

Non-Teams Video Conferencing Guide for General Conference Room

Get Support for Video Conferencing

For additional IT assistance, contact:

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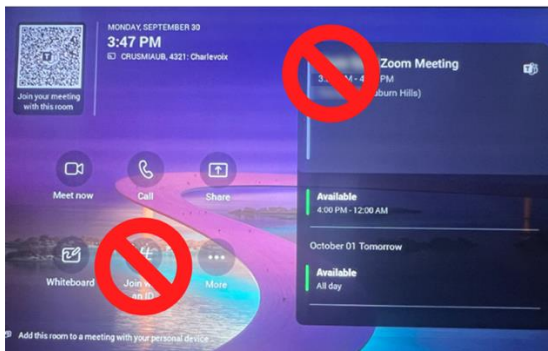
For instructions on joining Microsoft Teams meetings, [click here](#).

Non-Teams Meeting (Zoom, WebEx, Google Meet, etc.) Setup Instructions

Reserve the Room and Activate the Equipment

1. **Reserve the Conference Room:** If you receive a meeting invitation for a non-Teams platform (Zoom, WebEx, Google Meet, etc.) and want to participate from the Conference Room, **you must reserve the room separately**.
 - **Do not forward** the non-Teams invitation to the room; it will not reserve the space.
 - **Remove any Microsoft Teams details** from the invitation to avoid confusion.
2. **Turn on the Display:** Ensure the TV is on. If it is not, use the remote located on the table.

Important: Do not attempt to join non-Teams meetings from the touch panel. The "Join with an ID" option only works for Microsoft Teams.



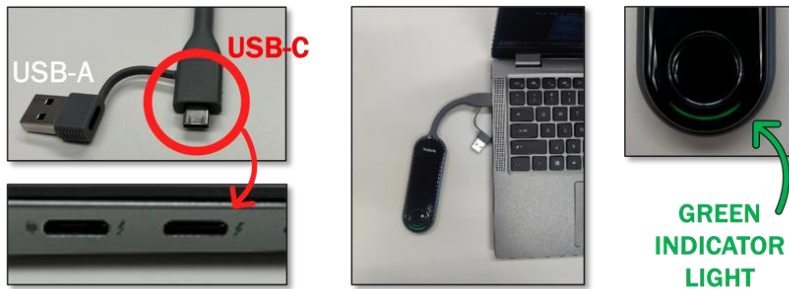
Connect Your Device and Share Your Screen in the Room

Wireless Dongle Setup

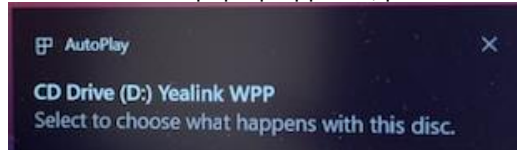
1. **Connect with Wireless Dongle:** Insert the dongle into your computer. On the touch panel, press **OK** within 60 seconds to enable room audio and camera. If time lapses, remove and reinsert the dongle.



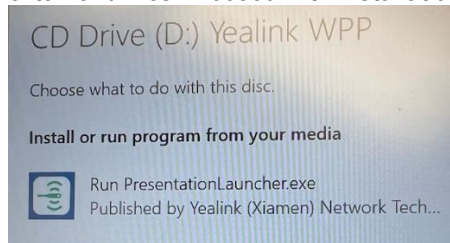
- If using **USB-C**, plug the dongle into your device using the **USB-C port**. Wait until the indicator light turns green.



- **USB-A** may be used, but software must be installed on your computer the first time of use:
 - If an installation pop-up appears, proceed with installation.

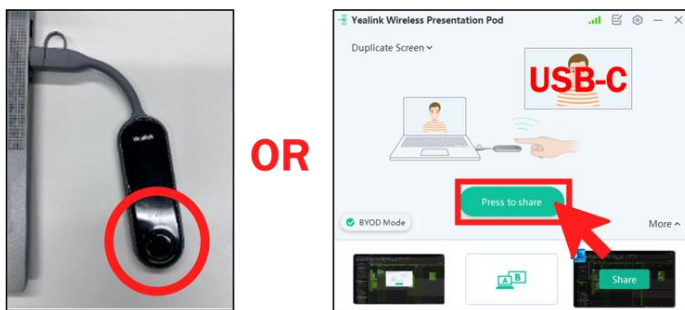


- Alternatively, locate RunPresentationLauncher.exe software directly in File Explorer on one of your external drives. Proceed with installation.



