

# GARDENS & MUSEUMS

Hybrid Working

Jabra PanaCast 50

Version 2.0 – April 2023



### Jabra PanaCast 50 - Introduction

The Jabra PanaCast 50 is an all-in-one smart (video, microphone and speaker) 4K video bar for video conferencing.

The PanaCast 50 includes eight professional-grade microphones, four powerful speakers and offers panoramic 180° field of view through its camera lenses. It uses 'Intelligent Zoom' technology to automatically include everyone in the room - zooming in whenever meeting participants are talking.

Despite being relatively large the PanaCast 50 is fully portable, and as it is plug and play no installation is required. This means it provides a flexible, efficient and simple solution for hybrid meetings that is fully compatible with Microsoft Teams and Zoom (as well as other conferencing applications).

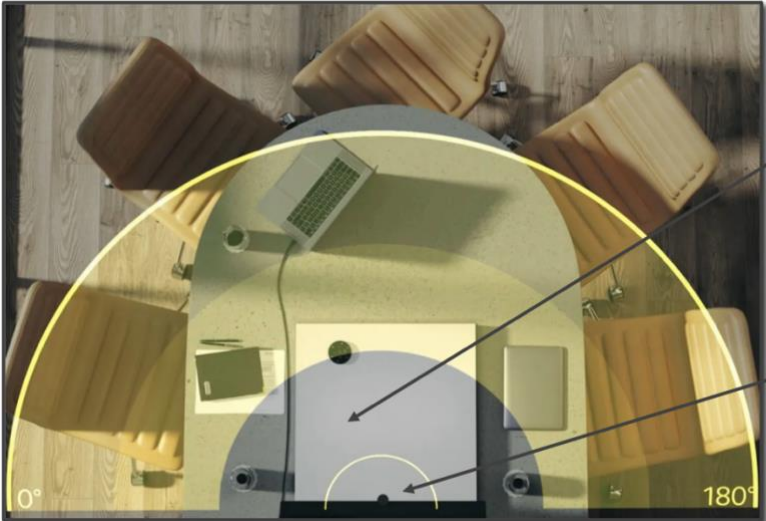


### Room Layout

The Jabra PanaCast 50 is designed for use in rooms or areas of up to 4.5 x 4.5 metres or 15 x 15 feet, and can be used for up to 10 people. The recommended layout for using the Jabra PanaCast 50 is shown in the image below.

The Main Computer – either a fixed machine with monitor or screen, or a laptop should be at the end of the table with the Jabra PanaCast 50 directly in front.

Once the Jabra Panacast 50 is suitably placed, the participants should sit in a line or semi-circle up to 180° facing the Panacast 50.



**Computer & Screen or Laptop:**  
Position at front of participants.

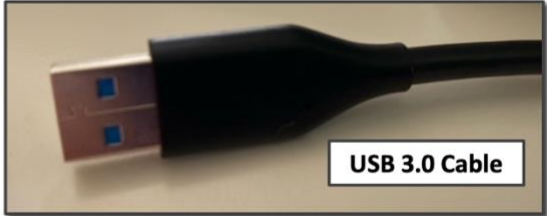
**Jabra PanaCast 50:**  
Position directly in front of viewing Screen of Computer or Laptop

### Initial connection & Set up

The Jabra Panacast 50 requires two connections in order to work – one to the Main Computer, and the second connection to a power point.

The PanaCast 50 has a USB-C connection, but can be connected to a USB 3.0 port via a USB-C to USB 3.0 cable, or a USB-C port via the USB-C to USB-C cable. Both cables are supplied in the box.

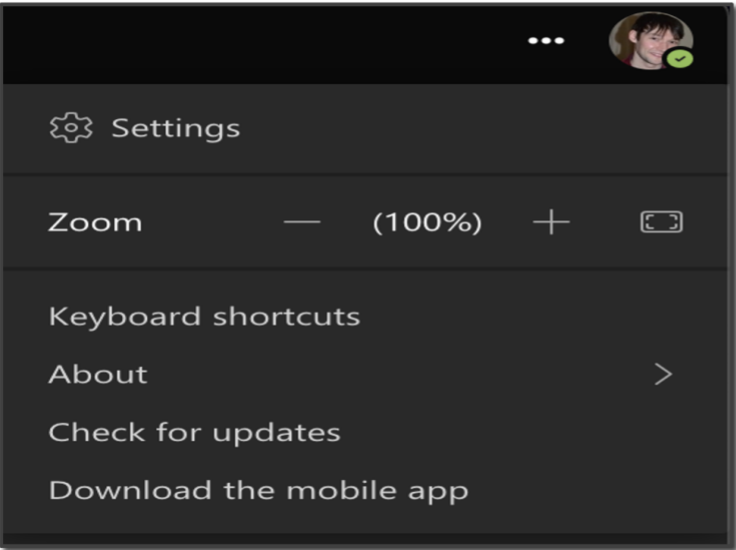
Also supplied is a power adaptor which plugs into the Power connection point above the USB-C (see below).



