

GARDENS & MUSEUMS

Hybrid Working

Jabra PanaCast & Jabra Speak 710

Version 2.0 – April 2023



Jabra PanaCast & Speak 710 - Introduction

The Jabra PanaCast is a small 4K web camera which offers Panoramic 180° field of view. The PanaCast uses technology called 'Intelligent Zoom' to automatically include everyone in the room, zooming in whenever meeting participants are talking.

The Jabra Speak 710 is a small and lightweight omni-directional speakerphone (microphone and speaker) offering both USB and Bluetooth connectivity (for simplicity USB is advised).

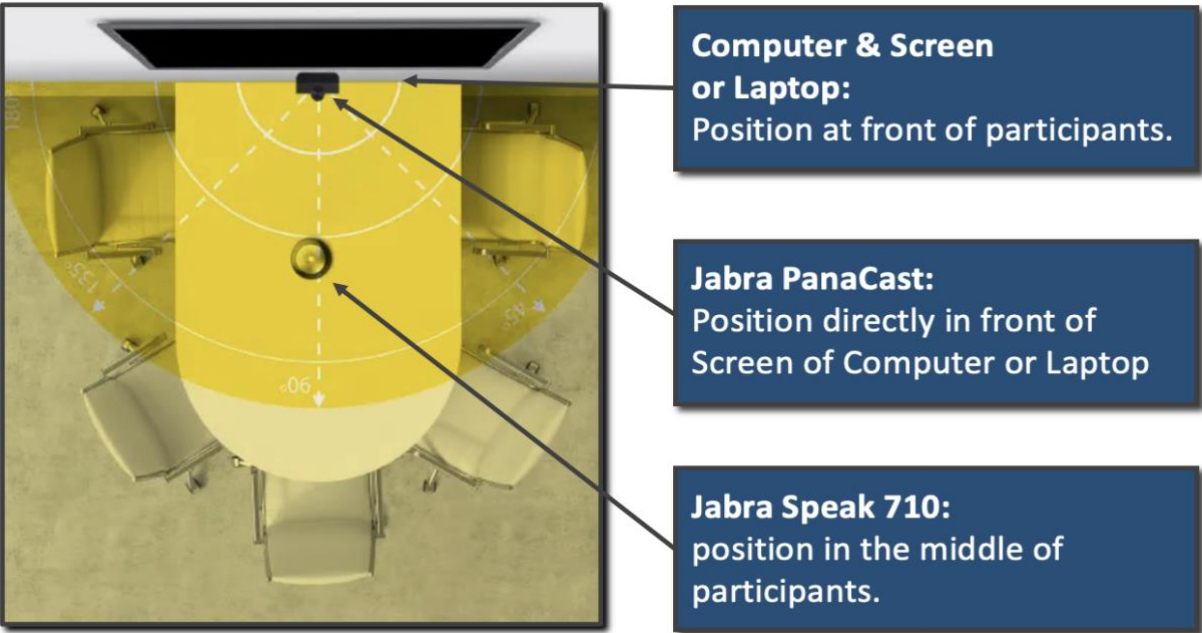
As both options are plug and play no installation is required. And combined the Jabra PanaCast and Jabra Speak 710 provide a flexible, portable and simple solution to hybrid meetings and are fully compatible with Microsoft Teams and Zoom (as well as other conferencing applications).



Room Layout

The recommended layout for using the Jabra PanaCast and Speak 710 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 directly in front.

The Jabra Speak 710 should then be placed centrally between the participants, who should sit in a line or semi-circle up to 180°.

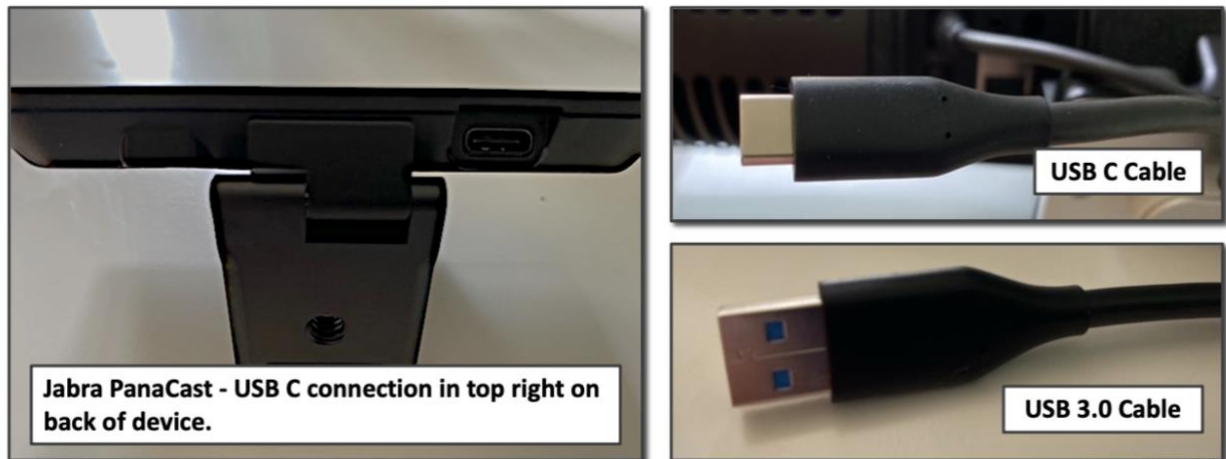


Initial connection & Set up

Both the Jabra PanaCast and Jabra Speak 710 will require connecting to the computer which will serve as the main machine in the meeting.

