

# User guide

## University hybrid meeting rooms



### Cisco Room Kit



Installed and maintained by University Information Services



<https://help.uis.cam.ac.uk/hybrid-meetings>



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You don't need to touch or adjust any of the kit except the Control Panel.

Software updates to the system are managed remotely so you do not need to do anything.

# System at a glance

## Digital signage

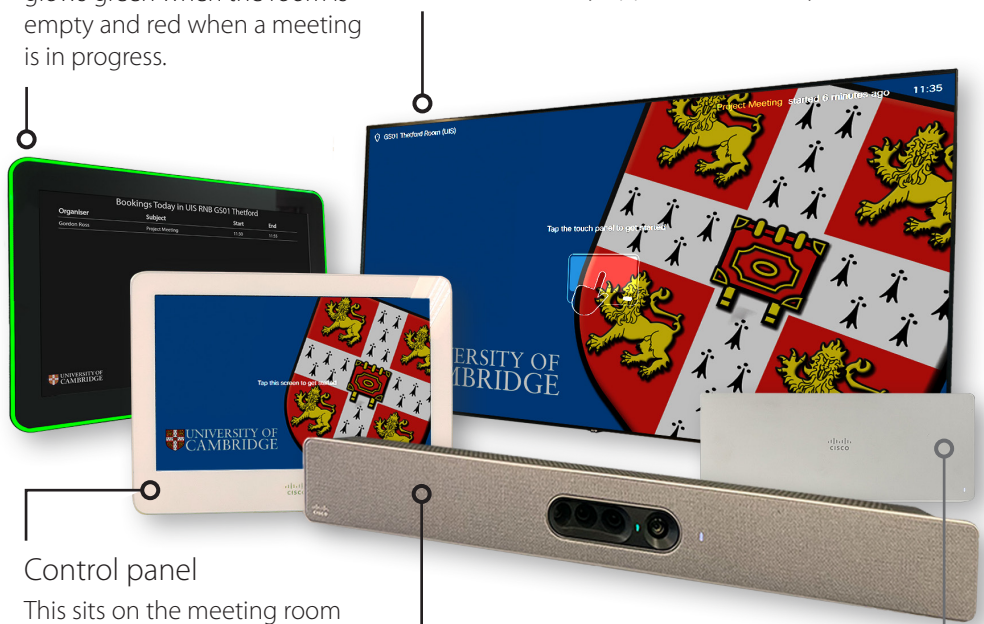
The display panel outside the room shows the room's daily bookings.

The room occupancy is immediately visible. The display glows green when the room is empty and red when a meeting is in progress.

## Meeting room screen (55", 65" or 86")

The screen displays remote and in-room meeting participants. Connect your personal device and share your screen using either the:

- HDMI cable supplied
- screen share button in Teams/Zoom\*/WebEx
- Cisco Proximity app (if installed on your device).



## Control panel

This sits on the meeting room table. Use it to:

- join a Teams, Zoom\* or WebEx meeting
- make an audio conference call
- connect your personal devices to share your screen
- control room's audio volume
- mute the room's audio feed for remote participants.

## The Cisco Room Kit bar

This has a microphone, camera and speakers (larger rooms may have additional microphones on the table). The system intelligently tracks speakers in the room, dynamically adjusting audio and camera settings to deliver optimum quality audio and video to better involve remote participants.

## Codec

This unit has the codec for the video feed. You will not need to use this.

\* Zoom Conference Room Connector (CRC) licence required.

# The Room Kit equipment

The Cisco Room Kit solution is the University's recommended standard for hybrid meeting rooms. In each Cisco Room Kit hybrid meeting room you will find:

## Digital signage – outside the room

This tells you today's meeting schedule, room availability, and if a meeting has started.



## Today's scheduled meetings

You should see your room booking as well as other meetings scheduled.

The panel glows:

- green when the meeting room is available
- red when a meeting is taking place

## Screen (55", 65" or 86") – inside the room

This tells you the meeting attendees and the documents being shared during screen sharing.



You can control the display using:

- the control panel
- the Teams meeting when attendees are in presenter/screen sharing mode.

The screens can be used for fully in-person meetings too.

