DoIT
Division of Information Technology
UNIVERSITY OF WISCONSIN–MADISON

AV Instructions – Bascom 260
Email: bascom-rm260-conf@vc.wisc.edu
Phone: 608-265-3351
Need more help? Contact the Help Desk at 608-264-4357

Overview

This hybrid meeting room has a Cisco Room Kit device. With the Room Kit, you can join Zoom, Webex, MS Teams, or Google Meet meetings and place telephone calls. It has an integrated camera, speakers, and microphones.

The Room Kit is controlled by a Cisco tablet. The tablet is used to join meetings and adjust sharing, layout, and volume. To start the system, turn on the TV and tap the tablet screen.

Depending on the meeting platform, slightly different controls and options may appear on the tablet during a call. All platforms will be able to user the camera, microphone, and content sharing features. This room is also equipped with assisted listening devices.
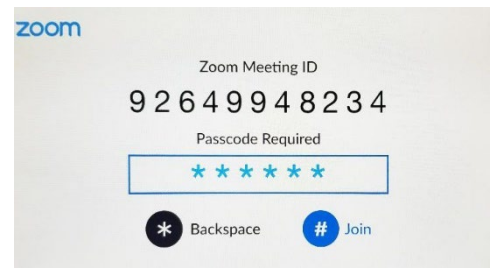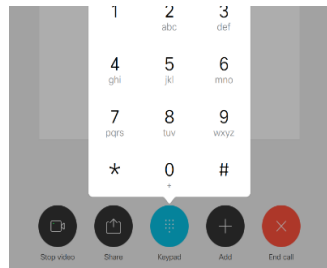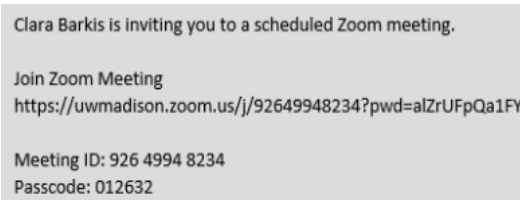
Important Note: if you are joining the meeting from your laptop as well, choose "don't use audio" or mute your laptop microphone and speakers to avoid echoes and feedback in the room.

Joining a Zoom Meeting

Tap **Join Zoom** on the tablet. Note the Meeting ID in your Outlook invitation and tap **Keypad** to enter the ID. After entering the ID, tap **#** to join the meeting. If prompted, use the keypad to enter the meeting Passcode.
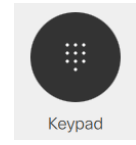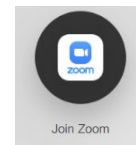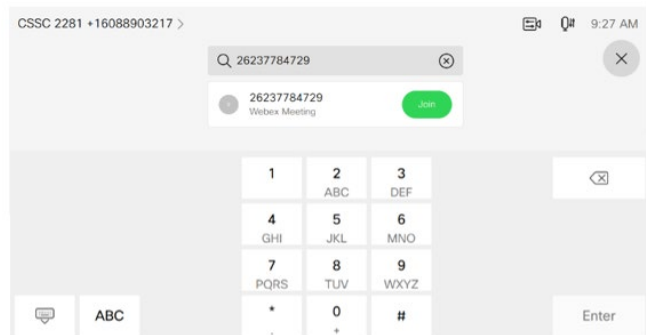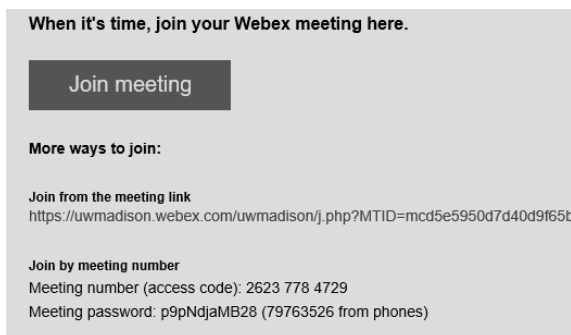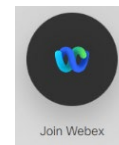
Important Note: In Zoom meetings, participants in the hybrid room will need to unmute the room microphone from the **Keypad** on the Cisco tablet. In a call, tap **Keypad** and tap **1** and then **2** to unmute. The mute button on the Cisco tablet will only mute/unmute the microphone in the room, not in Zoom.

