

Possible uses of smartboard and hybrid technology in DOR24, 2.102 (as of October 2023).

DOR24, 2.102

Basics:

- Key box in the building: compartments 55 or 56
- The room has a smartboard (usable as a digital board, projection screen and audio system or conference system for hybrid seminar formats) that can be used via a permanently installed PC in the room
- PC and Smartboard together can be used for hybrid teaching. A swiveling camera and a catchbox audio system are permanently installed on the local PC for this purpose (accessories are located in the technology cabinet, see below for instructions).
- Stable, zoomable Internet connection via eduroam is available
- A power strip is located at the bottom left between the board and the smartboard.
- In the room, at the back right of the window, there is a technical cabinet with various accessories (note: only on the key in compartment 55 there is a key for this as a duplicate key)
- Lock operation on the technical cabinet:

How to use the lock



Wrong



correct

Contents of the technical cabinet (please put back and lock up after use as found or described here):

To use the PC and Smartboard (slightly down the left side of the black case).

- 2 pens for the smartboard
- Wireless mouse and keyboard for the permanently installed PC (please switch on both before use and switch them off again afterwards)

For use for hybrid seminar formats (slightly lower left, in black case).

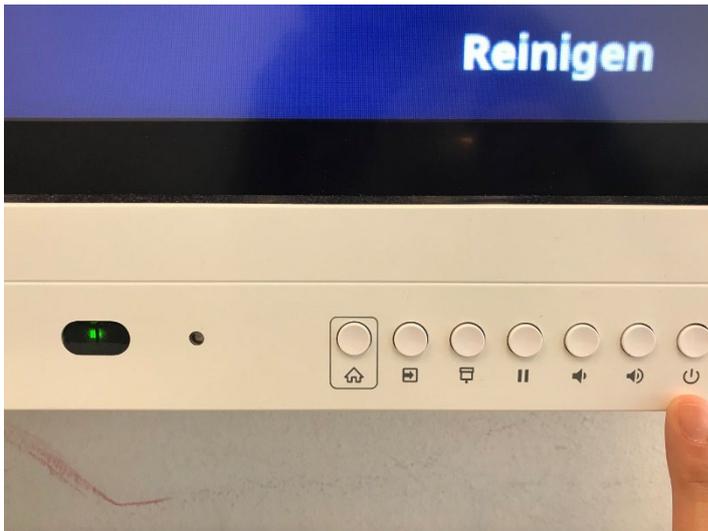
- CatchboxPlus Throw microphone for seminar participants and clip-on microphone for the teacher (the receiver is permanently connected to the room PC - small box next to it on the

right - and switched on by default. The clip-on microphone must also be switched on before use (and switched off again afterwards).

- Remote control for the swiveling camera permanently installed above the Smartboard

Commissioning Smartboard and PC

1. Switch on Smartboard (bottom right)



2. Switch on the PC, remove the mouse and keyboard from the technical cabinet and switch on. Switch off again after use!



3. Login with user name **ztg** and password **Gender+123**
4. Press the "Inputs" key on the Smartboard



5. Select input "HDMI1"



6. The Smartboard now mirrors the screen from the PC



Commissioning Catchbox

1. Take catchbox case out of the technical cabinet



2. Contents Catchbox (from left to right)



- a. Catchbox Micro
 - b. Charging cable
 - c. Speaker Micro
 - d. Charging station
3. Remove the catchbox micro from the sheath by turning it halfway to the left.
 4. Switch on by pressing and holding the on/off button. Switch off again after use.



5. Micro put back into the sheath so that the white triangles are on top of each other.



6. The speaker mic is also switched on by pressing and holding the on/off button and can be worn directly on the body. Switch off again after use.
7. The receiver of the catchbox is connected to the computer by default.
8. Make sure that the power switch is on.
9. The receiver is powered by the USB cable and the AUX cable (output) is used to transmit the sound. Both cables must therefore be connected.
10. When both LEDs at "MIC STATUS" on the front panel light up, the connection to the microphones is active

