



*We Make **IT** Simple!*

**SINOKAP TECHNOLOGY CO., LTD.**



# WATTS IT TIPS TRAINING

## Conference Device User Guide for Shanghai Room

SINOKAP TECHNOLOGY CO., LTD.

**Presentation  
Meeting**

**Collaboration  
Meeting**

**Content**

**Tips & Tricks**

**FAQ**

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Meeting**

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Meeting**

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# We can use the conference device for different meeting purposes.

- **Presentation Meeting**

- Show content to the colleagues within the meeting room
- Just use the LCD screen as a projector without any online meeting

- **Collaboration Meeting**

- Host or join multiparty meeting

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Meeting**

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**Tips & Tricks**

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# Presentation Meeting

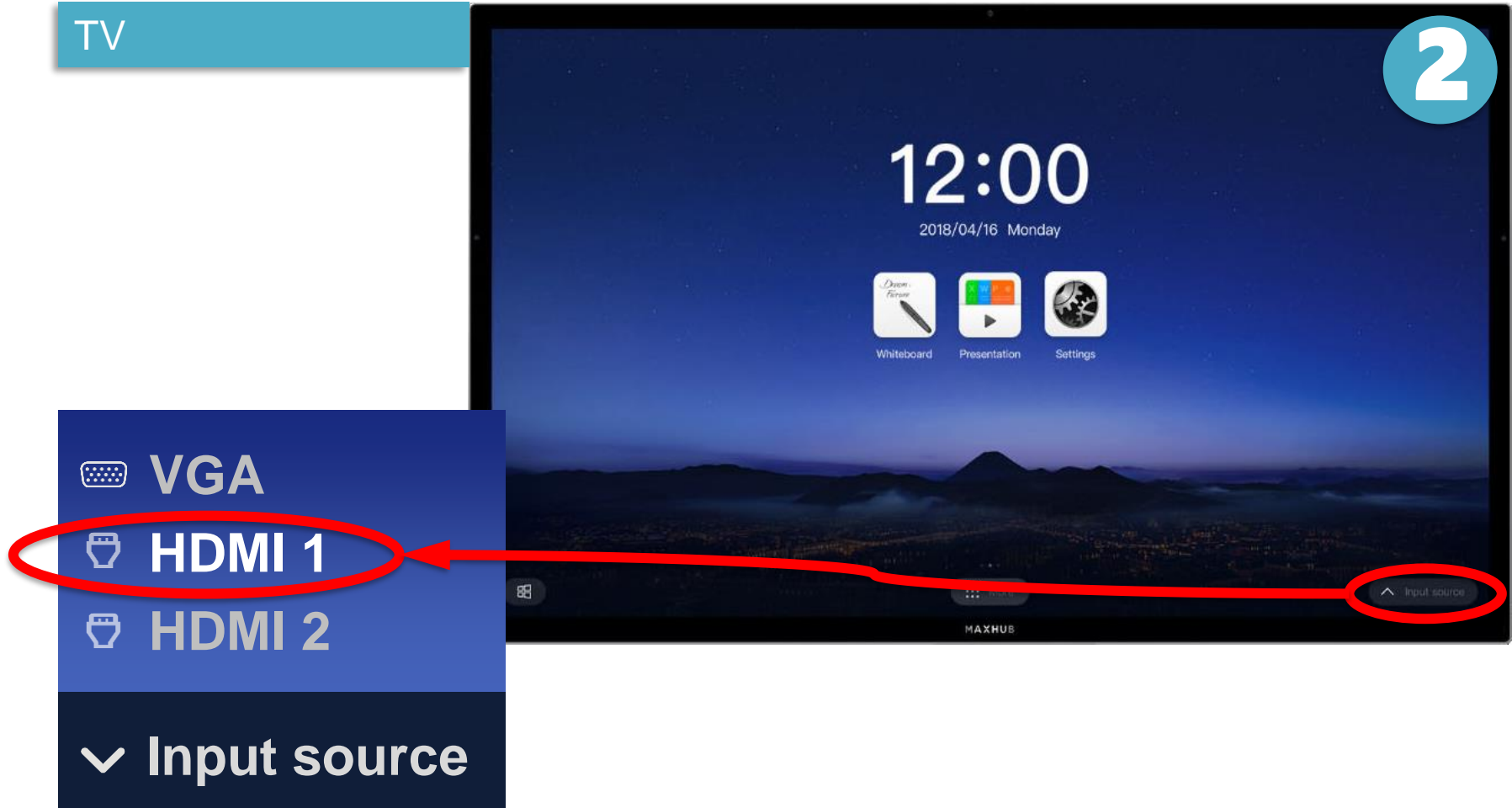
## 1. Connect your PC with **Type-C** cable



\* *For external visitor whose PC does not have Type C port, he/she can use HDMI cable instead.  
Please do not hesitate to contact your Sinokap IT support.*

