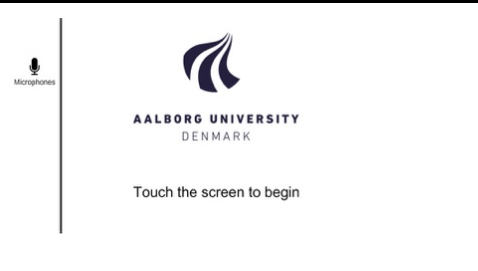
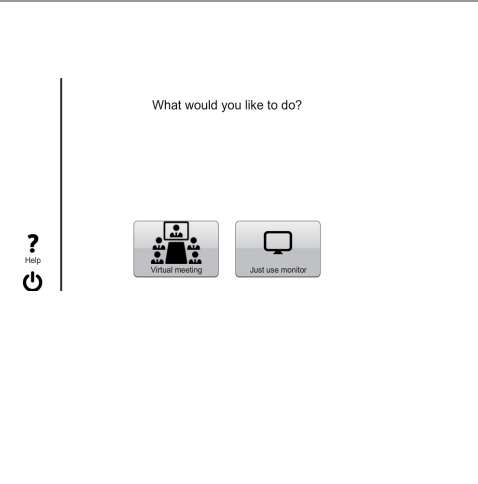

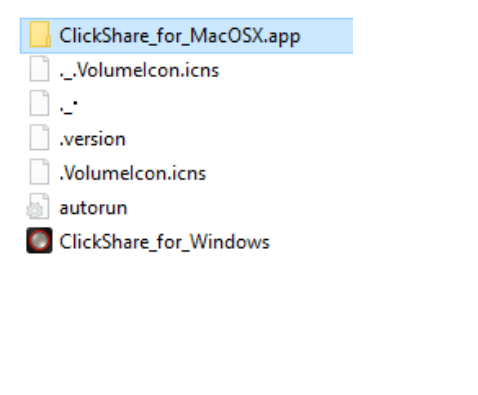

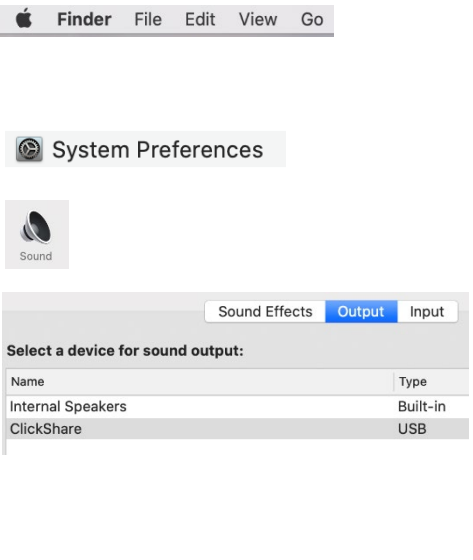




## Barco Clickshare in a meeting room

Steps	Description	Activity
<b>Turn on the touch panel</b>	Tap the touch panel.	
<b>Select type of meeting</b>	<ul style="list-style-type: none"><li>• <b>“Virtual meeting”</b> – is used for meetings/exams where videoconferencing is needed.</li><li>• <b>“Just use monitor”</b> – is used for a meeting where you only need to use the screen for presentations, and with no participants at other locations.</li></ul>	
<b>Connect USB Dongle</b>	Share content by inserting the USB dongle that belongs to the Clickshare.	
<b>Install program</b>	Install the program for the type of computer you are using by double-clicking the icon.	



<b>Share content</b>	You are now ready to share the content from your computer on the screen. This is also shared with any participants via videoconferencing.	
<b>Play audio from Mac</b>	<ol style="list-style-type: none"><li>1. Choose <b>"Applications"</b> under <b>"Go"</b> in the menu at the top of your computer.</li><li>2. Double-click the <b>"System Preferences"</b> entry</li><li>3. in the window <b>"System settings"</b> click <b>"sound"</b></li><li>4. Click the <b>"Output"</b> tab</li><li>5. Under <b>"Name"</b> click on <b>"ClickShare"</b></li><li>6. Now when you play audio from your Mac, the sound will come out through the system speakers..</li></ol>	

## 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.