Digital signage
The display panel outside the room shows the room’s daily bookings.
The room occupancy is immediately visible. The display glows green when the room is empty and red when a meeting is in progress.

Meeting room screen (55", 65" or 86")
The screen displays remote and in-room meeting participants. Connect your personal device and share your screen using either the:
• HDMI cable supplied
• screen share button in Teams/Zoom*/WebEx
• Cisco Proximity app (if installed on your device).

The Cisco Room Kit bar
This has a microphone, camera and speakers (larger rooms may have additional microphones on the table). The system intelligently tracks speakers in the room, dynamically adjusting audio and camera settings to deliver optimum quality audio and video to better involve remote participants.

Codec
This unit has the codec for the video feed. You will not need to use this.

Control panel
This sits on the meeting room table. Use it to:
• join a Teams, Zoom* or WebEx meeting
• make an audio conference call
• connect your personal devices to share your screen
• control room’s audio volume
• mute the room’s audio feed for remote participants.

* Zoom Conference Room Connector (CRC) licence required.
The Room Kit equipment

The Cisco Room Kit solution is the University’s recommended standard for hybrid meeting rooms. In each Cisco Room Kit hybrid meeting room you will find:

Digital signage – outside the room

This tells you today’s meeting schedule, room availability, and if a meeting has started.

Today’s scheduled meetings

You should see your room booking as well as other meetings scheduled.

The panel glows:
• green when the meeting room is available
• red when a meeting is taking place

Screen (55”, 65” or 86”) – inside the room

This tells you the meeting attendees and the documents being shared during screen sharing.

You can control the display using:
• the control panel
• the Teams meeting when attendees are in presenter/screen sharing mode.

The screens can be used for fully in-person meetings too.

Connecting your personal device to the screen

You can share your screen using:
1. the HDMI cable.
2. Microsoft Teams, Zoom and WebEx (Google Meet is not supported).
3. the Cisco Proximity app - connect your device to the eduroam wireless network

Get the Cisco Proximity app

You can download the app for your device at:
https://proximity.cisco.com
The Room Kit bar – inside the room
This has the camera(s), microphones and speakers

The room size will determine which Room Kit is provided.
The model shown above is the Plus version installed in large meeting rooms for up to 16 people. It has four cameras.
Smaller meetings rooms have fewer cameras in the unit.

The Room Kit uses inbuilt microphones to focus the camera on the person speaking in the room.
This gives remote participants better sound and picture quality, and a more engaging meeting experience.

The control panel – inside the room
Use this to control the meeting room equipment

Use the control panel to:
• Join the scheduled Microsoft Teams meeting with the Room Kit
You will see the Join button on the control panel 5 minutes before the meeting starts.

• Dial in to meetings
  • WebEx
  • Zoom
  To connect the Room Kit to a Zoom meeting, at least one person (either the host or a participant) must have a Zoom Conference Room Connector (CRC) license on their Zoom account.

• Control the in-room audio
  • Mute the room’s audio feed – this mutes the whole room so the remote participants can’t hear the in-room discussion.
  • Adjust the speaker volume for the people in the room.

GoogleMeet
GoogleMeet is not supported through the Cisco solution. Your camera and microphone will not work if you use the HDMI cable to connect your device to the screen.
Control panel functions

**Stop video**
Stop/start in-room camera feed to remote participants

**Share**
Share the screen from the device that is connected to the Room Kit with the HDMI cable

**Microphone options**
Filter out any background noise present in the room so that remote participants won’t hear it

**More**
In-meeting options: Hold, Transfer and Zoom tools

**Mute**
Mutes audio feed to remote participants. You can also use the Mute button on the desk mic

**End call**
Disconnects the room participants from the meeting / ends a conference call

**Volume**
Adjusts the in-room speaker volume
On the Touch 10 model there are physical buttons on bottom right of the device

**Layout**
Rearrange participants lets you control how the participants are arranged on the big screen

**Selfview**
Shows the camera view of the people in the meeting room. You can:
- Show on the big screen to see remote participants’ view
- Maximise/minimise to see remote participants and the Selfview.
- Adjust the position of the Selfview picture-in-picture on the big screen

**Camera**
Options for framing the view for remote participants:
- **Group**: the camera will adjust to show everyone
- **Frames**: the camera will zoom to show people individually or in smaller groups
- **Manual**: Manually adjust and save custom camera views

**Participants**
This shows you the participants in the meeting

Cisco user manual (PDF)
Cisco’s user manual documents all the control panel’s features:
http://tiny.cc/roomkitos11
Book a Cisco hybrid meeting room

All hybrid meeting rooms conforming to the University’s recommended standard (Cisco Room Kit) are integrated with Microsoft Teams. Bookings are managed in Exchange Online. You can find and book hybrid meeting rooms in Outlook and Teams using the built-in ‘Room Finder’.

