

General guidelines for using video conferencing technology in meeting rooms equipped with a display and a video soundbar:

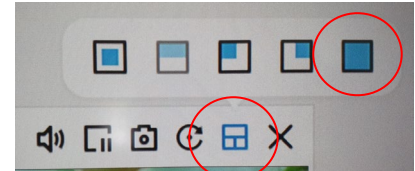
Step 1: Turn on the monitor using the power button on the device or the remote control.

Step 2: Connect your notebook to the display using an HDMI or USB-C cable.

On Samsung Flip devices, a window displaying your notebook screen automatically appears on the whiteboard.

To enlarge, select the option shown in the menu at the top right of the displayed window.

If a window does not open automatically, or if you wish to connect to the display wirelessly, please refer to the "Samsung Flip – Wireless Connection" guide.



Step 3: Additionally, connect the USB-A cable labeled "Konferenz" to your laptop.

Step 4: To integrate the connected devices into Zoom, you must select the following in the software under „Settings > Audio > Microphone“, depending on your room's equipment:

“Yealink SmartVision 40“

or

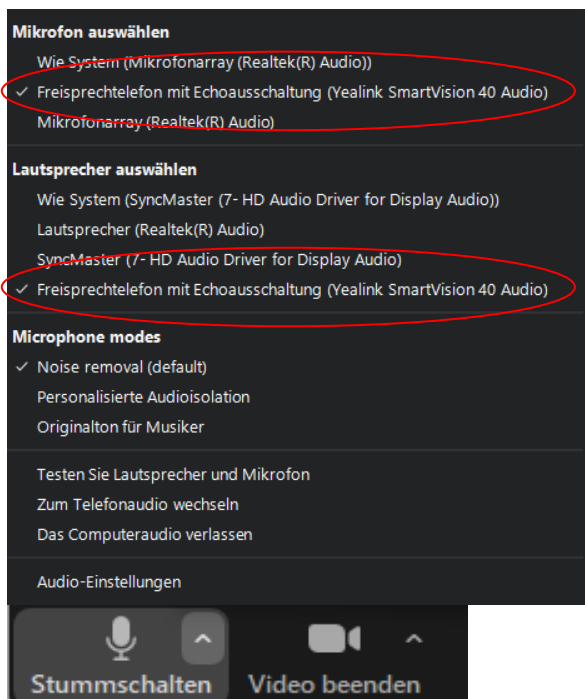
“Aver SB350“

or

“Yealink UVC40“

The setting is usually preceded by a „**Speakerphone with echo cancellation....**“

Step 5: To ensure that the audio from online participants in your meeting room is output through the video soundbar's speakers, you need to configure the following settings in the Zoom software:



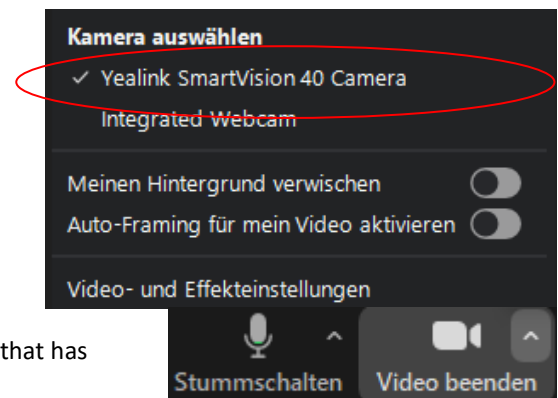
When using HDMI or USB-C video:

Under Settings->Audio->Speakers-> choose

“Yealink SmartVision 40“ or **“Yealink UVC40“**

or

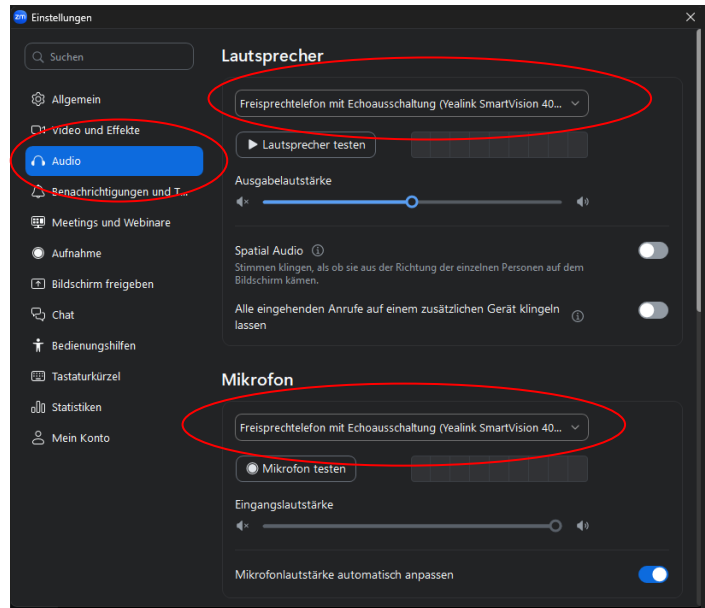
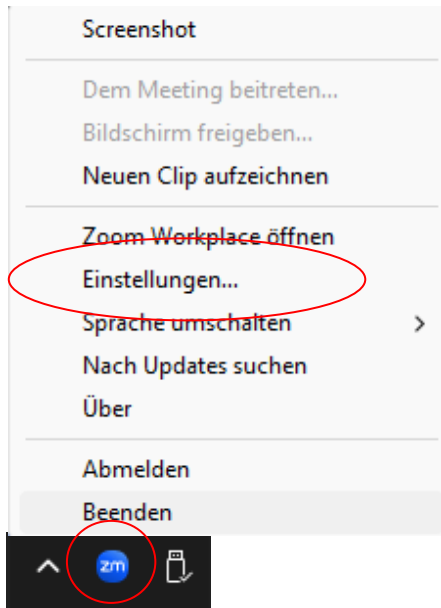
“Aver SB350“



Step 6: Select the following using the camera icon in a Zoom session that has already started

You can also configure all settings prior to a Zoom session.

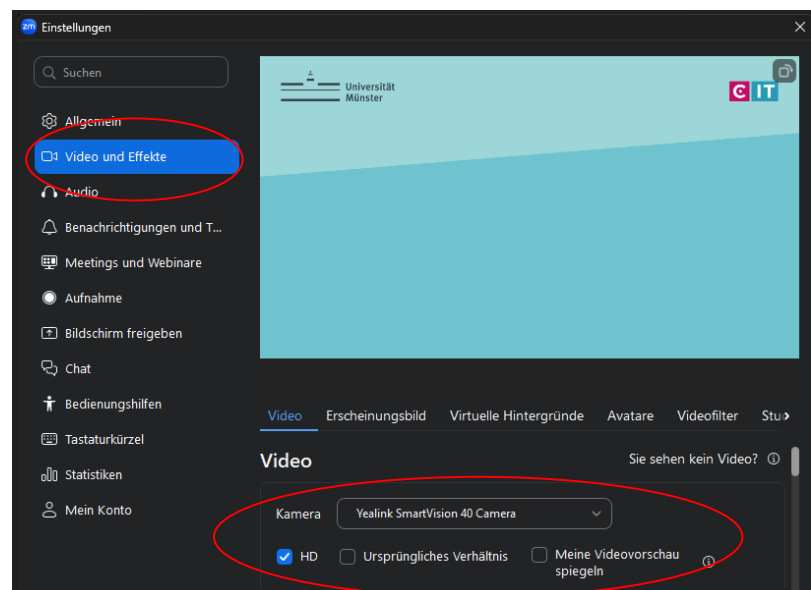
To do this, simply open the Zoom settings menu by right-clicking the Zoom icon in the menu bar at the bottom right.



You can also set the camera's image quality to HD here if the preview is not displaying correctly.

Note:

Please do not use virtual backgrounds when using a video soundbar.



The settings and menus shown are from a device running the Windows 11 operating system; on macOS or Linux-based devices, the menus may look different and be located elsewhere.

Detailed instructions for using the Zoom software can be found on the CIT website at <https://www.uni-muenster.de/IT/services/kommunikation/wwuzoom/index.html>

Please feel free to contact us if you have any questions



To do this, scan the QR code or visit the following link uni.ms/medientechnik or send us an email an to avm@uni-muenster.de.

For urgent matters, please contact our hotline at the number [\(0251\) 83 - 3 11 11](tel:02518331111).