



*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

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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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Presentation Meeting

1. Connect your PC with Type-C cable

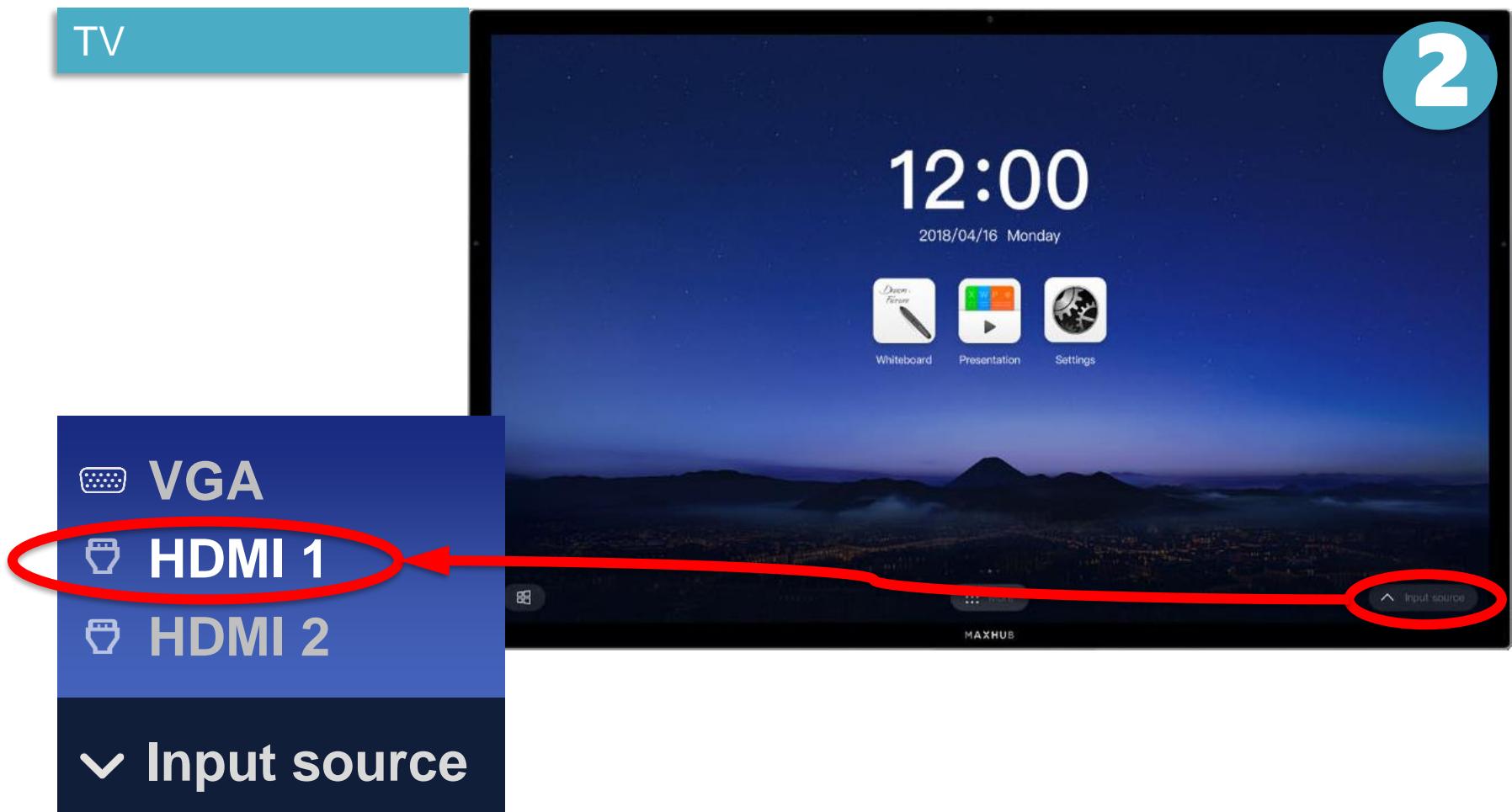


- * For external visitor whose PC does not have Type C port, he/she can use HDMI cable instead. Please do not hesitate to contact your Sinokap IT support.