2. Press INPUT key from TV screen to **switch to HDMI 1** channel

TV





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Meeting**

**Collaboration  
Meeting**

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# Collaboration Meeting



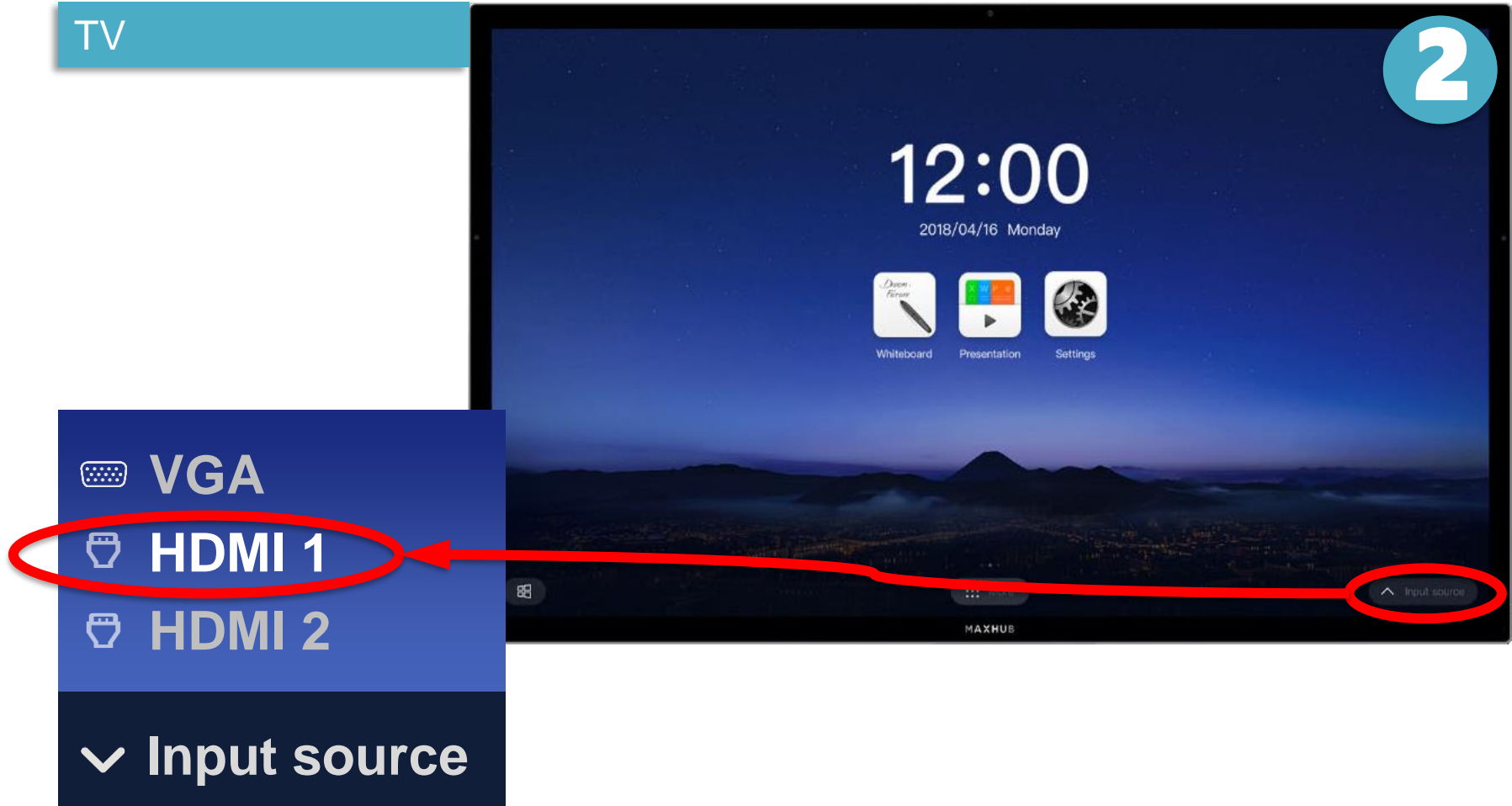
# Collaboration Meeting

## 1. Connect your PC with **Type-C** cable

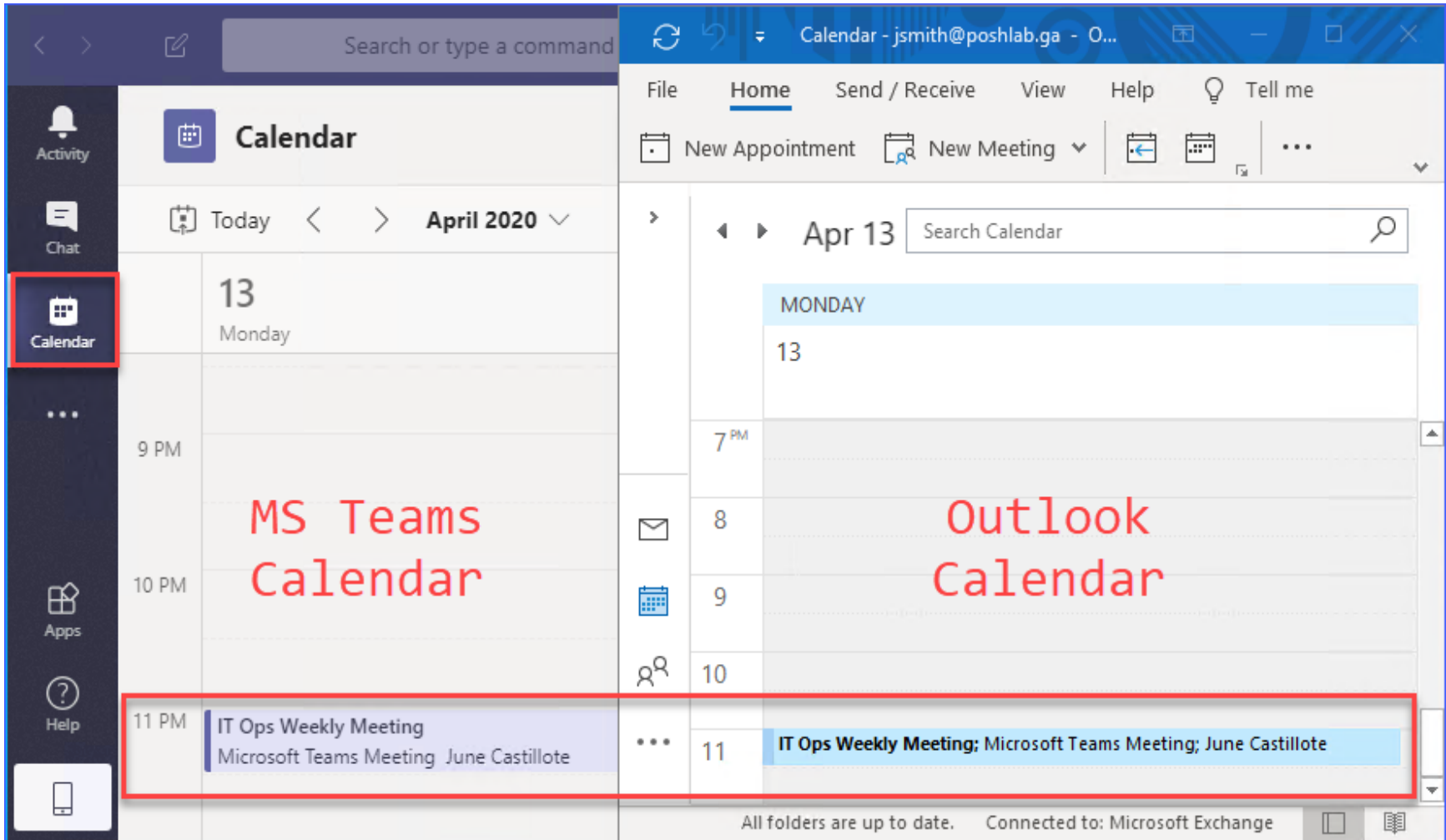


2. Press INPUT key from TV screen to **switch to HDMI 1** channel

TV



### 3. Join the online meeting from the invitation



The screenshot displays two side-by-side calendar applications. On the left is the Microsoft Teams calendar, and on the right is the Outlook calendar. Both calendars show a meeting invitation for 'IT Ops Weekly Meeting' on Monday, April 13, 2020, at 11 PM. The meeting is organized by June Castillote. The Teams calendar interface includes a sidebar with 'Activity', 'Chat', and 'Calendar' (highlighted with a red box). The Outlook calendar interface shows a ribbon with 'File', 'Home', 'Send / Receive', 'View', 'Help', and 'Tell me'. The meeting invitation in both calendars is highlighted with a red box.