## Connecting your personal device to the screen

You can share your screen using:

1. the HDMI cable.
2. Microsoft Teams, Zoom and WebEx (Google Meet is not supported).
3. the Cisco Proximity app - connect your device to the eduroam wireless network



## Get the Cisco Proximity app

You can download the app for your device at:

<https://proximity.cisco.com>

## The Room Kit bar – inside the room

This has the camera(s), microphones and speakers



The room size will determine which Room Kit is provided.

The model shown above is the Plus version installed in large meeting rooms for up to 16 people. It has four cameras.

Smaller meetings rooms have fewer cameras in the unit.

The Room Kit uses inbuilt microphones to focus the camera on the person speaking in the room.

This gives remote participants better sound and picture quality, and a more engaging meeting experience.

## The control panel – inside the room

Use this to control the meeting room equipment



Use the control panel to:

- **Join the scheduled Microsoft Teams meeting with the Room Kit**

You will see the Join button on the control panel 5 minutes before the meeting starts.

- **Dial in to meetings**

- WebEx
- Zoom

To connect the Room Kit to a Zoom meeting, at least one person (either the host or a participant) must have a **Zoom Conference Room Connector (CRC) license** on their Zoom account.

- **Make a call to either:**

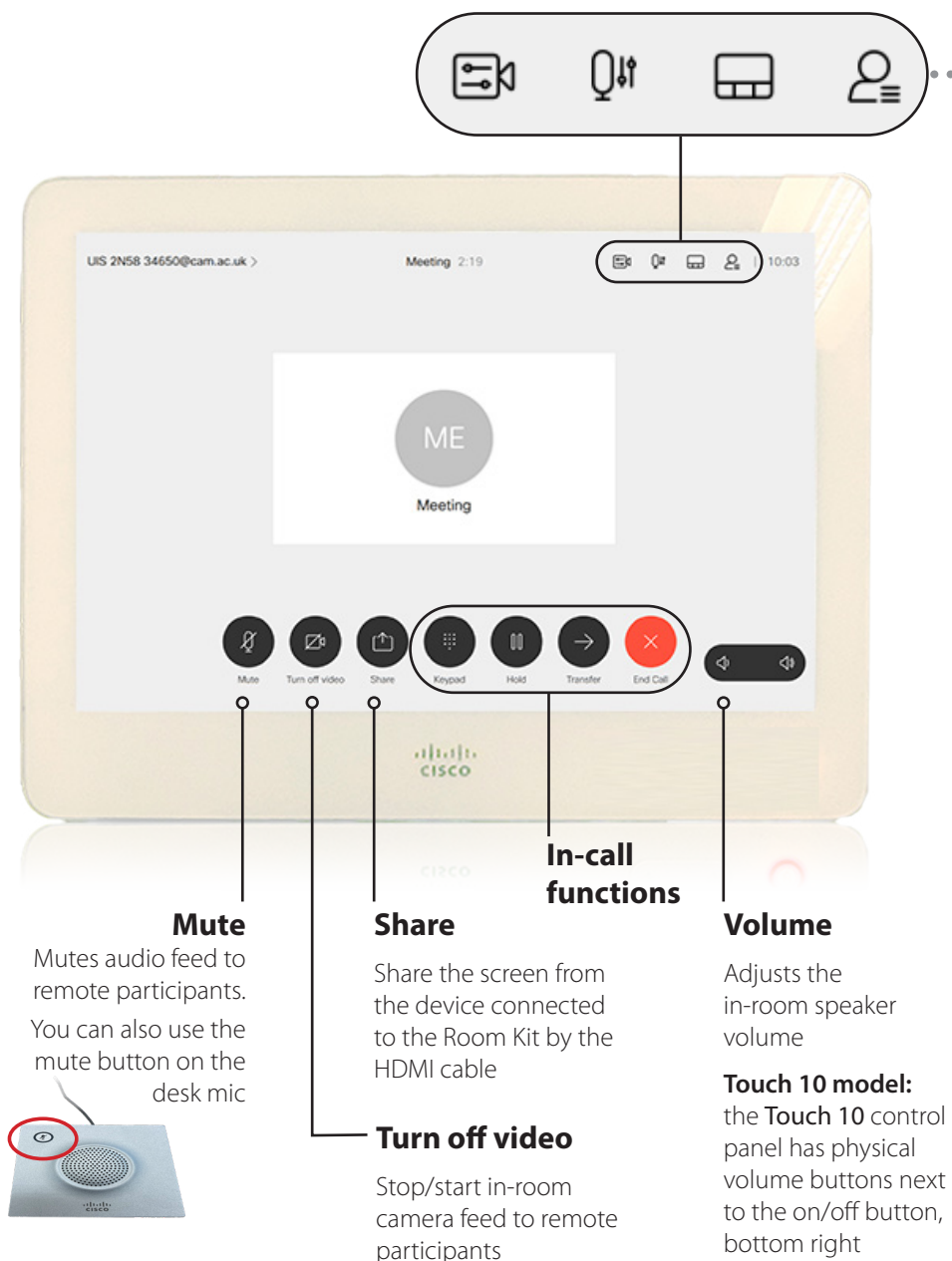
- a phone number
- a SIP (Session Initiation Protocol) device.