2. Share Your Screen:

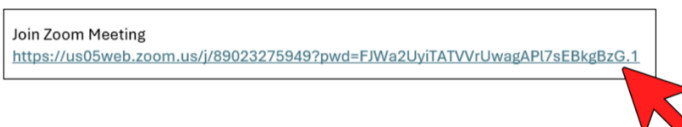
- Press the **button on the dongle** to share your desktop. Alternatively, you can open the app that appears after the dongle is connected and select **"Press to share."** Then, choose the specific window or file you want to share.



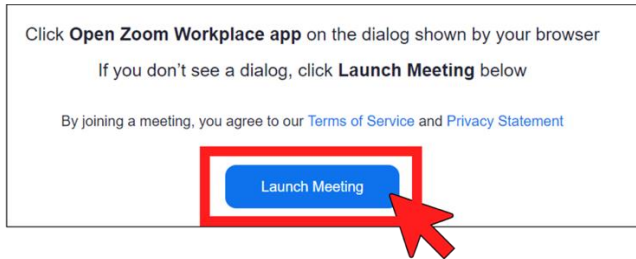
- Press the button on the dongle to stop sharing. Remove dongle.

Join the Meeting From Your Computer

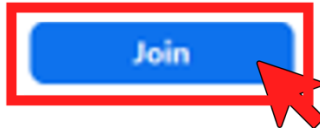
1. **Open the Meeting Link:** Click the link provided in your meeting invitation. Below is an example from Zoom:



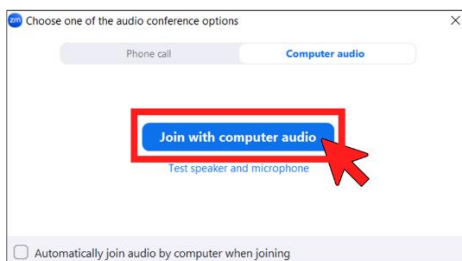
- A launch window may display. If prompted, click **Launch meeting**.



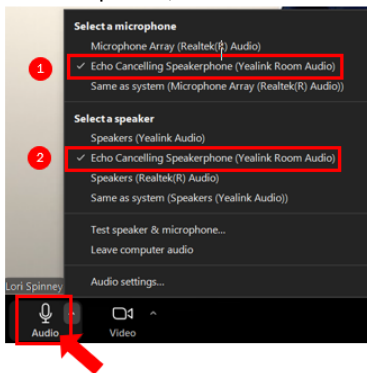
- A video preview may display. If prompted, click **Join**.



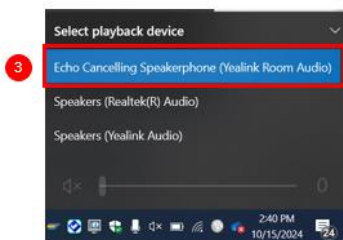
2. Join with Computer Audio: Select **Join with computer audio** when the video preview appears.



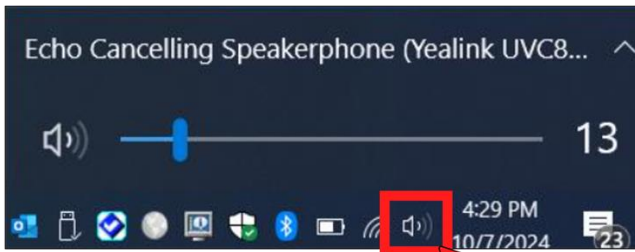
3. Adjust Audio Settings: At the bottom of the video screen, click on **Audio**. Under the “Select a microphone” and “Select a speaker” options, select **Echo Cancelling Speakerphone (Yealink Room Audio)** for both.



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



- in your computer's system tray, click the Speaker icon to adjust the volume.



- To mute, use the platform's mute option.



Share Content with Online Meeting Participants

1. **Share Your Screen:** Follow the platform's prompts to share your screen with online participants. Below is an example in Zoom:



The shared content will project on the room screen, with meeting participants shown at the top of the screen.

2. **Enable the Room Camera:** Select **Yealink Room Camera** from the Video/Camera icon in your platform. Make sure the video icon is not turned off.

