





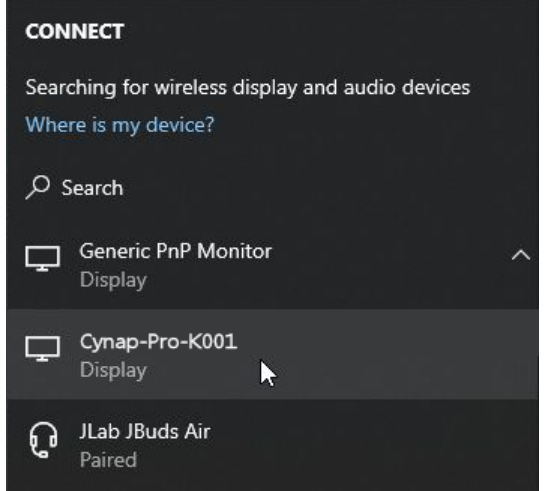
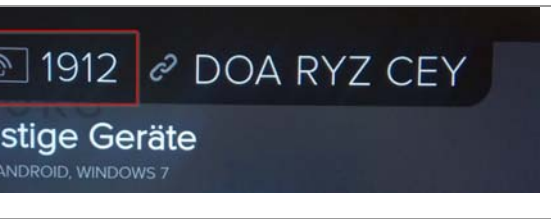
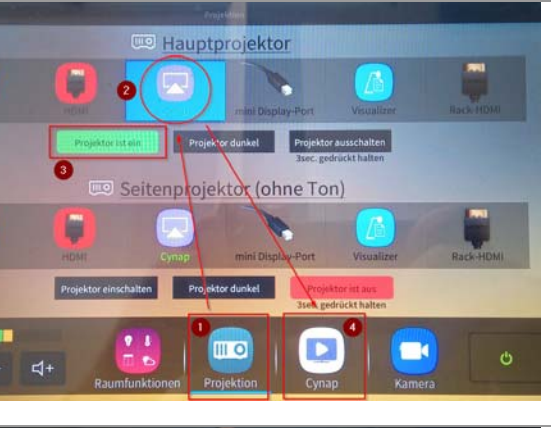



**1. Wired Presentation via projector**

<ul style="list-style-type: none"> <li>• Turn the audio-visual-equipment on the smaller Crestron touch panel ON.</li> <li>• If the panel is black, just touch it briefly.</li> <li>• <b>Please turn the equipment OFF at the end of your lecture.</b></li> </ul> 			
<ul style="list-style-type: none"> <li>• Connect your device with the HDMI cable from the table tank.</li> <li>• If necessary, use one of the HDMI adapters for USB-C, DisplayPort or Mini-DisplayPort.</li> </ul>		<ul style="list-style-type: none"> <li>• OR: Connect your device with the VGA cable from the table tank.</li> <li>• The source selection is then done on the Crestron touch panel.</li> </ul>	
<ul style="list-style-type: none"> <li>• Activate the external display port of your device (e.g. with Windows key + P).</li> <li>• When a display signal from a source is detected, the text below the source icon on the Crestron touch panel turns <b>green</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• OPTIONAL: Connect the LAN cable to your device if you do not want to use Wifi.</li> <li>• To use LAN your device has to be registered with the OTH RZ!</li> </ul>		
<ul style="list-style-type: none"> <li>• On the Crestron touch panel, select the "Projection" page (1), then the icon for HDMI, VGA, Visualizer, etc., depending on which source you want to display (2), and then the "Turn on projector" button (3).</li> <li>• <b>Special feature in K001:</b> Only in this room two projectors are installed and the source selection is available independently for each of the two projectors. Over the room PA <b>sound</b> may only be heard from the source displayed on the <b>main projector</b>.</li> </ul>			
<ul style="list-style-type: none"> <li>• <b>If you are using your own HDMI adapter and are unable to get an image on the projector, please try one of the adapters from the HDMI cable in the table tank!</b></li> <li>• <b>Legacy connections:</b> There are additional DisplayPort and/or Mini-DisplayPort cables in the table tanks that can be selected as a separate source. These cables are not normally needed and are only there for historical reasons.</li> </ul>			

**2. Wireless projection via Cynap-Pro**

<ul style="list-style-type: none"> <li>• Turn the audio-visual-equipment ON as described under 1.</li> <li>• Connect your device wirelessly to the "Cynap-Pro-K???" of the current room (e.g. with Windows key + K).</li> <li>• see also the handout (2_T_Anleitung_Cynap.pdf) from the Didactics and Teaching Service Center, as well as the associated tutorial video:</li> <li>• <a href="https://fbim.oth-regensburg.de/media-pdf/2_T_Anleitung_Cynap.pdf">https://fbim.oth-regensburg.de/media-pdf/2_T_Anleitung_Cynap.pdf</a></li> <li>• <a href="https://vimp.oth-regensburg.de/video/Tutorial-Cynap/79a7e8821df060ea2c07ea83ef95fcbe">https://vimp.oth-regensburg.de/video/Tutorial-Cynap/79a7e8821df060ea2c07ea83ef95fcbe</a></li> <li>• <b>Apple devices have to be in the "HS.R AD" or "secure.hs-regensburg.de" Wifi.</b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Connect your device first before following the steps in the rest of this guide, otherwise the PIN on the preview display may be hidden behind another window.</b></li> </ul>	
<ul style="list-style-type: none"> <li>• The 4-digit PIN to connect will be displayed on the large Dell preview display at the top.</li> <li>• <b>The PIN changes after some time and with new conferences.</b></li> </ul>	
<ul style="list-style-type: none"> <li>• On the Crestron touch panel, on the "Projection" page (1), select the "Cynap" icon as the source (2).</li> <li>• if necessary, "turn on projector" (3)</li> <li>• The "Cynap" page became available. Select the "Cynap" page (4).</li> <li>• Normally the display output of your device is now shown directly on the Dell preview display and the (main) projector.</li> </ul>	
<ul style="list-style-type: none"> <li>• If not, your device should at least be displayed as an active source on the "Cynap" page (1) on the right-hand side beneath "Window Control".</li> <li>• If not, select "Mirroring" as the source beneath "Source Selection" on the left (2). The device will then be shown on the right-hand side as an active source.</li> <li>• You will now see the display output of your device on the Dell preview display.</li> <li>• Press the "Projection" icon (3) to display that source on the (main) projector.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>If a participant in the room wants to connect wirelessly to the Cynap-Pro, the PIN can be displayed again on the (main) projector using the "Show mirroring info" icon.</b></li> </ul>	

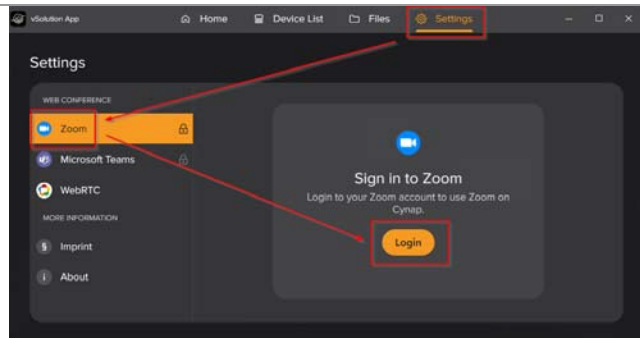
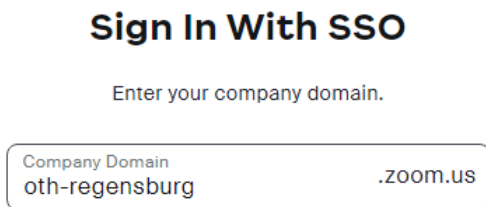
**3. Hybrid lecture, Zoom conference, using the room's Meeting-ID**

<ul style="list-style-type: none"> <li>• Turn the audio-visual-equipment ON as described under 1.</li> <li>• Select the "Camera" page on the Crestron touch panel (1) and press the ON button (2) beside "Power".</li> <li>• The camera starts up and an orange LED flashes. After approx. 60 seconds, the camera is booted up and available. Then a BLUE LED lights up.</li> <li>• As soon as the waiting time is over, you can activate "Speaker Tracking" (3) or select the desired static image preset (4).</li> </ul>	
<ul style="list-style-type: none"> <li>• On the Crestron touch panel on the "Projection" page (1), select the "Cynap" icon as the source (2).</li> <li>• if necessary, "turn on projector" (3)</li> <li>• The "Cynap" page became available. Select the "Cynap" page (4).</li> <li>• <b>A Zoom conference can only be started when the camera is active.</b></li> </ul>	
<ul style="list-style-type: none"> <li>• On the "Cynap" page (1), select "Zoom" as the source under "Source selection" on the left-hand side (2). A Zoom conference with the ID of the room is started.</li> <li>• "Zoom" is then displayed as the active source on the right-hand side. Press the "Projection" icon (2) to display this source large on the (main) projector if required.</li> <li>• <b>Präsentation sharing → see 7.</b></li> </ul>	
<ul style="list-style-type: none"> <li>• Further operation of the conference takes place on the large Dell preview display, just like on other Zoom-enabled devices, with all possible features (chat, etc.)</li> <li>• Audio and video hast to be activated in the conference at first.</li> <li>• You have to inform other participants about the ID of this Zoom room. A list of these can be found in Appendix A.</li> </ul>	
<ul style="list-style-type: none"> <li>• The audio source for the conference is the wireless Sennheiser microphone pack, which is available in each of the rooms. It has to be turned on, un-muted, and hung around one's neck (see Appendix B).</li> </ul>	

**4. Hybrid lecture, Zoom conference, using your own Zoom account**

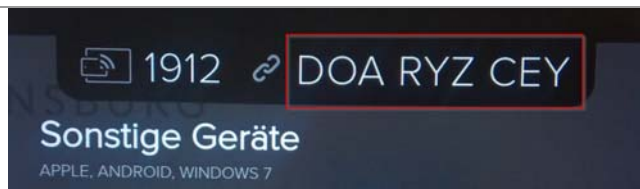
- Download and install the Wolfvision "vSolution App" for your device (Windows and MacOS only): <https://wolfvision.com/de/support/vsolution-app>

- Start the "vSolution App" and log in to Zoom via SSO (Settings → Zoom → Login).

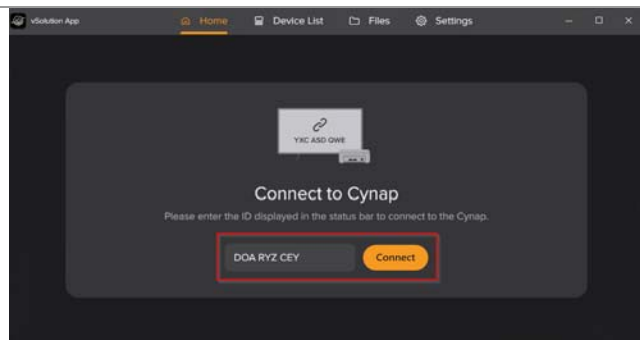


- Turn the audio-visual-equipment ON as described under 1.
- Turn on the camera and display Cynap-Pro on the (main) projector as described under 3.

- Read the 3x3 letter code of the current room from the Dell preview display at the top of the screen.



- Enter the 3x3 letter code into the "vSolution App" and connect to the Cynap-Pro.
- **Make sure that your device (where the "vSolution App" is installed) is connected to the campus LAN. Either via LAN cable or via the "secure.hs-regensburg.de" Wifi or the "HS.R AD" Wifi.**



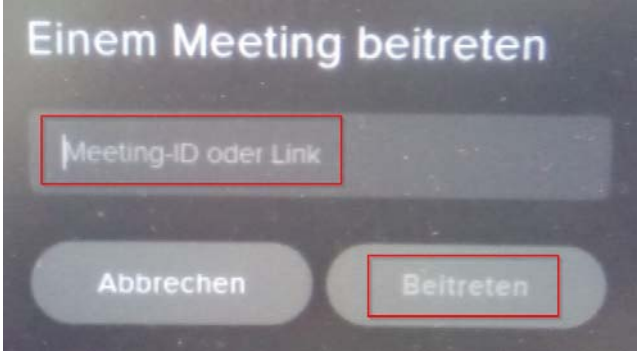

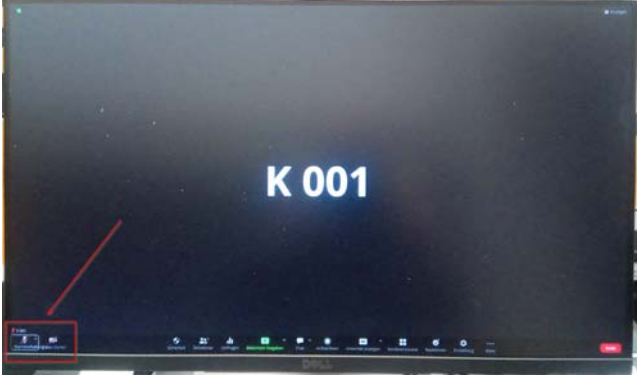
- By previously logging in with your Zoom account, your personal meeting ID and any other conferences you have planned are now available in the "vSolution App", whereby you can start them on the connected Cynap-Pro of the current room.
- When you start your own conference, you must enter a name for this room as "Conference participant" on the Dell preview display.