- **Control the in-room audio**

- Mute the room's audio feed – this mutes the whole room so the remote participants can't hear the in-room discussion.
- Adjust the speaker volume for the people in the room.

### GoogleMeet

GoogleMeet is not supported through the Cisco solution. Your camera and microphone will not work if you use the HDMI cable to connect your device to the screen.



**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

**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.

**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.

**Layout**

**Rearrange participants**  
won't hear it.

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

**Full documentation**  
Cisco's user manual documents all the control panel's features:  
<https://tinyurl.com/Cisco-guide>

CISCO PDF

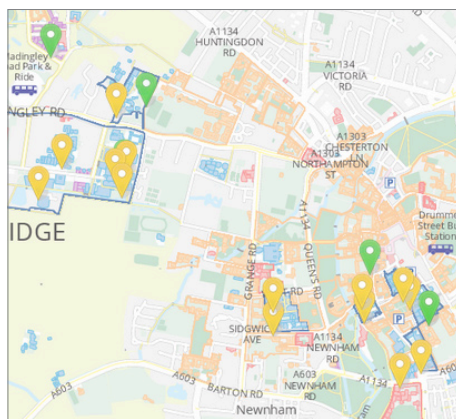


# Book a Cisco hybrid meeting room

All hybrid meeting rooms conforming to the University's recommended standard (Cisco Room Kit) are integrated with Microsoft Teams. Bookings are managed in Exchange Online. You can find and book hybrid meeting rooms in Outlook and Teams using the built-in 'Room Finder'.

## Find meeting room locations

[Coming soon] The University Map is being updated to give details about the hybrid meeting rooms and their booking policies. The **Hybrid Meeting Rooms overlay** will be available at: [www.map.cam.ac.uk](http://www.map.cam.ac.uk)



## How bookings are approved

The room owner decides who can use their hybrid meeting rooms and how bookings are approved.

The room will be:

1. **Approved automatically:** if the room is available.
2. **Approved manually** by the meeting room owner. You'll receive confirmation when your booking has been approved.
3. **Declined automatically** if you do not have permission to book the room, for example, if you are not a member of the room owner's institution.

Recurring meetings are limited to 6 months ahead.

Once you've invited the meeting room, you'll get an email telling you the status of your booking.



## When you schedule a hybrid meeting:

1. **Meeting titles are public – do not include sensitive information such as interviewee's names.** Even if your meeting is 'Private' in Outlook, the title will be publicly displayed on the:

- room's calendar
- digital signage outside the room
- control panel in the room

2. **Adding a Cisco hybrid meeting room to your recurring meeting series**

You can add a hybrid meeting room to your meeting series by changing the room in your calendar invitation.

**You'll need to create a new meeting series if you set this up before July 2021.**

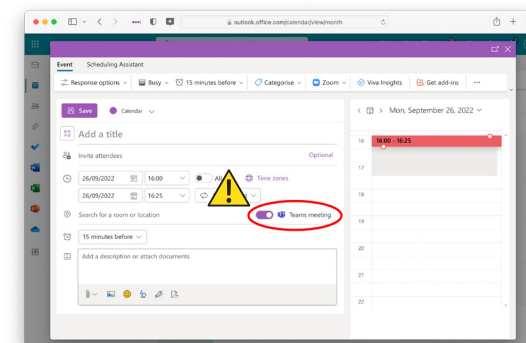
## Book a room using Outlook online

1

Create a **New meeting** and add the participants, date and time as usual.

