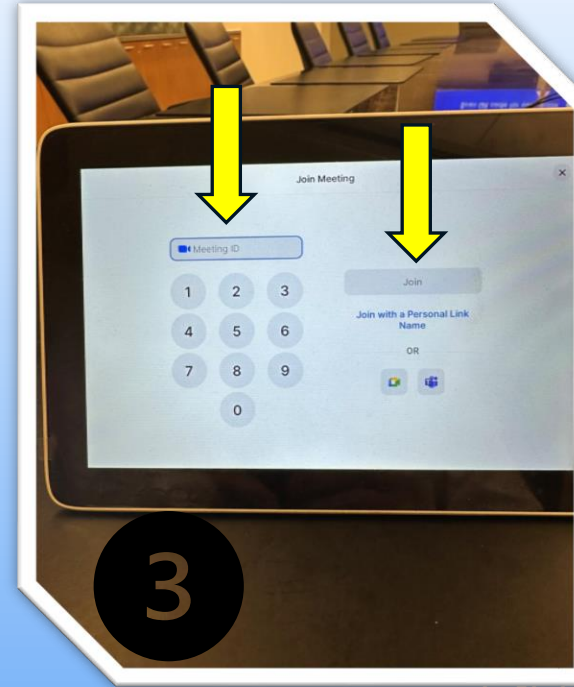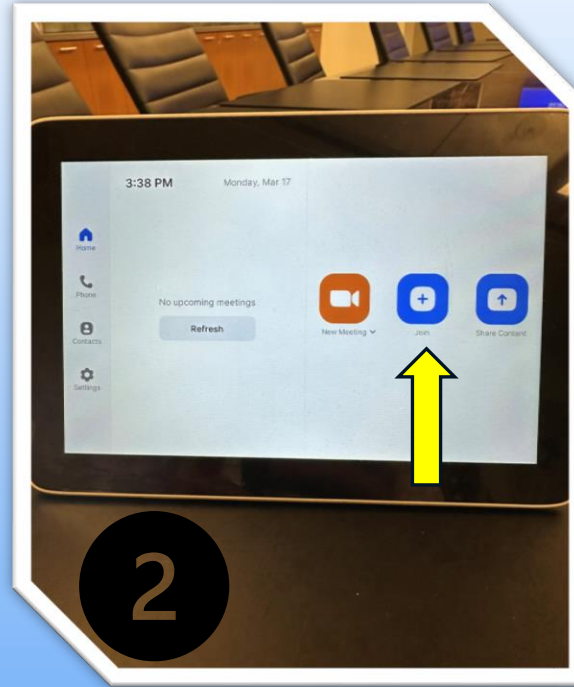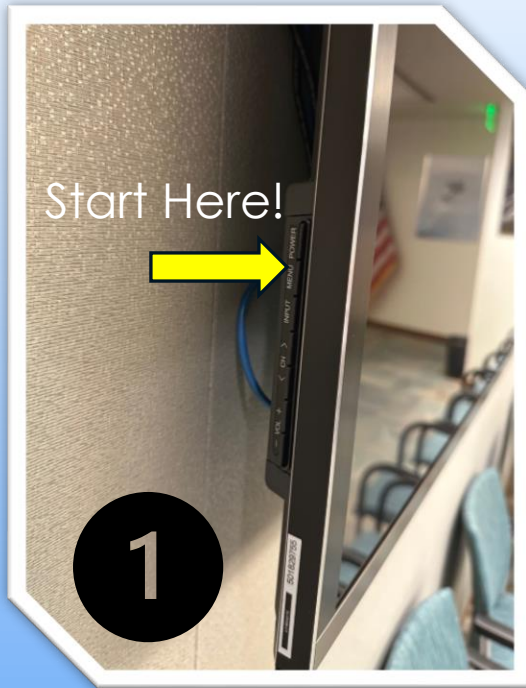# Welcome to the RACR!

This guide is intended to assist in the use and troubleshooting of the AV systems in this room.

