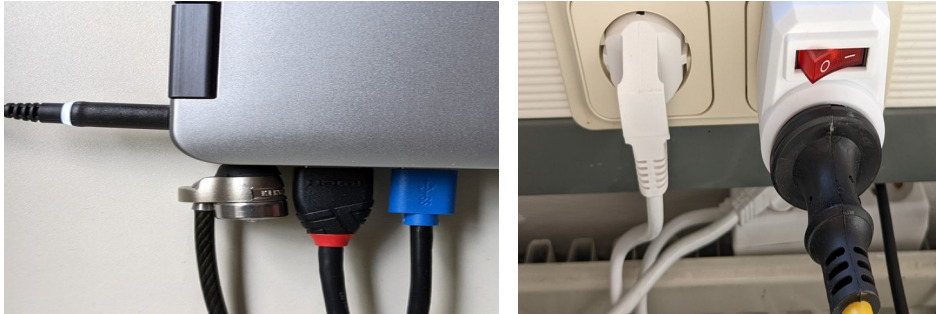# Setup the meeting

- Switch on Laptop
- Make sure System is cabled as shown below
- Switch on ‚yellow cable' (red light on)

- Login as „**AV-media**", password „**icbm**"
- Wait for browser!

- Start your meeting here
  „With Microphone"
- Start the webcam, select Rally camera and Resolution **Ultra HD**
- Choose appropriate view by remotes 1,2, Home Button and optional pan, zoom

- Unmute the meeting on this laptop

- Optional: Enter same meeting on your presentation Laptop – make sure to leave audio there!! (Click ‚X' in the dialog ‚With micro' / 'just listen')

- Optional: Show this Laptopscreen on left screen by switching on second projector

During the meeting

- Make sure you are unmuted: Unmute in the BBB Meeting
- check ceiling micropphones show no red light (—> red mute button on remote)!
- You can move the camera position with the ring on the remote,
  you can zoom in and out with the lens buttons
  Also there are three predefined positions:
  Pos Home, Pos 1, Pos2