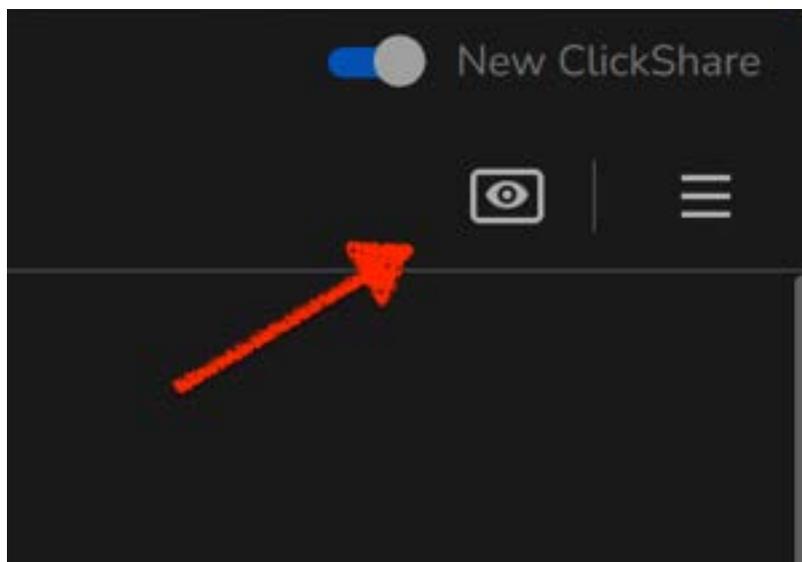




You will then be able to share your device screen, or select an individual window to share:



If you wish to 'hide' your device from the presentation screen in the room, clicking on the small icon in the top right-hand corner ensures only the screensaver is displayed until you are ready to start sharing content :



### Special option for Mac users:

The screen in the room and the room speakers can be connected to wirelessly through the Mac AirPlay functions. The screen can be used for mirroring or as a secondary screen similar to a plug-in monitor:

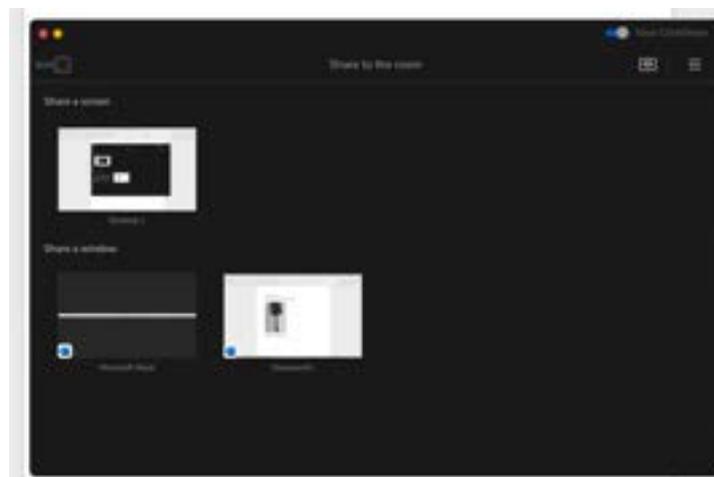


### 3. Hybrid meeting mode

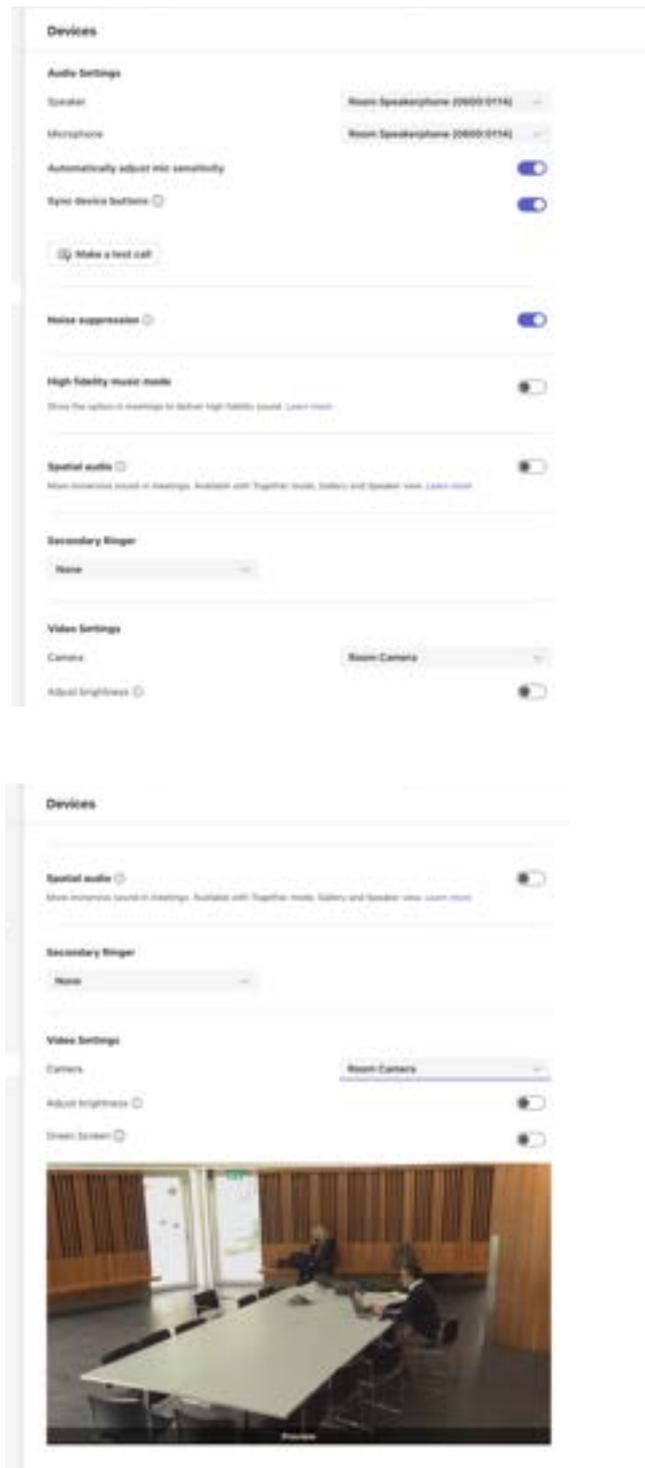
- i. You need to connect the dongle to your device:



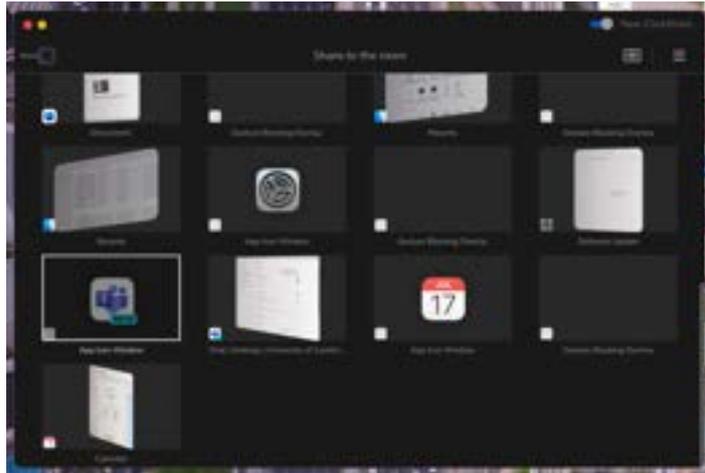
- ii. A pop-up will appear on your device:



- iii. If the large screen is not required for presentation or to display online meeting attendees, you can minimize or close this window.
- iv. Go straight to your hybrid meeting settings and the microphone and cameras should show as options to be selected:



- v. If you wish to use the screen in the room to display remote attendees and presentations, connect to the room microphone and cameras as above.
- vi. Once you have done that and joined the meeting, select the meeting window from the Clickshare.



Your meeting will then display on the large screen and attendees will be able to share to this screen to present to online attendees and in room attendees as you would in a normal online meeting.

- vii. The room has two cameras, one 'Boardroom' (located to the right of the large screen, facing into the room) and one 'Presentation' (located to the rear of the room, facing the screen). In normal operation, the smart microphone located in the ceiling of the room will track where in the room attendees are speaking and will switch between cameras. If you wish to 'lock' the camera during a meeting to only show the Boardroom view or the Presentation view, this can be done through the In Room panel by turning off tracking and selecting a single camera:

