

Non-Teams Video Conferencing Guide for Juarez (Michigan) Conference Room

Get Support for Video Conferencing

For additional IT assistance, contact:

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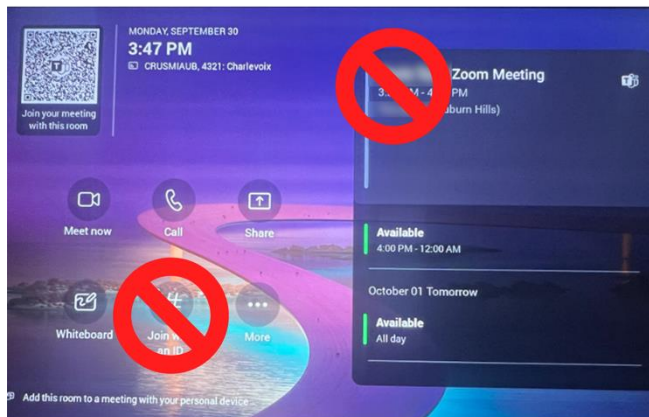
For instructions on joining Microsoft Teams meetings, [click here](#).

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 Juarez 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:** Tap the touch panel on the table to power on the room's TVs if they are not already on.

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 in the black box on the windowsill.
 - Plug the BYOD cable into the BYOD port on the conference table and 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 all room monitors, as well as in the meeting.

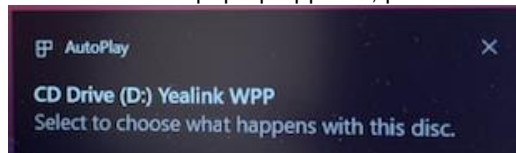
Option 2: Share via Wireless Dongle (Without Joining the Meeting from Your Laptop)

1. Connect with Wireless Dongle:

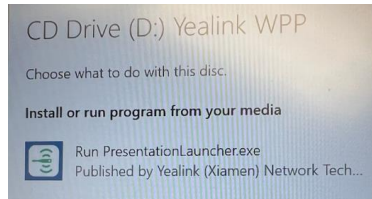
- **Connect Using the USB-A Dongle (WPP-20):** Locate the dongle in the black box on the windowsill (or use the USB-C adapter in the same box if preferred).



- 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.

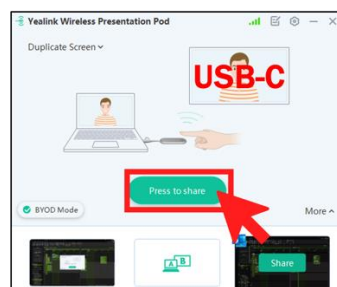


2. Share Your Screen:

- 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



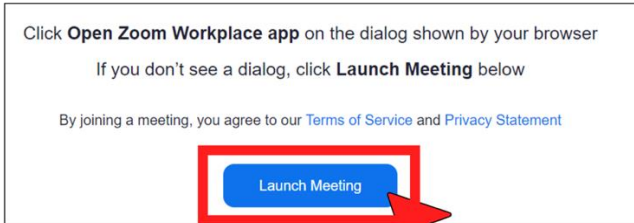
- Press the button on the dongle to stop sharing. Remove dongle.

Join the Meeting From Your Computer

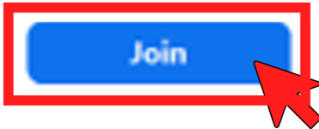
1. **Open the Meeting Link:** Click the link provided in your meeting invitation. Below is an example from Zoom:

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

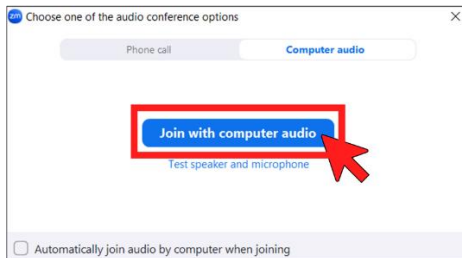
- A launch window may display. If prompted, click **Launch meeting**.



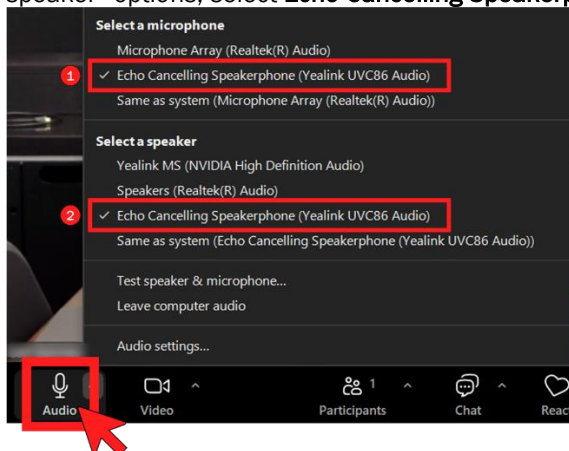
- A video preview may display. If prompted, click **Join**.



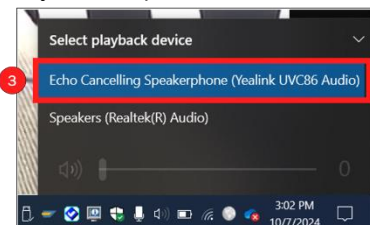
2. **Join with Computer Audio:** Select **Join with computer audio** when the video preview appears.



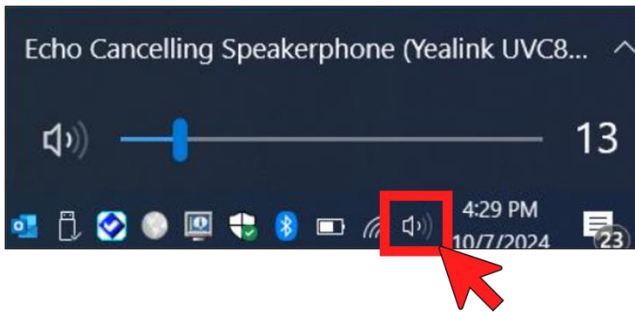
3. **Adjust Audio Settings:** At the bottom of the video screen, click on **Audio**. Under the “Select a microphone” and “Select a speaker” options, select **Echo Cancelling Speakerphone (Yealink UVC86 Audio)** for both.



- 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.



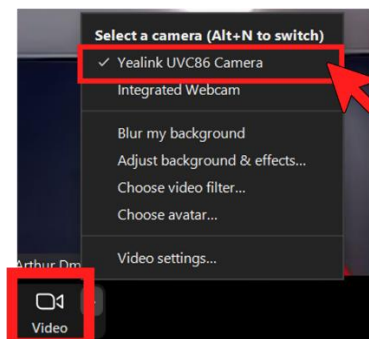
Share Content with Online Meeting Participants

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 and front monitors.