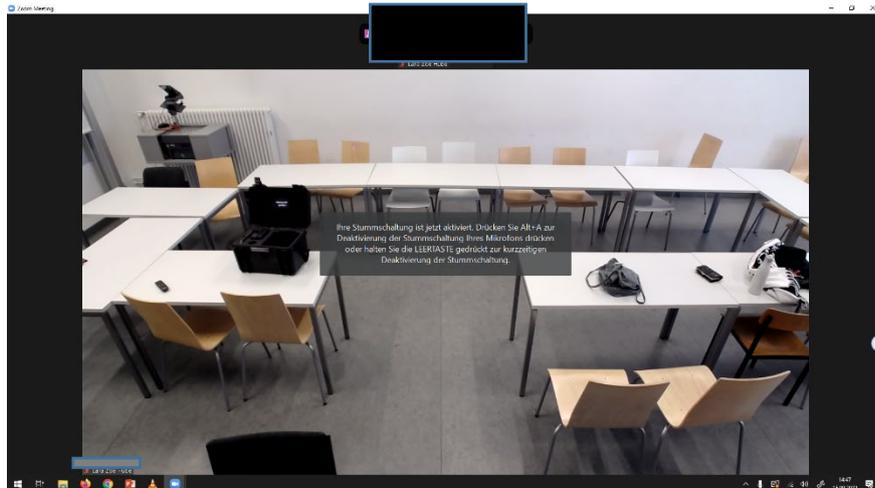


Logitech camera settings

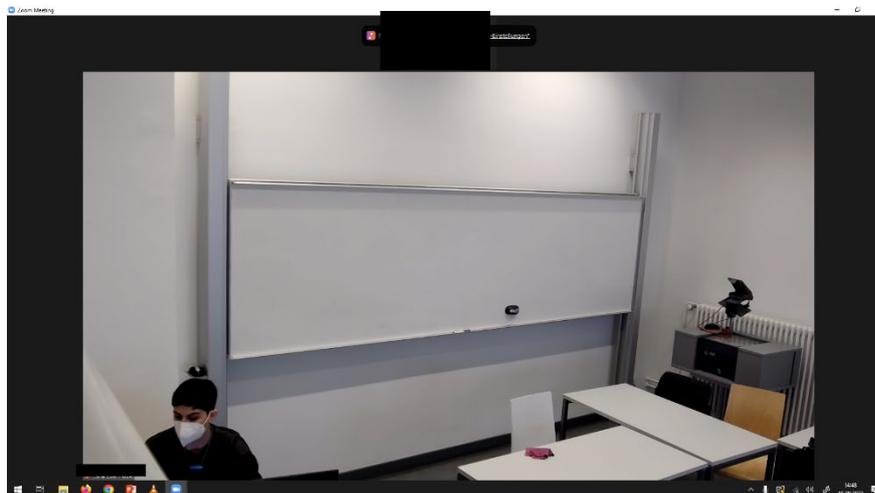
1. The camera is positioned on the Smartboard and does not have to be switched on separately.
2. The remote control from the technical cabinet can be used to change the orientation of the camera.



a. Position 1: Room / Chairs / Tables



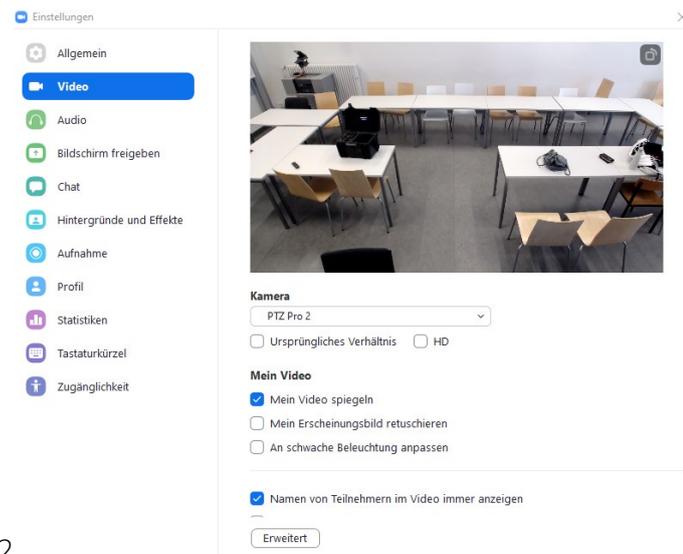
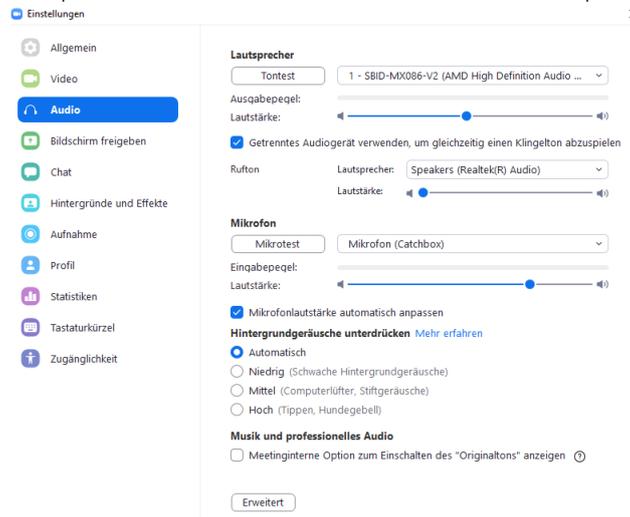
b. Position 2: Blackboard and lecturer



