

VIDEO CONFERENCING NOT HOSTED ON MS TEAMS (I.E. ZOOM, WEBEX, GOOGLE MEET, ETC.)

Contact for additional IT assistance

Elijah Stigall/estigall@phinia.com/248.309.7029

Elaine Sharer/esharer@phinia.com/ 248.410.7487

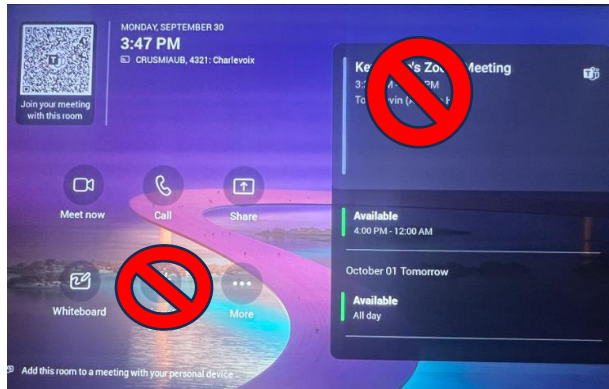
CLICK HERE FOR JOINING MICROSOFT TEAMS MEETINGS (INSERT LINK)

RESERVE CONFERENCE ROOM; TURN TV ON

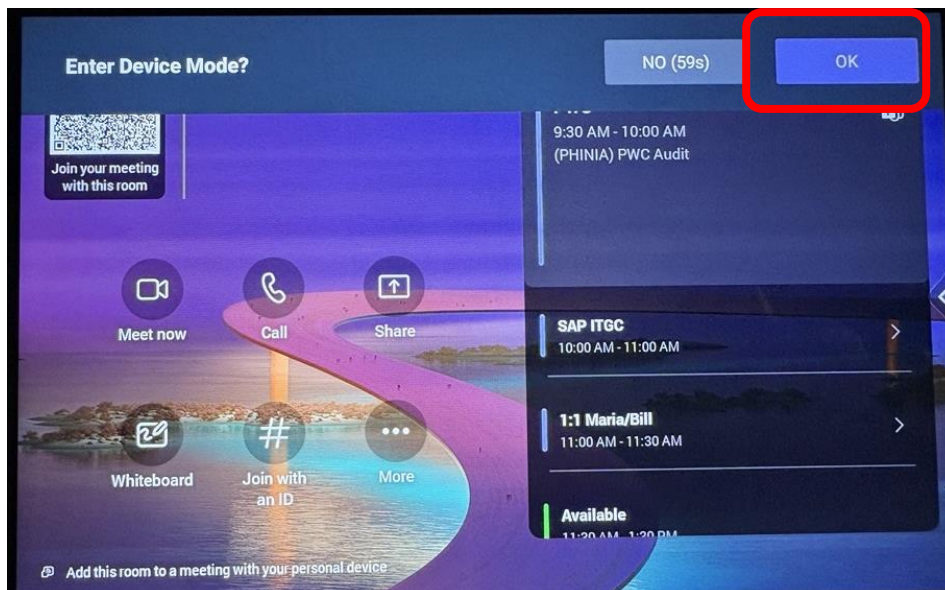
1. When you receive a meeting notification for a non-Teams meeting and you would like to participate from a conference room, you need to reserve the conference room separately.
 - a. Do not forward a non-Teams email invitation. It will not reserve the room.
 - b. Remove Microsoft Teams from the meeting invitation to avoid confusion.
2. Ensure the TV is on. If not, the remote is on the table.

JOINING MEETINGS NOT HOSTED ON MS TEAMS (I.E. ZOOM, WEBEX, GOOGLE MEET, ETC.)- BYOD (BRING YOUR OWN DEVICE)

NOTE: Do NOT attempt to join from the touch panel. Neither the meeting notification nor the “Join with an ID” icon are active for anything other than Teams.



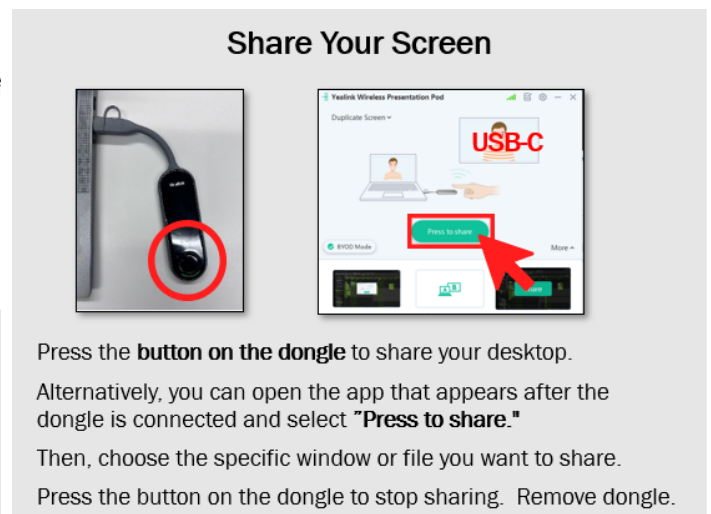
1. Join a non-Teams meeting (i.e. Zoom) if communicating outside of the room, from your computer:
 - a. Insert the dongle. On the touch panel, click “OK”. This pop-up will disappear after 60 seconds. If you fail to press “OK” in the allotted time, the room audio/camera will not function. Remove dongle; reinsert if these functions are needed.