Federal Aviation Administration

1 Start Here!

2 3:38 PM   Monday, Mar 17   No upcoming meetings   Refresh   New Meeting   Join   Share Content

3 Join Meeting   Meeting ID   Join   Join with a Personal Link Name   OR

4 Chuck Tackett's Personal Meeting Room   Mute   Stop Video   Share Content   View   Camera Control   Participants   Invite   Record   End

RACR AV INSTRUCTIONS

ZOOM MEETING
QUICK START

1. Using the remote control or side panel, turn side TV's On
2. Go to Poly console on conference table and click on "Join"
3. Enter Meeting ID then click on "Join" button. Enter meeting password
4. Meeting control panel will now appear on Poly console
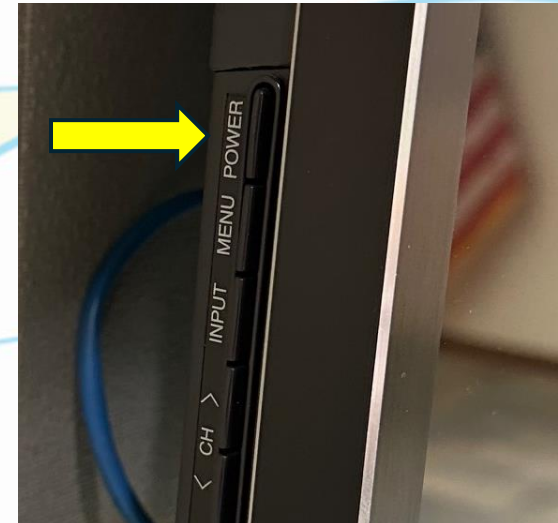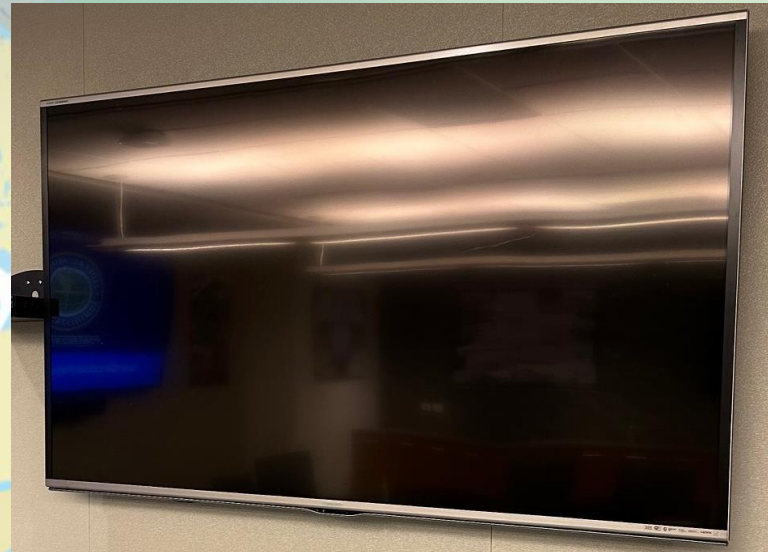
TURNING EQUIPMENT ON

Main TV - Powe button is on box attachd to bottom of screen and above the Poly Speaker. In theory, this screen will always be on.

