Wired Content Sharing *(in the room locally)*

1. Wake up the **touch panel** by touching on the screen.

2. Press **Share Screen**
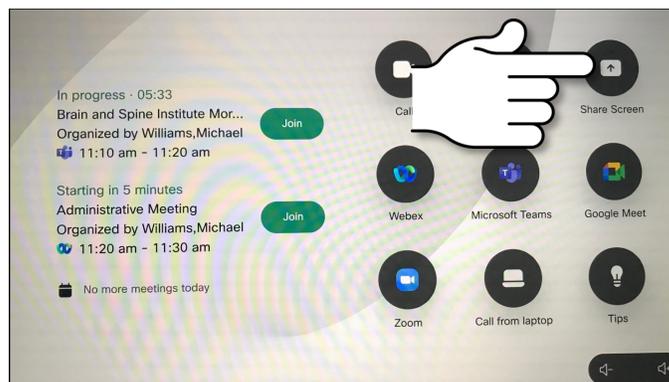
3. Select a **wired source** to **view**:

HDMI: Select **view** to display the **Room PC**

The Room PC is Located behind the TV

USB-C: Connect to view a **Laptop**:

Note: Laptop will share automatically when plugging in the USB-C cable
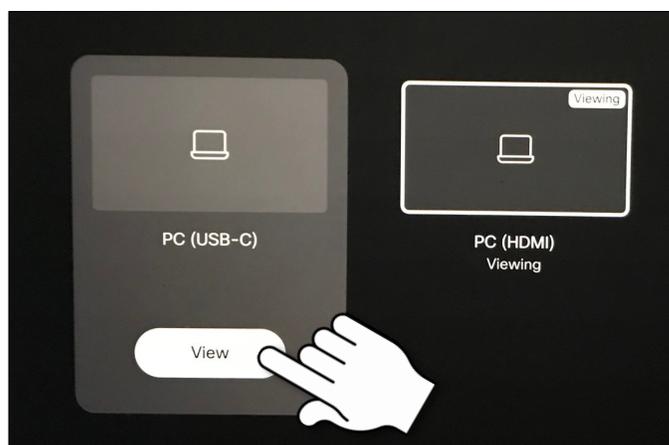
4. To **stop sharing** press **Hide**, unplug the cable, or pick another source to share.

For detailed instructions:
https://www.cisco.com/c/dam/en/us/td/docs/telepresence/endpoint/roomos-111/touchcontroller-room-series-user-guide-roomos-111.pdf

E4036—Neuroscience Conference Room
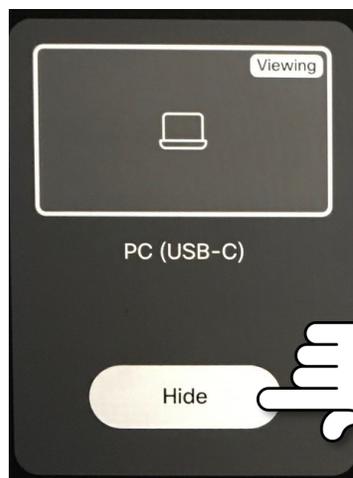
Wireless Sharing: Miracast

1. Press ⊞ **+ K** on your laptop keyboard to connect *(windows + K).*

2. Select **RM-E4036**

Note: If the **Connect** list disappears, simply press ⊞ **+ K** again for it to reappear

> **CONNECT**
> Searching for wireless display and audio devi
> Where is my device?
> 🔍 Search
> 🖵 RM-E4036
>   Display
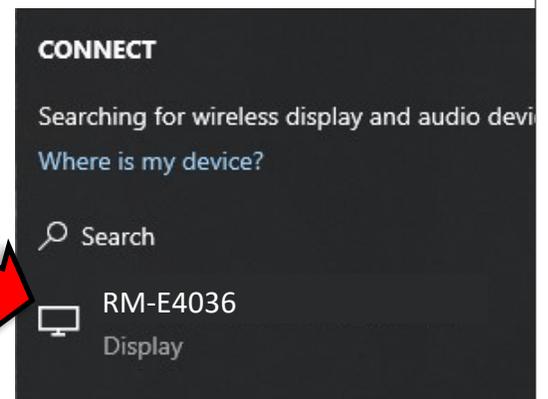
3. Enter in the **four digit passcode** displayed on **top right corner of the TV** screen and then click **Connect**.

