Collegium Helveticum

Swiss Institute for Advanced Study ●

Instructions for the video-conferencing equipment in the library (STW A2.1)

The library adjoins the Collegium's kitchen and functions as a multipurpose room. In addition to offering a collection of books and an alternative study spot for fellows, the library is used for breaks, spontaneous gatherings, informal conversations, and internal lunches. Fellows may also book this room to host events that ask for a more casual environment or use the video-conference equipment for video conferences (allows for virtual participation and a small group on site) or to watch movies.

"Video-Conference" equipment (large screen on wheels with adapter, fixed setting with 2 couches and 2 armchairs)

The video-conferencing setting in the library includes a large screen on wheels, an adapter, 2 couches and 2 armchairs.
The equipment that is needed for a video-conference can be found in the shelf next to the technical room.

Instructions:
1. Take the UTP cable (blue), adapter (ch-webconf3) and the remotes out of the shelf.
2. Plug the connecting cables (HDMI and USB-A) that are stored behind the tv-screen into the adapter (ch-webconf3).
3. Plug the UTP-cable into the adapter (ch-webconf3) and the outlet "UTO 410391" next to the door that leads outside.

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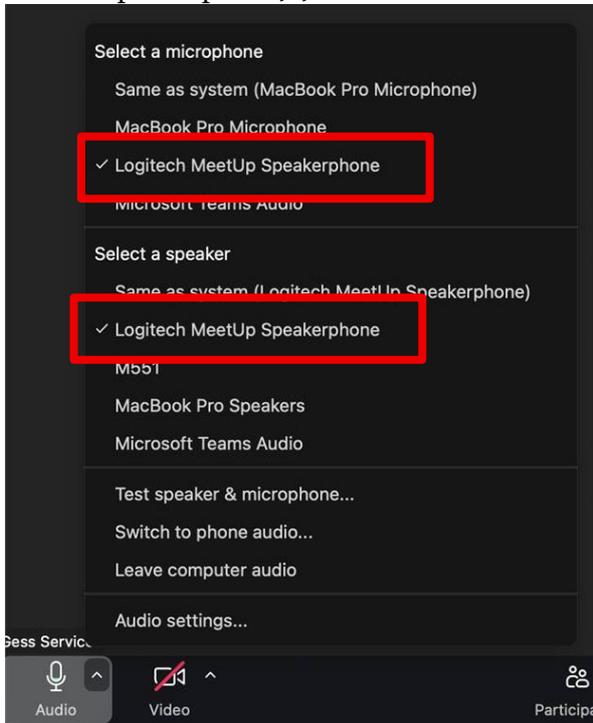4. Connect the adapter (ch-webconf3) to the laptop

5. Connect the power cable (behind the screen) to the outlet next to the door that leads outside
6. Turn the tv on with the green power-on button on the remote control for the tv. When the screen is turned on, the little lamp in the bottom left corner should light up blue.
7. If no action is taken on the screen or laptop for a longer period of time, the screen goes into sleep mode and the light turns yellow.
8. To switch off, press the red standby button on the remote control for the tv. The light will then turn red.
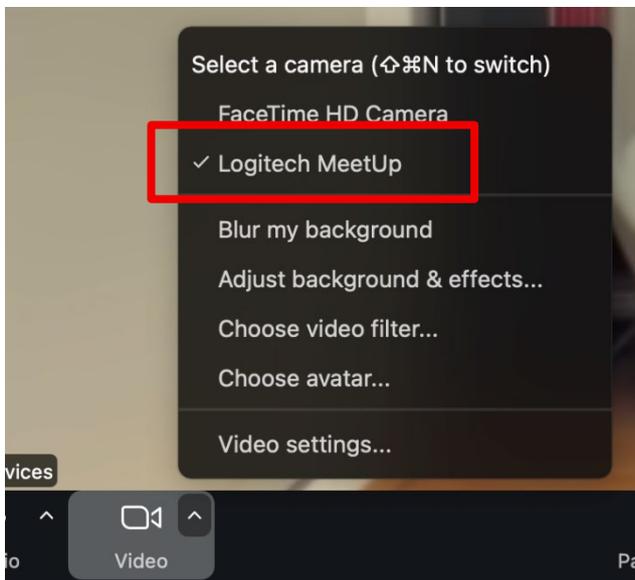
Video-conference:
9. Start your video-conference
10. Select "Logitech MeetUp Speakerphone" for the microphone and the speaker (if you're using windows, choose "Echo Cancelling Speakerphone (Logitech MeetUp Speakerphone)")

11. Select "Logitech MeetUp" for the camera

12. You can use the remote control for the soundbar to control the camera and the speaker. You can move the camera by using the round button.