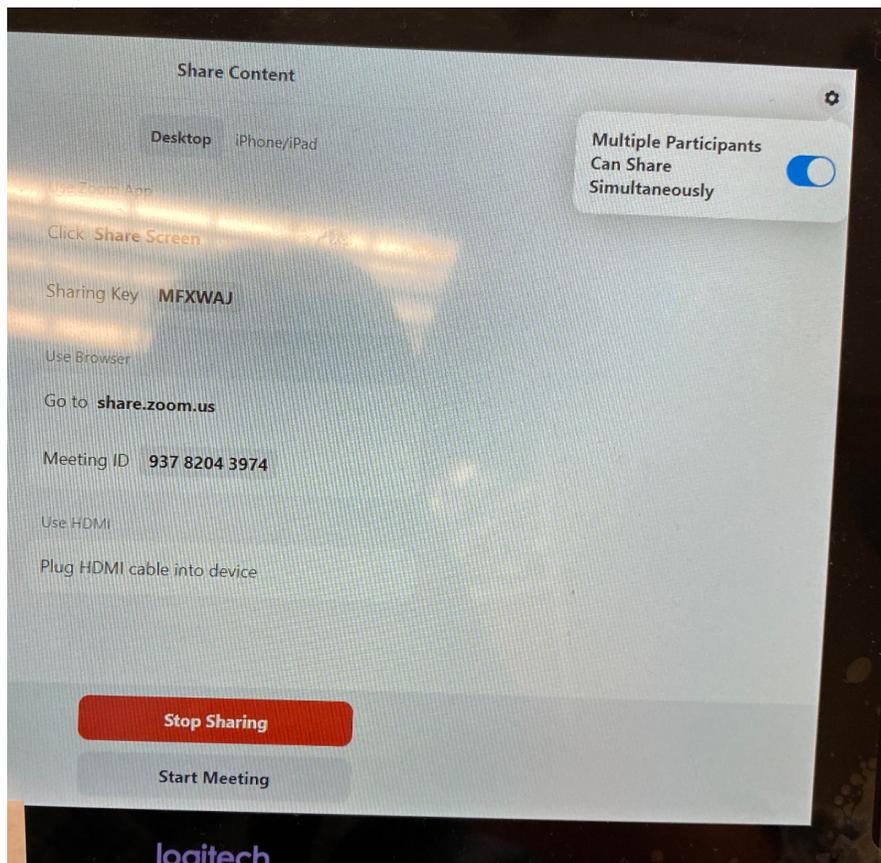


## Instructions

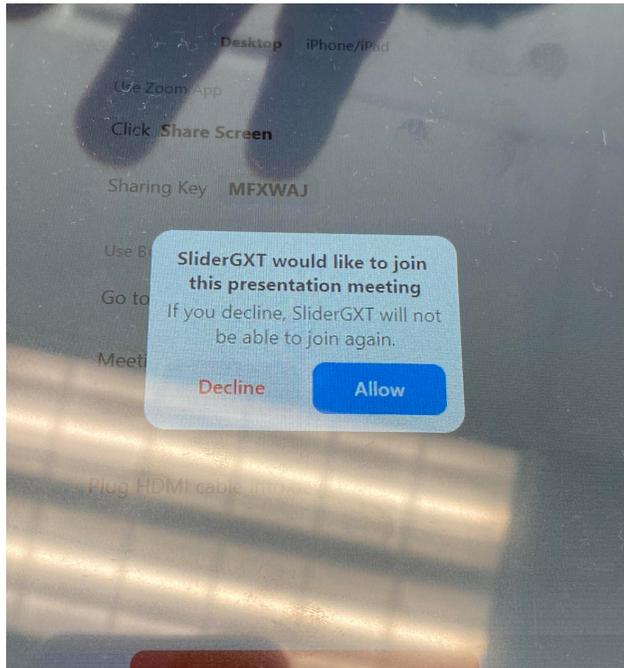
1. Turn TV on
2. Wipe down touch screen with a sanitizing wipe to ensure all features are working
3. What is your meeting setup?
  - a. I only need to share laptop screen on TV
    - i. Wireless (Please note: use MAC)

