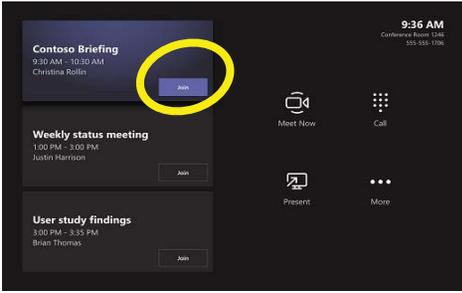
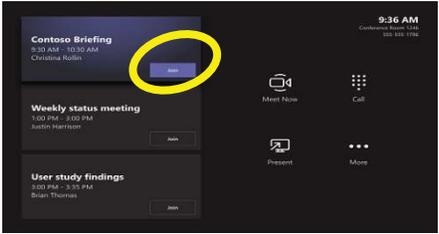
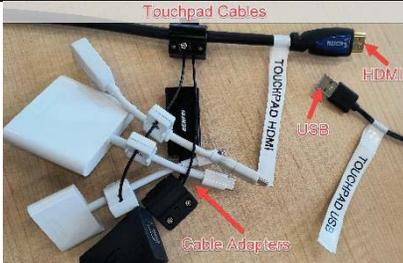


TEAMS MEETING- with your Device		
1	In Outlook, invite “Conference Room xxx” to your meeting	
2	Include a Teams link in the invite	
3	In the room, click “Join” on the Touch Panel	
4	<p>To share your screen:</p> <ul style="list-style-type: none"> • Connect your device to the Touch Panel using the HDMI cable (adaptor may be needed) • To stop sharing, unplug HDMI 	
<p><i>*In 301 and 303, use the remote to turn on/off the projector</i></p>		

TEAMS MEETING- with Room PC		
1	In Outlook, invite "Conference Room xxx" to your meeting	
2	Include a Teams link in the invite	
3	In the room, click "Join" on the Touch Panel	
4	<p>To share your screen</p> <ul style="list-style-type: none"> Connect Room PC (female) to the Touch Panel using the HDMI cable (male) (adaptor may be needed). To stop sharing, unplug HDMI 	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Room PC Cables</p>  </div> <div style="text-align: center;"> <p>Touchpad Cables</p>  </div> </div>
*In 301 and 303, use the remote to turn on/off the projector		

ZOOM MEETING – with Your Device		
1	In Outlook, invite “Conference Room xxx” to your meeting	
2	Include a Zoom link in the invite	
3	Connect your device to BOTH the HDMI, (using adaptor from key ring if needed) AND the USB cable	
4	Start the Zoom meeting on your device	
5	Within Zoom: a. Select Huddly IQ for your Camera b. Select Echo Cancelling Speakerphone (Crestron Mercury) for your Audio	
6	Share content within Zoom	
	<i>*In 301 and 303, use the remote to turn on/off the projector</i>	

ZOOM MEETING – with Room PC

1	In Outlook, invite “Conference Room xxx” to your meeting
2	Include a Zoom link in the invite
3	<p>Connect the Touch Panel’s HDMI and USB cables (male) to Room PC cables (female)</p> 
4	Start the Zoom meeting using the Room PC
5	<p>Within Zoom:</p> <ol style="list-style-type: none"> Select Huddly IQ for your Camera Select Echo Cancelling Speakerphone (Crestron Mercury) for your Audio
6	Share content within Zoom
*In 301 and 303, use the remote to turn on/off the projector	

SHARE YOUR SCREEN- In-Person Meeting

<p>1</p>	<p>Connect your device to the HDMI (male) (using adaptor from key ring if needed)</p> <p>Touchpad Cables</p>  <p>HDMI</p> <p>HDMI Cable Adaptors</p> <p>Connect the Room PC (female cables) to the HDMI (male)</p> <p>Room PC Cables</p>  <p>USB</p> <p>HDMI</p> <p>Touchpad Cables</p>  <p>HDMI</p> <p>HDMI Cable Adaptors</p>
<p>2</p>	<p>To stop sharing, unplug HDMI</p>
	<p><i>*In 301 and 303, use the remote to turn on/off the projector</i></p>

Unresponsive Touch Panel and/or TV

1

Click the lighted power switch behind the TV
TV and Touch Panel will power off



2

Wait 5 seconds and then turn switch back on

3

Wait for systems to power up and reconnect

**In 301, 303, and 440 follow posted instructions on the wall to reboot*