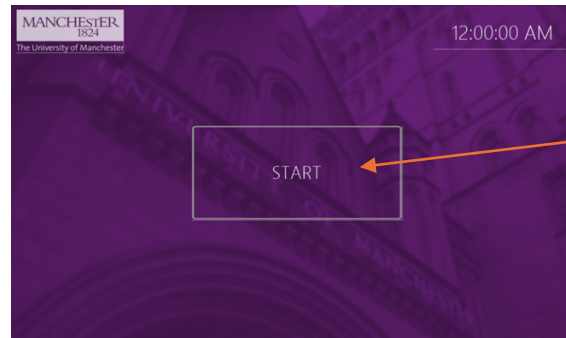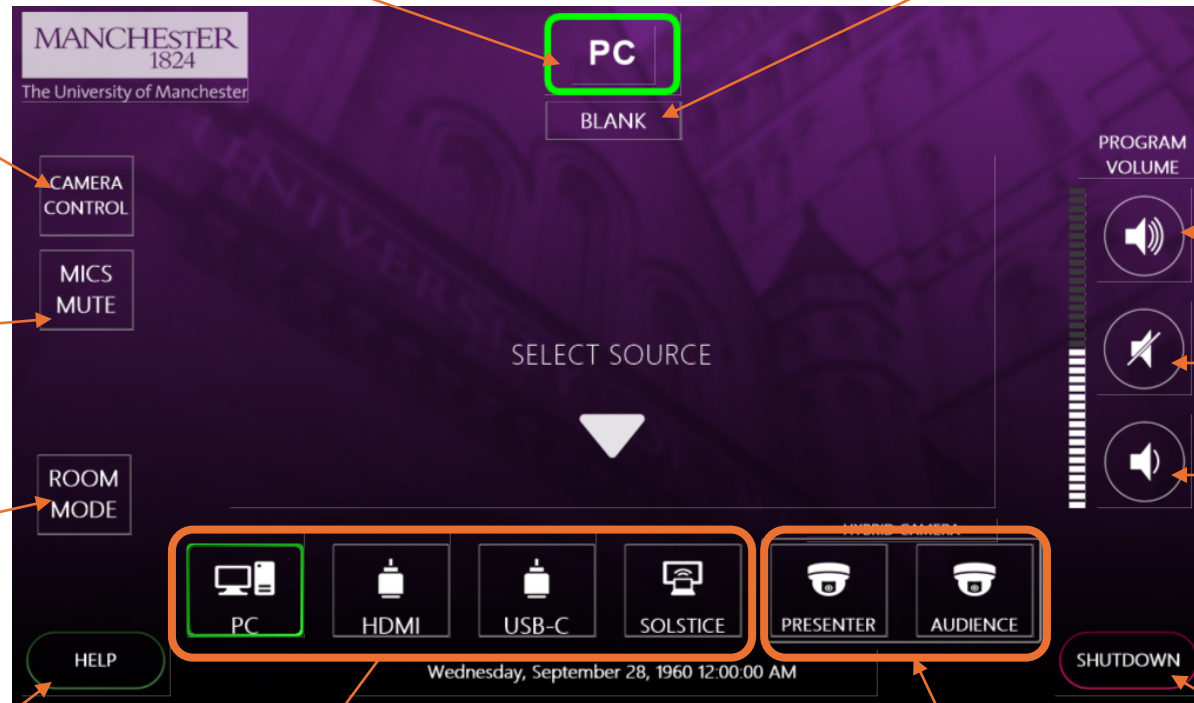# Stopford TBL Rooms
Double/Triple Space Instructions
(1.061, 1.062, 1.063) (1.065, 1.066) (2.056, 2.057) (2.059, 2.060, 2.061) (2.063, 2.064)

Press the 'Start' button to turn on the system. System startup takes about 10 seconds.

Currently Selected Source

Press to Blank/Un-Blank main display.

Press to access PTZ Camera Control page. (Zoom, Pan, Tilt etc).

Press to Mute/Un-Mute ceiling microphone. Ceiling mic LED will be Red when muted and Green when un-muted.

Volume UP

Volume Mute/Un-Mute

Volume Down

Press Room Mode to select which rooms to Link/Unlink (see below). Main room only.

Press for basic Help instructions.

Select your Source by pressing the relevant source icon. PC is the default source.

Select which camera is used for Hybrid sessions.

