



Hybrid Teaching

Eleanor Rathbone Room | New Powell Room | Park 5

All hybrid teaching rooms should be booked via bursary@some.ox.ac.uk

We strongly recommend you try out the setup as detailed below well before you want to use it for the first time.

A. What is in the rooms:

- Large Screen + 4.6m HDMI cable
- Webcam / Microphone on a tripod, complete with USB A cable.
- Whiteboard

B. How to use them:

Option 1: Bring your own laptop.

Your laptop will need to have an HDMI port, while the webcam uses a standard USB Type A connection. You will need bring whatever adapter that your personal device might need.

Note, the touchscreen capability of the wall-mounted screen will not function.

Getting Set Up

1. Power on the screen via the on button located bottom-left of the front panel.
2. Connect the HDMI cable from your laptop to the port labelled 'HDMI' on the front of the screen.
3. Ensure that the screen's input source is set to HDMI. To change source, press the 'INPUT' button to cycle through options (switching sources takes a second or two).



4. Plug the webcam into your laptop (if your laptop doesn't automatically see your webcam in Teams, see section C below)

Option 2: Use the room's built-in PC.

Be sure to wipe down the screen and controls before & after use.

Getting Set Up

1. Power on the screen via the on button located bottom-left of the front panel.
2. Switch the source to the DisplayPort (see image below) using the labelled INPUT button and cycling through the sources until the DisplayPort is highlighted. The source button takes a second or two to react so please be patient!



3. Log in to the screen using your personal SSO (e.g., 'some1234' + password)

The monitor is a touchscreen device when used with the built-in PC, just like a smartphone. Tap the login field text boxes and a virtual keyboard will pop up.



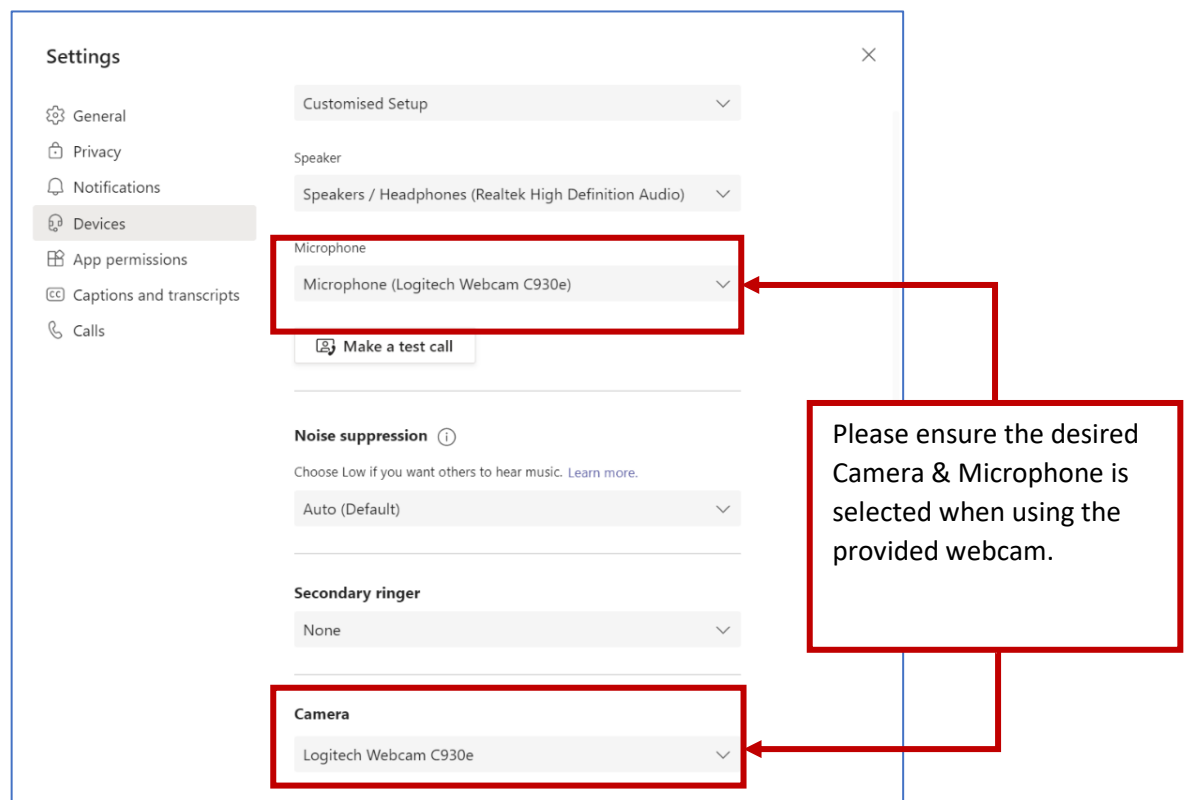
Ensure the webcam is plugged into the PC behind the screen (this can be on the left or right depending on the room)

Choosing Teams input devices:

When multiple cameras or microphones are connected to Teams you may want to dictate which devices should be used.

1. Navigate to device settings:
 - Outside of a call, click your profile top right of the main teams' window and select Settings > Devices.
 - Within a call, click the 'more options' button (three dots), select 'device settings'.
 - When joining or setting up a call, via the pop-up pre-meeting device setup page.
2. Pick the speaker, microphone and camera you want Teams to use. The external webcam and mic are called Logitech Webcam.

If you wish you can set your camera and microphone to be separate devices. E.g., a laptop's inbuilt microphone with the external webcam.



If you have difficulty setting up, please call IT on 01856 270597.