> 🖵 AirPlay   🛜 Miracast®   11:18 AM
>
> **1 3 3 9**

> **CONNECT**
> Where is my device?
> 🔍 Search
> 🖵 RM-E4036   •••••
>   Enter the PIN for your device.
>   1339
>   Connect   Cancel
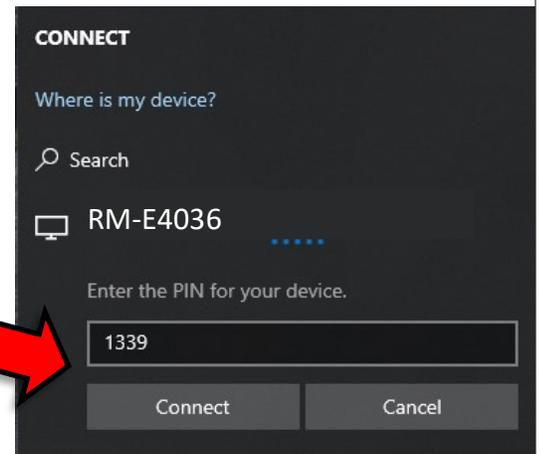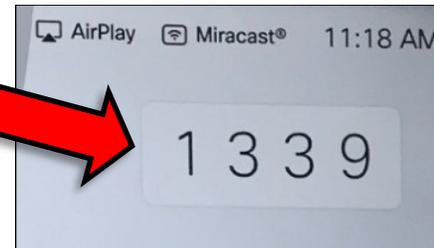
4. To stop sharing do **one** of the following:

- Click **Disconnect** at the top of your laptop screen

  OR

- Press **Stop** on the touch panel

> ⛒ Disconnect ⚙ 📌 >
>
> AirPlay
> Start Screen mirroring fr
> Control Center on your App
> device
>
> Miracast®   Viewing
>
> Stop

For detailed instructions: https://help.webex.com/en-us/article/kfdwufb/Wireless-sharing-with-Miracast%C2%AE

E4036—Neuroscience Conference Room

Wireless Sharing: AirPlay

1. Select **Share Screen**.
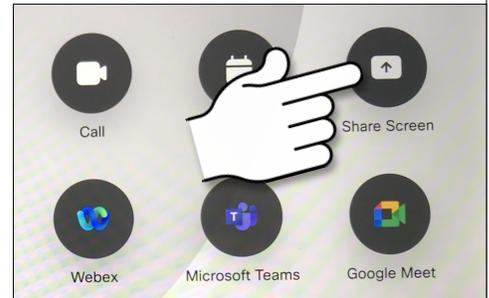
2. Select **View Info**.

3. On your apple device open the **control center** and select **Screen Mirroring**.

4. Select: **RM-E4036**
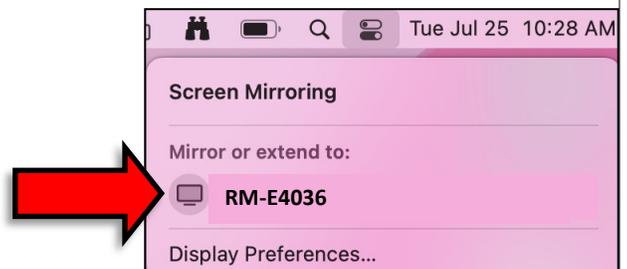
5. Enter the **four digit passcode** that is displayed on the TV.
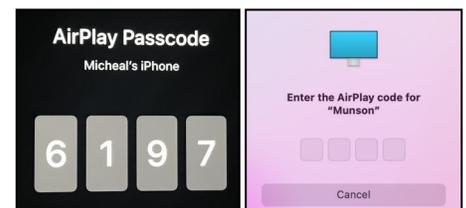
6. To stop sharing select **Stop Mirroring** from the control center.

