

The Bayshore Conference Room A/V Set Up (Room 305.03)

This guide details how to set up the Bayshore Conference Room for virtual meetings and presentations.

1 Switching HDMI Inputs/Sources

When you enter the conference room, you will locate the Planar TV remote. If you want to use the Local PC in the room, turn on the TV and confirm that the Zone is set to 1 and that the HDMI source is set to 3. If you are using the Barco Puck/ClickShare, make sure the HDMI input is set to 2.



HDMI
Input/Sources
section

2 Logging into the Local PC

When you enter the conference room, you will locate the Logitech keyboard. Confirm that the keyboard is on by flipping the keyboard over and making sure it's toggled On. Once the keyboard is on, confirm the TV is on and the correct source is selected. Locate the Logitech Mouse and confirm that it is on as well by flipping it over and making sure it's toggled On. From there, use your City credentials to log in.

3 Using a Laptop to Connect via Barco Puck

To use your laptop to connect to the TV for a presentation, plug the Barco puck into the laptop using a USB-C port. Once you plug in the Barco puck, if you have not already installed the software, it will prompt you to do so. **For Barco puck installation instructions, please refer to the QRC code posted near the TV.**

If you have already installed the software, follow the instructions on your laptop screen on how to share your content.



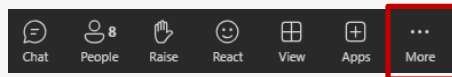
4 Using the Logitech Meetup Remote

For Teams meetings and presentations, you can utilize the Logitech Meetup Remote to control the web camera mounted underneath the TV. This remote can let you mute your microphone, raise the volume, and adjust the web camera for the meeting.



5 Setting up Audio in Microsoft Teams

When you are logged in and either joining or starting a Microsoft Teams meeting you want to make sure that the audio is properly set up. To check your audio settings in Teams, on the upper right-hand side of the meeting click the 3 buttons that says more and select "Audio Settings". From there you can make sure the correct speakers are selected.



6 Inventory

- 1 Logitech Webcam
- 1 Planar Remote
- 1 Logitech Keyboard
- 1 Logitech Mouse
- 1 Logitech Meetup Camera System Square Remote

Outlook Naming Conventions

To reserve this conference room, you will book it via Outlook. To locate the conference room, search for:

CR_CCH_3_TI_EXEC_CR (Bayshore)

QRC Digital Code

To access this Quick Reference Guide digitally, scan the QR code below



To scan the QR code, open your smart phone's camera and hover over the code. You will see a link appear where you will click it to access the tampa.gov webpage. Select Bayshore Conference Room instructions.