Side TV's - Power button is on the side of the screen. You can also use the remote to turn the power on or off.
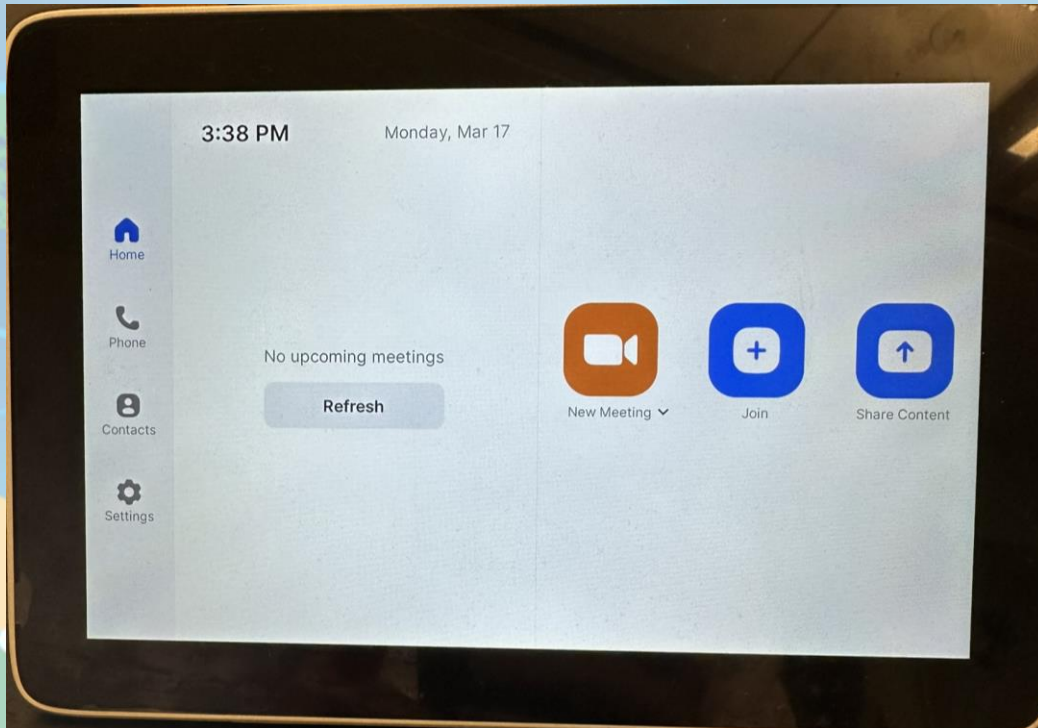
NOTE – The Main TV should remain powered at all times. **DO NOT TURN IT OFF.**
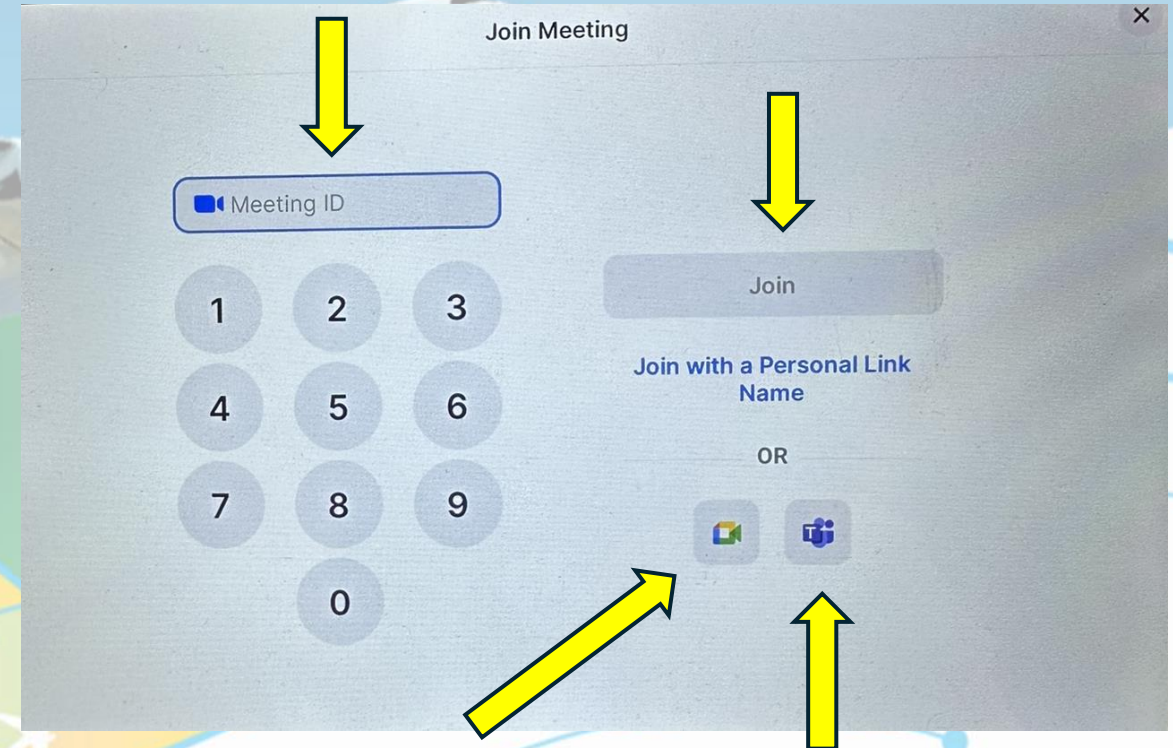
RACR AV Instructions
START A MEETING