E4036—Neuroscience Conference Room
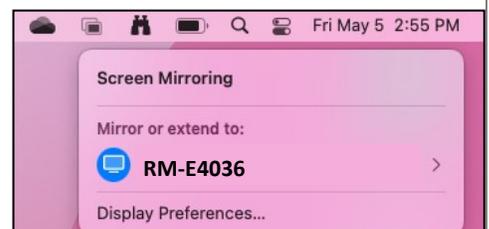
Inviting the Room to the Meeting

1. When scheduling your virtual meeting invite the room to the meeting:

Invite: rm-e4036@uchc.edu
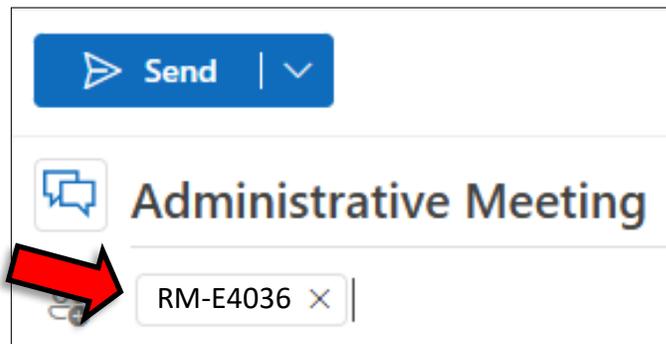
You will receive an email stating if the room has **accepted** or **declined** the invitation.

2. The meeting will appear on the touch panel's main page.

Select **Calendar** to see all scheduled meetings.

The room can be booked with no virtual conference added.
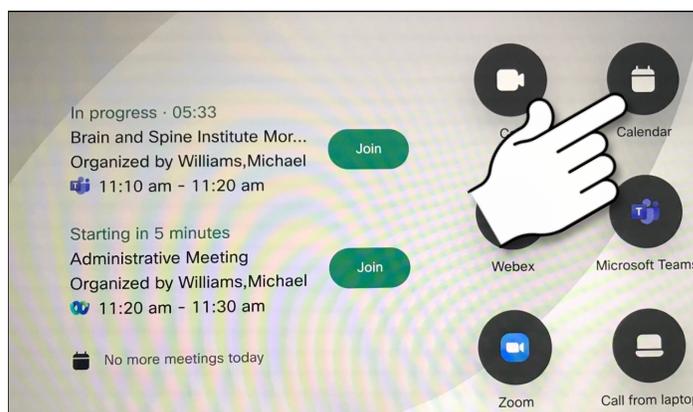
Note: If the meeting isn't showing, select calendar then go back to the main screen (repeat if necessary)
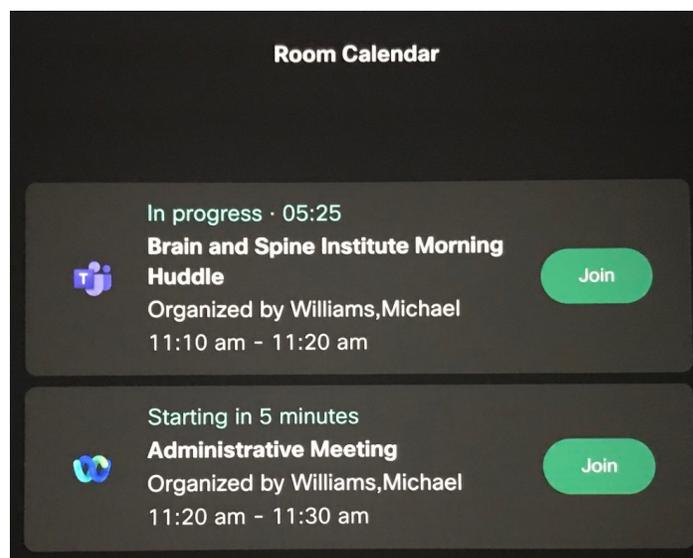
Joining a Meeting from the Touch Panel

1. Select **Join** from the main page.

Note: If you invite the room with no virtual meeting added, the meeting will be listed, but there will be no **Join** button. You can edit your meeting and add a virtual meeting and a **Join** button will appear.
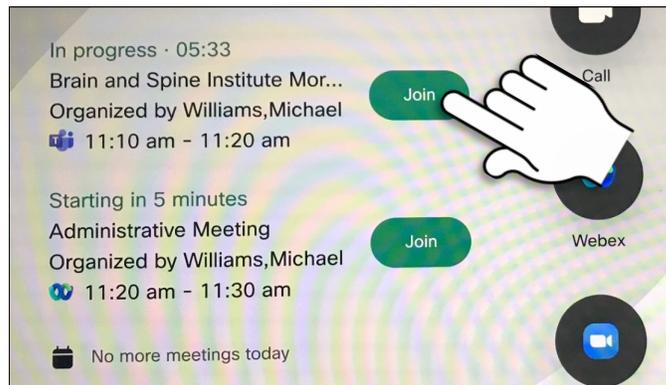
If your meeting is not listed on the homepage, press **Calendar** and **Join**:

Note: If the meeting isn't showing, select calendar then go back to the main screen (repeat if necessary).

