

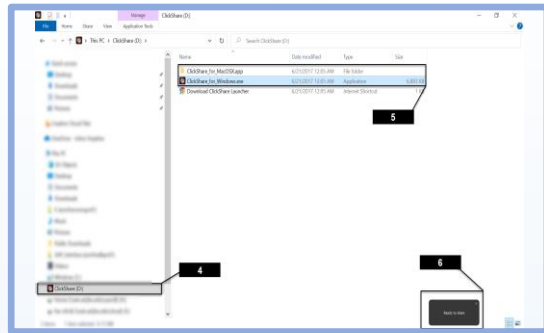
# JHFRE CONFERENCE ROOM AUDIO VIDEO (AV) INSTRUCTIONS


## STEP 1: PROJECT YOUR SCREEN WITH AN HDMI CABLE \*Recommended method to project your screen



1. Select the red power button on the black Samsung remote.
2. Select **Source** on the black Samsung remote and chose the **PC** option displayed on the monitor.
3. Attached the cable labelled **HDMI** to your laptop. Your screen should now be projected.

## -OR- PROJECT YOUR SCREEN WITH CLICKSHARE \*May cause audio delay. Use only if HDMI is not available.



1. Select the red power button on the black Samsung remote.
2. Select **Source** on the black Samsung remote and use the white arrows to choose the **UNKOWN HDMI 1** option displayed on the monitor.
3. Attached the CLICKSHARE device to your USB. (The device will blink white.)
4. Go to your **FILE EXPLORER**  on your laptop and select **CLICKSHARE**.
5. Select **CLICKSHARE\_FOR\_WINDOWS.EXE** for a Microsoft device or **CLICKSHARE\_FOR\_MACOSX.APP** for an apple device.
6. Clickshare will download to your computer and say **READY TO SHARE**.
7. Hit the button on the CLICKSHARE device once. It will turn into a red circle. Your screen should now be projected.

## AUDIO VIDEO EQUIPMENT LIST Orange/Violet Conference Rooms



Samsung Monitor Remote



ClickShare Device



HDMI Cable



Vaddio Camera Remote



Vaddio Camera System



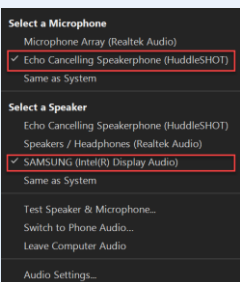
Camera Audio USB Cable

## STEP 2: CONNECT VADDIO CAMERA AND SPEAKERPHONE



1. Hit the green **POWER** button on the black Vaddio remote. Camera light should be white.
2. Attach the cable labelled **CAMERA/AUDIO** to your laptop.

## STEP 3: JOIN YOUR ZOOM OR TEAMS MEETING



1. Under **MICROPHONE** options select **ECHO CANCELLING SPEAKERPHONE (HUDDLESHOT)**
2. Under **SPEAKER** options select **SAMSUNG** or **ECHO CANCELLING SPEAKERPHONE (HUDDLESHOT)**.
3. Under **CAMERA** options select **HUDDLESHOT**.
4. You may now use the on the Vaddio remote to pan and zoom the camera for better visual.