c. Position 3: not assigned, camera is straight aligned

Scenario 1: Zoom meeting

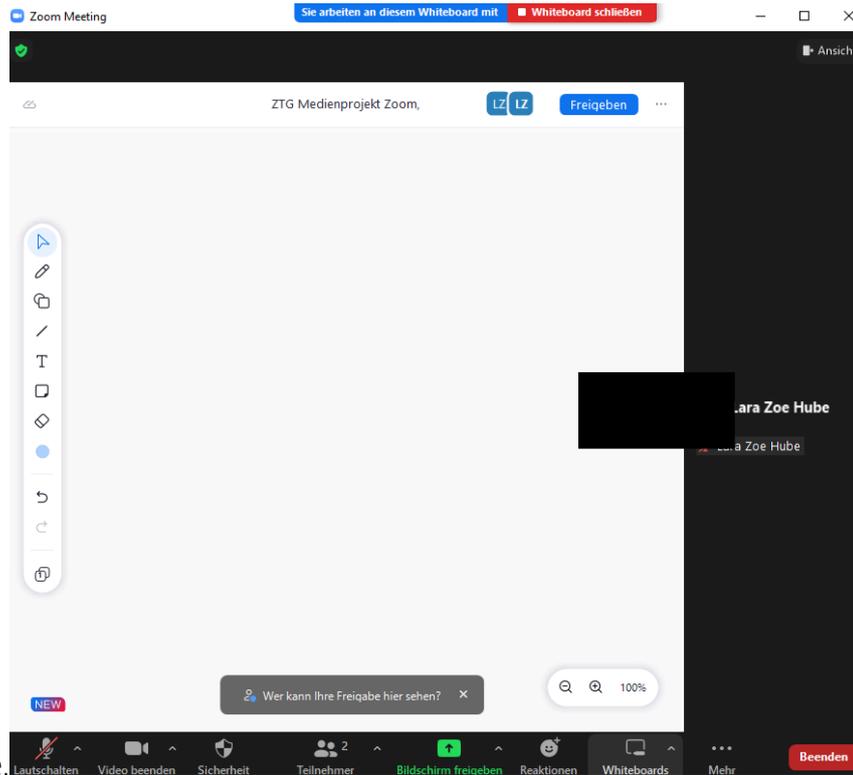
1. Login with HU account via <https://hu-berlin.zoom.us/>.
2. Open settings.
 - a. Audio settings:
 - i. Input: Select microphone (catchbox) or Realtek R (audio)
 - ii. Output: 1-SBID-MX086-V2 (the sound is output from the smartboard)



b. Video settings: PTZ Pro 2

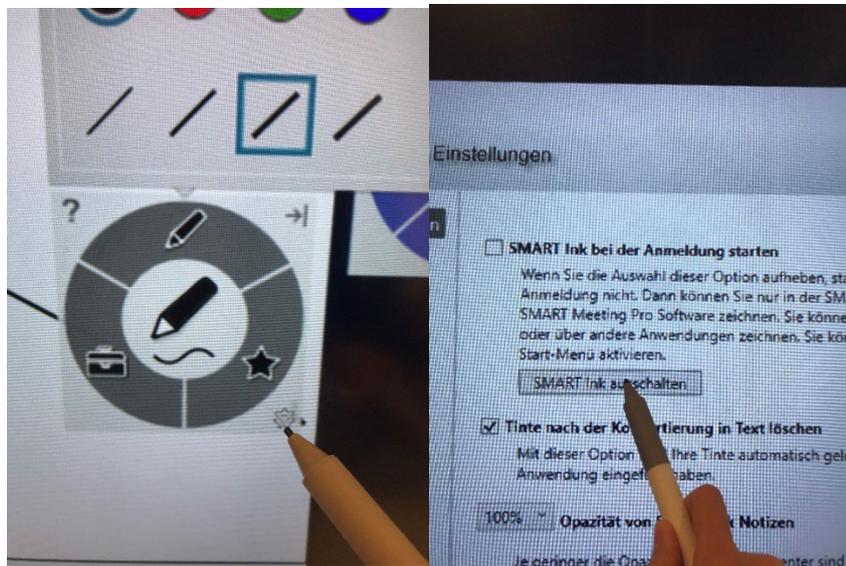
3. The sound recorded by the microphones is only heard by the participants in the digital room. Likewise, only the sound of the digital participants and various playback media can be heard via the Smartboard.
4. Use of the whiteboard / writing on the smartboard:

- a. Click Whiteboard in the zoom menu bar at the bottom right. This opens an area for notes and whiteboard images that all meeting participants can see



and use.

