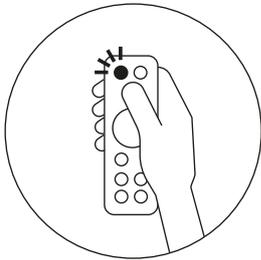


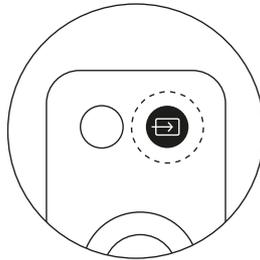


The Lounge Amsterdam

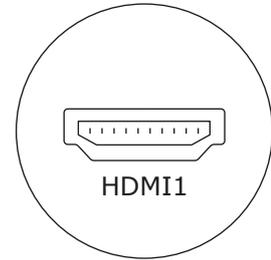
Presenting on a screen by using ClickShare



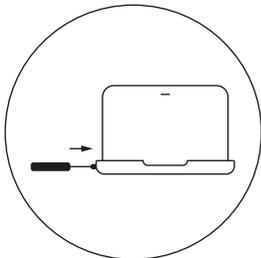
1. Turn on the TV by remote control (**press the red button up left**).



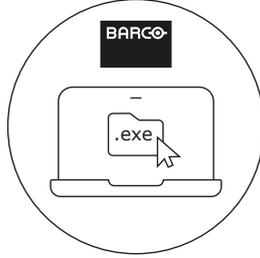
2. Nothing on the screen? Switch the connection by using **the source button**.



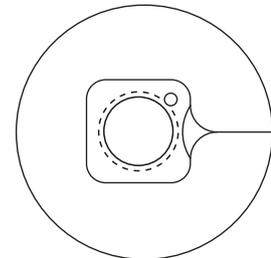
3. Choose **HDMI 1** (presenting via ClickShare).



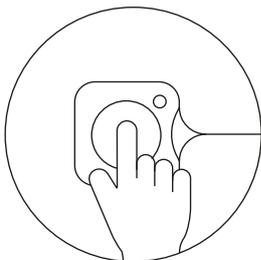
4. Connect the **Barco ClickShare** dongle to USB-A or USB-C port of your laptop.



5. First time? Install the **Barco driver/app**. You will receive a message on your desktop. Choose **.exe** for Windows or **.dmg** for Mac.



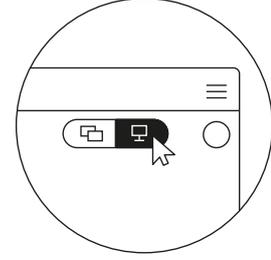
6. The white flashing light on the dongle will turn into fixed white light after starting the Barco app.



7. Press the button of the dongle. The white light **turns red**. **Your laptop screen is now copied** to the TV screen.



8. Choose which application from your laptop you want to share on the TV screen in the (pop up) app from Barco. If you are using Teams it's handy to just share this application.

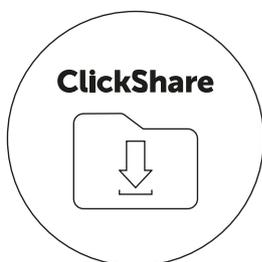


9. **For extended desktop sharing please turn the page.**

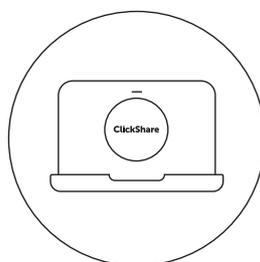


The Lounge Amsterdam

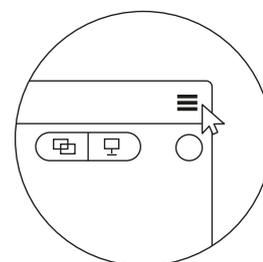
Use the TV screen as an extended desktop



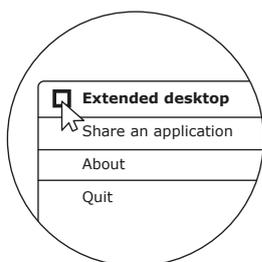
1. Download **the ClickShare Extension Pack** (find it with Google search).



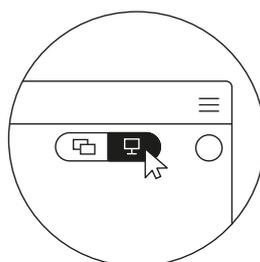
2. Make sure you have the latest version of the app. Sometimes it's necessary to update Windows before it works.



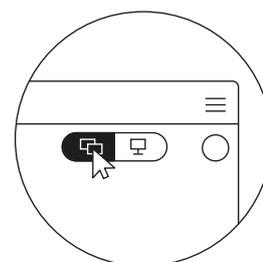
3. After installation a pop-up will appear on your laptop screen. Click the **hamburger menu** in the right upper corner of the pop-up.



4. Make sure the dongle is connected to your laptop and the light on the dongle is **white**. Check the box: **Extended desktop**.



5. Choose the **right icon** for **Extended Desktop**. The second screen is now different from your laptop screen; drag an application you want to share to this screen.



6. If you click on the **left icon** you go back to simple sharing an application or the whole screen.

Sound and camera settings:

1. Adjusting the camera can be done with the small remote control (instructions: "**Polycom studio remote control**")
2. For device control in Teams see settings and choose:
Camera: Room Camera
Sound: Choose laptop audio: "Room Speakerphone"
Speaker: Echo suppressing
Microphone: Echo suppressing



The Lounge Amsterdam

Polycom Studio Remote Control