Jabra Panacast

The Jabra PanaCast 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.



Jabra Speak 710

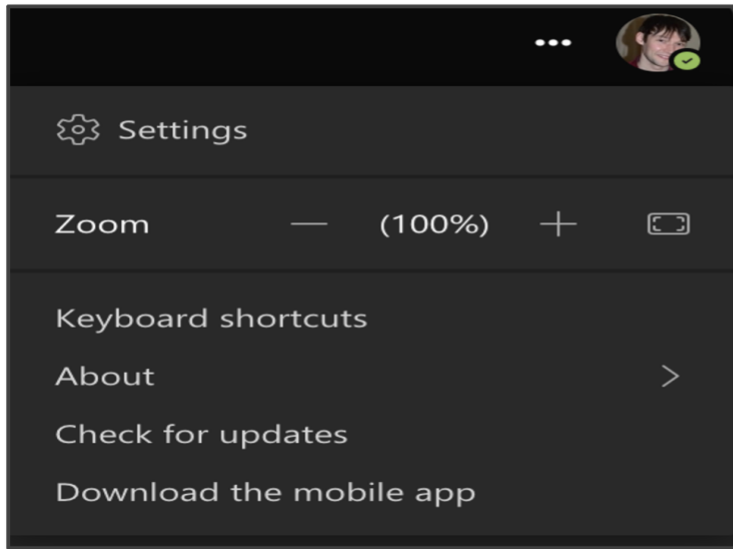
The Jabra Speak 710 has an attached USB Cable, which can be unwound and connected to a USB port on the main machine.



Microsoft Teams Installed Application Configuration

In order to use the Jabra PanaCast and Jabra Speak 710 in a Microsoft Teams meeting through the installed Microsoft Teams App the device settings within Microsoft Teams need to be adjusted. Once the items are successfully connected to the Main Computer, please carry out the following steps.

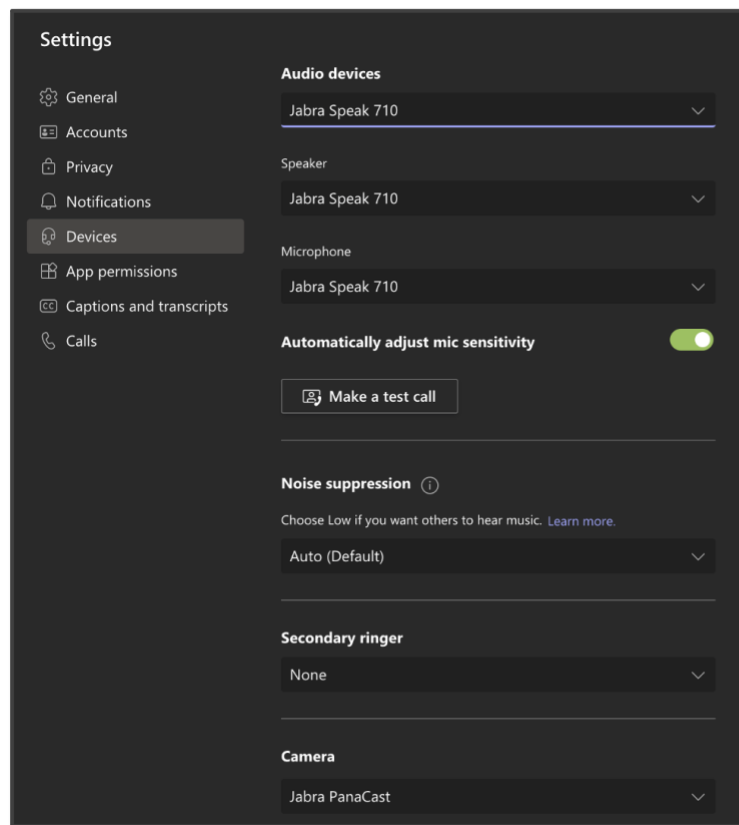
Please Note: Microsoft Teams may automatically select the Jabra PanaCast and Jabra Speak 710 as the default audio and video devices, but this should be checked and not assumed.



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 Speak 710'.

Speaker:
Change this option to 'Jabra Speak 710'.

Microphone:
Change this option to 'Jabra Speak 710'.

Camera:
Change this option to 'Jabra PanaCast'.

Microsoft Teams Online Application Configuration

In order to use the Jabra PanaCast and Jabra Speak 710 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 and Jabra Speak 710 in Zoom is below.

- Click your Profile Picture
- Click 'Settings'
- Select 'Video'
- Select 'Camera' and choose the Jabra PanaCast as the camera you want Zoom to use
- Select 'Audio'
- Set your microphone and speaker to Jabra Speak 710