



Presentation Guide

Audio Visual User Guide

The guidance in this document may suggest that you install certain applications on your devices to get the best experience when using our meeting rooms. Please speak to your IT department to ensure that the software provided meets your corporate standards and for assistance with the installation of the software that can be found [here](#) before your meeting.

How to present wirelessly

To connect your device to the screen:

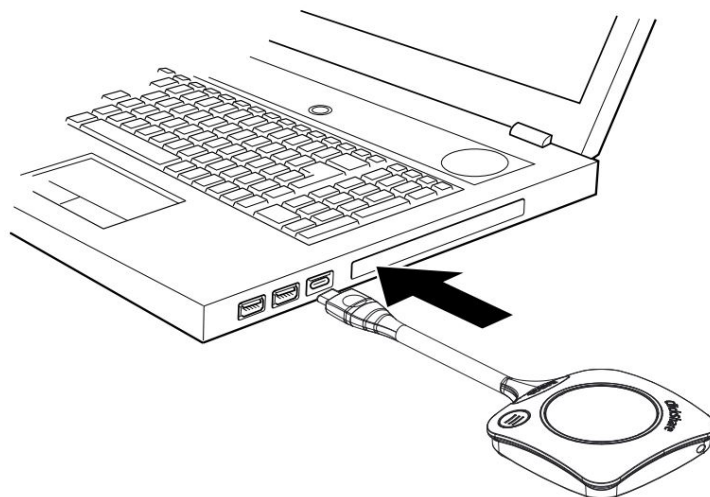
1. Make sure your device is connected to the Wi-Fi.

If you're an office customer connected to Wi-Fi Secure, continue to step 2. If you're an external customer, connect to the Meeting Room Wi-Fi.

Network: Meeting Room Wi-Fi

Password: HelloAgain

2. Insert the Clickshare dongle into the USB port on your device.

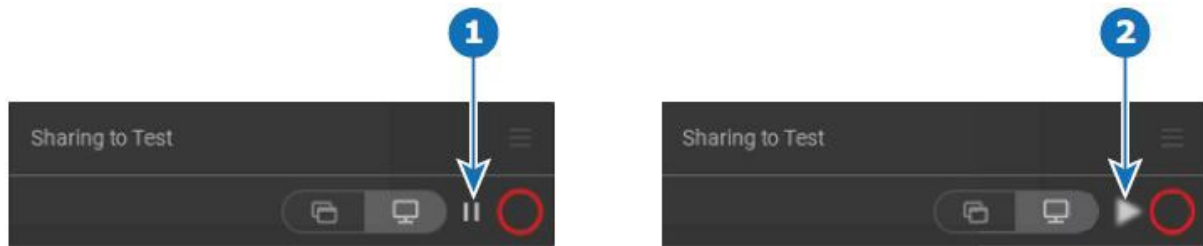


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3. The ring on the dongle will start to fill with light. When the ring is complete, click the middle of the dongle to start screen sharing. (If you are using a MacBook and the light is blinking, see the troubleshooting instructions below).

If you want to pause the screen sharing at any point, click the pause button indicated by (1) and (2) to resume the presentation.



Troubleshooting

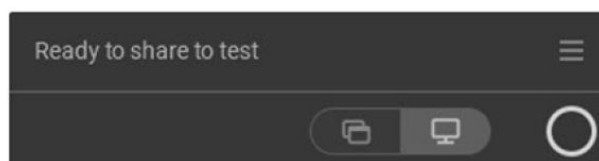
If the light on the dongle is blinking, you'll need to start clickshare.exe on your computer. The program should pop up on your device.

If clickshare.exe does not open automatically:

Windows

- Open your file explorer and locate CD Drive: Clickshare
- Open "Clickshare_for_windows.exe."

When the clickshare.exe software has run, you will see:



Mac

- Look for the Clickshare icon on your desktop. If it's not there, look in 'Finder'
- Double click 'ClickShare_for_MacOSX' to launch

- The ring on the dongle should now be solid white. Press the middle of the dongle to present and the ring will turn red

If prompted, agree to the additional security permissions in Security Preferences to present.

Apple Airplay

You can connect your Apple devices using Airplay. Please note Airplay cannot be used for video conferencing (including Zoom and Microsoft Teams). It can only be used for wireless presenting.

1. Make sure your device is connected to the Meeting Room Wi-Fi.

Network: Meeting Room Wi-Fi

Password: HelloAgain

iPhone/iPad

2. Open the Control Centre. Depending on your device, either swipe up from the bottom left of the screen or swipe down from the top right of the screen.
3. Click the Screen Mirroring icon.
4. Select the meeting room name to connect your device.
5. Enter the 4-digit Airplay code displayed on the presentation screen to pair the devices.

MacBook/iPad

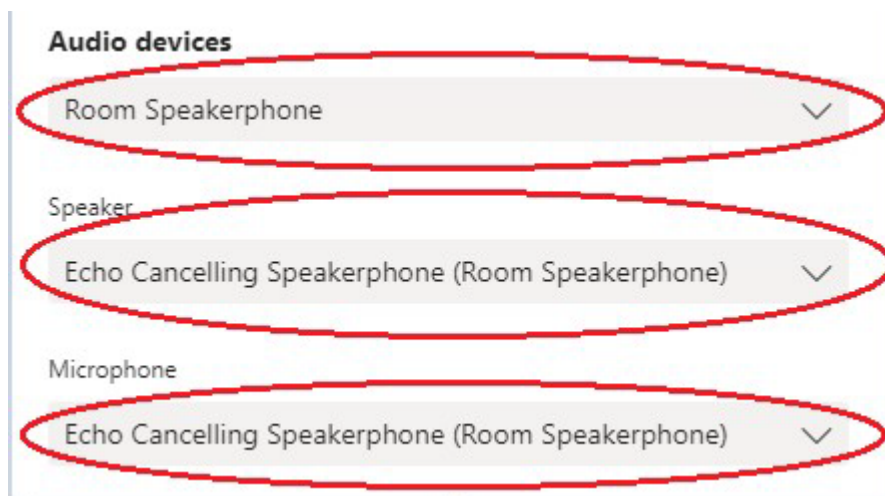
2. Select the Screen Sharing icon at the top of your screen.
3. Select the meeting room name to connect your device.

Please note Airplay cannot be used for video conferencing, only wireless presenting.

Video Conferencing

To use the video conferencing software on your device, connect the Clickshare dongle by following the instructions above.

Check your audio and visual settings to ensure that the Room Speakerphone and Room Camera are selected.



Then, open your preferred video conferencing application to start.

If you require any assistance, dial 0 to contact our team.