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

TV

2



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Collaboration Meeting

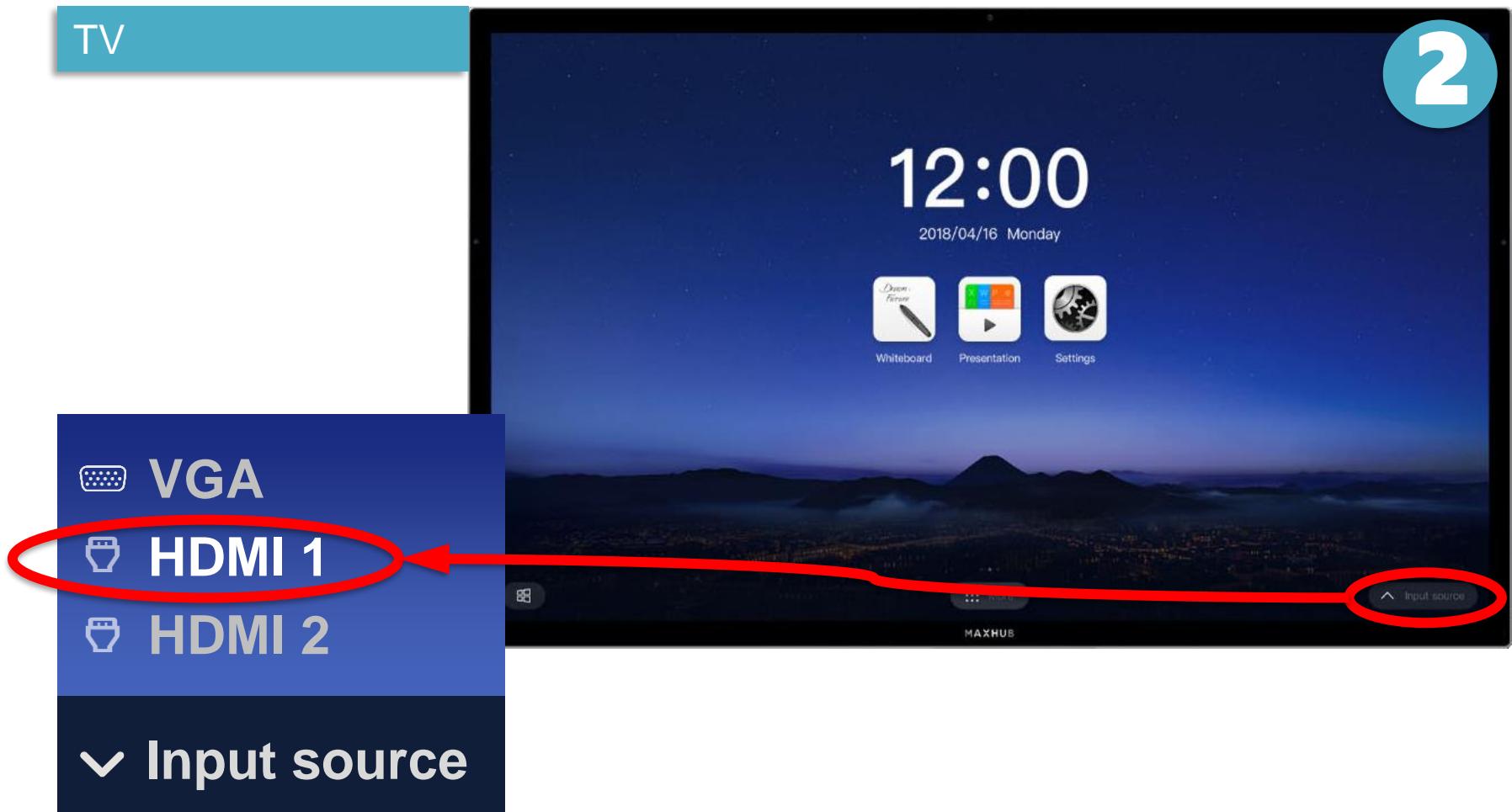
1. Connect your PC with Type-C cable



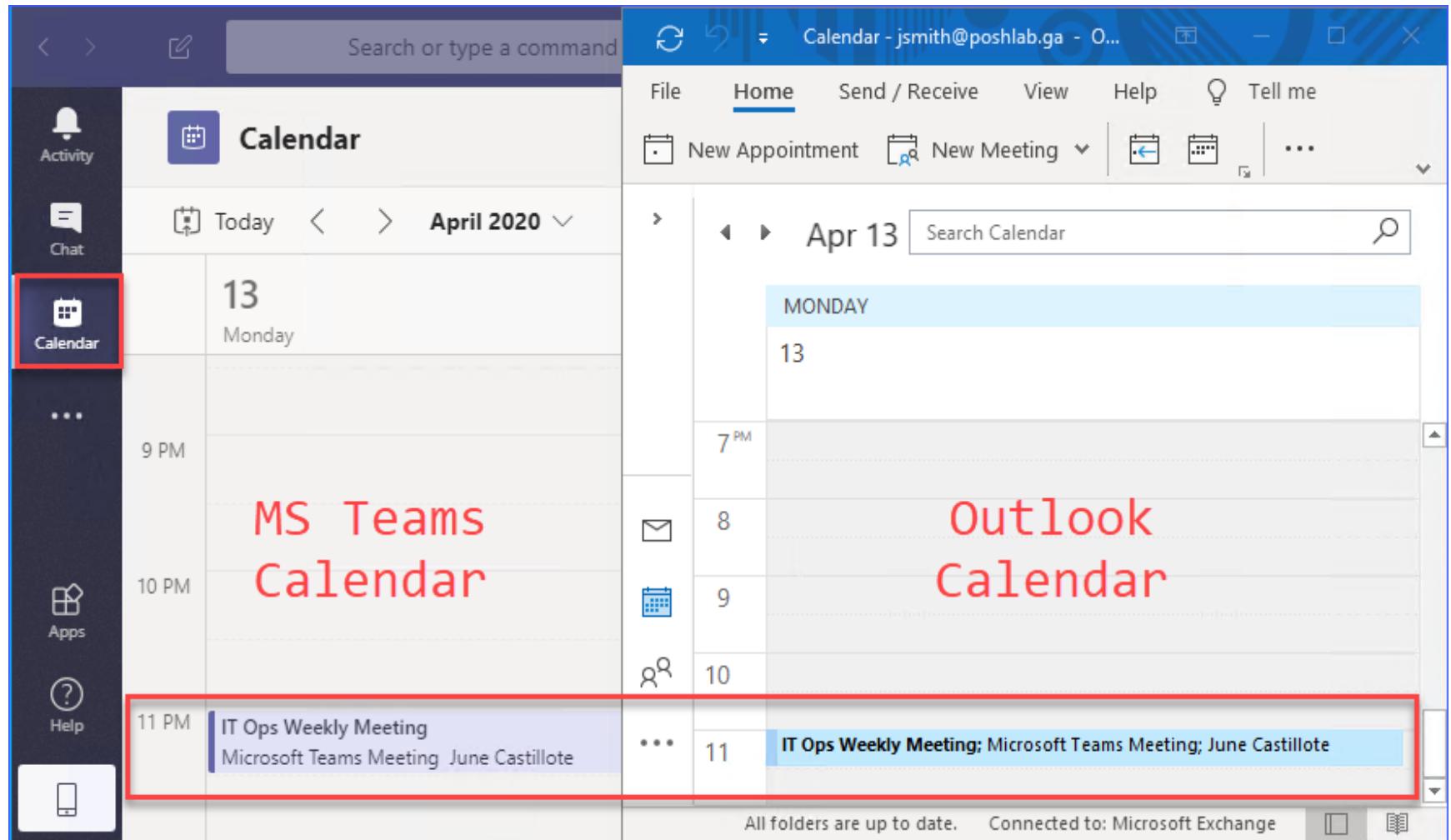
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TV