Clara Barkis is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
https://uwmadison.zoom.us/j/92649948234?pwd=alZrUFpQa1FY

Meeting ID: 926 4994 8234
Passcode: 012632

Zoom Meeting ID
9 2 6 4 9 9 4 8 2 3 4
Passcode Required
✶ ✶ ✶ ✶ ✶ ✶
✱ Backspace   # Join

Joining a Webex Meeting

Tap **Join Webex** on the tablet. Note the Meeting number in your Outlook invitation and enter it with the keypad. Tap **Join** to join the meeting.

When it's time, join your Webex meeting here.

Join meeting

More ways to join:

Join from the meeting link
https://uwmadison.webex.com/uwmadison/j.php?MTID=mcd5e5950d7d40d9f65b

Join by meeting number
Meeting number (access code): 2623 778 4729
Meeting password: p9pNdjaMB28 (79763526 from phones)

CSSC 2281 +16088903217

26237784729
26237784729
Webex Meeting

DoIT
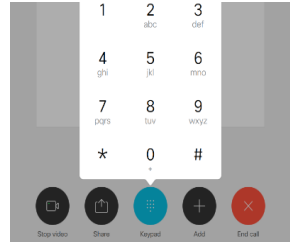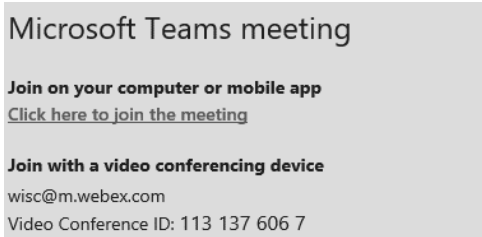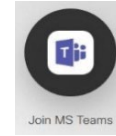# Division of Information Technology
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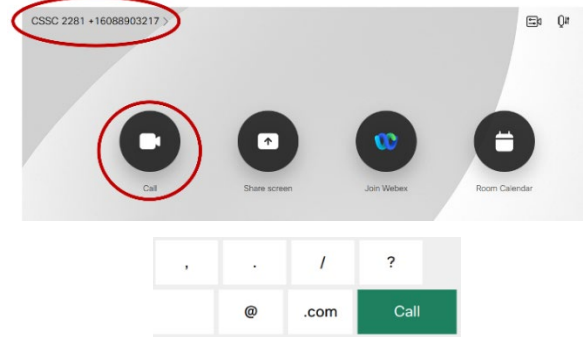
Joining a Teams Meeting

Tap **Join MS Teams** on the tablet. Note the Video Conference ID in your Outlook invitation and enter it with the keypad. Tap **#** to join the meeting.

Join MS Teams

Microsoft Teams meeting

Join on your computer or mobile app
Click here to join the meeting

Join with a video conferencing device
wisc@m.webex.com
Video Conference ID: 113 137 606 7

Microsoft Teams meeting
Enter your VTC Conference ID, followed by #.

8 8 3 4 2 1 1 8 5

Press * to clear your entry.

Placing a Voice-only Telephone Call

Your system is configured to place and receive telephone calls. The phone number is shown in the top left corner of the tablet.

To place a call, tap the **Call** icon, then tap in "search or dial" and use the onscreen keyboard to enter the phone number. Tap the **Call** button to place the call.

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🔍 6081234567 ⊗

One-Touch Join

If a Webex, Zoom, or Teams meeting has been scheduled in the room's Outlook Calendar, a **Join** button will appear on the tablet 5 minutes before the start time. Tap **Join** to enter the meeting.

