

# Non-Teams Video Conferencing Guide for Blois (Huron) Conference Room

## Get Support for Video Conferencing

For additional IT assistance, contact:

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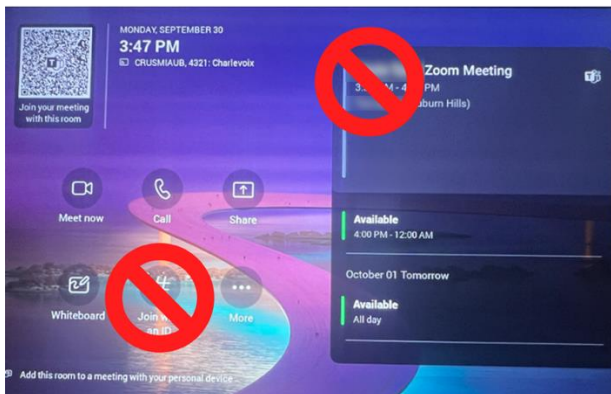
For instructions on joining Microsoft Teams meetings, [click here](#).

## 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 Blois 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 both TVs are on. The **left TV** (Sharp) should turn on automatically. If not, use the remotes located on the table or in the black box on the windowsill.

**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

1. **Connect Your Computer:**
  - Locate the BYOD (Bring Your Own Device) cable protruding from the power outlet on the table closest to the touch panel. Plug the **USB-A** end into your computer.

**NOTE:** This will connect the cameras, microphones, and speakers.

## Share Your Screen in the Room

There are two options for sharing your computer content on the two local screens:

### Option 1: Share via HDMI (Without Joining the Meeting from Your Laptop)

**Connect via HDMI:** Plug the USB-C/HDMI cord from the touch panel into your computer.

- Ensure the USB-C is properly connected to the HDMI adapter or directly into your device.



- This will display your screen on both room monitors, as well as in the meeting.

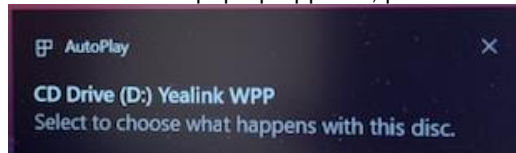
### Option 2: Share via Wireless Dongle (Without Joining the Meeting from Your Laptop)

#### 1. Connect with Wireless Dongle:

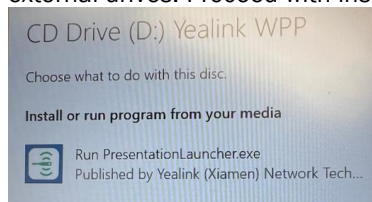
- **Connect Using the USB-A Dongle:** Locate the dongle on the table or in the black box on the windowsill (or use the USB-C adapter in the same box if preferred).



- When connecting with USB-A, 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.



OR



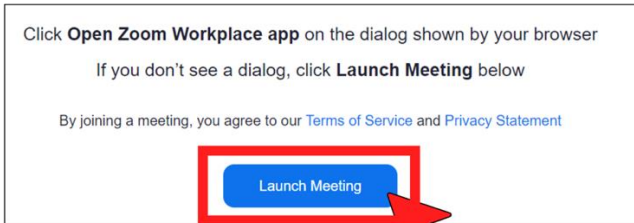
- Press the button on the dongle to stop sharing. Remove dongle.

## Join the Meeting From Your Computer

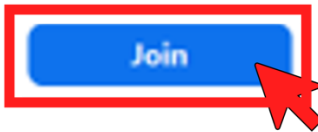
1. **Open the Meeting Link:** Click the link provided in your meeting invitation. Below is an example from Zoom:

Join Zoom Meeting  
<https://us05web.zoom.us/j/89023275949?pwd=FjWa2UyiTATVrUwagAPI7sEBkgBzG.1>

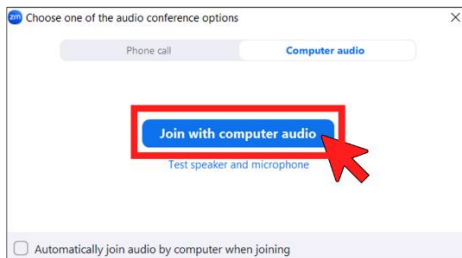
- A launch window may display. If prompted, click **Launch meeting**.



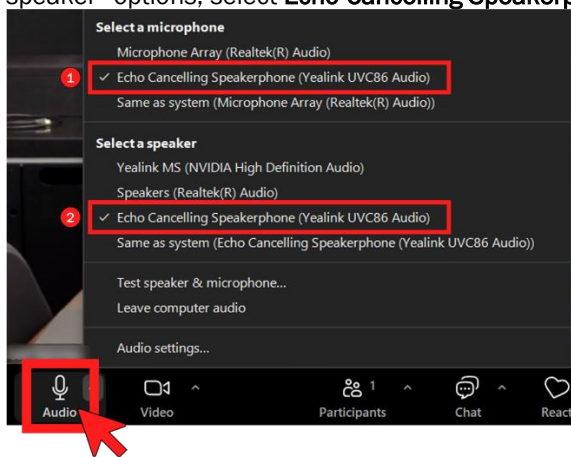
- A video preview may display. If prompted, click **Join**.



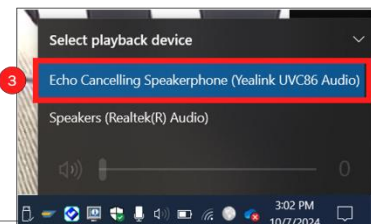
2. **Join with Computer Audio:** Select **Join with computer audio** when the video preview appears.



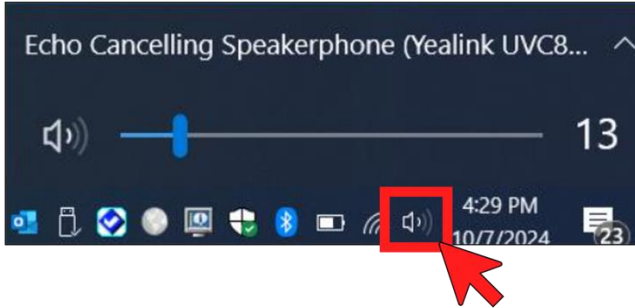
3. **Adjust Audio Settings:** At the bottom of the video screen, click on **Audio**. Under the “Select a microphone” and “Select a speaker” options, select **Echo Cancelling Speakerphone (Yealink UVC86 Audio)** for both.



- On your computer, select **Echo Cancelling Speakerphone (Yealink UVC86 Audio)**.



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



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



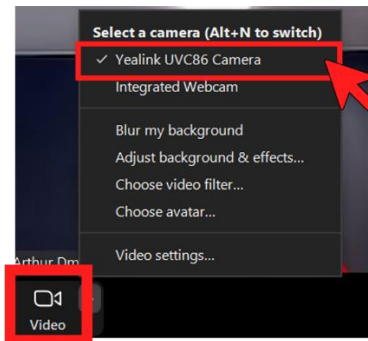
## Share Content with Online Meeting Participants

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



The shared screen will project on both room screens, and meeting participants will appear at the top of each screen.

2. **Enable the Room Camera:** Select **Yealink UVC86** from the Video/Camera icon in your platform. Make sure the video icon is not turned off.



## Stopping Screen Sharing in the Room

If you are connected via the touch panel, you can stop sharing by:

- Tapping **Stop Sharing** on the touch panel to stop displaying content in the room.
- Selecting **Stop Duplicating** if you only want to stop displaying on the left monitor.