E4036—Neuroscience Conference Room
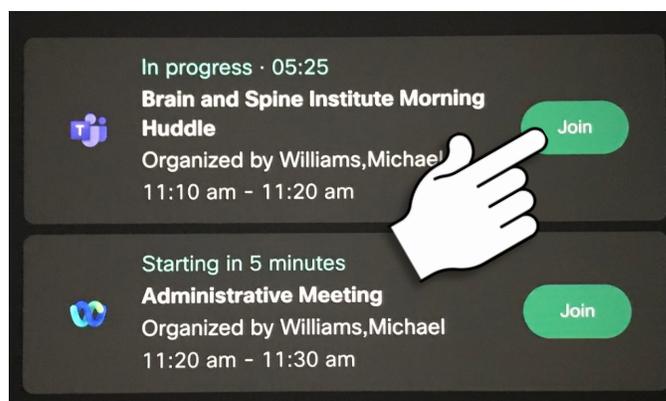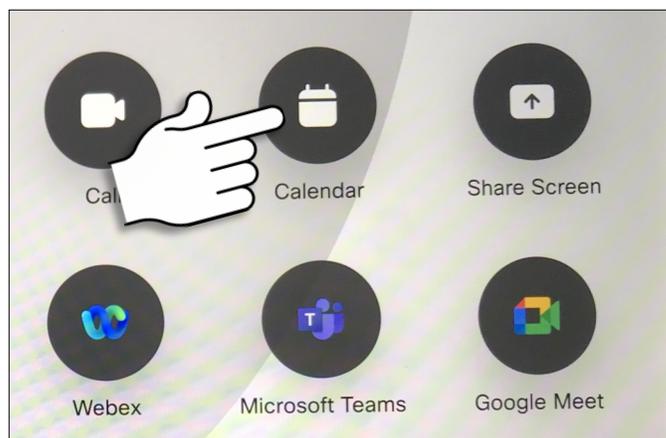
Joining a Webex Meeting by the Meeting Information

1. Select **Webex** on the main page.
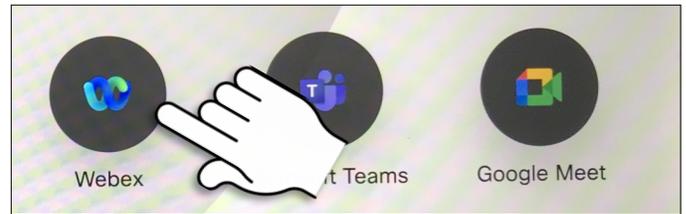
2. Type in the **Meeting Number** you received in your invite and tap **join**.
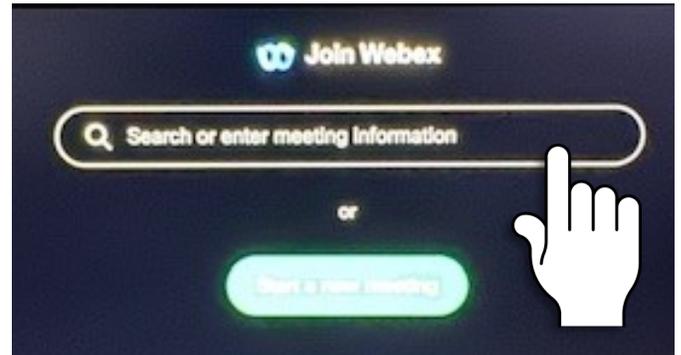
Joining a Teams Meeting by the Video ID or Meeting ID