Find meeting room locations

[Work in progress] The University Map is being updated to give details about the hybrid meeting rooms and their booking policies. The Hybrid Meeting Rooms overlay will be available at: www.map.cam.ac.uk

How bookings are approved

The room owner decides who can use their hybrid meeting rooms and how bookings are approved.

The room will be:
1. Approved automatically if the room is available.
2. Approved manually by the meeting room owner. You’ll receive confirmation when your booking has been approved.
3. Declined automatically if you do not have permission to book the room, for example, if you are not a member of the room owner’s institution.

Recurring meetings are limited to 6 months ahead.

Once you’ve invited the meeting room, you’ll get an email telling you the status of your booking.

When you schedule a hybrid meeting:

1. Meeting titles are public – do not include sensitive information such as interviewee’s names. Even if your meeting is ‘Private’ in Outlook, the title will be publicly displayed on the:
   - room’s calendar
   - digital signage outside the room
   - control panel in the room

2. Adding a Cisco hybrid meeting room to your recurring meeting series

You can add a hybrid meeting room to your meeting series by changing the room in your calendar invitation

You’ll need to create a new meeting series if you set this up before July 2021

Book a room using Outlook online

1. Create a New meeting and add the participants, date and time as usual.

For Teams meetings:

Make sure the Teams meeting option is on, or there won’t be a Join button in the meeting room:

2. Click in the Search for a room or location text box and start typing.

3. Select from one of the suggestions you are given, or select Browse with Room Finder to search all the Cisco hybrid meeting rooms.
Select a room in either the pop-up suggestions menu or from the Buildings search box/pop-up menu in the Room Finder panel.

The room will be added as the Location for your meeting.

After you send your invitation, you’ll get an email confirmation when your room booking has been confirmed – see ‘How bookings are approved’ on page 10.

Book a room in Teams

1. In the Calendar view, click New meeting and add your title, date, time and attendees.

2. In the Add location, choose a location:

3. Choose one of the available hybrid meeting rooms:

This will populate the room as the Location for your Teams meeting.

After you Send your invitation, you will get an email once your booking has been confirmed – see ‘How bookings are approved’ on page 10.
3. Join a meeting

The Room Kit wakes the big screen when it senses people entering the room. Five minutes before the meeting starts, the control panel wakes, too.

**Teams meetings scheduled in the room**
The control panel will wake itself at the meeting start time (or you can tap it to wake it). Tap **Join** to join the meeting. See instructions on page 16. If there is no Join button, it is because the meeting organiser did not set this as a **Teams meeting** at the time of booking.

**Zoom**
See instructions on page 18.

**WebEx**
See instructions on pages 20.

**Dial-in to audio and videoconference calls**
See instructions on pages 20.

**Google Meet**
Cisco Room Kit does not support Google Meet. You can’t use the big screen to share content from personal devices connected to a Google Meet meeting.

**Room calendar**
If your meeting is overrunning, you can tap **Calendar** on the home screen to see the upcoming meetings in the room.

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**Stop audio feedback from in-room personal devices**
Everyone in the room using a personal device must **mute both their microphone and speakers** – the Room Kit manages the audio for the whole room.
Join a Teams meeting

The control panel wakes up when there is a Teams meeting scheduled in the room.

1. Tap **Join**.

![Join Teams meeting](image)

Admitting external guests

If you’ve invited external guests and all the in-room participants are using the Room Kit (no-one is using a personal device), you will not be notified that your external guests are waiting in the lobby. 

**One in-room participant will need to join on their personal device in order to admit external guests.**

Stop audio feedback from in-room personal devices

Everyone in the room using a personal device must **mute both their microphone and speakers** – the Room Kit manages the audio for the whole room.

Use Teams features

**Raise hand**

In-room participants can’t use the Raise Hand feature. You could physically raise your hand instead.

If you want to be able to use the Raise Hand feature in the app, connect to the meeting on your personal device.

**Chat**

In-room participants don’t have access to the Chat feature.

If you want to be able to follow the meeting chat, connect to the meeting on your personal device.

**Breakout rooms**

You can use the breakout rooms feature, but the hybrid meeting room itself cannot be assigned as a breakout room.

Assign remote participants to your breakout rooms, then treat the in-person attendees as if they are in their own breakout room (although it’s really just the main meeting).

When breakout rooms end, all attendees will return to the hybrid meeting.

Transcripts

The Room Kit can’t differentiate who in the room said what.

When you use the transcript feature, all contributions by in-room attendees will be labelled with the meeting room name.
Join a Zoom meeting

The meeting host or an in-room participant must have a Zoom Conference Room Connector (CRC) licence to connect via the Room Kit.

