

Non-Teams Video Conferencing Guide for Troy (Erie) Conference Room

Get Support for Video Conferencing

For additional IT assistance, contact:

- **Elijah Stigall:** estigall@phinia.com | 248.309.7029
- **Elaine Sharer:** esharer@phinia.com | 248.410.7487

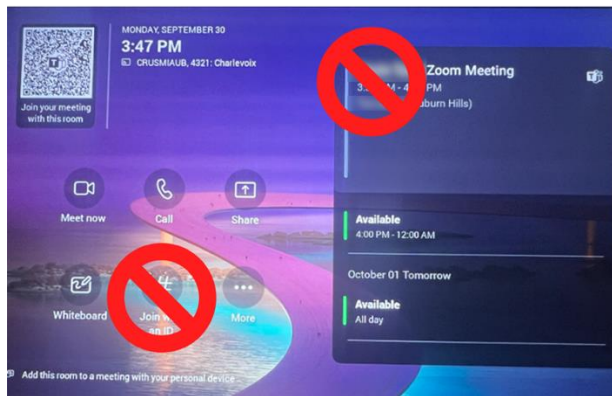
For instructions on joining Microsoft Teams meetings, [click here](#).

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 Troy 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** to power on the TV if it is 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 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 screen locally:

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 the room monitor, as well as in the meeting.

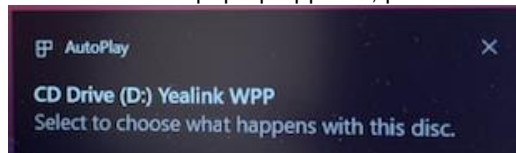
Option 2: Share via Wireless Dongle (Without Joining the Meeting from Your Laptop)

1. Connect with Wireless Dongle:

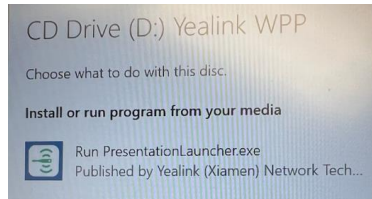
- **Connect Using the USB-A Dongle (WPP-20):** Locate the dongle in the black box on the windowsill (or use the USB-C adapter in the same box if preferred).



- 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.

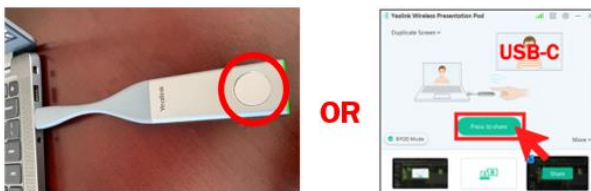


- Alternatively, locate RunPresentationLauncher.exe software directly in File Explorer on one of your external drives. Proceed with installation.



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.



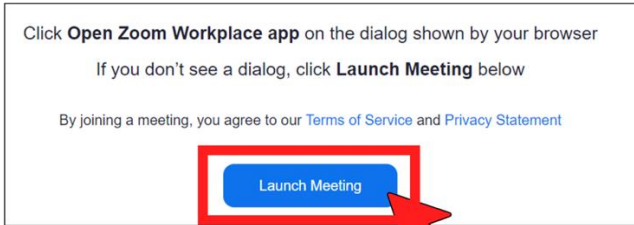
- Press the button on the dongle to stop sharing. Remove dongle.

Join the Meeting From Your Computer

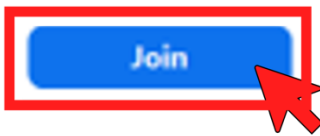
1. **Open the Meeting Link:** Click the link provided in your meeting invitation. Below is an example from Zoom:

Join Zoom Meeting
<https://us05web.zoom.us/j/89023275949?pwd=FjWa2UyiTATVvrUwagAPI7sEBkgBzG.1>

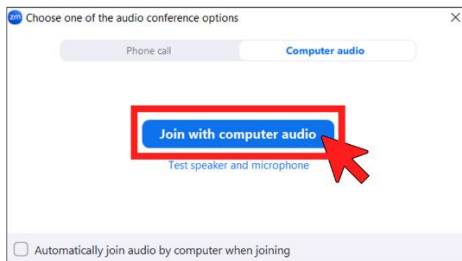
- A launch window may display. If prompted, click **Launch meeting**.



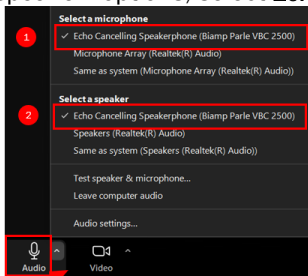
- A video preview may display. If prompted, click **Join**.



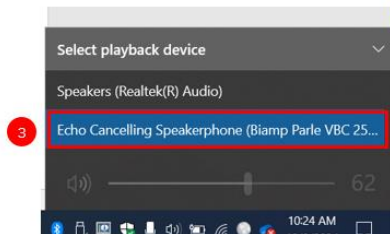
2. **Join with Computer Audio:** Select **Join with computer audio** when the video preview appears.



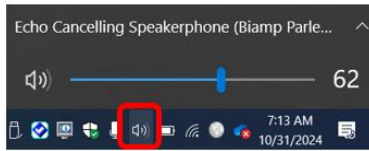
3. **Adjust Audio Settings:** At the bottom of the video screen, click on **Audio**. Under the "Select a microphone" and "Select a speaker" options, select **Echo Cancelling Speakerphone (Biamp Parle VBC 2500)** for both.



- On your computer, select **Echo Cancelling Speakerphone (Biamp Parle VBC 25...)**



- 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 **VBC 2500 Camera** from the Video/Camera icon in your platform. Make sure the video icon is not turned off.

