

TAPRA 2025 - ONLINE SET UP

LOGGING IN AND ZOOM

Conference login for all teaching computers in Oculus and FAB:

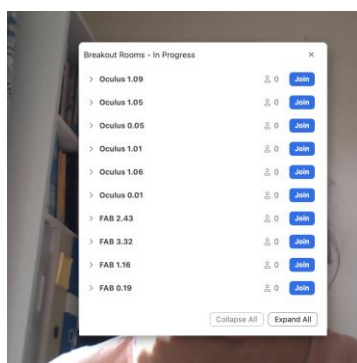
Username: conferenceguest_125

Password: 42f7Bgea

1. Login to the computer using the above details.
2. If Zoom is not already installed, go to Zoom.com. From the ribbon menu at the top, click on 'Meet', then 'Download app'.
3. Using your Zoom link (having previously signed up via the email sent from TaPRA) open the Zoom app and go into the Zoom meeting. You will be taken to a virtual 'holding room'..! From here, click on the three dots on the right in the lower toolbar and then select the 'breakout rooms' option



4. Select the relevant breakout group – this will be labelled according to the room you are in: for example, if you are in FAB 0.19, choose that breakout room



5. If any online attendees would like captions, they need to select this for themselves – they should be able to choose the 'show captions' option in meeting controls.

It is possible for presenters to use their own laptops, but we would not recommend this. To do so, use the cables available to connect their laptop to the system. You will then need to choose the related input on the control panel (see images below). In Zoom, select new inputs for Audio and Video: UNIV_HDMI_PCM (or

equivalent). Please be aware that not all rooms will have necessary adapters to use macs – we have a limited number of adapters available, but please let us know in advance and be aware that we might not have the right one for you!

SAVING PRESENTATIONS

Each working group has a folder on the desktop of the computer provided in each space. You can save presentations here, share them via email, or – potentially (although we cannot guarantee this will be the case in every room) – share via USB. We recommend asking for PowerPoints to be shared with you via email in advance, so that you can download these to the computer and minimise any issues with compatibility etc.

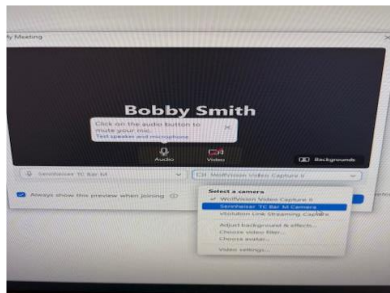
FAB SEMINAR ROOMS

These are equipped with a PC, screen, and a Sennheiser hybrid conference bar. We recommend only using the PC – you can plug in your own laptop (you will then need to select HDMI on the control panel) but we cannot be sure if this will then be compatible with the hybrid conference facilities.

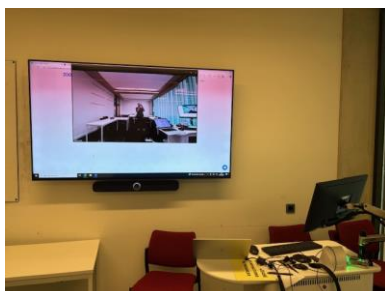
1. Turn on the computer (usually under the desk or near the monitor).
2. Turn on the display: press the ON button on the control panel, usually located near the monitor. Select **PC**.



3. The TV screen should turn on and mirror the PC automatically.
4. Log in using the conference Warwick ID and password.
5. Open **Zoom** using steps above.
6. You will be asked to select sound and video – under the drop-down menu choose **Sennheiser** for both options.



7. You should now see that the computer has connected to the conference facilities – the video will have switched to show the whole room.



8. Open the relevant presentation (folder on desktop).
9. In Zoom, click **Share Screen**:
 - Tick "**Share sound**".
 - Tick "**Optimise for video clip**" if sharing video.

FAB STUDIOS

(Using laptop provided + Logitech MeetUp, on tripod)

NB. If you are using a studio, you will NOT be able to log onto the TaPRA conference account using the laptop provided. An alternative log-in will be shared with you.

1. To turn on the lights in the room: in both rooms there are lighting panels on the wall which glow orange. Push one of the glowing buttons and lights will come on. You can adjust the lighting settings by playing around with these buttons!
2. To turn on the display: press the ON button on the control panel, found on the desk with laptop. Then select **HDMI**.