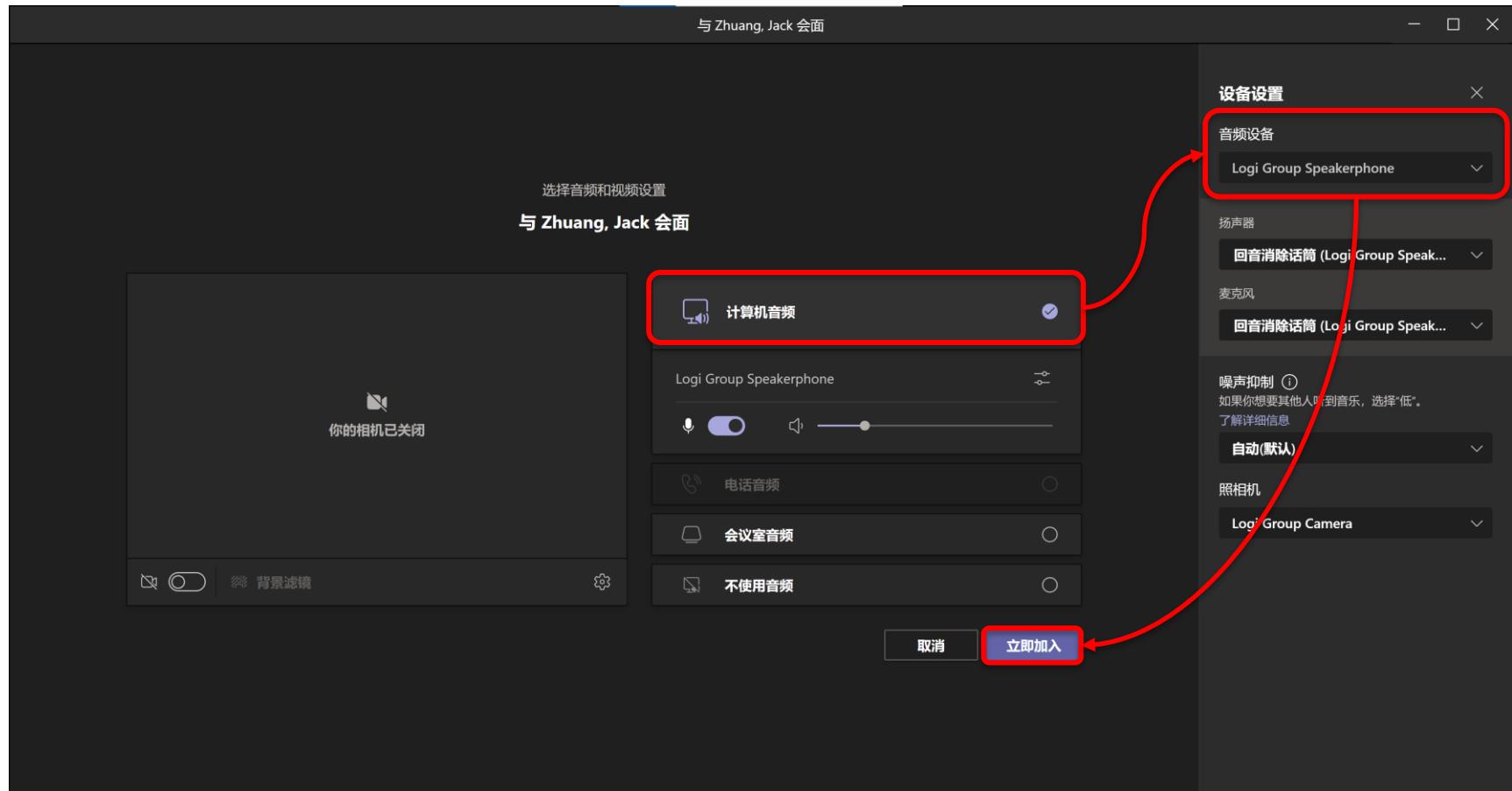
2



3. Join the online meeting from the invitation



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

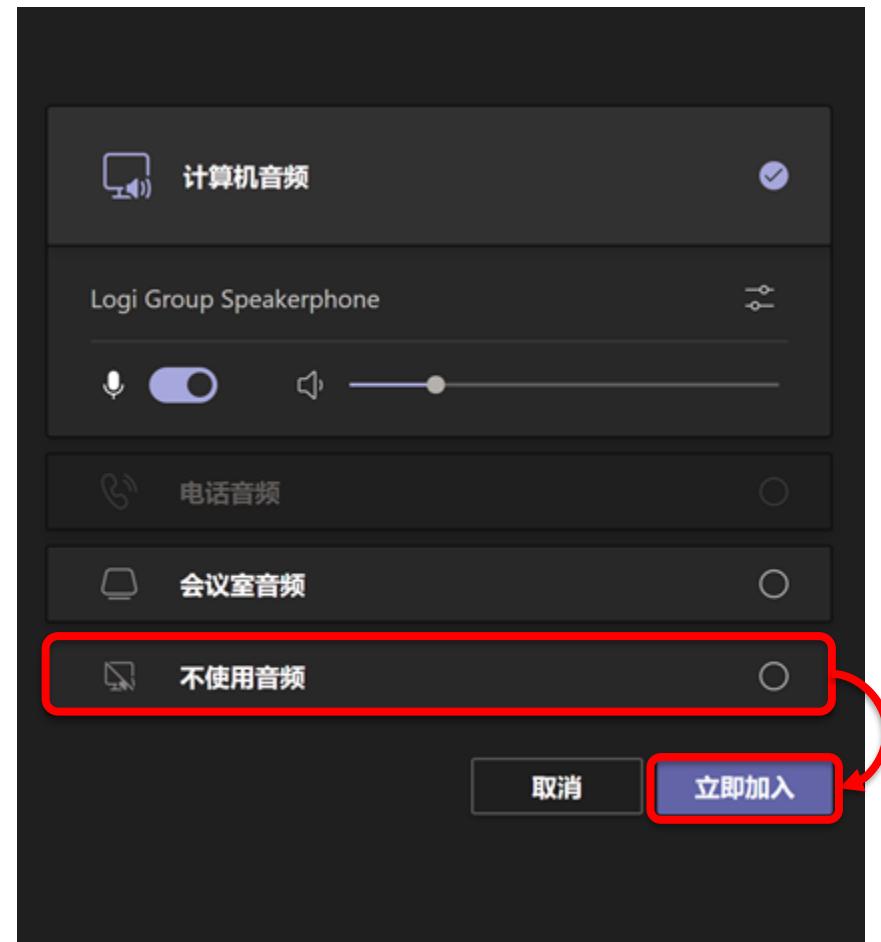


Meeting Precautions for Participants