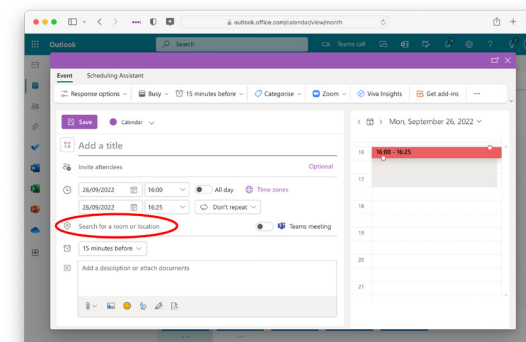
For Teams meetings:

Make sure the **Teams meeting** option is on, or there won't be a Join button in the meeting room:



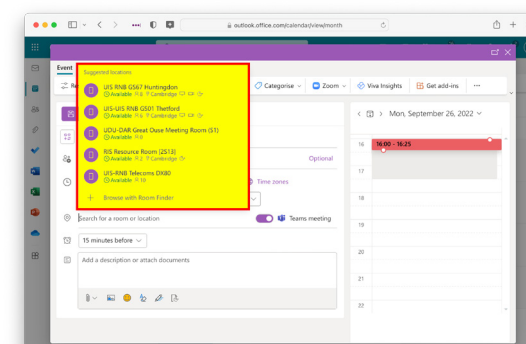
2

Click in the **Search for a room or location** text box and start typing.



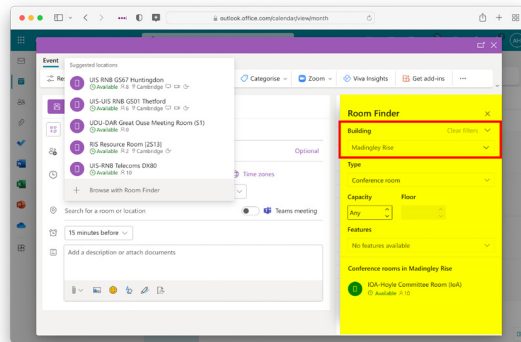
3

Select from one of the suggestions you are given, or select **Browse with Room Finder** to search all the Cisco hybrid meeting rooms.



4

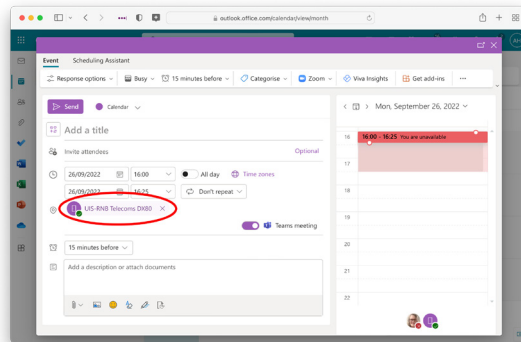
Select a room in either the pop-up suggestions menu or from the **Buildings** search box/pop-up menu in the Room Finder panel.



5

The room will be added as the **Location** for your meeting.

After you send your invitation, you'll get an **email confirmation** when your room booking has been confirmed – see 'How bookings are approved' on page 10.



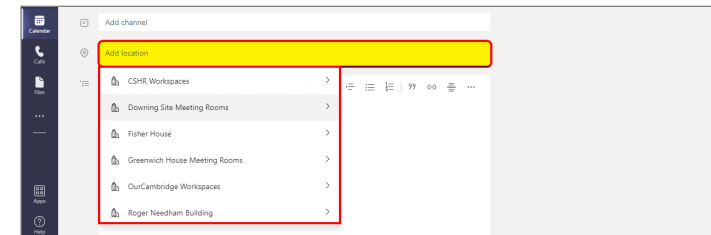
## Book a room in Teams

1

In the **Calendar** view, click **New meeting** and add your title, date, time and attendees.