1. Go to the home page and click on "Join"

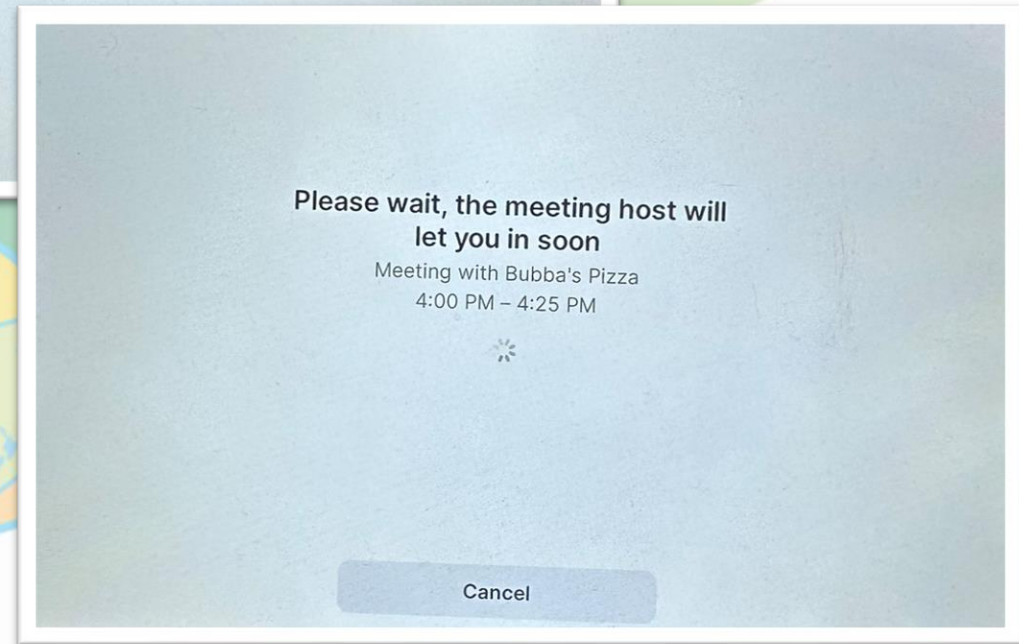2. Is this a Zoom meeting? Click here and enter meeting ID. Then click "Join"
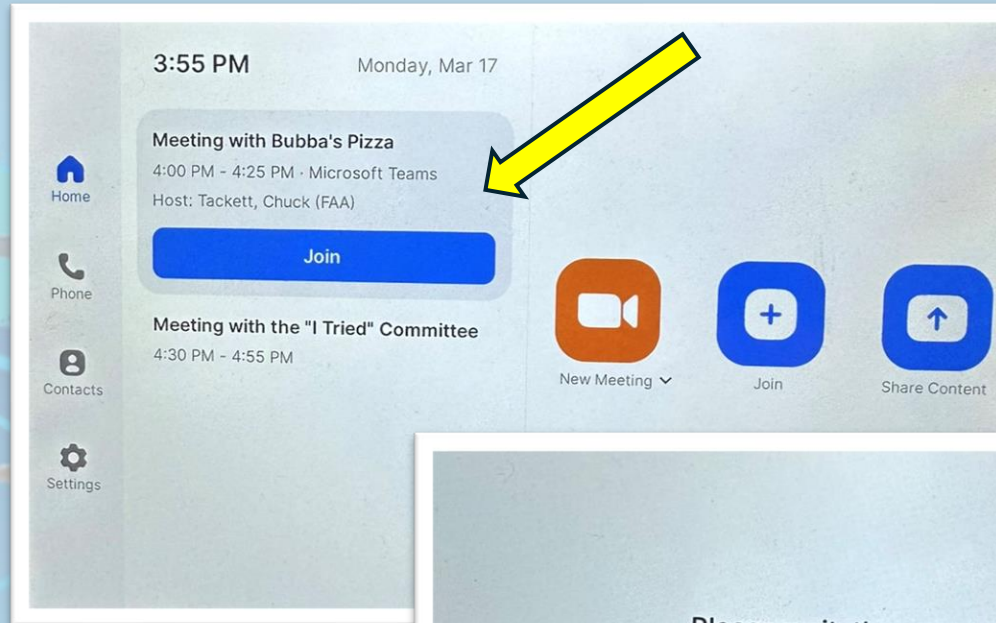

