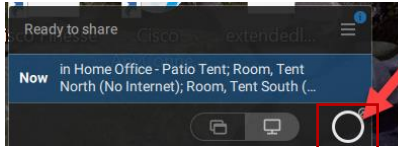# Conference Room Quick Reference Guide

Start the Clickshare-Barco Launcher application (type Clickshare on your search bar) and click the white circle

Plug in the Clickshare-Barco puck and wait for the light to turn a solid white before clicking the button
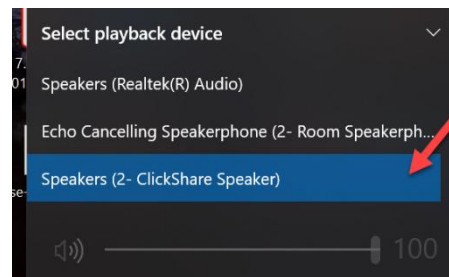

OR

Once you are sharing your screen you are going to want to make sure your sound source is selected for the room equipment.
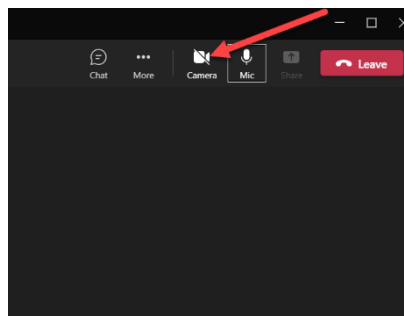

Left click here

This should already be set to the default when you plug in the Barco but always good to check.

Whether it's a Teams, Zoom, or Webex meeting, it is now time to **Join** the meeting from your laptop.

When you have joined the meeting make sure the Camera is on so the room can be seen. Enjoy your meeting!!!!

The fastest way to contact support is to send an email to SUPPORT@FBINSMI.COM