**MS Teams Calendar**

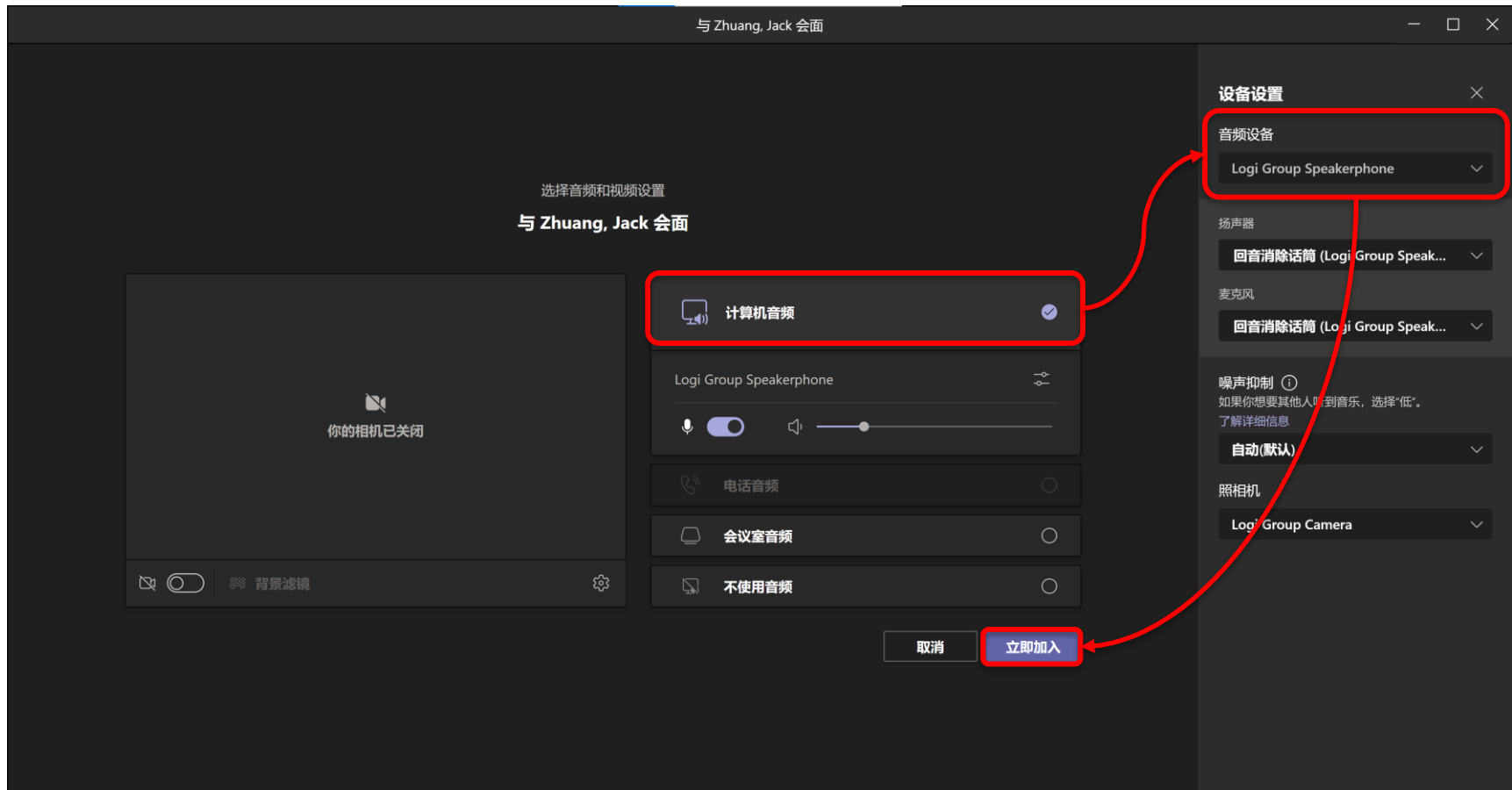
**Outlook Calendar**

**IT Ops Weekly Meeting**  
Microsoft Teams Meeting June Castillote

**IT Ops Weekly Meeting; Microsoft Teams Meeting; June Castillote**

All folders are up to date. Connected to: Microsoft Exchange

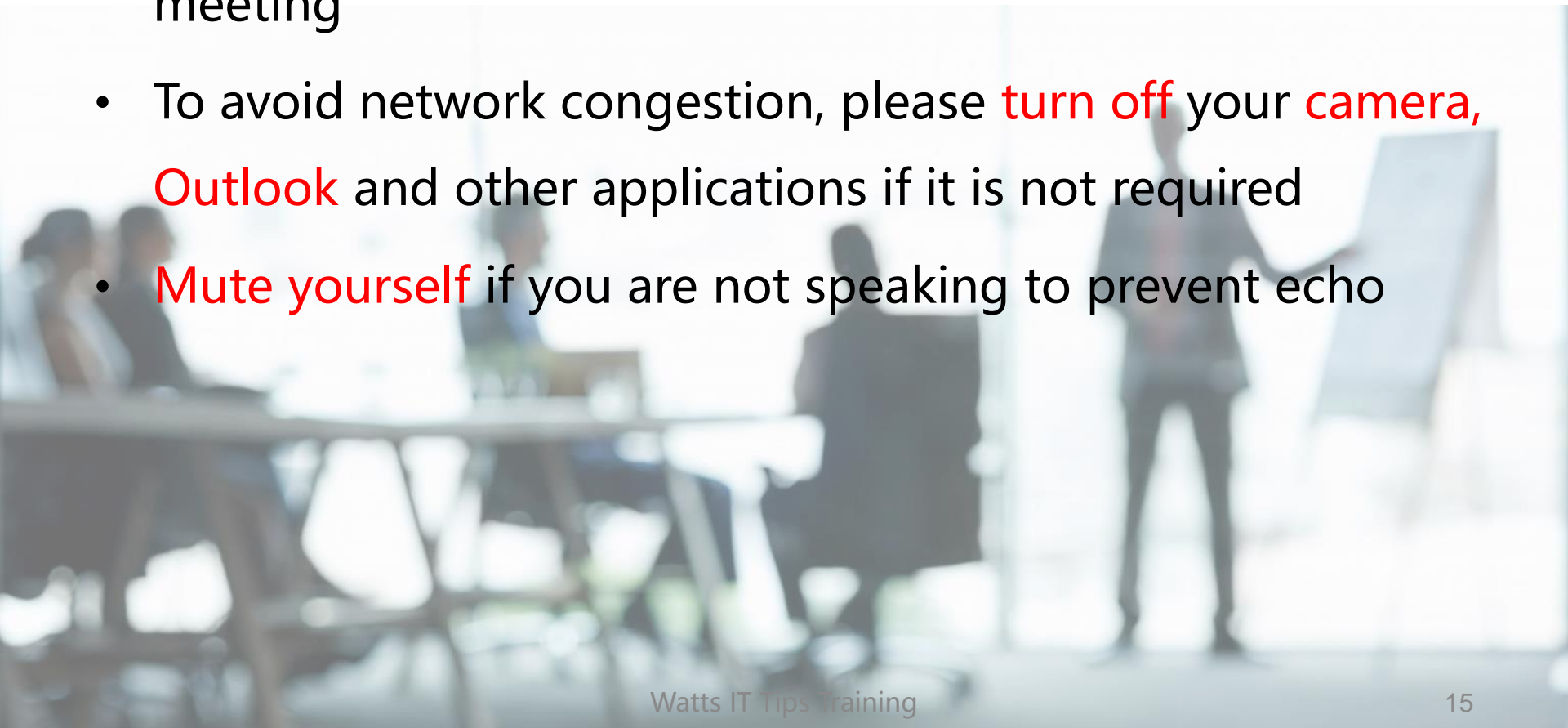