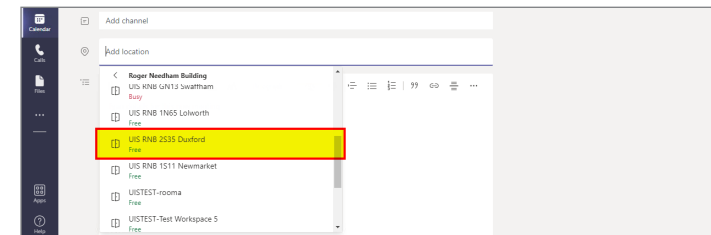
2

In the **Add location**, choose a location:

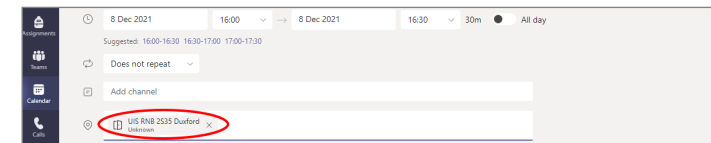


3

Choose one of the available hybrid meeting rooms:

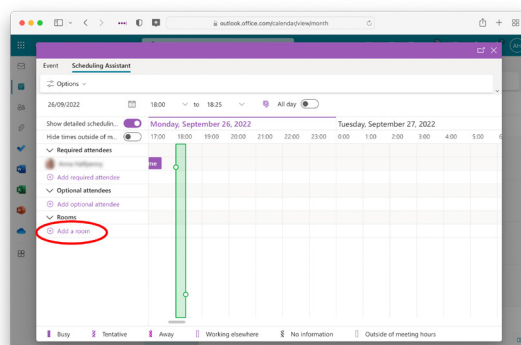


This will populate the room as the **Location** for your Teams meeting. After you **Send** your invitation, you will get an email once your booking has been confirmed – see 'How bookings are approved' on page 10.

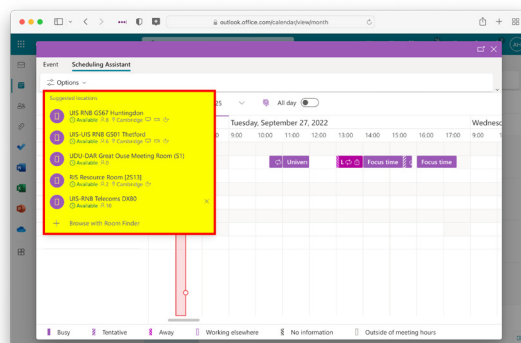


## Use Room Finder in the Scheduling Assistant (Outlook and Teams)

1 In the Scheduling Assistant, select **Add a room** from the Rooms section.

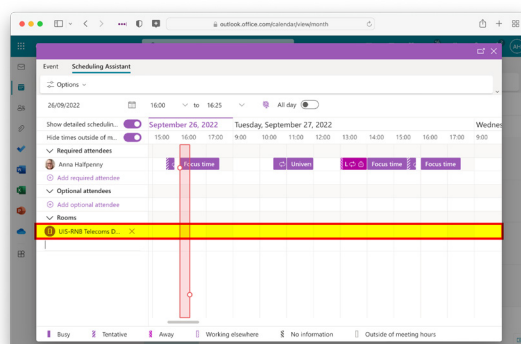


2 Select one of the suggestions or select **Browse with Room Finder** to search all the Cisco hybrid meeting rooms.



3 Select a room. It is added to the Rooms section and you can see its availability.

You can add more than one room if you want to compare several room options.



## 3. Join a meeting

The Room Kit wakes the big screen when it senses people entering the room. Five minutes before the meeting starts, the control panel wakes, too.

### Teams meetings scheduled in the room

The control panel will wake itself at the meeting start time (or you can tap it to wake it). Tap **Join** to join the meeting. See instructions on page 16.

If there is no Join button, it is because the meeting organiser did not set this as a **Teams meeting** at the time of booking.

### Zoom

See instructions on page 18.

### WebEx

See instructions on pages 20.

### Dial-in to audio and videoconference calls

See instructions on pages 20.

### Google Meet

Cisco Room Kit does not support Google Meet. You can't use the big screen to share content from personal devices connected to a Google Meet meeting.

### Return to the Room Calendar and Join options



If you accidentally navigate away from the Join meeting buttons, you can return by tapping **Room Calendar**.



**Stop audio feedback from in-room personal devices**  
Everyone in the room using a personal device must **mute both their microphone and speakers** – the Room Kit manages the audio for the whole room.

