



AVOCET TOWER

How to Host Your Video Conference with Barco

Getting Started:

1. Connect to the **Conference Room's WIFI. Network: Avocet Tower Password: 7373Wisconsin**

Connect to Barco dongle:

2. Plug in Barco **ClickShare** USB-C Button into your USB Type C slot on your computer.
3. Once plugged, enter your (D: CD Drive) by opening **File Folder** and select your – (D: CD Drive)
4. Click "**ClickShare for Windows exe**" or **ClickShare for Mac exe**"
5. Once **ClickShare** software is open choose the screen or window you would like to share to the room.

The Barco Dongle will appear with a full RED circle once the screen is being broadcasted

Continue to Below Steps if Preparing for a Virtual Call:

Pick Your Audio and Video Sources

6. Open the broadcasting app of your choice (ex. Zoom, Microsoft Teams,)
7. Go into the settings within your app of choice
8. Microphone should be set to "**Echo Canceling Speakerphone (Room Speakerphone)**"
9. Speaker should be set to "**Echo Canceling Speakerphone (Room Speakerphone)**"
10. Camera settings select "**Room Camera**"

You are now fully connected to Broadcast with Audio and Speaker.

Switching Screen or Window

11. Simply **TAP** the **three horizontal lines** on the top left of the Barco Dongle
12. Select either the **Screen** or **Window** of your choice

Disconnecting

13. Simply **TAP** the **center of the Barco dongle device**. Circle with display WHITE.
16. **Remove** Barco Dongle.