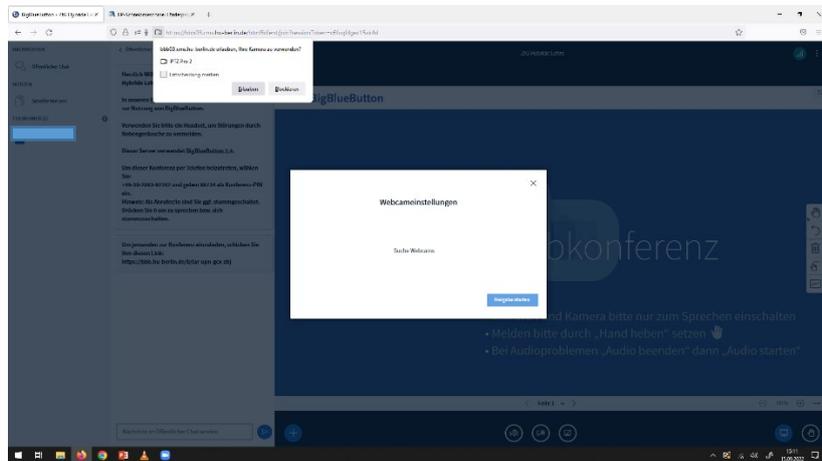
- b. To ensure that writing is actually taking place in the whiteboard and not just on the Smartboard surface, Smart-INK must be issued.



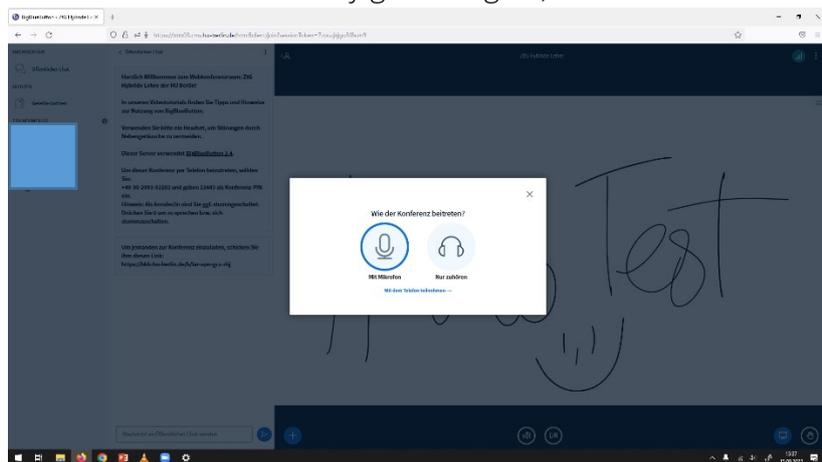
- c. The whiteboard can be used in the seminar room from the PC or smartboard.
 d. The finished panel images can be saved, shared, exported or deleted.

Scenario 2: BigBlueButton Meeting

1. Login with HU account via https://bbb.hu-berlin.de/b/ldap_signin
2. When the BBB room is opened, the audio and video settings are queried.
 - a. Video: Allow PTZ 2 Pro camera access



- b. Audio: Join meeting with microphone (As long as the catchbox is on, the audio should automatically go through it).



Troubleshooting

- If the HDMI connection does not work, the PC may need to be updated or restarted.
- Make sure that PC is connected to Eduroam, if there are connection problems, the network "Berlin free wifi" can be used temporarily.
- Attention: apart from the drawing function, the Smartboard accepts touch commands when connected to the permanently installed computer, but not when a laptop is connected via HDMI.
- if the catchbox is newly connected to USB, in order for it to be recognized, in the dialog box that then appears (what has been plugged in/where to optimize for)? "Microphone" must be selected

In case of problems with the permanently installed computer, the Catchbox-Plus microphone technology (e.g. need for charging, updates) please inform us so that we can fix them promptly:

ztg-pc-pool@gender.hu-berlin.de

Please plan some lead time to find - if necessary - a common appointment to solve the problem, as we are not in house all the time.