

Wards Corners Room System Instructions

Step 1.

Using the TV Remote, power on the TV and change the HDMI output to HDMI #1 and the input box to Port #1



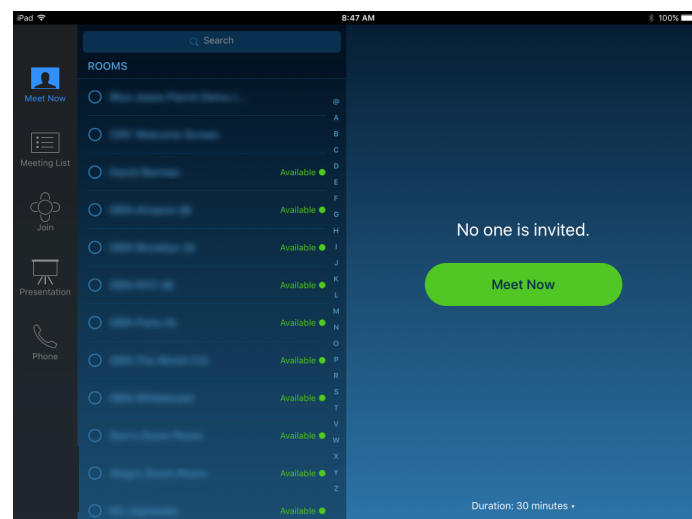
Step 2.

Ensure that the microphone / speaker is powered on. If not, use power button located in the center.



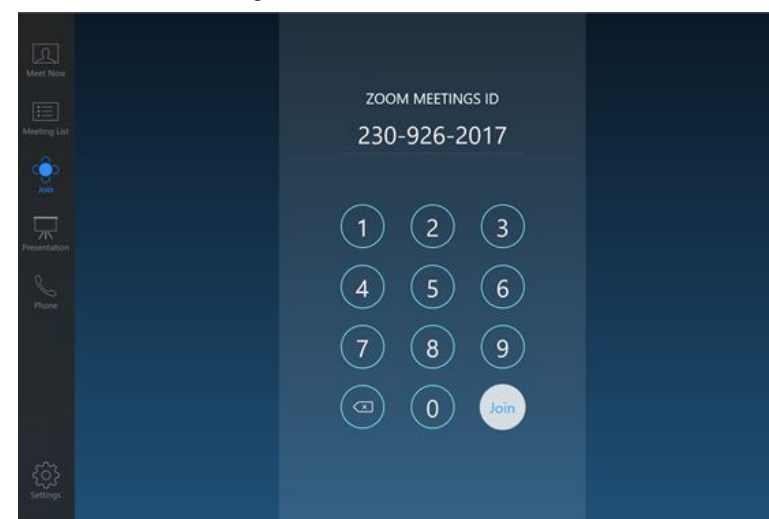
Step 3.

If the meeting is taking place in this Conference Room's Virtual Meeting Room, touch the green Meet Now button on the touch screen controller



Step 4.

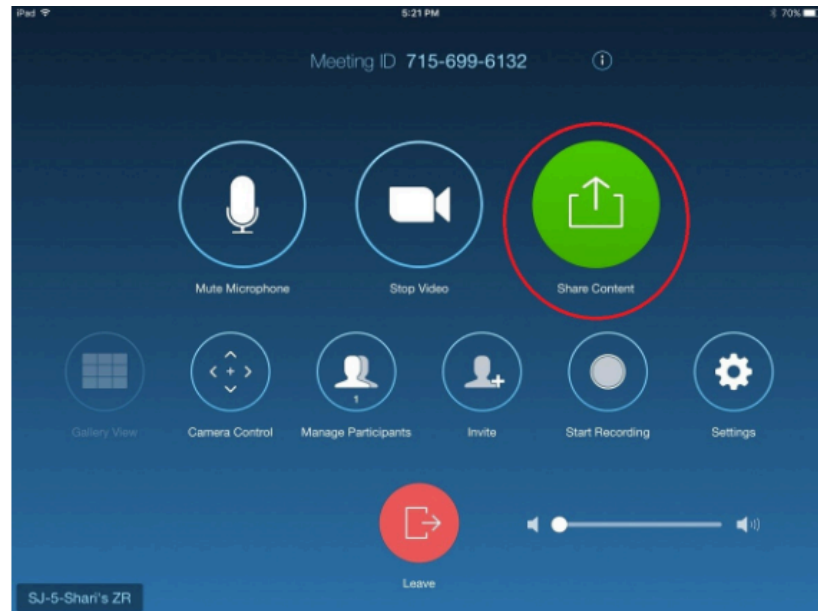
If meeting in a different meeting room (ie Virtual Room #1), touch Join on the touch screen controller, then enter meeting ID found in the audio portion of your invitation



Screen Sharing Instructions

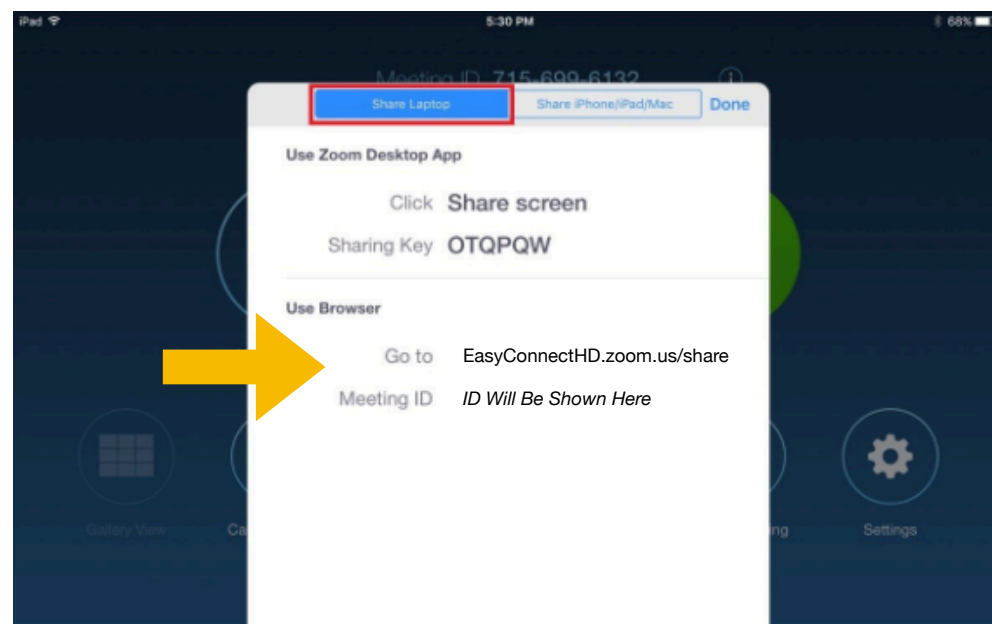
Step 1.

Once you are in a meeting, touch the green Share Content button on the touch screen controller



Step 3.

Take the meeting ID shown on the touch screen controller and enter it into the field on your laptop



Step 2.

On your laptop open a browser Outside of Citrix and go to: EasyConnectHD.zoom.us/share

Screen share an application

Meeting ID or Personal Link Name

Your meeting ID is a 9, 10, or 11-digit number

Share

Your camera and audio are disabled on entry. You can screen share your desktop, application or iPad/iPhone app.

Step 4.

The Screen Share menu will appear on your laptop

- You can share your desktop or a specific application
- Check the box to Share computer sound if you plan to share a video or audio clip