- 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

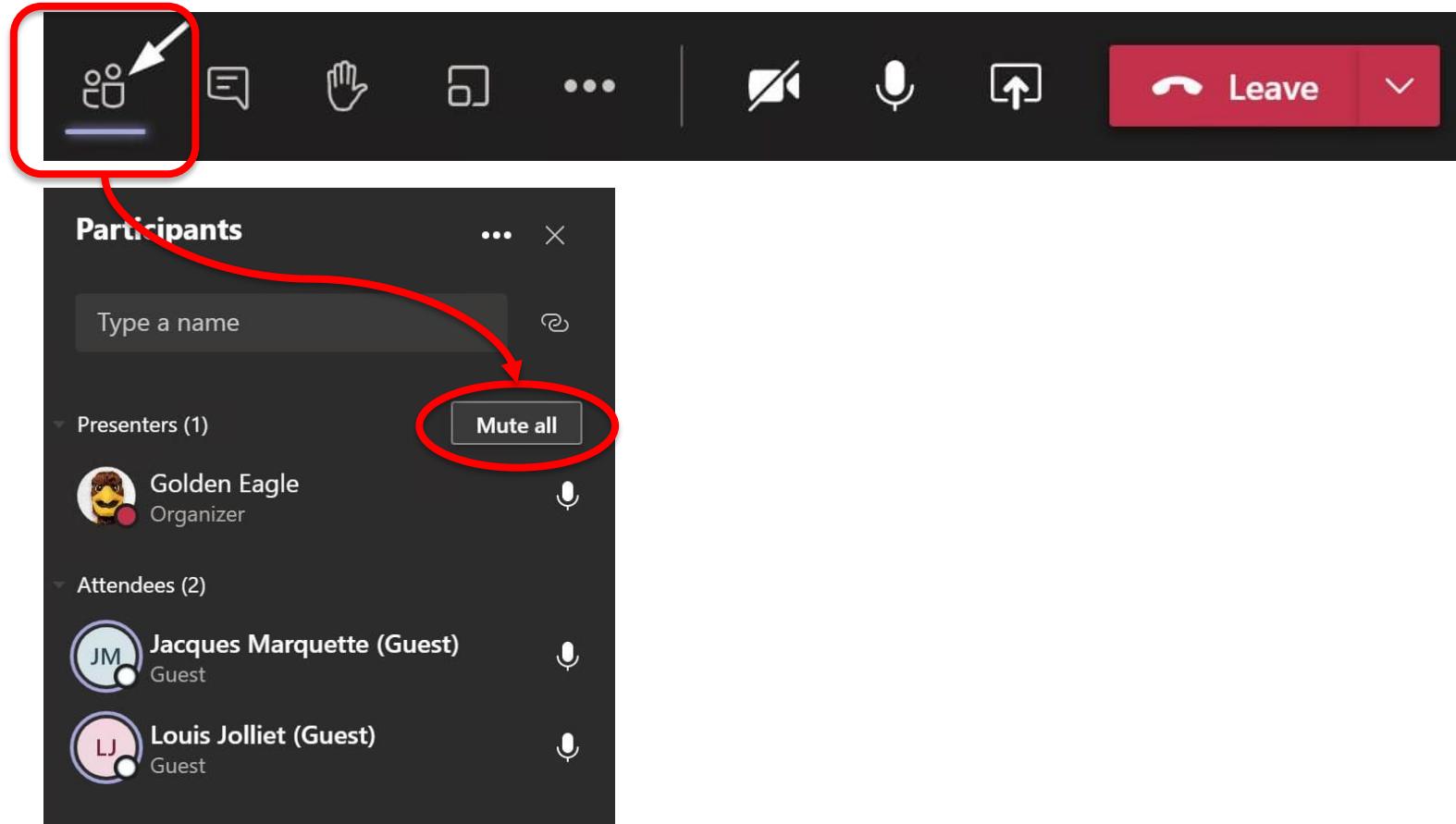
Meeting Precautions for Participants

- 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