3. The projector screen should drop down automatically and the project turn on. It will mirror the laptop automatically.

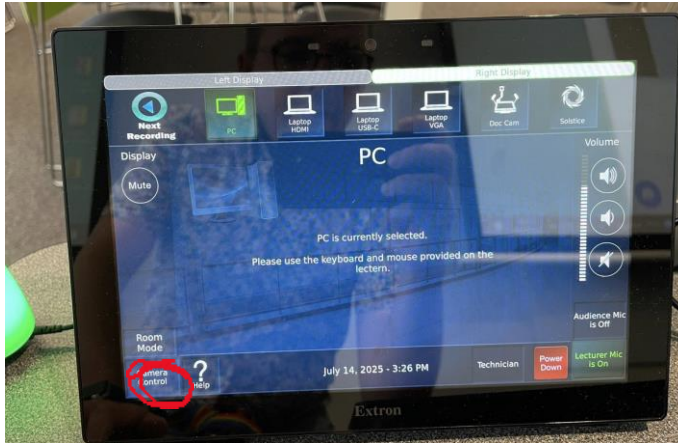


4. Ensure the **Logitech MeetUp** conference bar is connected to the laptop via USB.
5. Log on using the details provided to you
6. Open **Zoom** and follow the steps above
7. Once you're in the Zoom meeting, you then need to:
 - Go to **Settings > Audio & Video**

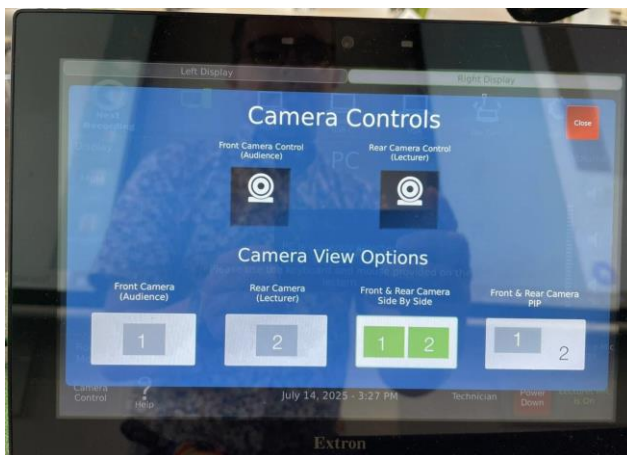
- Select **Logitech MeetUp** for both microphone and camera.
- 8. Open your PowerPoint file.
- 9. Click **Share Screen** in Zoom:
 - Tick "**Share sound**"
 - Tick "**Optimise for video clip**"
 - Then start the slideshow using the icon in the bottom-right corner of PowerPoint

OCULUS

1. In the Oculus rooms, using the digital control panel standing on the front podium, in the bottom left corner, press camera control.



Here you can choose how to display the two cameras: 1: audience only; 2: lecturer only; 3: side-by-side; 4: audience big, lecturer smaller.



You can take control of the cameras using the same 'camera controls' button. (Front camera control (audience) / rear camera control (lecturer)). There are presets for the rear camera, but these may need to be tweaked. This means you can focus in on a speaker in the audience, if needs be.

2. In the bottom right corner, you should see two buttons: one for Audience Mic and one for Lecturer Mic. You can press these buttons to turn the respective mics on and off. Having both mics on at the same time is echoey. The Chair or WG convenor should toggle between the two microphones during a Q&A.
3. When you go into camera controls on the digital panel, you need to click 'close' in order to get back to your desktop.
4. Open your Powerpoint presentation.
5. Open Zoom using steps above.
6. At the end of each panel, stop sharing your screen on Zoom, make Zoom full screen, ask participants if they're happy to turn cameras on (means they can

be seen in the main room, on the big screen) and monitor who is in the Zoom room to check if there are questions etc.

HELP!

Option 1: Ask your student volunteer to step in, to try to resolve the issue (our student volunteers will be trained on the technology and will be able to have a go at setting things up in rooms on Tuesday or Wednesday morning)

Option 2: Get hold of a CA (Conference Assistant) – these will be around in the Oculus throughout the conference, and will have some basic knowledge of the technology.

Option 3: Call the help number which will go to someone in AV Services, who should be able to attend fairly speedily - **AV Services Helpdesk: 024 7652 4888**

Option 4: Ask your volunteer to contact the conference organisers. If appropriate, for example if there has been a failure of technology, they may be able to find an alternative space for you to move to.