Starting in 5 minutes
UC Weekly Meeting
1:00 pm - 1:30 pm
Organized by Scott Ryan
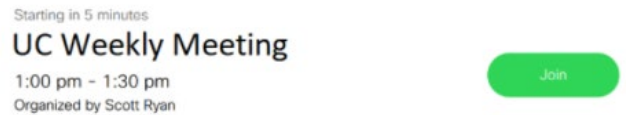
Join

Note: Not all room systems have an Outlook Calendar configured. Rooms with no calendar will not have the one-touch join feature.

Voice Control

This system also allows voice controls via Webex Assistant. Just say the wake-word **"OK Webex…"** to start using Webex Assistant.

When the **Join** button appears, say **"OK Webex, start the meeting"** to join. You can also use **"OK Webex"** voice commands to **"record the meeting,"** **"end the meeting," "turn up the volume,"** etc.

Listening… *Try saying* *"call John Smith"*

10:05
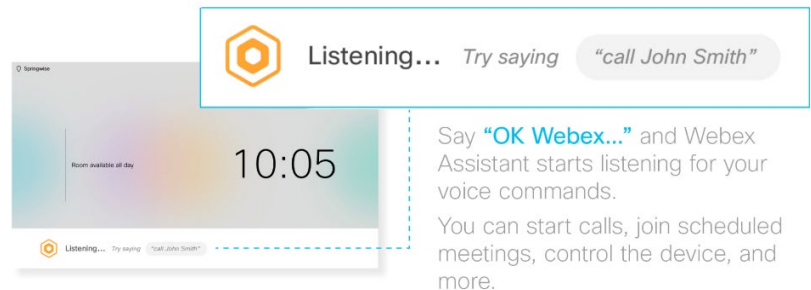
Say **"OK Webex…"** and Webex Assistant starts listening for your voice commands.

You can start calls, join scheduled meetings, control the device, and more.

Adjusting Audio

Audio controls are in the lower right corner of the tablet. Tap these to adjust volume and microphone muting in the room. See the following pages for use of the assisted listening system.
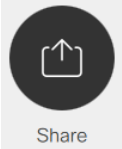
Note: Speakers and microphones are installed in the ceiling. Outgoing volume from the microphones is adjusted automatically.

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Meeting Room Controls

Sharing Content - You may share your laptop screen wirelessly or with HDMI cables located in the front and rear of the room. Tap **Share** or **Share Screen**, then select **Wireless screen sharing**, **Front Wall HDMI**, or **Rear Wall HDMI**.

Share
(when in a call)

Share

Share Screen
(when not in a call)

Share screen

Wireless screen sharing
Use the Webex app on your device

Or use this code at share.webex.com:
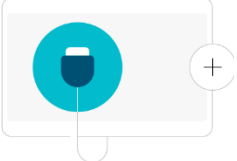8SS-JS3-CSV

Front Wall HDMI

Share in call

Preview

Rear Wall HDMI
Connect the cable to your device

For wireless, tap **Wireless screen sharing**, browse to share.webex.com on your laptop and enter the code shown on the Cisco tablet. Otherwise, plug one of the HDMI cables into your laptop and tap **Share in Call** to share your screen.

Note: If you are sharing a video from your laptop, please use one of the HDMI connections.
Note: Wireless sharing is not available in Teams calls. Either use a cable or join the meeting from your laptop to share your screen

Adjusting the Layout - Tap the **Layout** button on the Cisco tablet to choose the meeting layout (Stack, Side by Side, Focus) that will be shown on the TV.

9:29 AM

SpeakerTrack and Selfview – Tap the **Camera** button on the Cisco tablet to adjust these settings. Enable **SpeakerTrack** to have the camera quickly locate the active speaker and present a close-up of them. To show or hide your own camera view on the TV, select or deselect the Selfview option.