1. Select **Microsoft Teams** on the main page.

2. Select **Video ID,** then type in the **Video ID** you received in your invite and tap join.
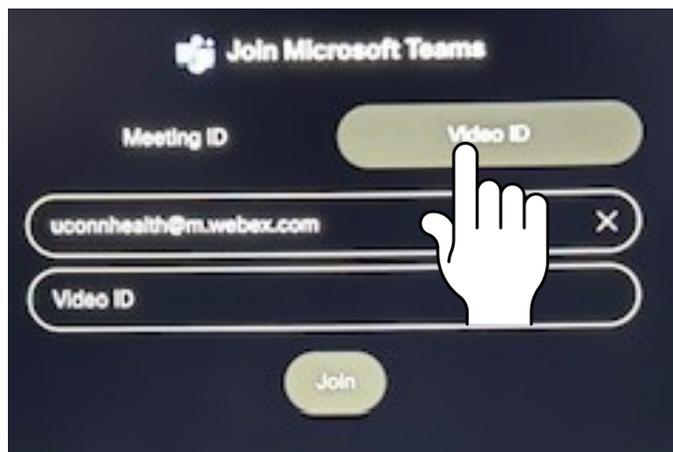
If you do not have a **Video ID,** select **Meeting ID** and type in the **Meeting ID** and **Passcode** you received in your invite and tap join.
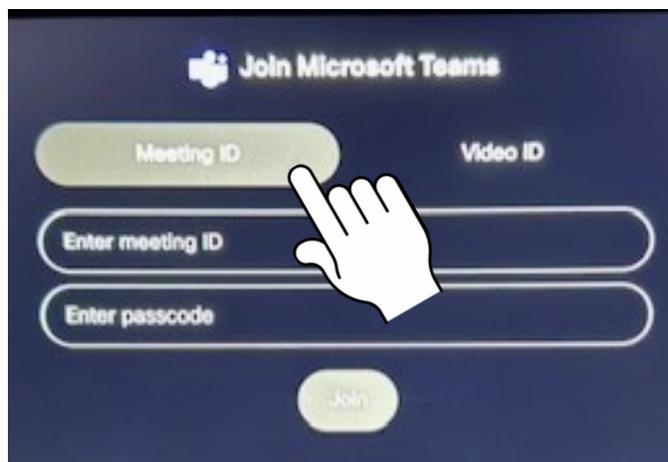
Sharing Content in a Virtual Meeting

1. To share content press **Share**
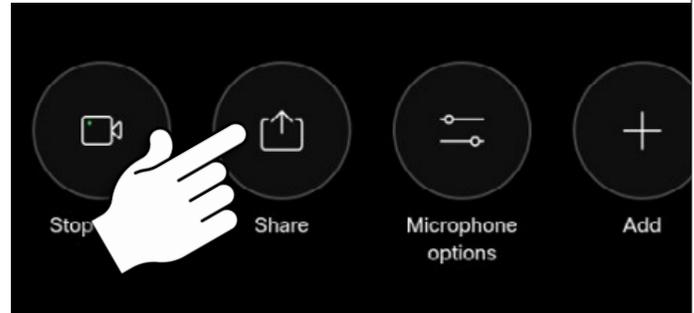
2. Choose which **source** to **share**:

- **HDMI**
- **USB-C**
- **AirPlay**
- **Miracast**

3. Select **Share in call** to share in the meeting room. Select **Stop sharing** to stop.

Note: **View** is to preview the shared content in the room before sharing into the meeting
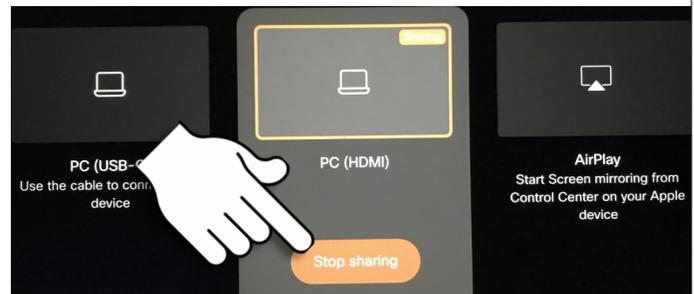
4. To end the call select **End Call**.

For detailed instructions:
https://www.cisco.com/c/dam/en/us/td/docs/telepresence/endpoint/roomos-111/touchcontroller-room-series-user-guide-roomos-111.pdf

Transfer Meeting from Laptop to Room Device

1. Join your meeting using your laptop

2. When the app launches and the preview screen is showing, select **Device Detected** at the top right of the application window.