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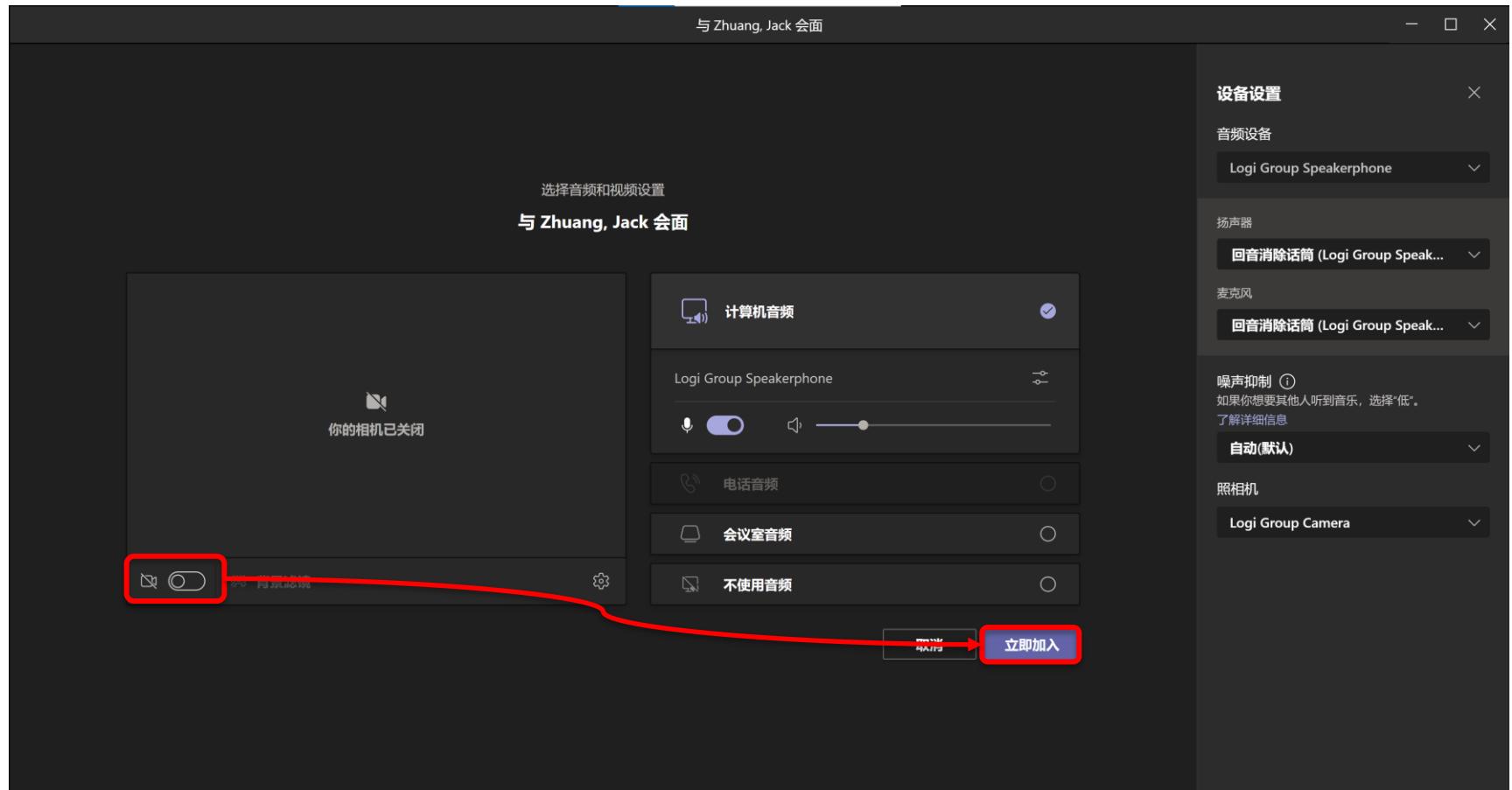
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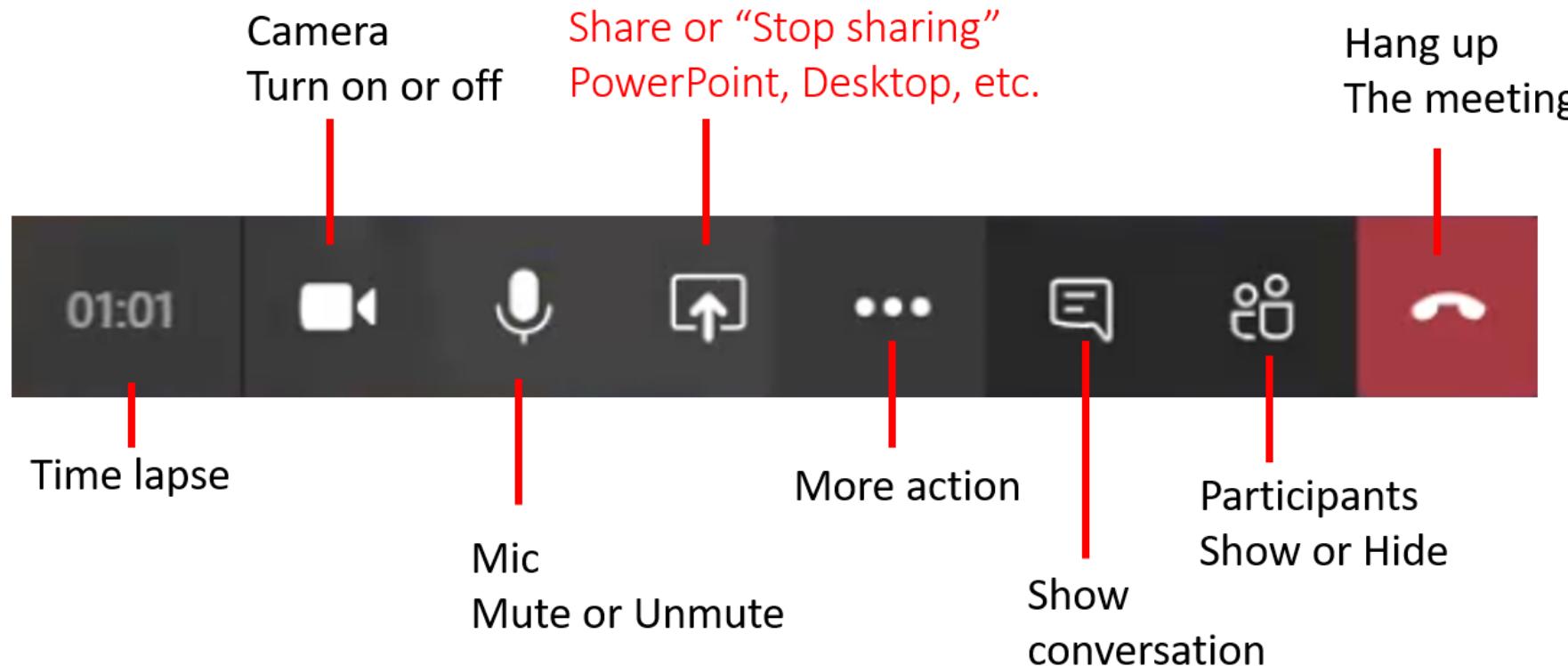
Tips & Tricks for Better Teams Meeting

