

# AV Instructions – Meeting Room 3 (UC3E)

## 1. Turn on monitor



- Using the remote control press the red power button - wait several seconds for the monitor to power on.

## 2. Select Input 1 – Barco ClickShare



- The monitor should already be set to input 1, if not, press the associated input button and select HDMI 1.

## 3. Wireless Presentation - Connect the Barco transmitter to your laptop




- Once you connect the transmitter to your laptop, it takes a minute to configure on your device. Once the ring around the button is solid white, you can press the button to transmit your laptop display to the room display, the button status will change to red. Simply press the button again to stop transmitting to the room display.
- Audio playback will come from the Bose soundbar. If you do not hear anything, ensure the Bose VB1 is selected in your speaker settings.
  - You can also download and install the clickshare app ([www.clickshare.app](http://www.clickshare.app)) to present without a transmitter connected

## 4. Wireless Conferencing

- With the transmitter connected and screen sharing activated, you can utilize the Bose video sound bar for a web conference call. Simply open Zoom or Teams, select 'Room Camera' in the camera settings, and 'Room microphone/speaker' for your microphone/speaker settings. These selections may have already defaulted to the Bose room system upon opening the application. Run a quick test to ensure the peripherals are working, then start your call.
- **Please note:** When using the Barco ClickShare for a web conference call, the transmitter must be connected

## 5. Using the Bose VB1 video soundbar

- The video soundbar is connected to the Barco ClickShare. When using a web conferencing application such as Zoom or Teams, the soundbar should be automatically detected. The video soundbar is used for video and audio transmission, as well as hearing audio from the participants through the built-in speakers.
- **Volume** - you can increase or decrease the volume coming from the speakers by pressing the **(+)** or **(-)** buttons located to the bottom left
- **Adjusting the Zoom** - this is done by using the corresponding buttons to the bottom right. Once you Zoom inward, you can then use the **arrow keys** in the middle of the remote to better frame/position the camera.
- **Saving and recalling a preset** – buttons **1** and **2** are camera presets. Once you setup a camera position, you can hold either button down for a few seconds and it will save that position. To recall a preset, simply press the button and the camera will return to that position. The **home button** will return the camera to its home position, this button is in the middle of the arrow keys.
- **Autoframing** - To enable or disable the camera's autoframing feature, press the autoframe button on the remote control  once enabled, the camera will automatically and continuously adjust the pan, tilt, and zoom settings to include all participants in the room, in the field of view.
- **Muting the microphones** - You will find a microphone mute button to the top left, press that button to mute the microphones. Alternatively, you can mute the microphones in the web conferencing application
- **Speakerphone** – If you would like to use the video soundbar as a speaker phone, press and hold the Bluetooth button, top right, to put the unit into pairing mode. On your mobile device search for VB1. The audio will now be routed from your mobile device to the VB1 microphone and speakers.



**Need Help?** Please contact [csuav@mcmaster.ca](mailto:csuav@mcmaster.ca) for any help or troubleshooting steps