- Then turn on audio and video in the conference as described under 3. and use the Sennheiser microphone pack.
- **Recording: Only if you have started a conference with your own Zoom account you will receive the recordings in your Zoom account, if the recording functions of the Cynap-Pro are used.**




**5. Hybrid lecture, Zoom conference, join a conference with the room equipment**

<ul style="list-style-type: none"> <li>• Turn the audio-visual-equipment ON as described under 1.</li> <li>• Select the "Camera" page on the Crestron touch panel (1) and press the ON button (2) beside "Power".</li> <li>• The camera starts up and an orange LED flashes there. After approx. 60 seconds, the camera is booted up and available. Then a BLUE LED lights up.</li> <li>• As soon as the waiting time is over, you can activate "Speaker Tracking" (3) or select the desired static image preset (4).</li> </ul>	
<ul style="list-style-type: none"> <li>• On the Crestron touch panel on the "Projection" page (1), select the "Cynap" icon as the source (2).</li> <li>• if necessary, "turn on projector" (3)</li> <li>• The "Cynap" page became available. Select the "Cynap" page (4).</li> <li>• <b>A Zoom conference can only be started when the camera is active.</b></li> </ul>	
<ul style="list-style-type: none"> <li>• Touch the Dell preview display and press the "+" icon at the bottom of the screen to add a source.</li> </ul>	
<ul style="list-style-type: none"> <li>• Then select "Zoom".</li> </ul>	
<ul style="list-style-type: none"> <li>• And then "Join a meeting".</li> </ul>	

<ul style="list-style-type: none"> <li>• Enter the existing Zoom meeting ID (and password if applicable) using the on-screen keyboard.</li> <li>• Zoom will also ask you to accept the license and data protection conditions.</li> <li>• You may also be asked to enter a participant name, which is most easily the room number.</li> </ul>	
<ul style="list-style-type: none"> <li>• The joined conference should now be available as an active source on the Crestron touch panel on the right-hand side of the "Cynap" page.</li> <li>• Press the "Projection" icon to display the Zoom conference on the (main) projector if required.</li> </ul>	
<ul style="list-style-type: none"> <li>• Further operation of the conference takes place on the large Dell preview display, just like on other Zoom-enabled devices, with all possible features (chat, etc.)</li> <li>• Audio and video has to be activated in the conference at first.</li> <li>• <b>Presentation sharing → see 7.</b></li> </ul>	
<ul style="list-style-type: none"> <li>• The audio source for the conference is the wireless Sennheiser microphone pack, which is available in each of the rooms. It has to be turned on, un-muted, and hung around one's neck (see Appendix B).</li> </ul>	

**6. Hybrid lecture, using the audio-visual-equipment on your own notebook via USB**

<ul style="list-style-type: none"> <li>• Turn the audio-visual-equipment ON as described under 1.</li> <li>• Turn on the camera as described under 3. or 5.</li> <li>• Connect the USB cable to your notebook.</li> </ul>	
<ul style="list-style-type: none"> <li>• If necessary, wait for the automatic driver installation. The AV devices are addressed like any other webcam as a USB HID device, that should work with any operating system.</li> <li>• The room's camera is then available with the name "AV Mini Bridge" (with Windows).</li> <li>• The room's audio is available with the name "Hands-free telephone (AV Mini Bridge)" (or similar). The audio source for the conference is the wireless Sennheiser microphone pack (see Appendix B).</li> <li>• Select these audio/video devices in your conference software (Zoom, Teams, etc.).</li> </ul>	

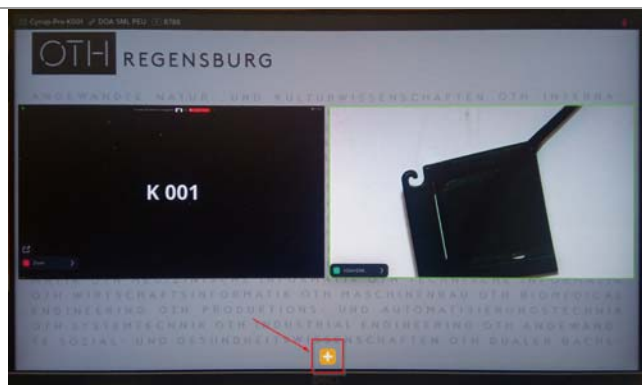
**7. Screen sharing of a presentation for a Cynap Zoom conference**

- As with all Zoom clients, presentations and other content can be shared with conference participants.

