

Basic Operating Instructions For The EasyConnect HD Room System

1) Turn on the TV and change to the correct HDMI

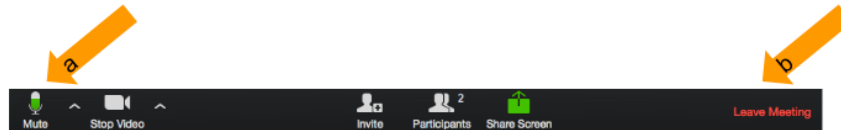
*You should see the Portal interface on the screen

2) Navigate the Portal interface and click the button for the virtual meeting room you wish to join

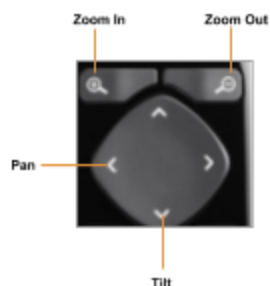


3) Once you are in the meeting you will have access to the In-Meeting Controls

- a) Click the Microphone icon to mute your microphone
- b) Click “End Meeting” or “Leave Meeting” to exit the meeting



4) You can use the provided remote control to pan, tilt, and zoom the high definition camera to make sure everyone in the physical conference room is in view

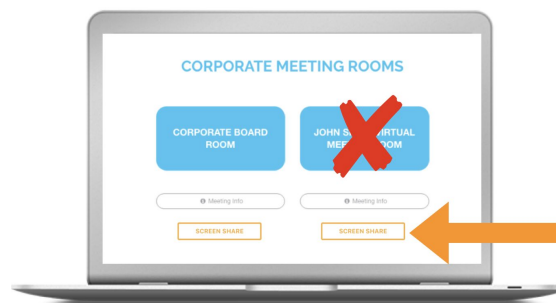


Wirelessly Share Your Laptop Screen While Using A Room System

1) Use the EasyConnect HD room system to click the **blue** meeting room button



2) Using your laptop, go to preludeservices.easyconnecthdportal.com and click the **orange** Screen Share button under the meeting room button



3) 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