2. **Connect With Wireless Dongle share your computer content on the screen locally.** *Duplicate/extend settings may need to be changed in Windows on your computer.



The screens below will only show if you connect with USB-A:



3. **Join the meeting from your computer.**

- a. Join the meeting from your computer, by clicking on the link. Example below:

Join Zoom Meeting

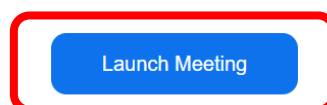
<https://us05web.zoom.us/j/89023275949?pwd=FJWa2UyiTATVvrUwagAPL7sEBkgBzG.1>

- b. The screenshot below may appear. Click Launch meeting.

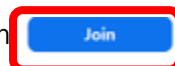
Click **Open Zoom Workplace app** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

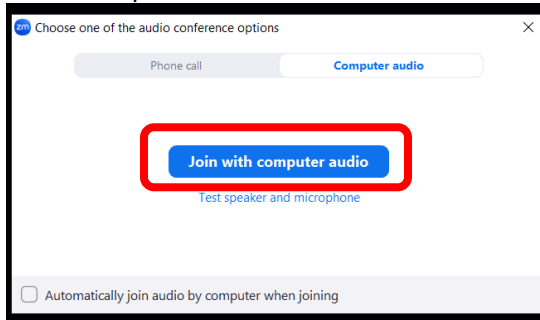
By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)



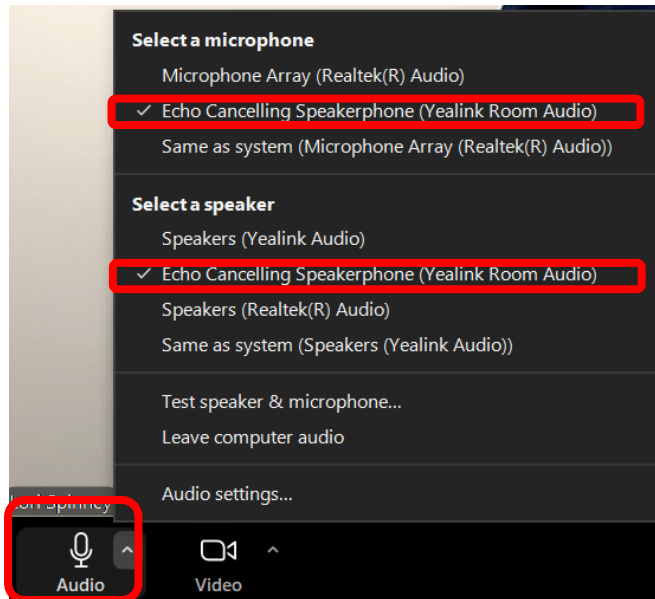
- c. A video preview may display. Click on



d. Select Join with computer audio.

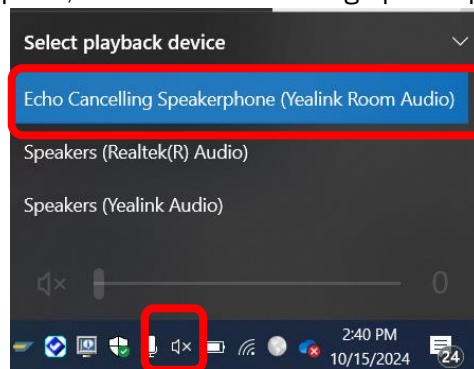


e. At the bottom of the video screen, click on “Audio” and next select as shown below:

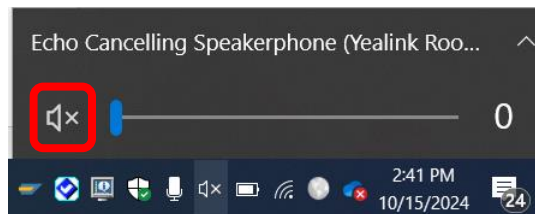


f. Adjust the volume or to mute:

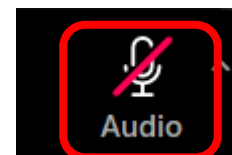
1. On your computer, select Echo Cancelling Speakerphone (Yealink Room Audio)



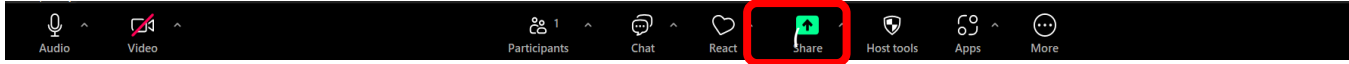
2. From computer settings to control volume:
platform:



To mute, click icon in



- g. **Follow the prompts to share with meeting participants online**, with the platform you are using. Zoom is shown below. The screen of whomever shares will project on the screen. The participants will show at the top of the screen.



- h. To enable camera in the platform, ensure that the video is not turned off. Select Yealink Room Camera.