## 4. Make sure the audio device Logi Group Speakerphone is selected





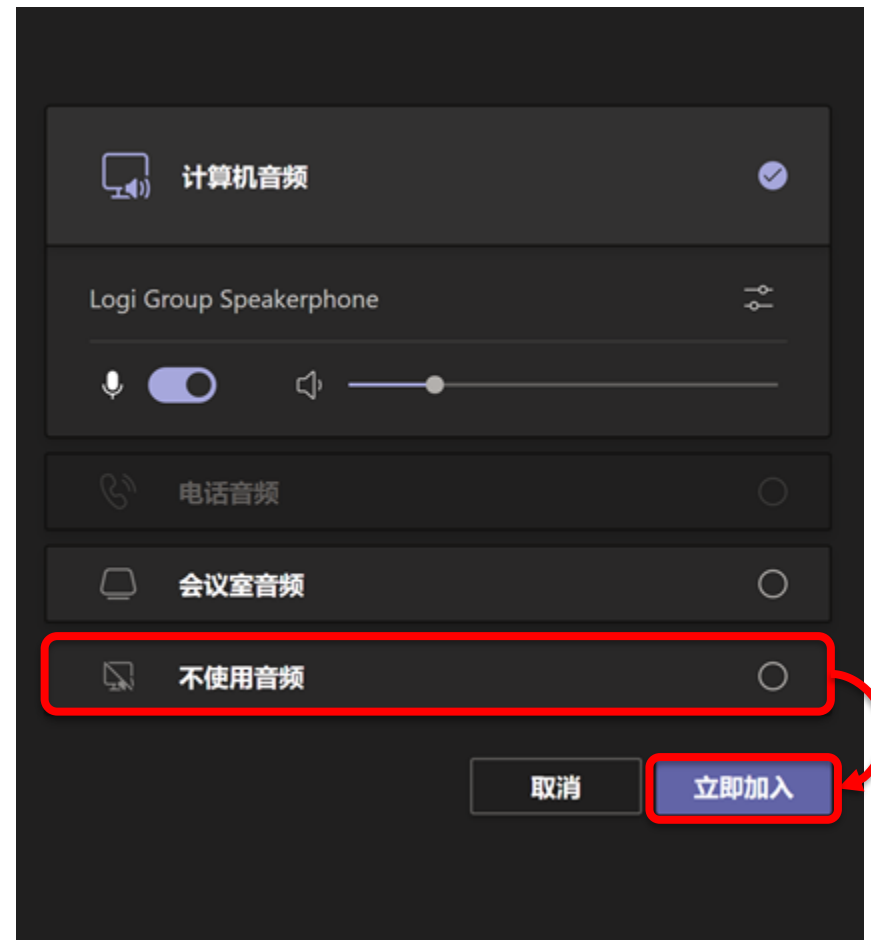
## Meeting Precautions for Participants

- Use **ONE** computer in the same meeting room to join the meeting
- To avoid network congestion, please **turn off** your **camera**, **Outlook** and other applications if it is not required
- **Mute yourself** if you are not speaking to prevent echo