Click share content on touch screen

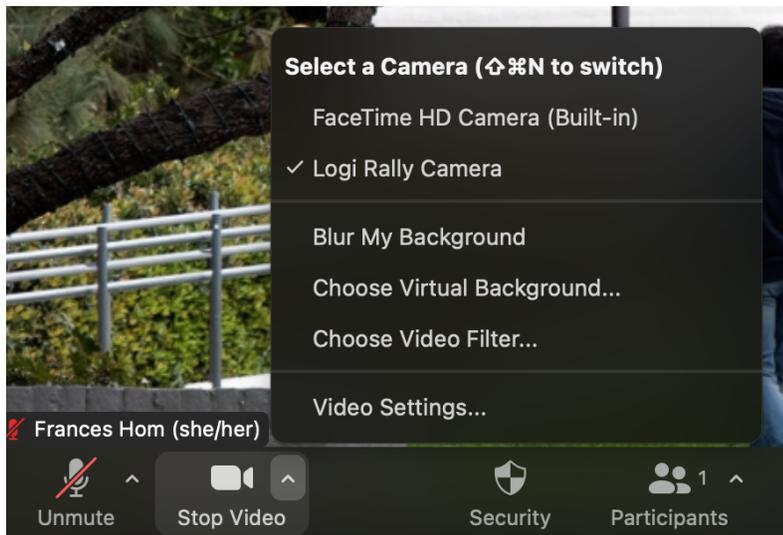
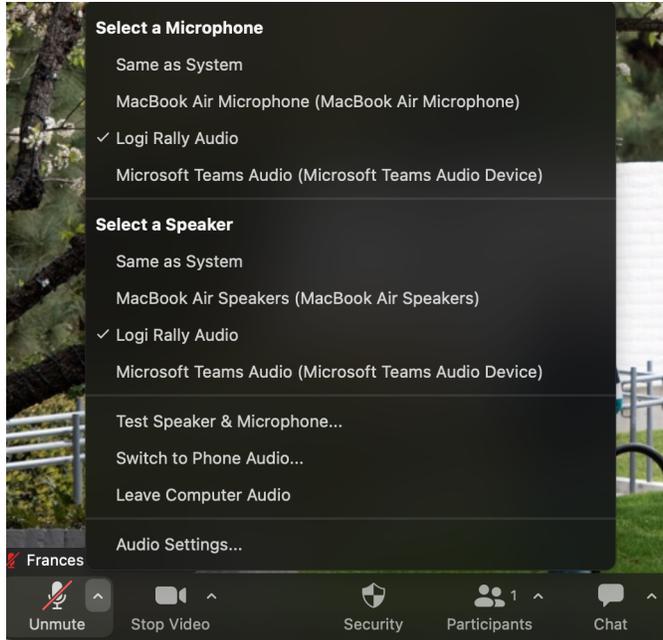
Click the settings button on the touch screen and enable 'multiple participants can share simultaneously' SEE BELOW pictures for example:



Join meeting from your laptop, click join meeting type in meeting ID you see on the TV, if an error message pop's up like the below on the TV and touch screen click 'allow':



Ensure you have the correct sources selected below on your microphone/speaker/video cam, please note on MAC's the microphone/speaker/video should come up as Logi and on other types Echo:



END sharing/meeting when done.

- ii. HDMI Cable (Please note: MAC's will not work with cable if you need to share sound from laptop to TV)
  - b. I am the host of my Zoom meeting and need to join for a hybrid meeting
    - i. If you are the host you should be the first person to login
    - ii. Please only allow 1 person to login to the Zoom meeting in SBSG 5402, if there are more than 1 participants joining the meeting in one room you will hear a high pitch noise
    - iii. Click Join Meeting, type in Meeting ID and passcode
    - iv. Click participants, then more... in the bottom right corner 'enable non-video participants' to show all participants on gallery screen
  - c. I am not the host and need to join a Zoom meeting for a hybrid meeting setup
4. The main controller for volume is on the touch screen, there is a sliding button.

5. When done, end sharing/zoom call
6. Turn TV off
7. Clean up the room to how you found it
8. Turn off the lights
9. Shut the door