

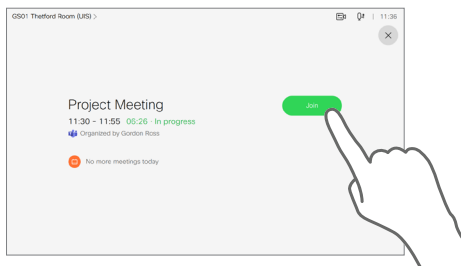
# How to use the Cisco Room Kit

Note: **GoogleMeet** is not supported.

## Join a Teams meeting

The Control Panel wakes itself when there is a Teams meeting scheduled in the room.

1. **5 minutes** before the start time, the Join button will appear (if the meeting has been set up as a Teams meeting). Tap **Join**:



## How to use Chat and Raise Hand if you're in the room

The Room Kit can't access the meeting's Chat or use Raise Hand.

If you want to Chat with the remote participants and/or use Raise Hand you can:

1. Connect your device to the wifi network.
2. Join the meeting in your Teams app.

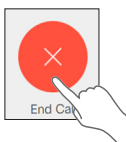
## Go back to the home screen

Tap **Room Calendar** to see the day's bookings and to get back to the Join menu.



## End the meeting

Tap the **End call** button on the Control panel. As you leave the room, the big display screen will automatically go into sleep mode.



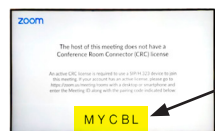
## Join a Zoom meeting

**!** Either the meeting host or an in-room participant must have a **Zoom Conference Room Connector (CRC) licence** to do this.

1. Tap the Control Panel to wake it, then tap the **Join Zoom** button and you will see:
2. Key in the Zoom Meeting ID.
3. Key in the passcode if there is one.
4. If you are the Host, tap the **Host** button. (You will need your Host Key, found on your Zoom profile page at <https://zoom.us/profile>)
5. Tap **Connect to Zoom**.

**If the host doesn't have a licence:**

You will now see a **pairing code** displayed on the big screen. Connect to the meeting using a participant's own Zoom CRC licence:

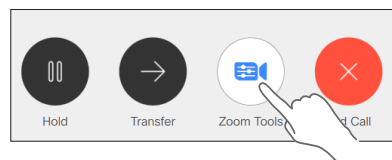


Pairing code, for example, MYCBL

6. Go to: <https://zoom.us/meeting/rooms>
7. Enter the **Meeting ID**.
8. Enter the **5 letter pairing code** that is shown on the big screen.
9. Enter the meeting **passcode**.
10. Tap **Connect**.

## How to use Zoom's in-meeting features

Tap **Zoom Tools**:



**General** tab:

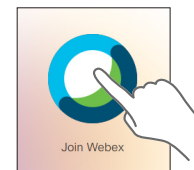
- Raise/Lower hand
- Toggle Chat and captions
- Un-mute Zoom mic
- Show participants and meeting info
- Enter Waiting Room

**Video** tab:

- Change video layout and Gallery screen
- Show/Hide names on video
- Show/Hide active content on video
- Show/Hide non-video participants
- Dual screen mode

## Join a WebEx meeting

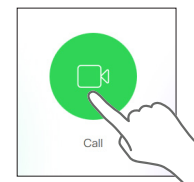
1. Tap the Control Panel to wake it, then tap the **Join WebEx** button.
2. Key in the meeting ID
3. Tap **Connect**.



## Make a call

The Room Kit works with Cisco Jabber. If the recipient also uses Jabber, you can make a video call.

1. Tap the Control Panel to wake it, then tap **Call**.
2. Key in the phone number.
3. Tap **Connect**.



If necessary, tap **Add** to connect more people to your call.

## Stop audio feedback

Everyone in the room using a personal device must **mute both their microphone and speakers**. The Room Kit handles all the audio.



## Share your screen

There are 3 ways to share your screen:

### 1. HDMI Cable

1. Plug the HDMI cable provided in to your laptop's HDMI port.
2. Optional: Tap **Preview** to preview your screen just on the meeting room's big screen.
3. Tap **Share** to share your screen with everyone in the meeting (remote and in-room).