## Meeting Precautions for Participants

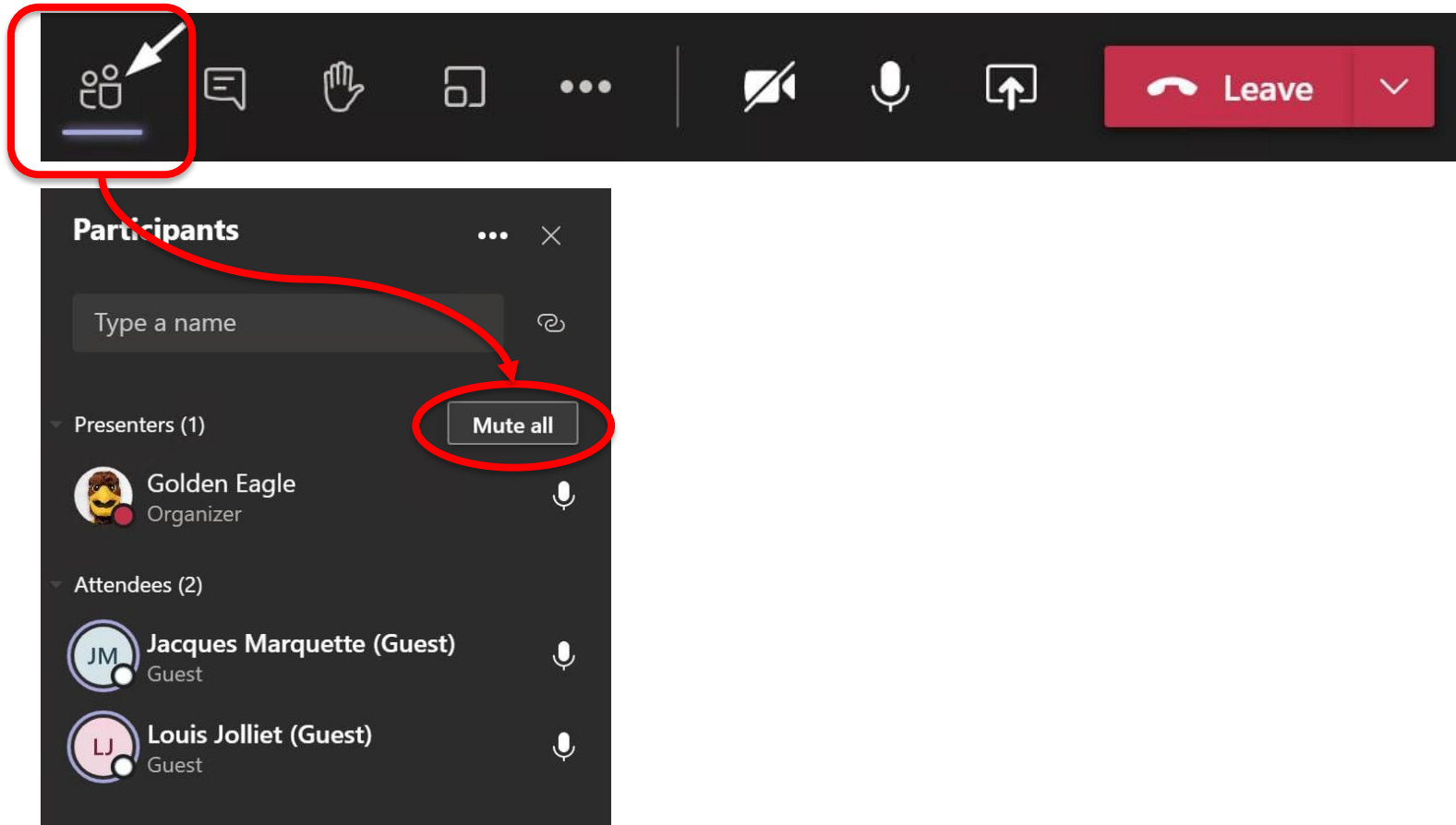
- Use **ONE** computer in the same meeting room to join the meeting with audio
- For others who wants to see the meeting content on own laptop rather than TV screen, please join the meeting without audio