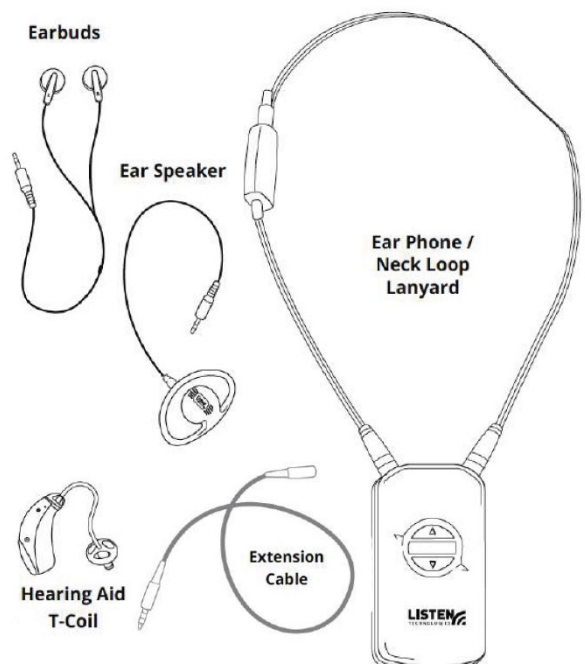9:27 AM

SpeakerTrack

Selfview   Maximize
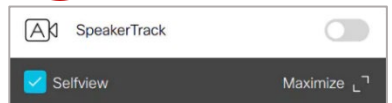
Using the Assisted Listening Devices

This room has 4 receivers which pick up audio from shared content, phone calls, and video calls. The receivers come with Ear Speakers and Neck Loop Lanyards, which can be used in different combinations:

Ear Speaker - Plug an Ear Speaker into one of the output jacks on the top of the receiver, using an extension cable if needed. You may also plug in your own earbuds. The other output jack can be used with a second Ear Speaker for sharing with another person.

Ear Phone/Neck Loop Lanyard - Connect an Ear Phone/Neck Loop lanyard to the output jacks on the receiver. Then connect an ear speaker or headphones to the output jack on the lanyard. The lanyard neck loop is and worn as a necklace.

T-Coil use with Neck Loop Lanyard - For T-coil compatible hearing aid use, simply disconnect the ear speaker or headset from the Ear Phone/Neck Loop Lanyard.

Earbuds

Ear Speaker

Ear Phone /
Neck Loop
Lanyard

Hearing Aid
T-Coil

Extension
Cable

LISTEN

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Assisted Listening Devices, continued

Turning the Receivers on

Press and hold the Power Button for 1 second to turn the receiver on. The LED will light solid. To turn the receiver off, press and hold the power button for 3 seconds.

Power Button: Press and hold for 1 second to turn on, press and hold for 3 seconds to turn off.

Adjusting Volume

Adjust the listening volume to a comfortable listening level via the volume up/down buttons. If the volume is adjusted while there is no audio present the unit will output a momentary tone each time the button is pressed allowing the user to gauge and adjust the audio level to a comfortable listening level.

Volume Up/Down: Use the volume up or down to raise/lower volume.

Note: To protect the users hearing, at power up the receiver will automatically reset to an adjustable default volume level. Put on a headset and then adjust the volume to a comfortable listening level.

Low Battery Indication

When the receiver detects a low battery condition it will cause the status LED to flash slowly indicating that the receiver needs to be charged. When the light begins to flash the unit has approximately 3 hours of receiver use before the unit will turn off.

Status LED: Begins to flash when receiver has less than an estimated 3 hours use left on the charge.

Charging the Receivers

The assisted listening system has a USB charger that can charge all 4 receivers at once. When not in use, charge the receivers by plugging one of the USB cables into the Micro USB jacks on the receivers.

When connected to a charging option the status LED next to the power button will begin to flash indicating that the unit is charging. When the unit reaches 100% charged the status LED next to the power button will stop flashing and will be solid.

USB Charger

Micro USB