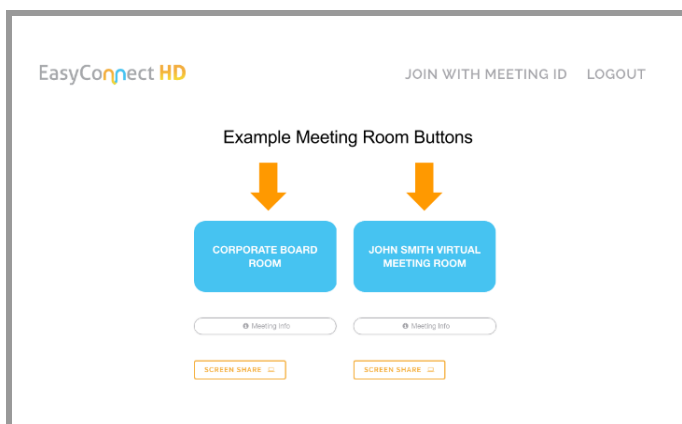
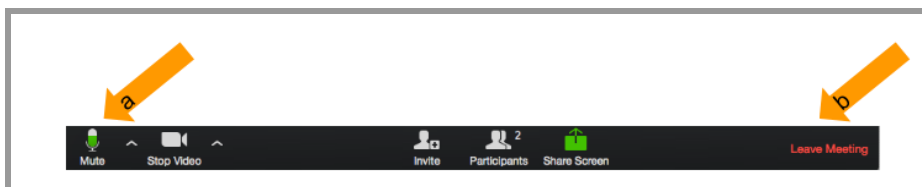


Basic Operating instructions for the EasyConnect HD Room System

- 1) Turn on the Projector to see the Portal interface on the screen
- 2) Use the wireless mouse to navigate the EasyConnect HD Meeting Portal interface and click the button for the meeting room you wish to join

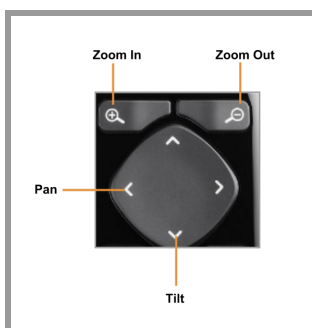


- 3) Once you are in the meeting you will have access to the In-Meeting Controls
 - a) Click the Microphone icon to mute your microphone
 - b) Click “End Meeting” or “Leave Meeting” to exit the meeting



- 4) You can use the provided remote control to pan, tilt, and zoom the high definition camera to make sure everyone in the physical conference room is in view

*Note: The audio volume buttons on this remote do not adjust the volume on your HDTV display



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SCREEN SHARING WHILE USING A ROOM SYSTEM

These instructions are intended for users that are using their own computer while in the same physical room as the EasyConnect HD Room System.

NOTE:

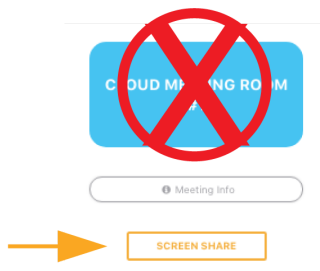
- ***The Room System's wireless mouse should only be used to join and exit meetings. PLEASE LEAVE WIRELESS MOUSE AT THE FRONT TABLE.***
- ***DO NOT JOIN THE MEETING ON YOUR LAPTOP! Choose the "Screen Share" option on the portal. (See step 2)***

1) Start Meeting on Room System

- A. Join or Start the meeting using the EasyConnect HD Room System

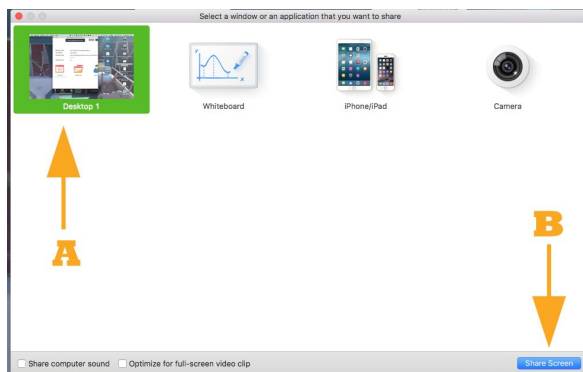
2) Open Portal on Your Computer

- A. Open the EasyConnect HD Portal (tealwood.easyconnecthdportal.com)
B. Navigate to the desired meeting room and choose the "SCREEN SHARE" icon that is below the **virtual meeting room** button



3) Share Your Computer's Screen (*Prompt shown below will appear*)

- A. Click "Desktop"
B. Click "Share Screen"



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