# Meeting Precautions for Host

- **Mute / unmute all** participants in the meeting



**Presentation  
Meeting**

**Collaboration  
Meeting**

**Content**

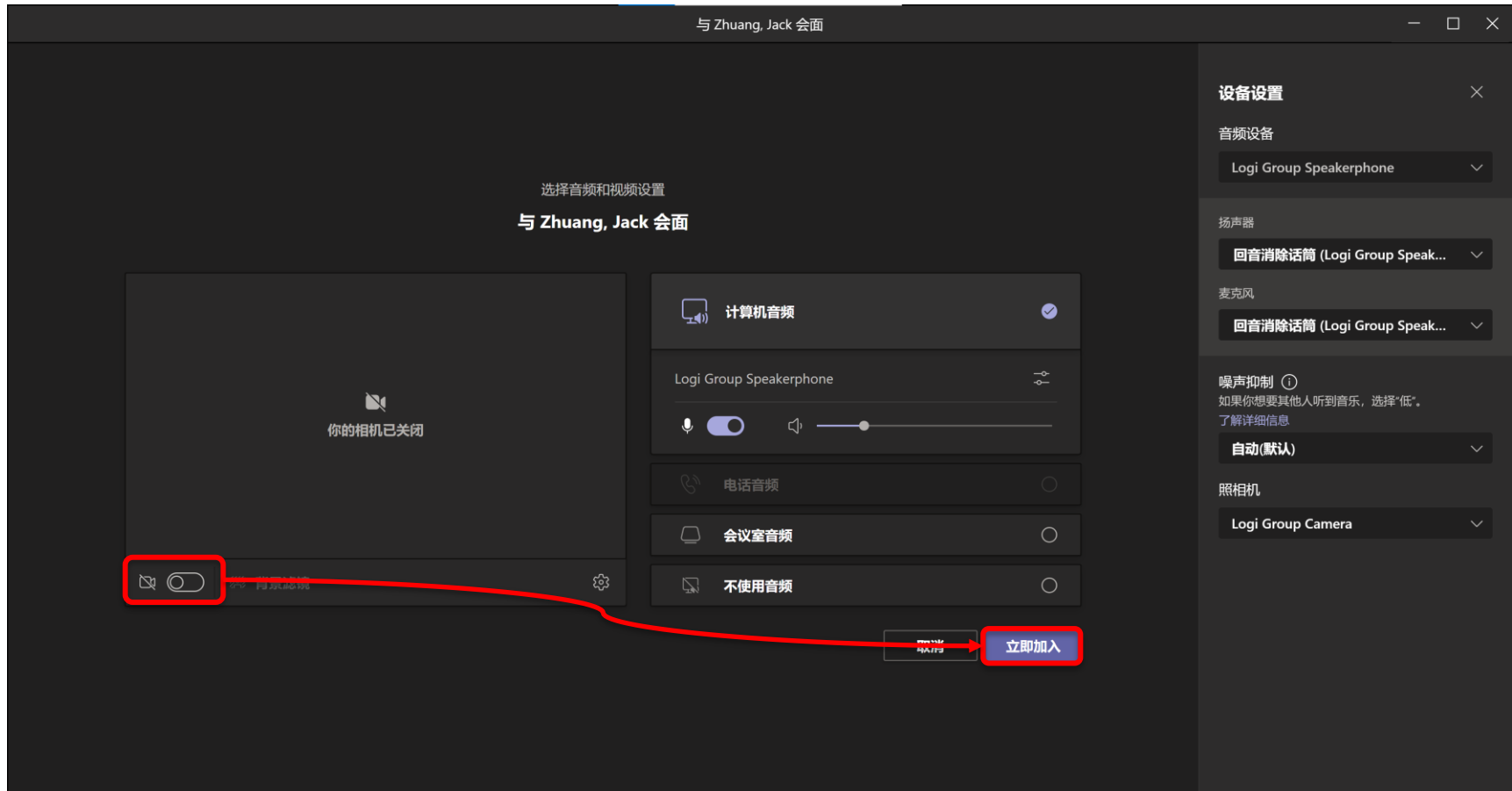
**Tips & Tricks**

**FAQ**

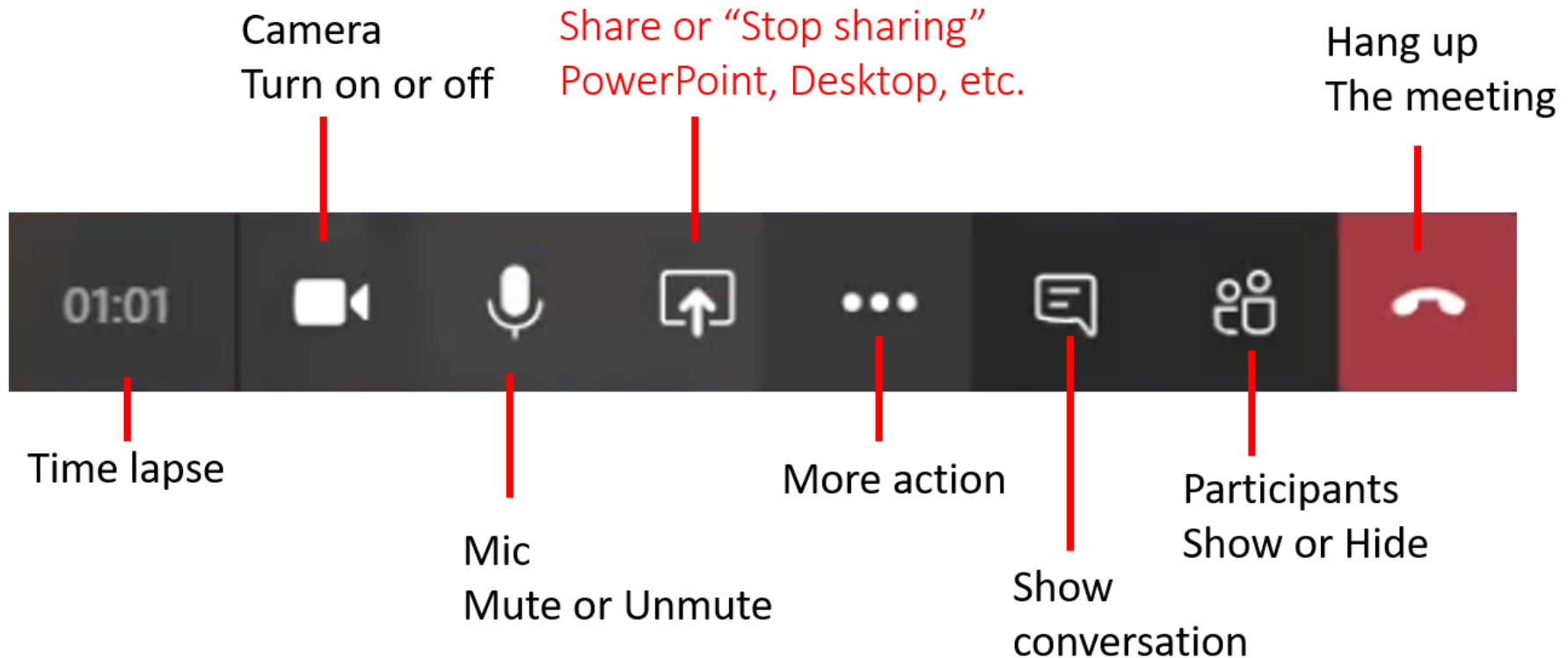
## Tips & Tricks for Better Teams Meeting

