

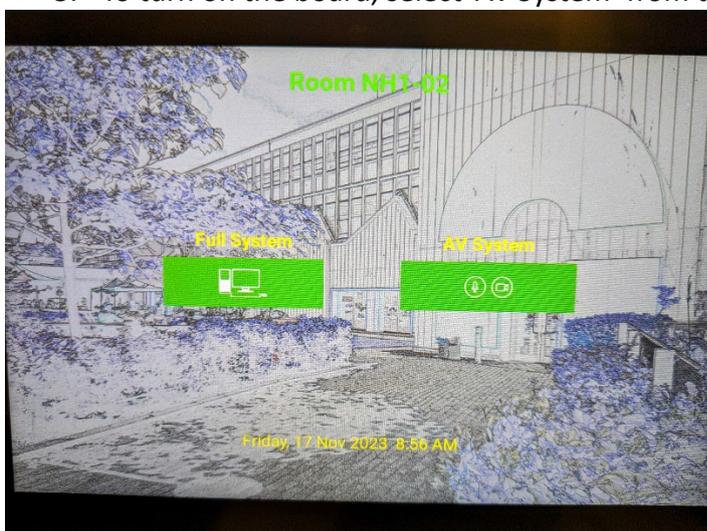
Lecture Capture Rooms

You will find lecture capture equipment in the following locations (as of December 2024)

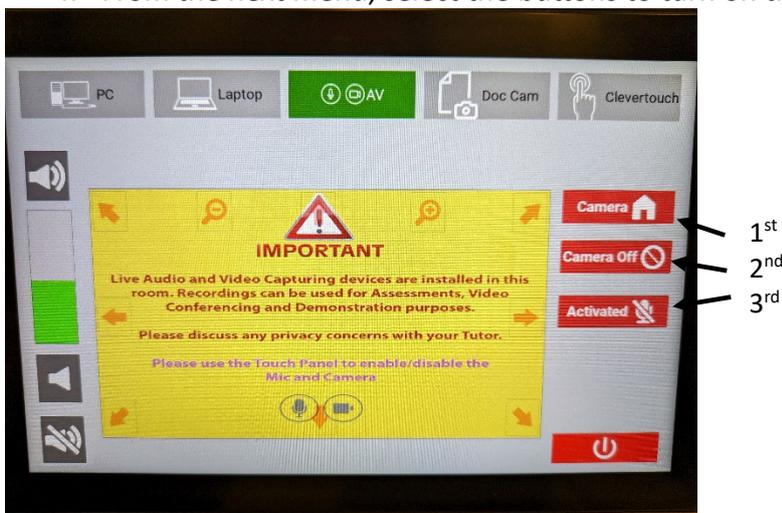
- B17 – 1st Floor, Norwich Building, Ipswich Road
- NH1-02 – 1st Floor, Norfolk House, Norwich
- G12 – Lewis Building, Ipswich Road

Using the Lecture capture Equipment

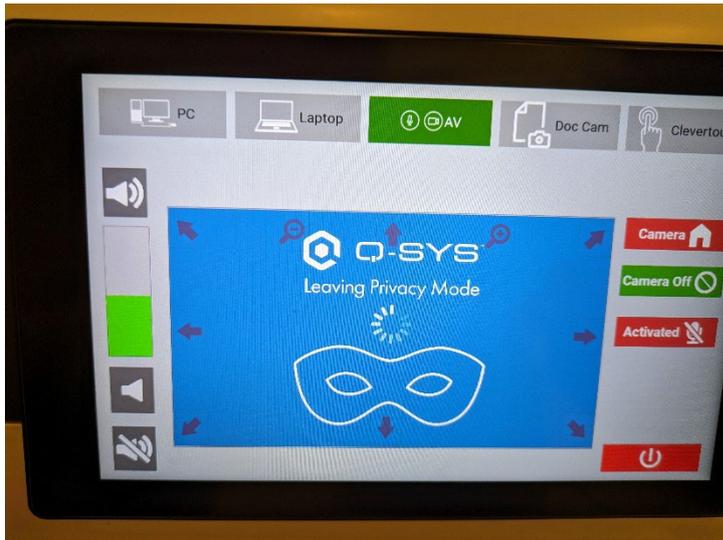
1. Turn on the PC.
2. Tap the wall panel to see the menu.
3. To turn on the board, select 'AV System' from the two options.



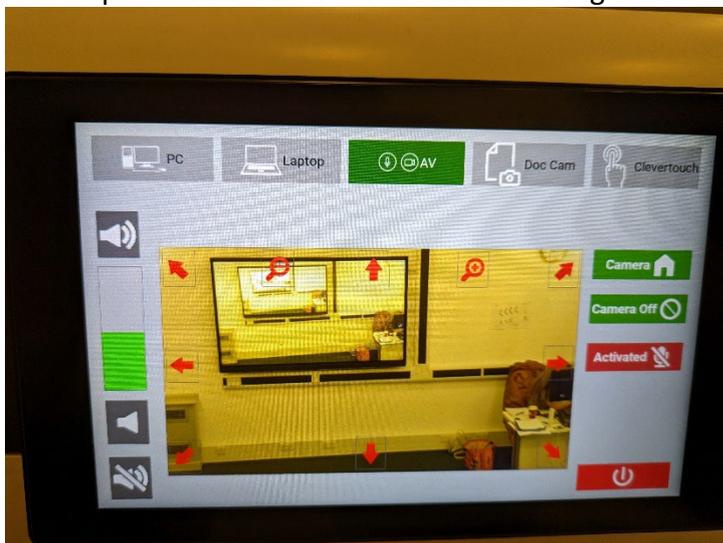
4. From the next menu, select the buttons to turn on the camera and the microphone.



5. The panel will briefly show a blue screen with the text 'leaving privacy mode' (see image).



6. The panel will then show the area of the room that will be recorded. Adjust the position and focus of the camera using the arrows and zoom icons on the wall panel.



7. Once you are happy with the area you're recording, if you are hosting / joining a meeting you will need to open the meeting link you have chosen for the session (i.e. Teams/Collaborate).
8. Enable the camera in your meeting app (e.g. Teams) and it will pick up the camera in the ceiling. Audio will automatically come out of the ceiling speakers so people in the room can hear what online participants are saying.
 - a. **Note:** If the volume on the wall panel is too high, online participants will hear feedback. To adjust this and still be able to hear them you need to adjust the volume accordingly.

You can now present from the Clevertouch screen to the audience in the room and on Teams / Collaborate meeting.

Clevertouch Display options

To choose what the board is displaying, tap the **up arrow** from the bottom of the screen, or select the **floating pen icon** and choose the option you need.

- a. If you want to use the interactive screen features, select Clevertouch.
- b. To display what is on your PC monitor on the board, select PC.
Or,
- c. If you are demonstrating something on the board but want online participants to see content such as a presentation, you can also share your screen in the Teams/Collaborate meeting as normal. Bear in mind that with the camera on, online participants will still see a small window of what you have set the camera to show - so make sure it is positioned where needed or turn off temporarily if you want the audience to just focus on the content.