Is this a Google Meet meeting? Click here and enter Meeting ID. Then click "Join"

Is this a Teams meeting? Click here and enter Meeting ID. Then click "Join"

START A MEETING

3. If the meeting notice was sent directly to the room, it will appear on a list of available meetings. To enter the meeting, just click "Join"
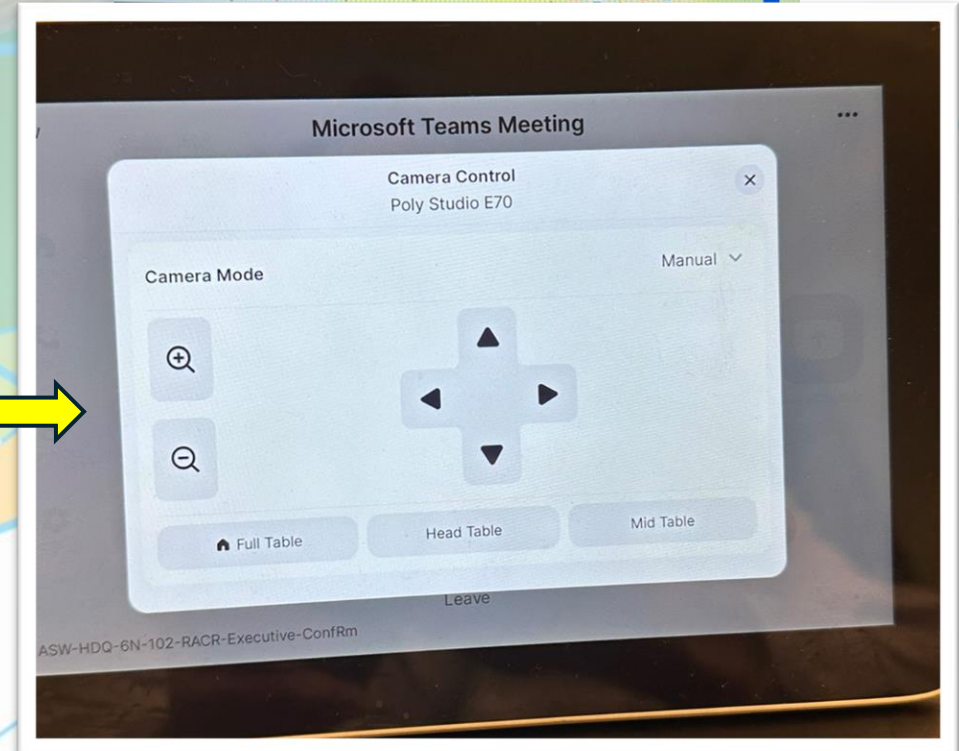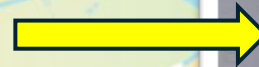
ADJUSTING SCREEN VIEWS

Once you are in a meeting, click on "Camera Control"

