
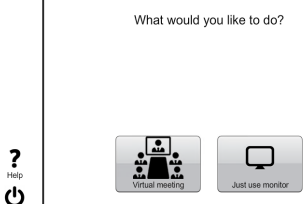

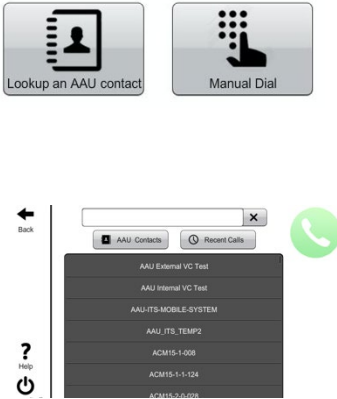
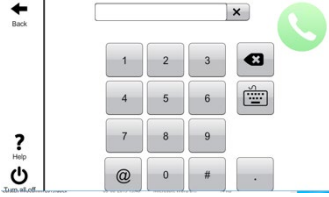





Starting a meeting in a meeting room at AAU

Steps	Description	Activity
Turn on the touch panel	Tap the touch panel.	
Select type of meeting	<ul style="list-style-type: none">• "Virtual meeting" – is used for meetings/exams where videoconferencing is needed.• "Just use monitor" – is used for a meeting where you only need to use the screen for presentations, and with no participants at other locations	
Connect computer	If you need to share content, you need to connect your computer by using HDMI or VGA. In some cases, the room is also equipped with a Barco Clickshare for wireless transfer.	
Make the call	You have two options: Lookup an AAU contact or Manual Dial 1. Click 'Lookup an AAU contact' , select the room you want to call and press the green call-button.	



	<p>2. Click 'Manual Dial' and enter the call information that you received from the receiver of the call, or the meeting ID that you got, when you created the Skype for Business-meeting request. Then press the green call-button.</p>	
<p>End the meeting and turn off the equipment</p>	<p>To end the meeting, press the red button. To switch off the equipment, press the 'Turn all off'-button.</p>	

Tips and Tricks to get the best meeting experience

- Be at the location in advance, so you have enough time to make the call before any meeting attendees arrive in the room. By doing this, you will have time to welcome the attendees.