

CBD Meeting Room Guide

580.01 Yorta Yorta Nation

580.02 Darug

580.03 Tharawal Nation

580.04 Dharawal

580.05 Gadigal

580.06 Tangata Whenau



580.01 Yorta Yorta Nation

580.02 Darug

580.03 Tharawal Nation


Meeting Rooms 01–03 all have the same setup.

Technology in these rooms consists of:

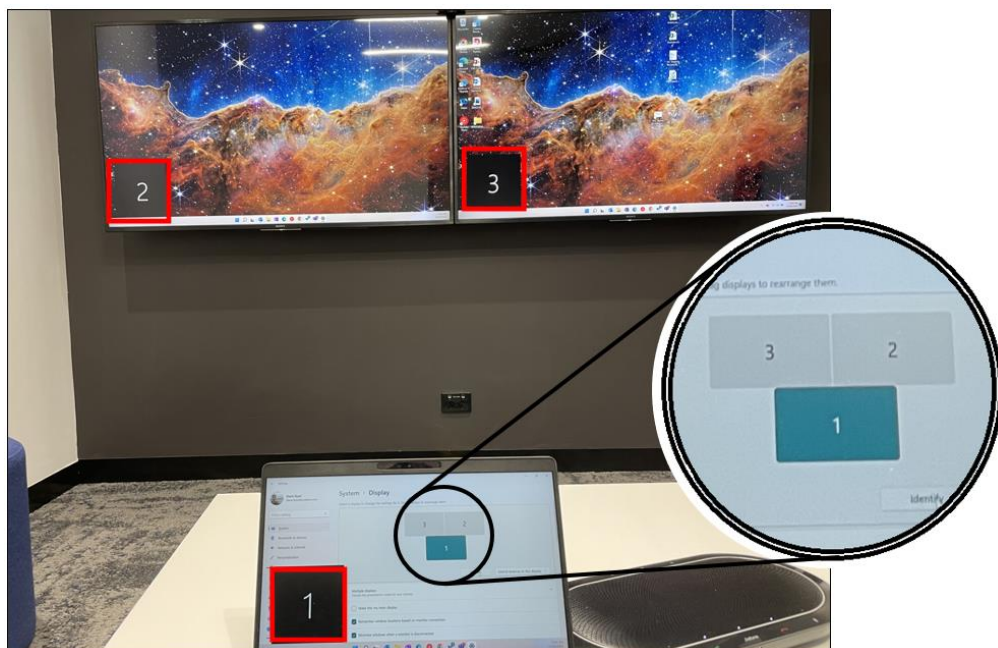
- 2 x TV Screens
- 1 x Jabra Panacast Camera
- 1 x Jabra 810 Speaker
- 1 x TV Remote

To connect to the tech in Meeting Rooms 01-03:

1. If you want to use both TV's, make sure they are both switched on (Use the remote close up to the front of each TV)
2. Plug the **USB-C** cable from the table into your laptop
3. Press/click the 'Windows' button on your device and type '**Display**' then hit '**Enter**' to get to the **Display Settings**. You can also get to display settings by right clicking on the desktop and selecting it from the list:

 Display settings

4. Hit '**Identify**' to show you which screen is which, then re-arrange them accordingly with your laptop as the bottom screen:



5. Your laptop should now be connected to the **Camera** and the **Speaker** which will also act as your **Microphone**

580.04 Dharawal

Technology in room 04 consists of:

1 x Jabra Panacast Camera

To connect to the Camera in Meeting Room 04:

1. Plug the **USB** cable from the table into your laptop
2. The camera should auto connect and default. See FAQ if not

580.05 Gadigal

580.06 Tangata Whenau

Meeting Rooms 05 & 06 have the same setup. These rooms are not designed for a rich MS Teams experience

Technology in these rooms consists of:

2 x TV Screens

1 x TV Remote

To connect to the tech in Meeting Rooms 05 or 06:

1. If you want to use both TV's, make sure they are both switched on (Use the remote close up to the front of each TV)
2. Plug the **USB-C** cable and the **HDMI** from the table into your laptop
3. Press/click the 'Windows' button on your device and type '**Display**' then hit '**Enter**' to get to the **display settings**
4. Hit '**Identify**' to show you which screen is which, then re-arrange them accordingly with your laptop as the bottom screen



FAQ's

01. Teams is not recognising the Meeting Room Camera/Speaker/Mic

If Teams is not recognising the Camera or Speaker/Mic, **click on your profile / initials** in the top right corner of Teams, select **'Manage Account'** and go to the **'Devices'** Tab

Here you can change your Speaker, Microphone and Camera

Click the option you want to change. The correct devices should be **Jabra Panacast** (Camera) and **Jabra 810** (Speaker/Mic)