Zoom in or out to maximize the view of all attendees in the room

RACR AV Instructions
ADJUSTING SCREEN VIEWS

NON-MANUAL CAMERA MODES- NOT RECOMMENDED

The system has several automatic camera modes that do a variety of things such as automatically zoom in on the speaker or split the screen among several speakers. The menu can be accessed by clicking on the "Manual" box on the screen. However, due to numerous glitches with these products, we advise leaving the camera control in Manual mode.
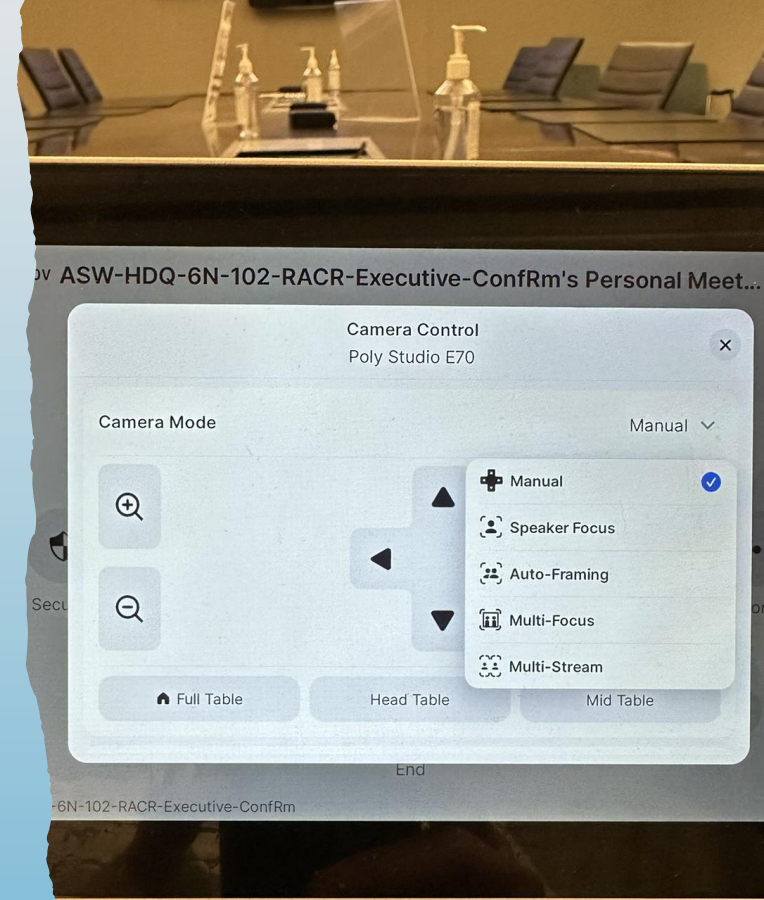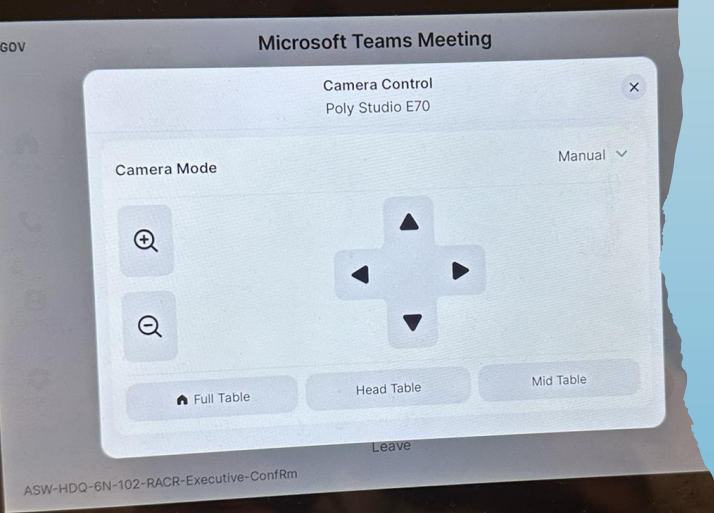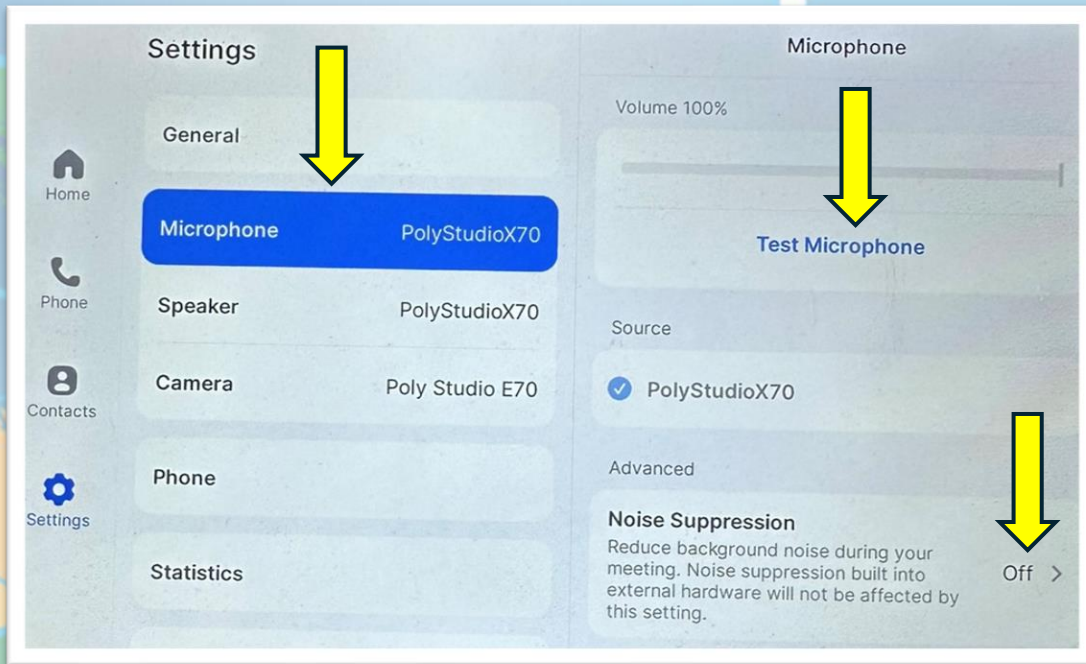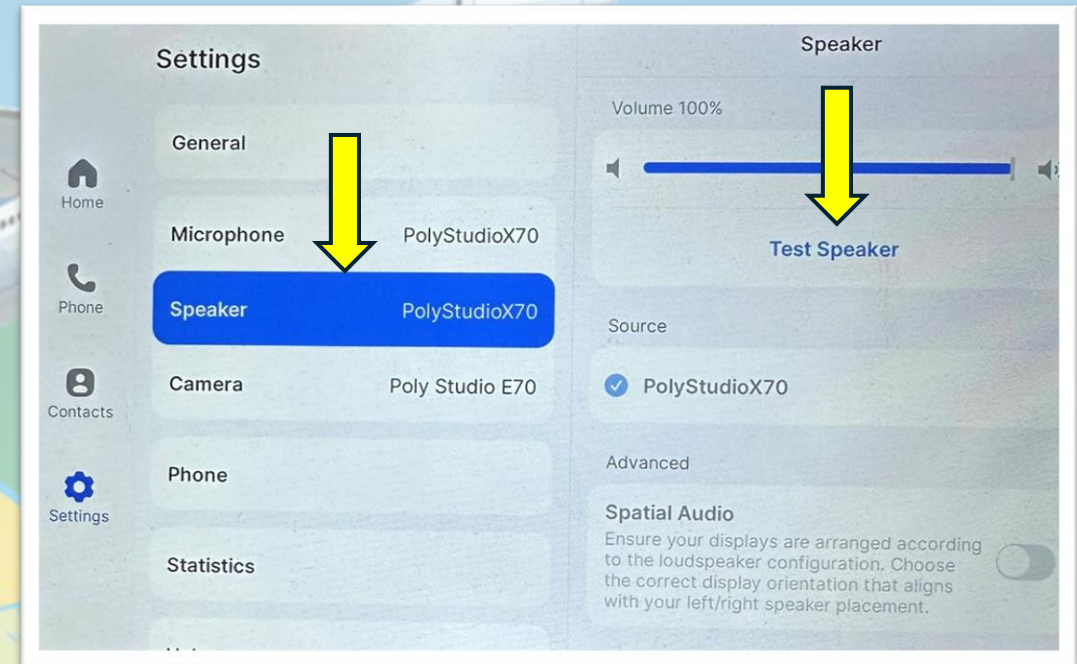
SOUND ISSUES