- Schedule a meeting / start calls directly within a chat
- Turn on / off the camera
- Blur your background
- Mute / unmute participants
- Share only the essentials
  - Your desktop, window, PPT or whiteboard

# Turn on / off the camera when join meeting

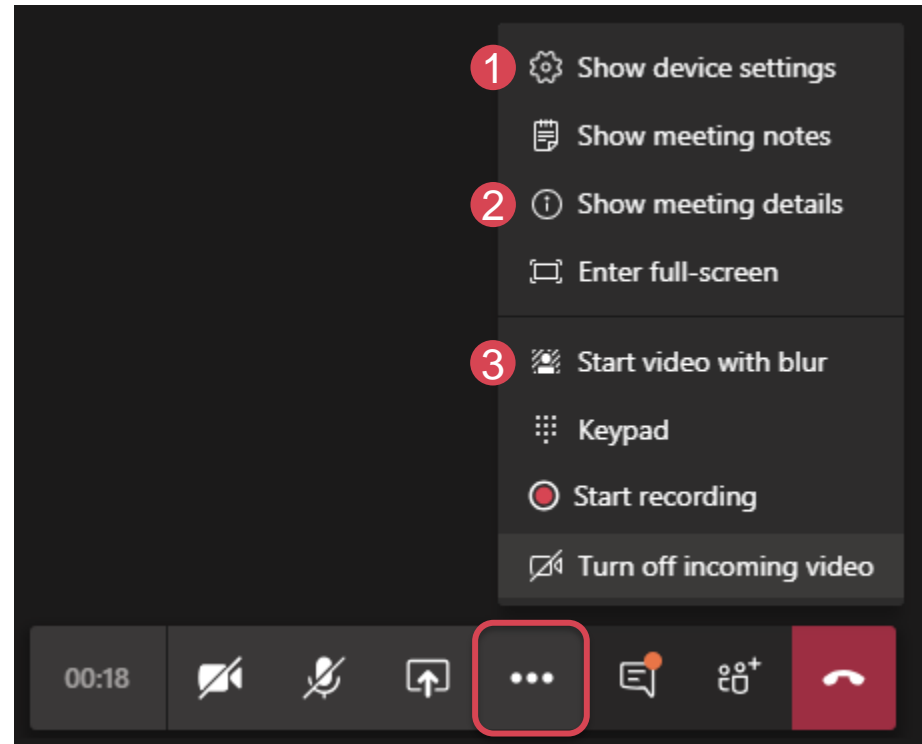


# Teams meeting toolbar

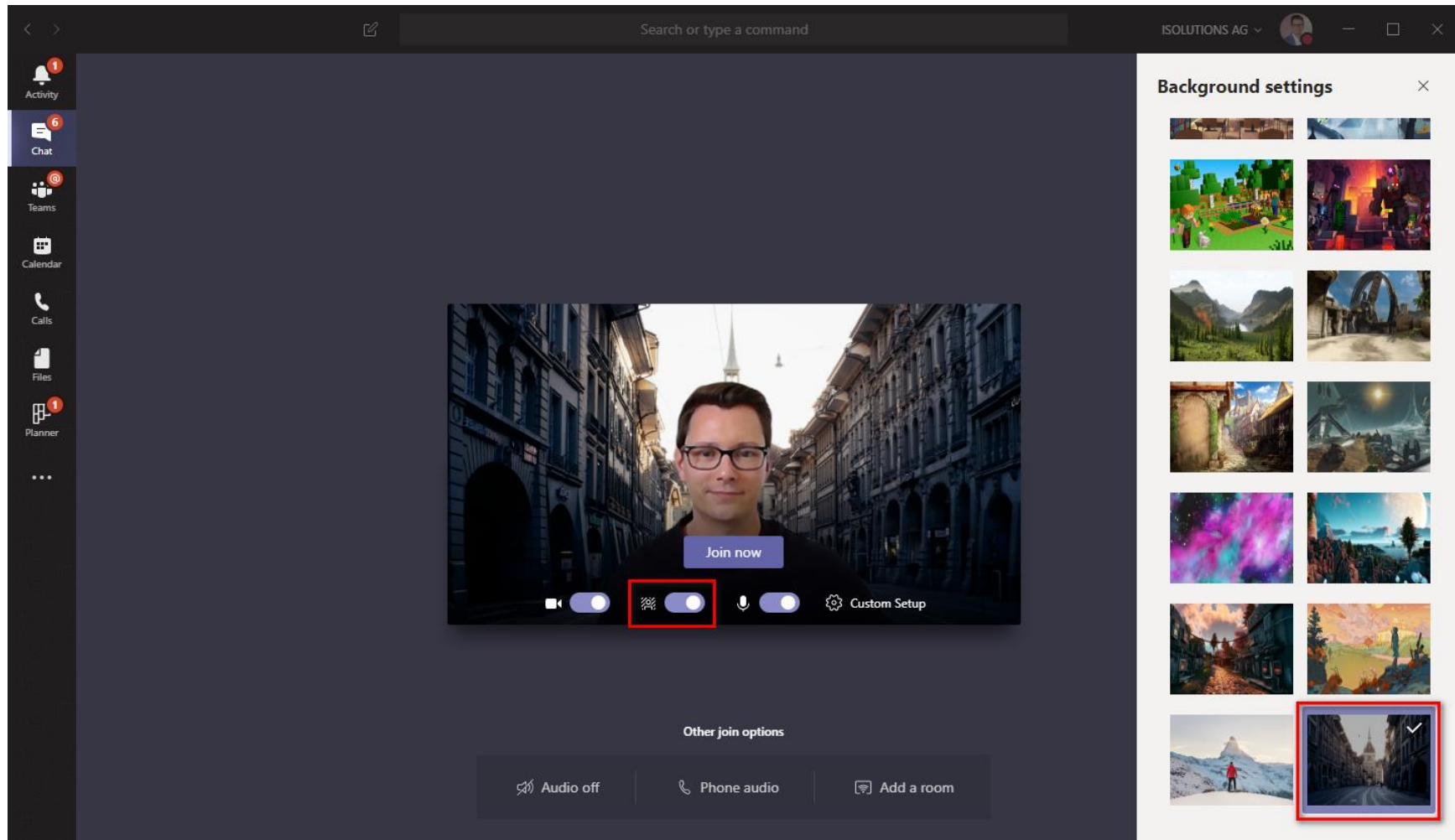


## More actions for Teams meeting

1. **Change setting** for camera, mic and speakers
2. Show in **full screen** without borders
3. Useful when background is cluttered




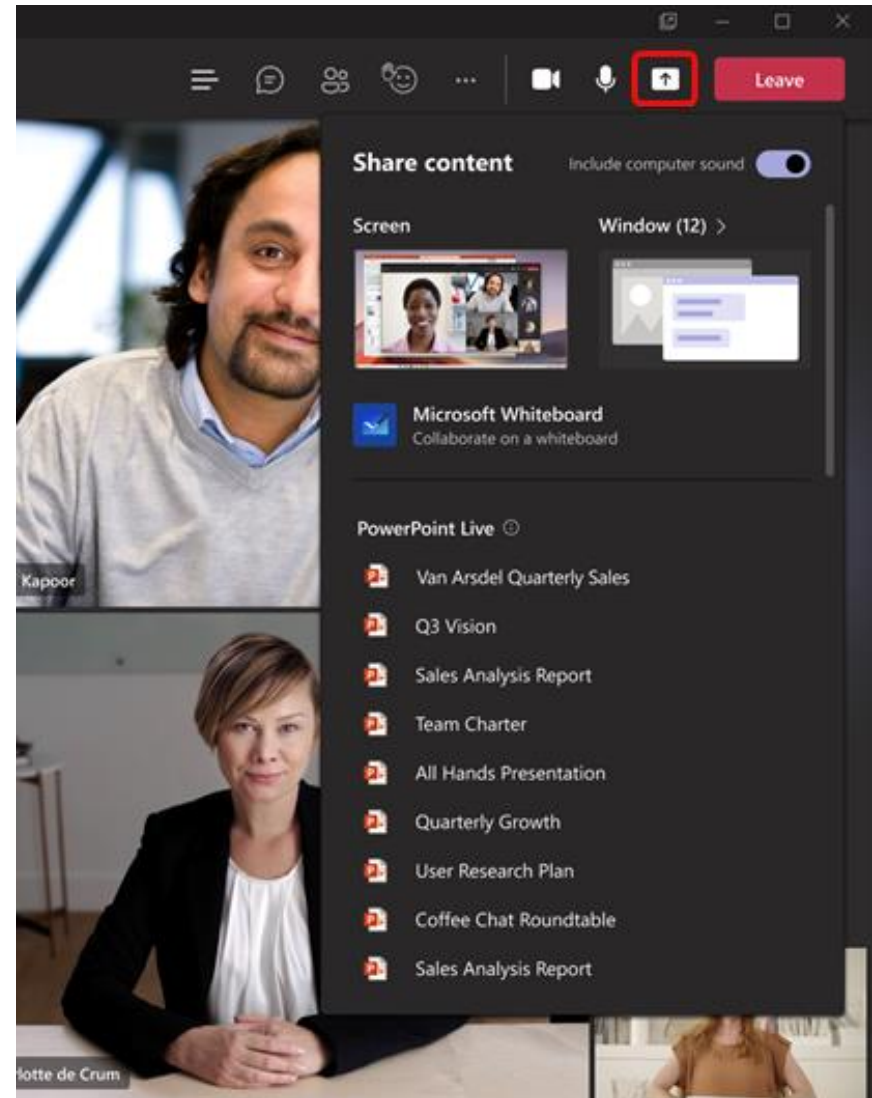
# Blur your background when it is cluttered



# Share content

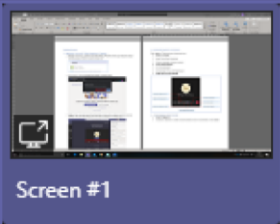
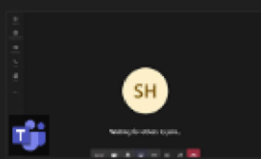



To share your screen in a meeting,

- Select **Share content**  in your meeting controls.
- Choose to present your entire screen, a window, a PowerPoint file, or a whiteboard.
- When you're done sharing, go to your meeting controls and select **Stop sharing**.





# Choose the proper content to share

Desktop	Window	PowerPoint	Browse	Whiteboard
 Screen #1	 Microsoft Teams	 LTP Extra 24 Oct 19.pptx	 LTP Extra 21 Feb 20.pptx	 Microsoft Whiteboard
Share your...	If you want to...	Great when...		
<b>Desktop</b>	Show your entire screen, including notifications and other desktop activity.	You need to seamlessly share multiple windows.		
<b>Window</b>	Show just one window, and no notifications or other desktop activity.	You only need to show one thing and want to keep the rest of your screen to yourself.		
<b>PowerPoint</b>	Present a PowerPoint file others can interact with.	You need to share a presentation and want others to be able to move through it at their own pace.		
<b>Whiteboard</b>	Collaborate with others in real time.	You want to sketch with others and have your notes attached to the meeting.		

*\* Note: When you're done sharing, go to your meeting controls and select Stop sharing.*

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# This PPT is created by Sinokap



# ***THANK YOU!***

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