Select from the list: **RM-E4036**

Note: *If the device is not detected please call the IT Help Desk @4400.*

Enter in the **4 digit code** displayed on the TV screen.
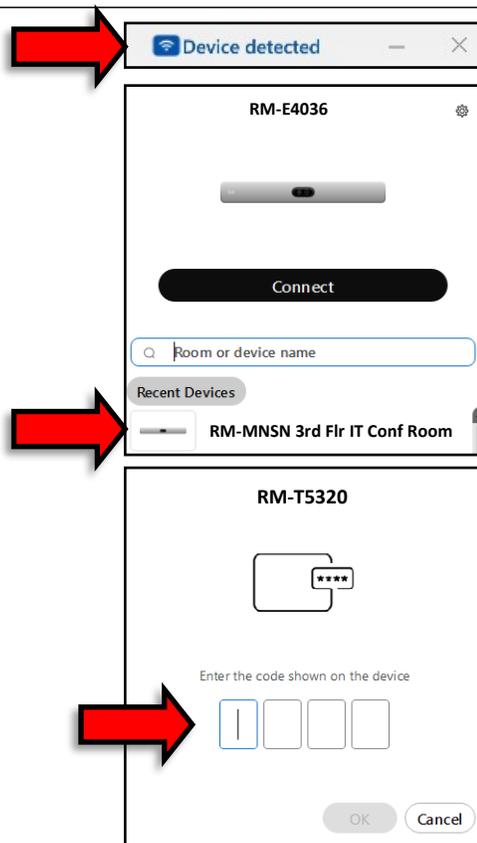
If joining by the browser, Select **Connect to a Device** .

Select from the list: **RM-E5036**

Note: *You may need to search for the device by typing in the device's name.* Enter in the **4 digit code** displayed on the TV screen.
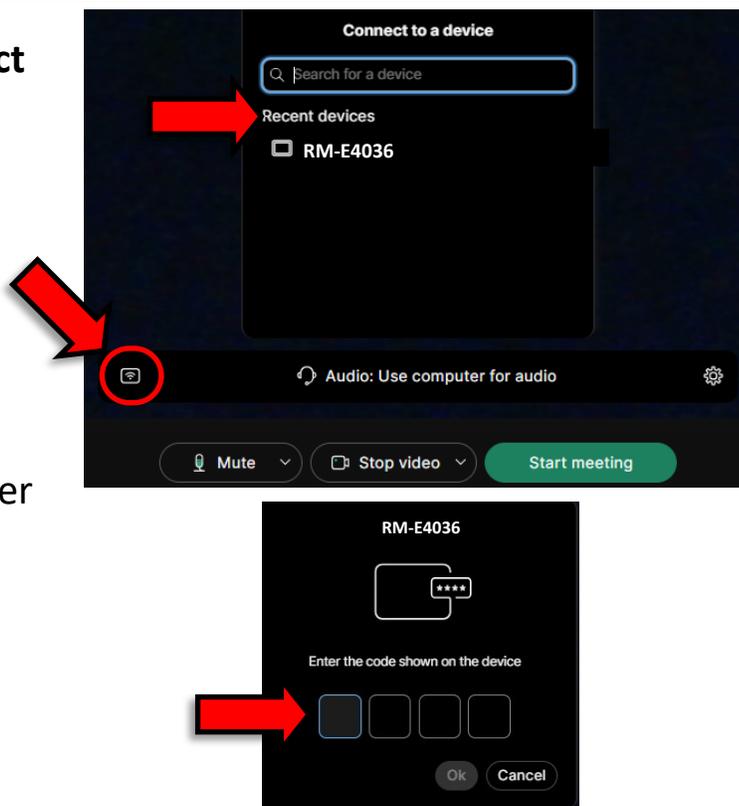
Meeting Controls

Mute: Mute/unmute microphone *(also mute/unmute by using the **table microphone** button)*

Video: Start/stop the room camera

Share: Share content in your meeting

Microphone options: Change microphone settings *(don't change unless needed)*

Add: Invite a participant during the meeting

More: Additional call options (keypad, etc.)

Selfview: See how you look in the meeting

Camera: Adjust the camera mode (Group, Frames, Speaker)

Participant: See and control the participants (remove, mute, pin)

End Call: Press the red circle to end the call

Note: The in meeting controls may differ depending on what meeting application you use. Contact the help desk @4400 for further assistance.

Mute	Stop Video	Share	Microphone options	Add	More	End call

Selfview	Camera	Participants