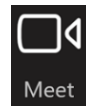
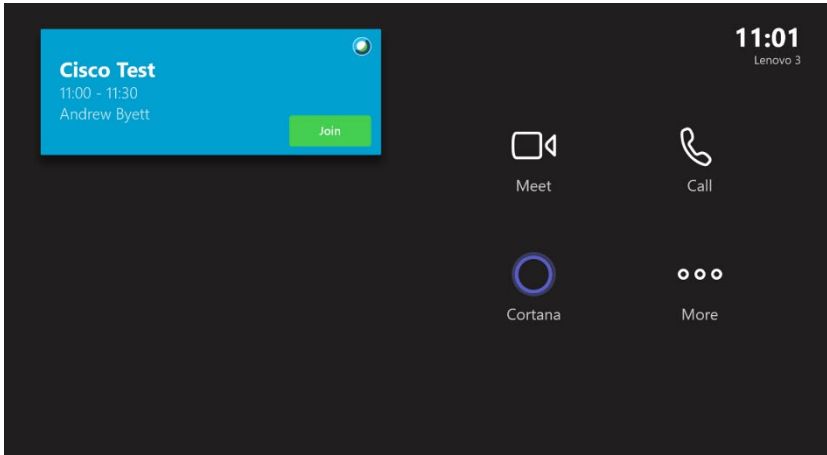
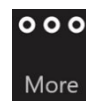


Welcome to the meeting rooms at Amber. **To connect to Amber Guest WiFi**
Connect to: **Amber – Guest** / Password: **AmberWiFi**

Please locate the Logitech touch panel located on the meeting room table and follow the instructions below.



To start a new internal meeting, press **MEET**. Enter a name or number (audio only available when dialing a number) and request to join. Your meeting will automatically start.



To share content, use the USB ClickShare dongle available in the room. Plug this into your laptop to present on the room screen. Press **Present**.



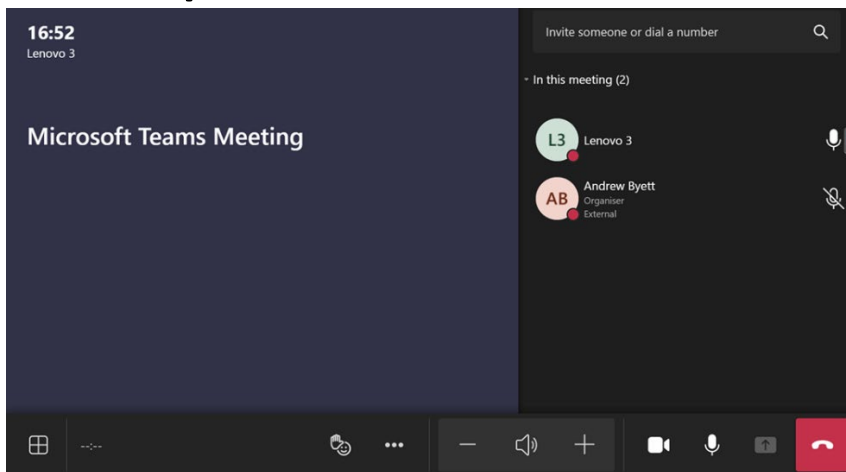
Join a scheduled meeting by tapping **JOIN** on the calendar entry. Your meeting will automatically start.



To make an internal audio call. Select **CALL** – enter name of participant – Press **CALL** button.

You may also share content by joining the Teams meeting from your device. (NB mute microphones/speakers on the laptop).

IN CALL / MEETING CONTROLS



Invite Someone – start typing the name or number you want to invite to the meeting. Select names to add to the invitation list, then tap **Invite**.

Pin/Spotlight/Remove – select participant name on the room touch panel to then make that person the main speaker/presenter.



Mute participant – selecting individual participant's name, and then press on **Mic** icon.



Leave the meeting.



Select **Camera** on the room touch panel to turn the in-room camera on and off.



Manage audio by selecting **MIC** on the room touch panel to mute or unmute the room mic.