Online meeting listeners can't hear you?

1. Go to Main Menu and click "Settings

2. Click on Microphone then click on Test and say a few words. Also ensure that Noise Suppression is Off

3. Click on Speaker and then click on Test. You should hear some music in the speakers

Sharing Your Screen When Not On A Video Call

RACR AV Instructions

Share via Zoom

- Go to the Poly console and click on "Share". A share code will appear on the screen.

- Go to your laptop and open Zoom app.

- Click on Share Content and enter Share code from Poly screen.

- Click on Share.
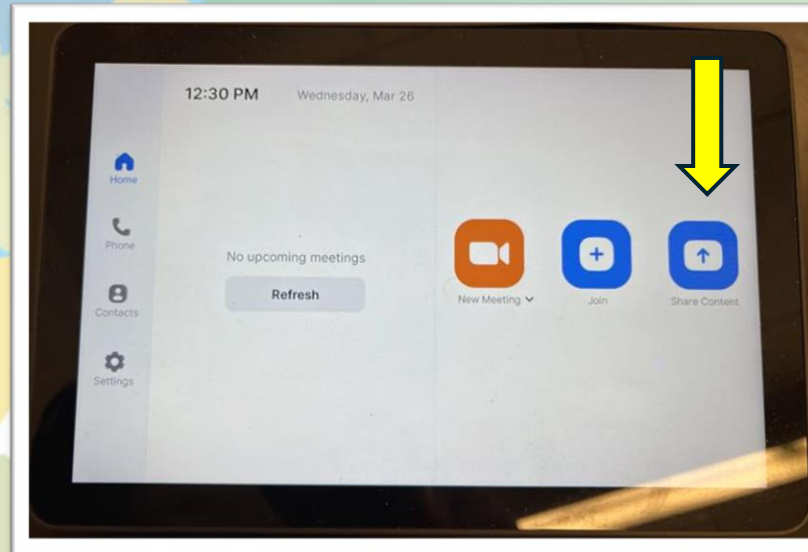
Share via HDMI

- Take HDMI cord and plug into HDMI port on Conference Room table

- Plug other end of HDMI cord into computer

- Adjust your monitor settings as needed

- Note: this will only share with those in the room
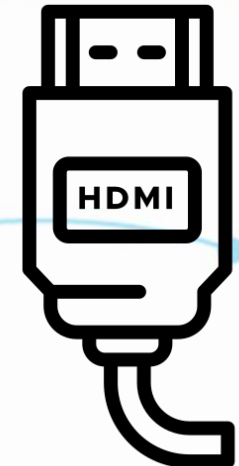
Wireless/Wi-Fi Sign On for Non-FAA Employees

CONNECTING TO IPHONE

- **Apple iOS**
  - Settings > Wi-Fi > Other
  - Enter Network Name: FAAGuest
    - Change Security to None
    - Click Join
  - It will automatically take you to the Guest Portal page
    - Enter Username and Password
    - Click Sign On
    - Last page should say "Signed on successfully"
    - Click Done

CONNECTING TO ANDROID

- **Android OS**
  - Settings > Connections > Wi-Fi > Add Network
  - Enter Network Name: FAAGuest
    - Change Security to None
    - Make sure Hidden Network is selected
    - Click Save
  - It will automatically go back to the Wi-Fi Network list
    - Click FAA Guest
    - It will take you to the Guest Portal page
    - Enter Username and Password that was issued
    - Click Sign On
    - Click Accept
  - Last page should say "Signed on successfully"

COMING SOON!

Still having trouble?
Scan QR Code for
more information

Wireless/Wi-Fi Sign On for Non-FAA Employees

CONNECTING TO LAPTOP

- Click the Windows Start button and search for "Control Panel".
- Select Control Panel.
- From the Control Panel screen, select the Network and Sharing Center.
- Click Set up a new connection or network.
- Select Manually connect to a wireless network.
- Click Next.

- The network information pane displays. Complete the network information as follows:
- Type FAAGuest in the Network Name field
- Set the Security Type field to: "No authentication (Open)".
- Set the Encryption Type field to: "None".
- Leave the Security Key field empty but Check both boxes below the Security Key field.
- Click Next.
- A "Successfully added FAAGuest" message will display. Close the message

COMING SOON!

Still having trouble? Scan QR Code for more information

Still Stuck?

Contact

- Cecilia Espinosa   x5001
- Kia Ross   x5003
- Chuck Tackett   x5916
- Leo Alvarez   x4339

Can't find anyone?

- Audio Visual Detailed Help

COMING SOON!

Scan QR Code for more information

Federal Aviation Administration