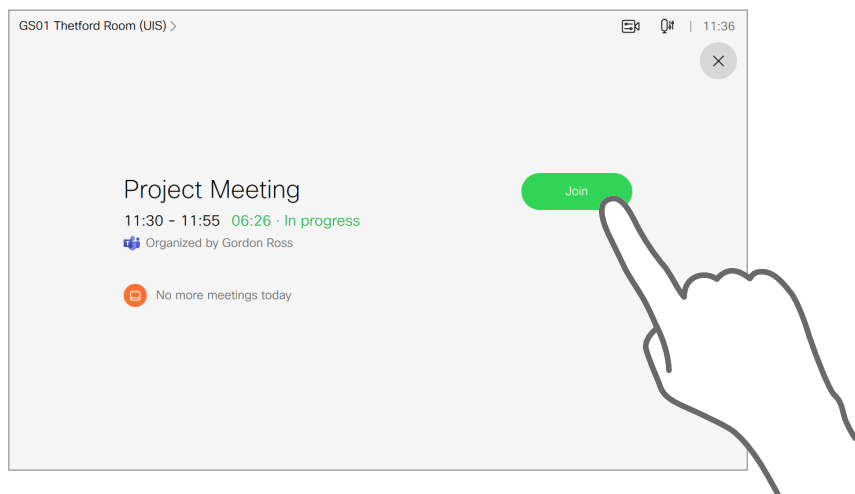


## Join a Teams meeting

The control panel wakes up when there is a Teams meeting scheduled in the room.

1

Tap **Join**:



### Admitting external guests

If you've invited external guests and all the in-room participants are using the Room Kit (no-one is using a personal device), you will not be notified that your external guests are waiting in the lobby. **One in-person participant will need to join on their personal device in order to admit external guests.**



### Stop audio feedback from in-room personal devices

Everyone in the room using a personal device must **mute both their microphone and speakers** – the Room Kit manages the audio for the whole room.

## Use Teams features

### Raise hand

In-room participants can't use the Raise Hand feature. You could physically raise your hand instead.

If you want to be able to use the Raise Hand feature in the app, connect to the meeting on your personal device.

### Chat

In-room participants don't have access to the Chat feature.

If you want to be able to follow the meeting chat, connect to the meeting on your personal device.

### Breakout rooms

You can use the breakout rooms feature, but the hybrid meeting room itself cannot be assigned as a breakout room.

Assign remote participants to your breakout rooms, then treat the in-person attendees as if they are in their own breakout room (although it's really just the main meeting).

When breakout rooms end, all attendees will return to the hybrid meeting.

### Transcripts

The Room Kit will can't differentiate who in the room said what.

When you use the transcript feature, all contributions by in-room attendees will be labelled with the meeting room name.

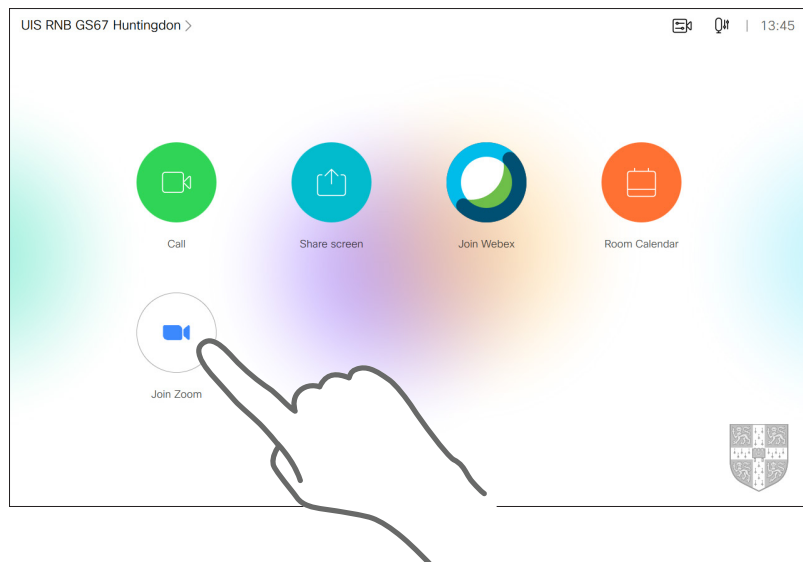
## Join a Zoom meeting



The meeting host or an in-room participant **must have a Zoom Conference Room Connector (CRC) licence** to connect via the Room Kit.