1. Tap the control panel to wake it if needed, then tap Join Zoom.

2. Enter the Meeting ID and passcode (if you have one).

3. If you’re the meeting host, tap Host.
   You will need your Host Key, found on your Zoom account settings page.
   (You may prefer to connect the Room Kit as a normal participant, then personally connect as Host on your laptop so you can use all Zoom’s features.)

4. Tap Connect to Zoom.
   If the meeting host has a CRC licence for their Zoom account, the Room Kit will now connect.

   You may get an alert asking for a CRC Licence*
   If you are joining a meeting hosted by someone who doesn’t have a CRC licence:
   1. the big screen will display a pairing code
   2. a participant in the room with a CRC licence will need to pair the Room Kit.

Pair the Room Kit using a Zoom account with a CRC licence*:

5. The big screen will display this message and give you a unique pairing code, for example:

6. Go to: https://zoom.us/meeting/rooms
   Enter the Meeting ID, pairing code and passcode (if you have one) and tap Connect:

   * The UIS centrally managed Zoom account has CRC licenses. If you hold a small Zoom account and would like to become part of the University account, please contact the Telecoms Helpdesk at phones@uis.cam.ac.uk

Stop audio feedback from in-room personal devices
Everyone in the room using a personal device must mute both their microphone and speakers — the Room Kit manages the audio for the whole room.

Use Zoom features (such as Raise Hand and Chat)
Tap More then Zoom Tools:

**General** tab:
- Raise/Lower hand
- Toggle Chat
- Toggle Captions
- Un-mute Zoom mic
- Show participants
- Show meeting info
- Enter Waiting Room

**Video** tab:
- Change video layout
- Change Gallery screen
- Show/Hide names on video
- Show/Hide active content on video
- Show/Hide non-video participants
- Dual screen mode
**Share your screen**

There are 3 ways to share your screen with in-room and remote participants:

**Cisco Proximity app**
1. Get the free app at: https://proximity.cisco.com
2. Connect to wifi then open the Proximity app. It will automatically connect to the Room Kit.
3. Tap **Share screen**.
4. Tap **Stop sharing** to disconnect your device.

**Teams/Zoom/WebEx app**
1. Join the Teams, Zoom or WebEx meeting using the app on your device and tap **screen share**.
   - **Google Meet is not supported.**

**HDMI cable**
1. Connect your laptop to the Room Kit’s big screen using the HDMI cable provided.
2. Tap **Share** on the control panel home screen and select **HDMI 1**.

Adapters are required for laptops without an HDMI port. We advise you to bring your own as there may not be one available in the room.

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**Stop audio feedback from in-room personal devices**
Everyone in the room using a personal device must **mute both their microphone and speakers** – the Room Kit manages the audio for the whole room.

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**Join a WebEx meeting**

1. Tap the control panel to wake it if needed, then tap **Join WebEx**:

   ![Join WebEx](image)

2. Enter the WebEx meeting number and tap **Connect**.

   ![Enter WebEx meeting number](image)
End a meeting

In-room participants
Tap **End call** on the control panel:

When you leave the room, the big display screen will go to sleep.

Remote participants
End the meeting in your meeting app, for example, by clicking **Leave**.

Advice for effective hybrid meetings

Agree a common approach at the start of the meeting
The meeting’s Chair should decide how to use these features during the meeting, for example:
- All in-person attendees join the meeting on their personal devices so everyone can use their meeting app’s Chat and Raise Hand features.
- Assign a person in the room to join the meeting on their device and monitor the raised hands and chat window for the Chair.
- Agree not to use the meeting app’s Chat and Raise Hand features at all and instead, ask everyone at the meeting to physically raise their hands to gain the attention of the Chair.

Guidance on chairing hybrid meetings
ourcambridge has produced guidance to help you chair hybrid/online meetings effectively:

**Effective Meetings Toolkit (PDF)**
http://tiny.cc/effective-meetings-pdf
Troubleshooting

Room name: 

Room location: 

Local support contact
This meeting room is managed by:

Contact name: 
Location: 
Email: 
Phone: 

Room managers: request maintenance for your Cisco Room Kit
Information about the Cisco hybrid meeting room service for institutions and IT staff: https://help.uis.cam.ac.uk/hmr-institutions

UIS is responsible for maintaining the Cisco Room Kit equipment and updating the University Map with room information.

Please report faults and request support (09:00–17:00, Monday to Friday) by contacting:

Email: phone@uis.cam.ac.uk
Phone: (01223) 337 070

This guide is published by University Information Services (UIS). If you have any suggestions for improving it, please email our Communications Group at comms@uis.cam.ac.uk