Press to 'Shutdown' system. Shutdown takes about 10 seconds, once confirmed.
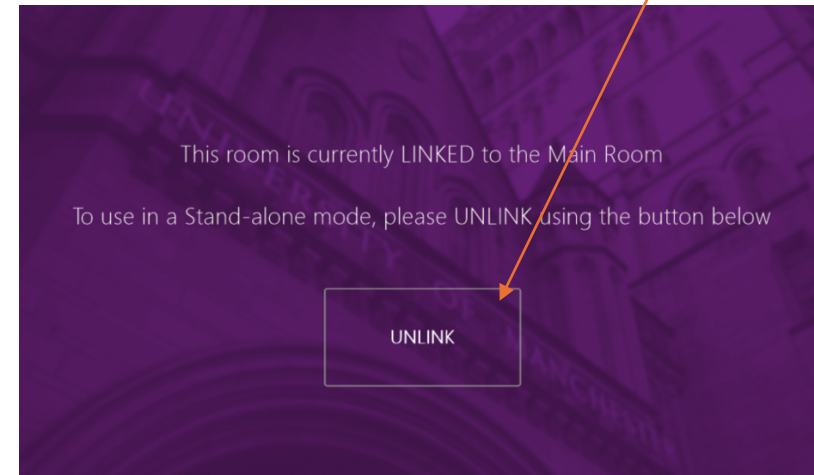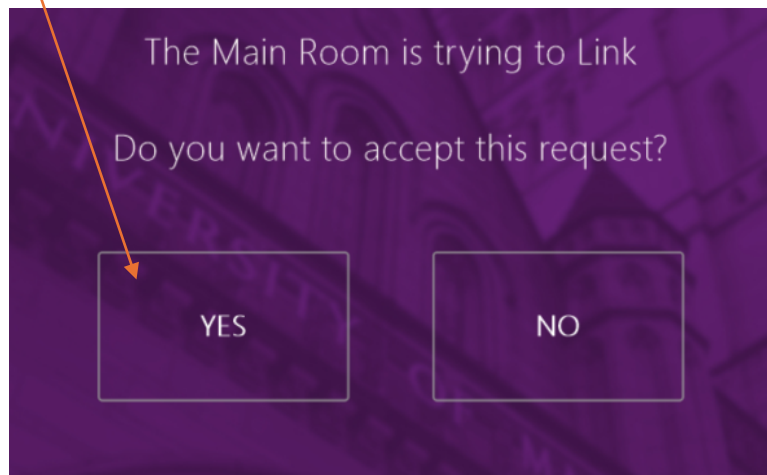
Room Mode:

Pressing the Link button will bring up a prompt on the touch panel in the adjoining room asking whether the user wants the room to be linked.

They have 20 seconds to confirm before the message disappears. If they choose 'Yes', the room AV will start to link together. This takes 10 seconds.
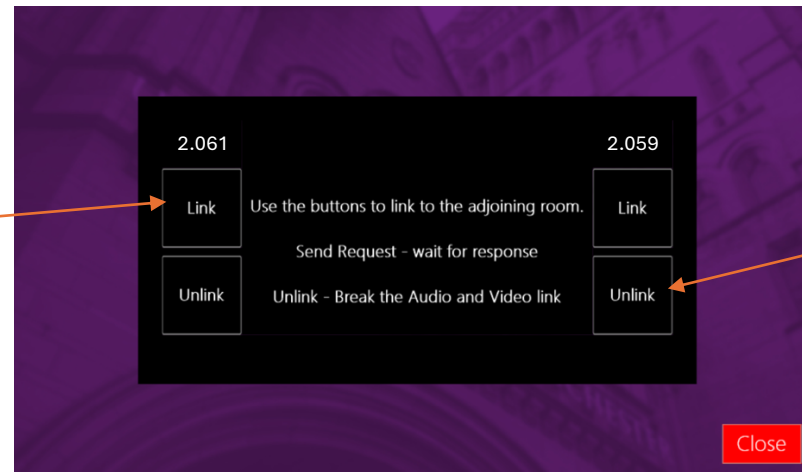
Once the session has ended, the user can either Unlink the rooms from the Main room by pressing the 'Room Mode' button on the main page and selecting Unlink or from the linked room touch panel (see screenshot below).

2.061   2.059

Link   Use the buttons to link to the adjoining room.   Link

Send Request – wait for response

Unlink   Unlink – Break the Audio and Video link   Unlink

Close

The Main Room is trying to Link

Do you want to accept this request?

YES   NO

This room is currently LINKED to the Main Room

To use in a Stand-alone mode, please UNLINK using the button below

UNLINK

Useful Notes:

- If the Touch Panel is blank, tap the screen to wake it out of energy saving mode.
- If the PC is not showing straight away, tap the keyboard to make sure the PC is not asleep.

- If using HDMI, the USB-A cable on the desk will provide you with the Camera and Microphone feed for Hybrid use.

- If using USB-C to connect your laptop to the display, it will also provide you with the Camera and Microphone feed for Hybrid use.
- If using USB-C and you're having issues connecting to the main display, it might be an issue with your laptop display settings. Check that your display driver is up-to date. Sometimes removing the USB-C cable, waiting a few seconds for your laptop to reset it's display and then reconnecting the USB-C cable can fix the issue. If this doesn't work, using a USB-C adapter to convert your laptops output to HDMI. This should allow you to connect via the HDMI cable. We recommend the following adapter (https://tinyurl.com/UManch)

- When using a laptop, be aware that if using extended desktop, your displays may need swapping to be displayed on the main screen. You can do this by going into your display settings.

- Instructions and information regarding the Solstice Pod can be find by visiting www.solstice.manchester.ac.uk

Hybrid Meetings:

During Hybrid meetings, meeting etiquette is important for a successful session. Ideally, one person should speak at once otherwise the microphones will pick up all the noise in the room and make it difficult for the far end user to hear clearly. There is also a 'Mic Mute' button on the touch panel if needed.

For Teams/Zoom – make sure the 'automatically adjust mic sensitivity' or 'automatically adjust microphone volume' option is selected.

When selecting the devices for a Hybrid Meeting, please see below:
Speaker: 'H1080P 20CH' or 'H4K604202CH'
Microphone: 'USB Capture SDI + Line In' or 'USB Capture HDMI + Mic In'