1

Tap the control panel to wake it if needed, then tap **Join Zoom**:



2

Enter the Meeting ID and passcode (if you have one).

3

If you're the meeting host, tap **Host**.

You will need your **Host Key**, found on your Zoom account settings page. (You may prefer to connect the Room Kit as a normal participant, then personally connect as Host on your laptop so you can use all Zoom's features.)

4

Tap **Connect to Zoom**.

If the meeting host has a CRC licence for their Zoom account, the Room Kit will now connect.

### You may get an alert asking for a CRC Licence

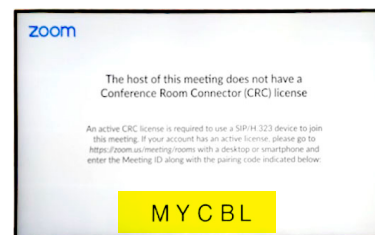
If you are joining a meeting hosted by someone who doesn't have a CRC licence:

1. the big screen will display a pairing code
2. a participant in the room with a CRC licence will need to pair the Room Kit.

Pair the Room Kit using a Zoom account with a CRC licence:

5

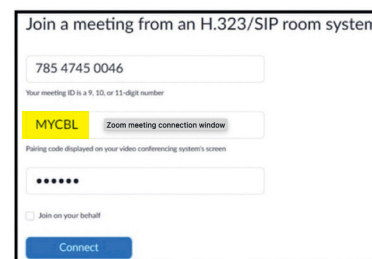
The big screen will display this message and give you a unique pairing code, for example:



6

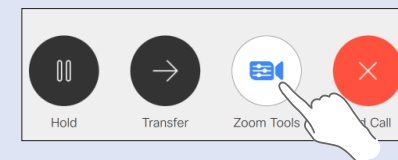
Go to:  
<https://zoom.us/meeting/rooms>

Enter the Meeting ID, pairing code and passcode (if you have one) and tap **Connect**:



Use Zoom features (such as Raise Hand and Chat)

Tap **Zoom Tools**:



**General** tab:

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

**Video** tab:

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

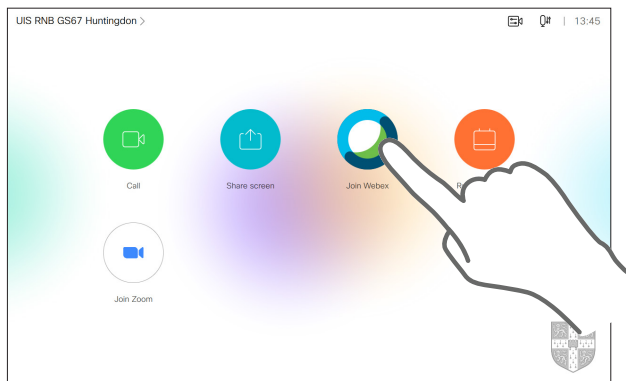


**Stop audio feedback from in-room personal devices**

Everyone in the room using a personal device must **mute both their microphone and speakers** – the Room Kit manages the audio for the whole room.

## Join a WebEx meeting

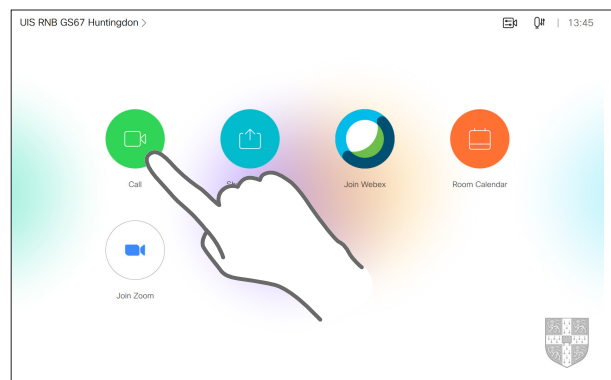
- 1 Tap the control panel to wake it if needed, then tap **Join WebEx**:



- 2 Enter the WebEx meeting number and tap **Connect**.

## Dial-in to join a videoconference call

- 1 Tap the control panel to wake it if needed, then tap **Call**:



- 2 Enter the conference call number and tap **Connect**.