### Wifi and an app

Connect to wifi then **either**:

### 2. Share screen in your meeting app



1. Join in your Teams/Zoom/WebEx app.
2. Tap **Screen share**.

### 3. Cisco Proximity app

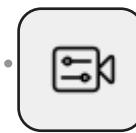
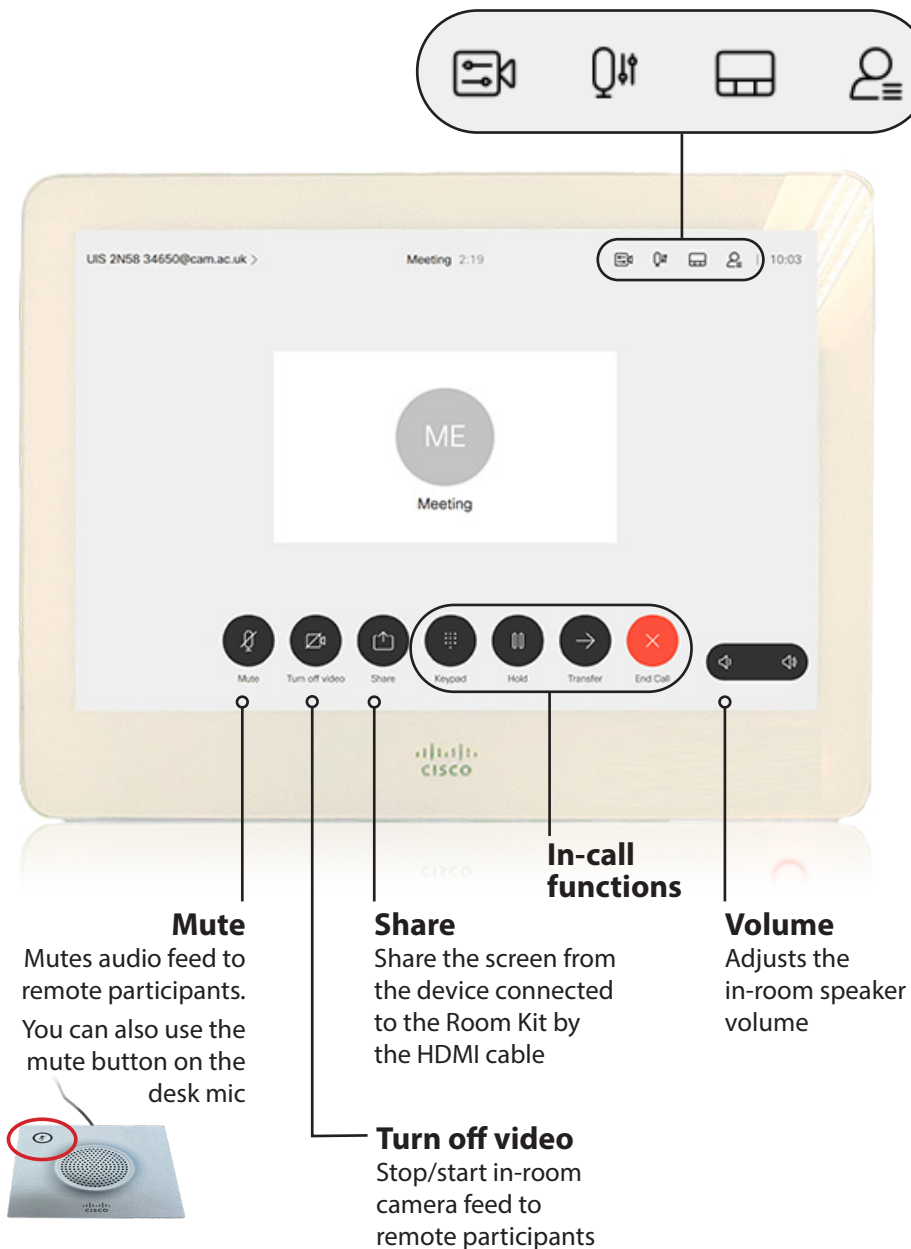
Get the free app at: [proximity.cisco.com](https://proximity.cisco.com)



1. Open the Proximity app and it will automatically find and connect to the Room Kit.
2. Tap **Share screen** in the Proximity app.



# Control panel (Navigator model)



## Camera

### Self-view

**Self-view** shows you the camera view of the people in the meeting room. You can choose to:

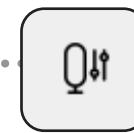
- put this on the big screen so the in-room participants can see what the remote participants are seeing
- maximise/minimise the view so you can see the remote participants and the Self-view.
- adjust the position of the picture-in-picture Self-view on the big screen.

### Track the active speaker

**Speaker tracking** causes the camera to zoom in on the person speaking. This can be turned on or off using the toggle switch.

### Adjust camera angle

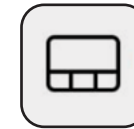
(Track active speaker must be off). Control the **zoom**, **pan** and **tilt** of the camera and define and edit the **camera position presets**.



## Audio

### Noise reduction

Filter out any background noise present in the room so that remote participants won't hear it.



## Layout

### Rearrange participants

**Rearrange participants** lets you control how the participants are arranged on the big screen.



## Participants

This shows you the participants in the meeting.

It gives you various options depending on the type of meeting.

### Pin speaker

Select a participant and pin them on screen. When you pin or unpin a remote speaker, they will see a notification on their screen.

Pinning an audio-only participant will not change the on-screen layout.