### Microsoft Teams Installed Application Configuration

In order to use the Jabra PanaCast 50 in a Microsoft Teams meeting through the installed Microsoft Teams App, the device settings within Microsoft Teams need to be adjusted. Once the Panacast 50 is successfully connected to the Main Computer (with power), please carry out the following steps.

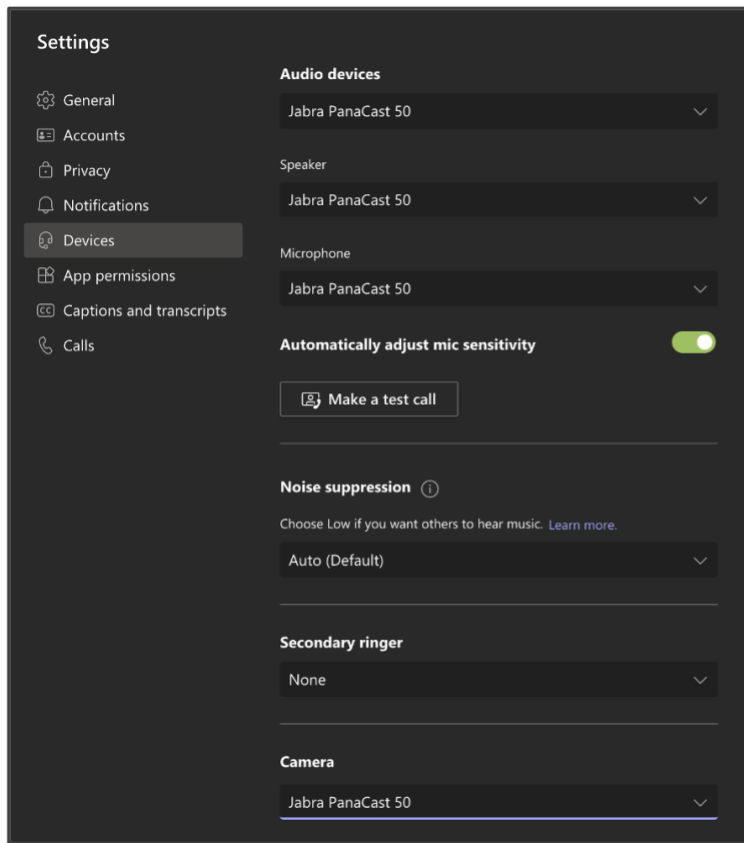
**Please Note: Microsoft Teams may automatically select the Jabra PanaCast 50 as the default audio and video device, but this should be checked and not assumed.**



**Open Microsoft Teams**  
Open Microsoft Teams in the usual way.

**Select ... :**  
Select the 3 dots (...) in the top right corner and choose 'Settings'

**Settings Screen:**  
When in the 'Settings' screen select the 'Devices' option.



**Devices Menu:**  
Make sure you are in the 'Devices Menu'.

**Audio devices:**  
Change this option to 'Jabra PanaCast 50'.

**Speaker:**  
Change this option to 'Jabra PanaCast 50'.

**Microphone:**  
Change this option to 'Jabra PanaCast 50'.

**Camera:**  
Change this option to 'Jabra PanaCast 50'.

## Microsoft Teams Online Application Configuration

In order to use the Jabra PanaCast 50 in a Microsoft Teams meeting through the Teams Website (<https://teams.microsoft.com/>) the device settings can only be changed before or during each call, as there are no device settings options in the online version.

**To alter before meeting:** Before you join the meeting click the 'Device button' and follow the instructions above (Microsoft Teams Installed Application Configuration).

**To alter during the meeting:** Click on 'select More options' and then 'Show device settings in your meeting controls'. Then you can change the device settings through following the above (Microsoft Teams Installed Application Configuration).

## Zoom Application Configuration

Zoom provide extensive information on their website on how to change device settings for both the Installed Application and the Web Application. This information is available here:

<https://support.zoom.us/hc/en-us/articles/201362623-Changing-settings-in-the-desktop-client-or-mobile-app>.

Simple instructions (gained from: <https://support.zoom.us/hc/en-us/articles/201362623-Changing-settings-in-the-desktop-client-or-mobile-app>) on how to select the Jabra PanaCast 50 in Zoom is below.

- Click your Profile Picture
- Click 'Settings'
- Select 'Video'
- Select 'Camera' and choose the Jabra PanaCast 50 as the camera you want Zoom to use
- Select 'Audio'
- Set your microphone and speaker to Jabra PanaCast 50