### Stop audio feedback from in-room personal devices

Everyone in the room using a personal device must **mute both their microphone and speakers** – the Room Kit manages the audio for the whole room.

## Share your screen

There are 3 ways to share your screen with in-room and remote participants:



### Streaming large files, for example, video

We **do not recommend** you share wirelessly when you need to stream large data files such as videos.



### WiFi Teams/Zoom/WebEx app

1. Join the Teams, Zoom or WebEx meeting using the app on your device and tap **screen share**.



Google Meet is not supported.



### WiFi Cisco Proximity app

1. Get the free app at: <https://proximity.cisco.com>
2. Connect to wifi then open the Proximity app. It will automatically connect to the Room Kit.
3. Tap **Share screen**.
4. Tap **Stop sharing** to disconnect your device afterwards.



### HDMI cable

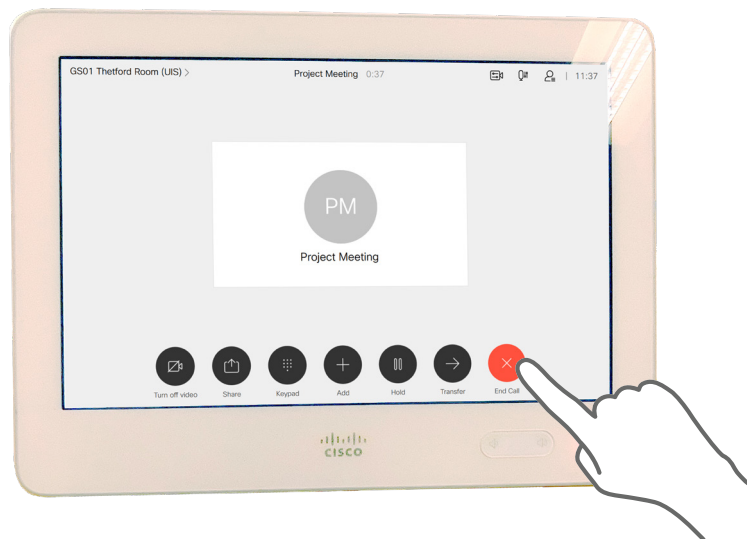
1. Connect your laptop to the Room Kit's big screen using the HDMI cable provided.
2. Tap **Share** on the control panel and select **HDMI 1**.

Adapters are required for laptops without an HDMI port. We advise you to bring your own as there may not be one available in the room.

## End a meeting

### In-room participants

Tap **End call** on the control panel:



When you leave the room, the big display screen will go to sleep.

### Remote participants

End the meeting in your meeting app, for example, by clicking **Leave**.

## Advice for effective hybrid meetings

### Agree a common approach at the start of the meeting

The meeting's Chair should decide how to use these features during the meeting, for example:

- All in-person attendees join the meeting on their personal devices so everyone can use their meeting app's **Chat** and **Raise Hand** features.
- Assign a person in the room to join the meeting on their device and monitor the raised hands and chat window for the Chair.
- Agree not to use the meeting app's **Chat** and **Raise Hand** features at all and instead, ask everyone at the meeting to physically raise their hands to gain the attention of the Chair.

## Guidance on chairing hybrid meetings

*ourcambridge* has produced guidance to help you chair hybrid/online meetings effectively:



Effective Meetings Toolkit (PDF)

<http://tiny.cc/effective-meetings-pdf>

# Troubleshooting

Room name: .....

Room location: .....

## Local support contact

This meeting room is managed by:

Contact name: .....

Location: .....

Email: .....

Phone: .....

### Room managers: request maintenance for your Cisco Room Kit

See: Information on hybrid meeting rooms for institutions and IT staff at  
<https://help.uis.cam.ac.uk/hmr-institutions>.

UIS is responsible for maintaining the Cisco Room Kit equipment and updating the University Map with room information.

Please report faults and request support (09:00–17:00, Monday to Friday) by contacting:

Email: **phone@uis.cam.ac.uk**

Phone: **(01223) 337 070**

This guide is published by University Information Services (UIS). If you have any suggestions for improving it, please email our Communications Group at [comms@uis.cam.ac.uk](mailto:comms@uis.cam.ac.uk).