- To achieve this, activate another source on the Crestron touch panel on the left-hand side of the "Cynap" page, e.g. VGA/HDMI/Visualizer, which provides an image from another presentation device.
- The new active source is then shown on the right-hand side under "Window control" and could now also be displayed on the (main) projector using the associated "Projection" icon.



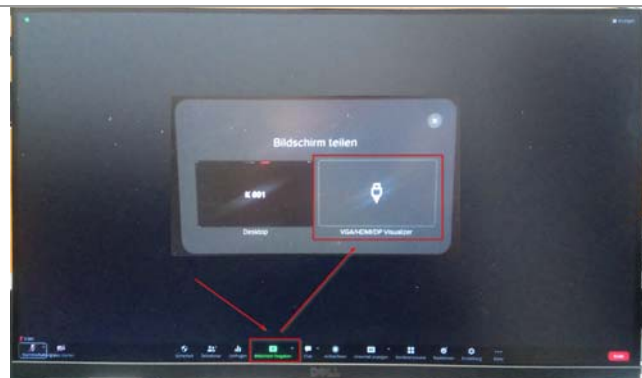
- Both active sources are now displayed next to each other on the Dell preview display (side-by-side).
- Up to 4 simultaneous active sources are possible, which can also be opened with the "+" icon on the Dell preview display (e.g. whiteboard, web browser, files from the USB stick or in cloud storage services).



- The "Image size" icons beneath "Window control" can be used to display one of the sources on the PREVIEW DISPLAY at a full-screen view, e.g. to make it easier to operate the Zoom conference.
- Tap the active/red "Image size" icon again to exit the full-screen view.
- The "Projection" icon still controls the display of sources on the (main) projector.







- In the Zoom window, "Share screen" can be used then to share the image of another active source for the other participants of the current conference.
- The preview window of the shared source is given a green frame.
- This corresponds to the sharing of a secondary display on a PC or notebook.



**Appendix A: Zoom meeting IDs and links of the rooms**

Room	Meeting-ID	Invitation link
K001	992 220 5660	<a href="https://oth-regensburg.zoom.us/j/9922205660">https://oth-regensburg.zoom.us/j/9922205660</a>
K002	827 076 6654	<a href="https://oth-regensburg.zoom.us/j/8270766654">https://oth-regensburg.zoom.us/j/8270766654</a>
K003	295 230 2713	<a href="https://oth-regensburg.zoom.us/j/2952302713">https://oth-regensburg.zoom.us/j/2952302713</a>
K005	444 385 8464	<a href="https://oth-regensburg.zoom.us/j/4443858464">https://oth-regensburg.zoom.us/j/4443858464</a>
K006	702 687 7535	<a href="https://oth-regensburg.zoom.us/j/7026877535">https://oth-regensburg.zoom.us/j/7026877535</a>

**Appendix B: Handling of the Sennheiser microphone packs**

<ul style="list-style-type: none"> <li>Remove the Sennheiser microphone pack from the charging cradle.</li> <li>Open the front flap of the microphone pack by pressing onto the small catches on the left and right with your thumb and index finger.</li> <li>If necessary, the battery can be replaced with the spare battery from the charging cradle.</li> </ul>	
<ul style="list-style-type: none"> <li>Turn on the microphone pack by pressing the ON/OFF button until the status display lights up.</li> </ul>	
<ul style="list-style-type: none"> <li>If MUTE is shown in the status display, the microphone pack has to be "un-muted".</li> <li>In order to do this, slide the mute switch on the top of the microphone pack (to the left) so that MUTE disappears from the status display.</li> </ul>	
<ul style="list-style-type: none"> <li>Slide the microphone pack into the provided neck strap and hang it around your neck at the middle of your chest for the microphone to work optimally.</li> </ul>	
<ul style="list-style-type: none"> <li>At the end of the lecture:                             <ul style="list-style-type: none"> <li>Pull the microphone pack back out of the neck strap.</li> <li>Open the front flap and press the ON/OFF button until the status display is off.</li> <li>Put the microphone pack back into the charging cradle.</li> </ul> </li> </ul>	