

PRESENTATION INSTRUCTIONS

LOCAL PRESENTATIONS

To **extend/mirror your computer via HDMI**, you will need to:

- » use Roku remote to power TV on
- » set input to HDMI 3 (click Home button)
- » locate the HDMI cord under the TV and plug it into your computer

To **extend/mirror your computer via wireless display (PC ONLY)**, you will need to:

- » join the local wireless network CCPConference
- » use Roku remote to power TV on
- » set input to HDMI 1 (click Home button)
- » press WINDOWS + K keys together and select CCPConference display

VIDEO CONFERENCING

For **video conferencing**, you will need to:

- » use Roku remote to power TV on
- » set input to HDMI 2 (click Home button)
- » locate portable box in podium
- » connect the cord labeled "AV CONSOLE" to the wall plate labeled "AV CONSOLE ONLY"
- » connect the purple USB-C cable to your computer's C-port
- » start your meeting to test camera and microphone settings:

For Teams:

- » select "Computer Audio", uncheck "Room Audio"
- » microphone set to Logi Rally Bar
- » speaker set to Logi Rally Bar

For Zoom:

- » select "Custom Combination"
- » microphone set to Logi Rally Bar
- » speaker set to Logi Rally Bar
- » video set to Logi Rally Bar

WIFI

NAME:

CCPConference

PASSWORD:

meet@columbia!

TROUBLESHOOTING

- » Can't see or hear your presentation? Make sure:
 - » TV is on and volume is up on TV and computer
 - » HDMI/C-port/AV cables are plugged in appropriately
 - » TV input is set to the correct HDMI selection per above instructions
 - » computer audio is connected to Logi Rally Bar Audio
 - » still having issues? Call Merritt at 410-298-2600
- » Can't get into the room? Call 410-298-2600 or email merge@merrittproperties.com.
- » Can't access the app? Reach out to team@betterspaces.com.

Delivering a Better Workday