- 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

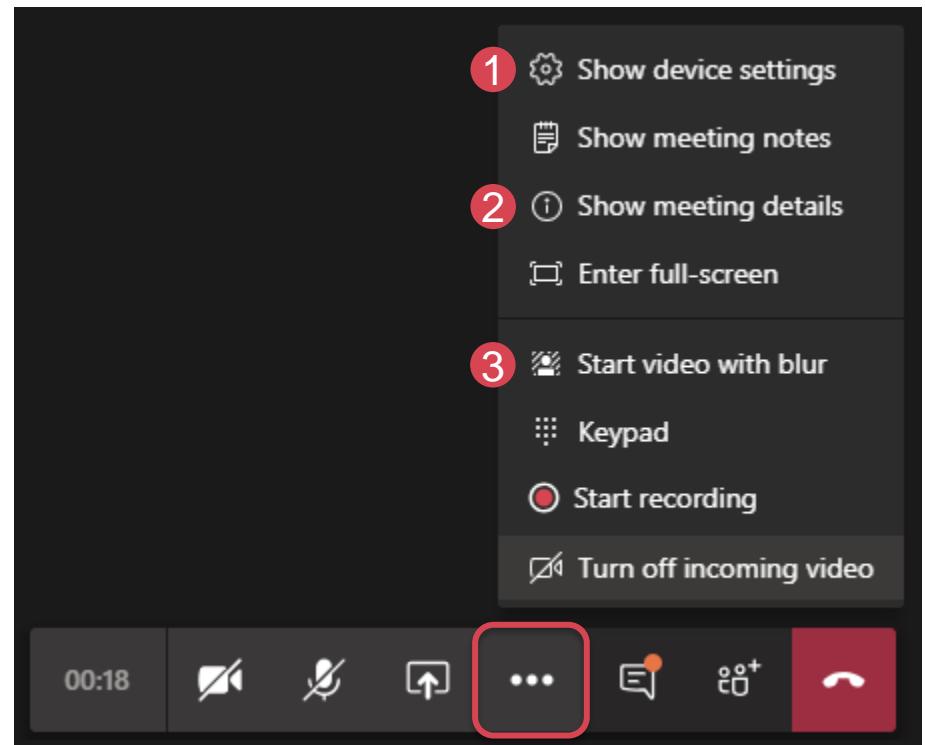


Teams meeting toolbar

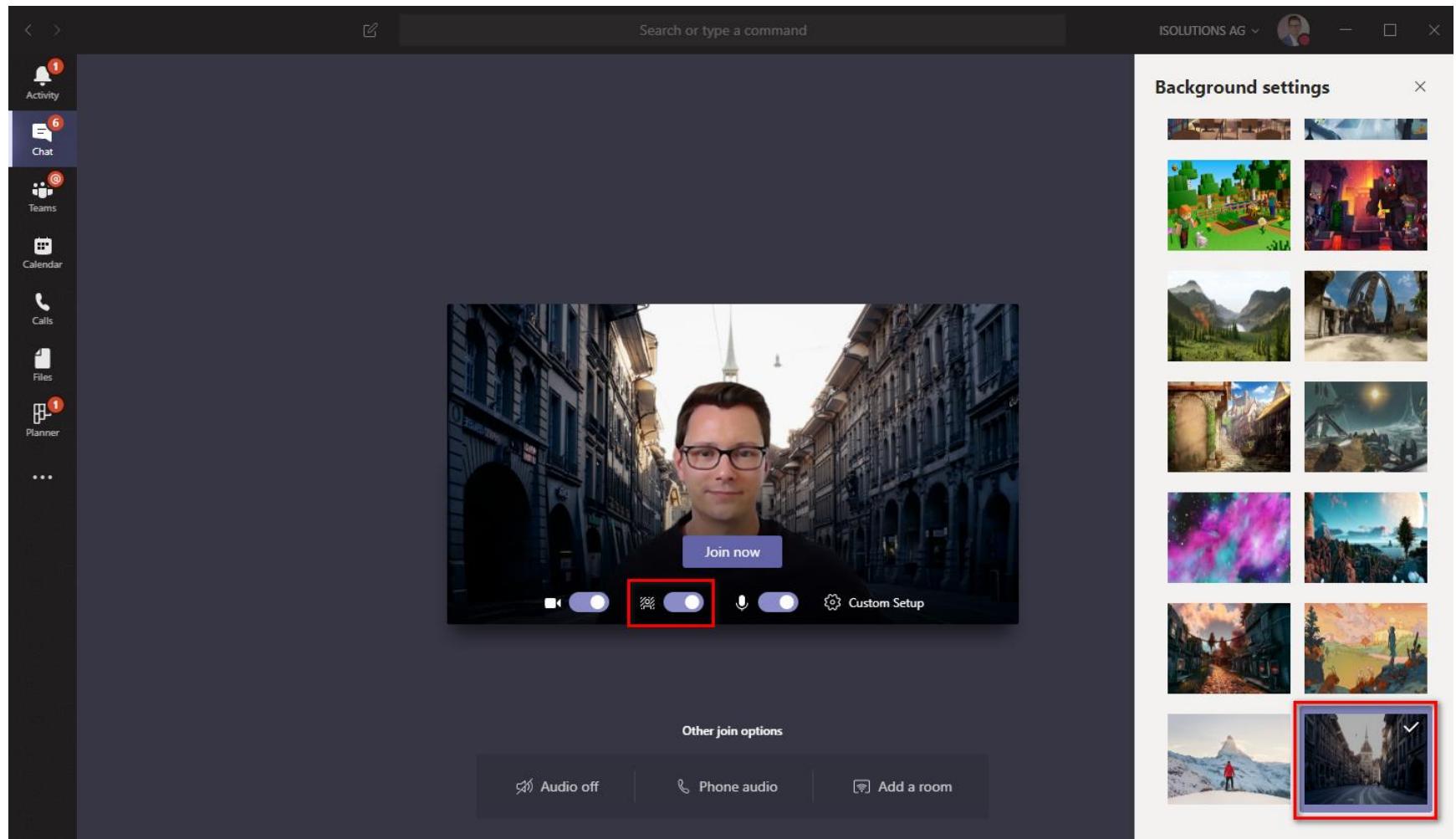


More actions for Teams meeting

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



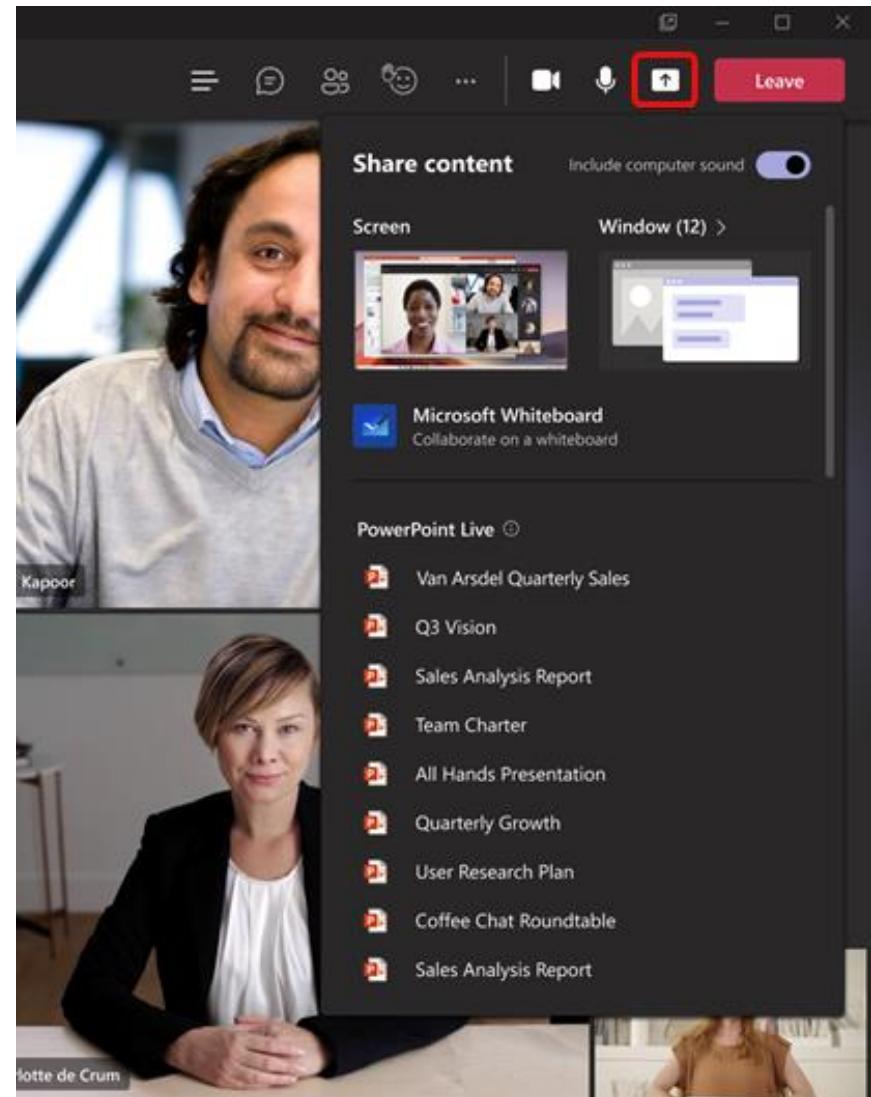
Blur your background when it is cluttered



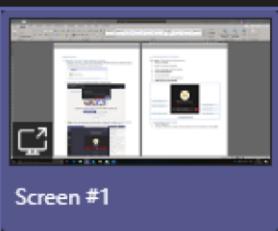
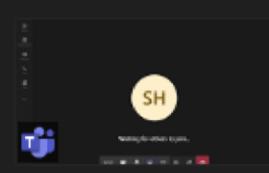
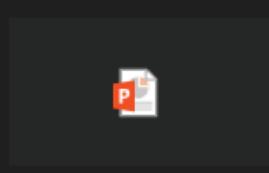
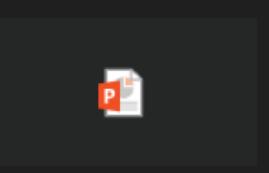
Share content

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... | |
| Desktop | | Show your entire screen, including notifications and other desktop activity. | | You need to seamlessly share multiple windows. | |
| Window | | 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. | |
| PowerPoint | | 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. | |
| Whiteboard | | 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!

*We Make **IT** Simple!*



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