Additional features including - Turn on **Live Captions/Chat Bubbles**/Turn off incoming video.



Select **-** or **+** to adjust the in-room speaker volume. Press speaker icon to **Mute/Unmute**.



Select **Layouts** on the room touch panel. Switch between different layouts for your room display.



Activate **Content Sharing** via **ClickShare** within the room. The **ClickShare** landing page will automatically appear when a dongle is connected. A **Red box** will appear around the content on screen to indicate content is being shared in the call.

BRING YOUR OWN DEVICE



Bring Your Own Device (**BYOD**) USB connection.

Find the purple Logi Switch connector and plug in either side of the USB

connections – your laptop will then share to the room screen, you can then utilise the meeting rooms microphones, camera and speakers for Teams, Zoom etc from your device. **(NB: Please note the first time you connect your device to the system via the BYOD – it may take a few minutes to recognise the device).**

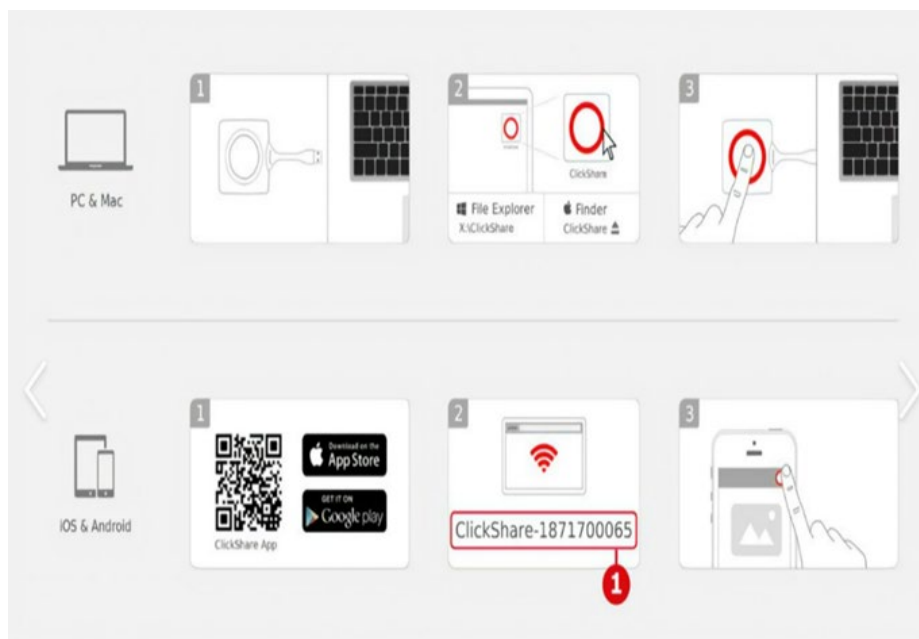
MIRRORCAST LAPTOP

Share Windows Laptops wirelessly to the meeting room screen.

1. Select **Windows key + K** on your laptop keyboard.
2. A list of screens will appear on the right hand side of the laptop
3. Select the meeting room screen required – your laptop will then be displayed on the meeting room screen.
4. Repeat step 1 to disconnect from the screen
5. **Only 1 user** can Mirrorcast at one time

CHECK TEAMS/ZOOM SETTINGS FOR “ECHO CANCELLING SPEAKPHONE + LOGI MEETUP/RALLY CAMERA”

CLICKSHARE USB/MOBILE/TABLET



CLICKSHARE USB DONGLE

1. Insert ClickShare dongle into a USB port on the laptop
2. The dongle will flash white whilst installing
3. The dongle is ready to share when white light stops flashing
4. Press on dongle button to share to screen

For Mobile Devices – no internet access

1. Connect to room ClickShare Wifi network i.e. **“ClickShare-Dublin Room”**
2. Password = Amber plus meeting room name i.e. **AmberDublin/AmberMunich/AmberSanFran** – **NB: case sensitive**
3. Android – use ClickShare App
4. Apple – use screen mirroring option to connect to room