

Large Meeting Room

1. Meet

This option starts a meeting straight away. You can invite attendees by typing in their name in the sidebar that appears.

2. Call

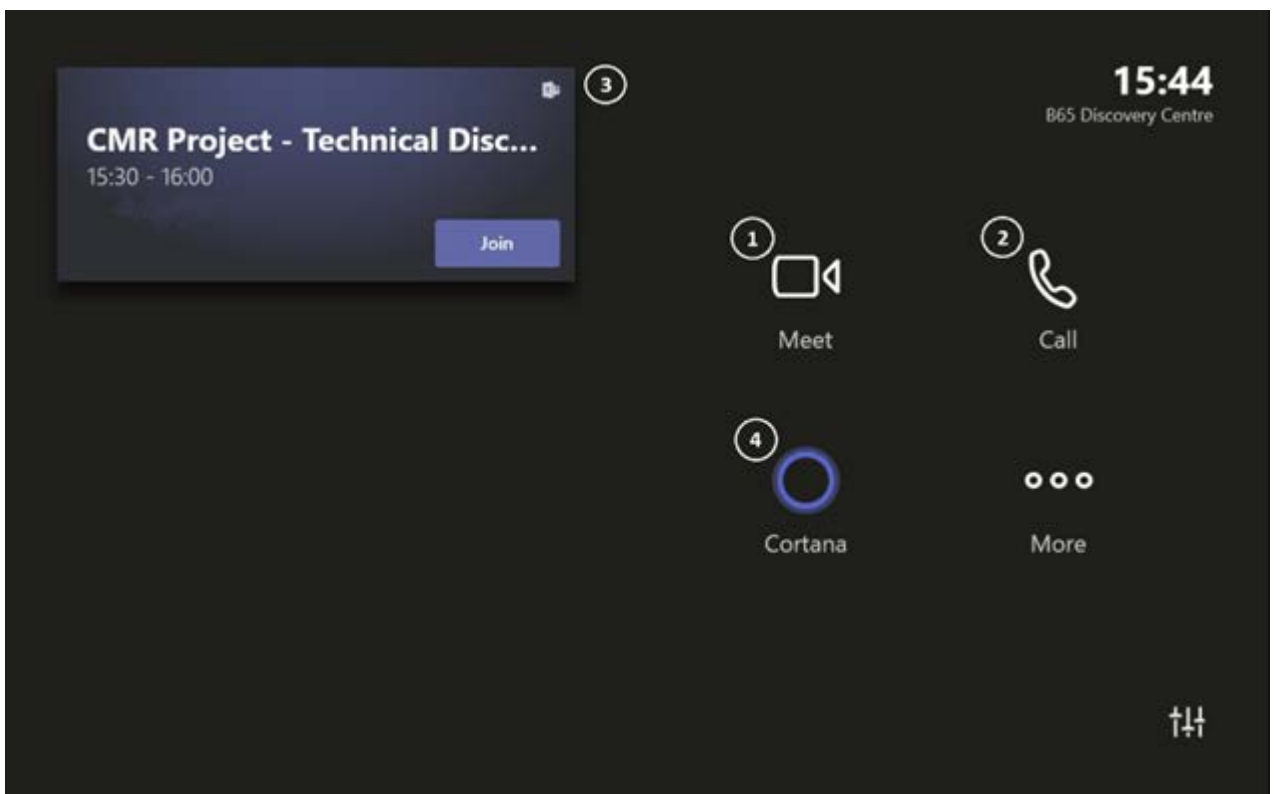
This option allows you to invite attendees before starting the meeting. You can invite attendees by typing in their name in the sidebar that appears.

3. Today's Meeting Schedule

This lists all the days meetings that have been booked. To join, simply press the box of the meeting you wish to join. This will not appear if there are no meetings on the day.

4. Cortana

Cortana is a voice assistant which allows you to perform a range of tasks hands-free. You may disable Cortana at any time by unchecking the option in "More".



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Using In-Room or Personal Device

- There are 2 HDMI cables and suitable adaptors to present/share material. This will work for all meeting platforms.
- You can present material to the TV without being in a meeting via HDMI.
- **WARNING** – If you're in a meeting via the touch panel, material will be shared as soon as you connect the HDMI cable.
- To be able to use another meeting platform that is not Teams (Zoom, WebEx etc.) you must host/join this meeting via the In-Room Laptop or your Personal Device.
- If you are using the In-Room Laptop, you must launch the meeting platform via a web browser (Teams is installed) as they do not have the applications installed. This can still be done on personal ANSTO laptops if they are installed.
- If you wish to use the camera, mic, and/or speakers for a meeting on a laptop, you must ALSO use the USB-A cable in addition to the HDMI.

Extra Troubleshooting Tips

- The screen should turn on when you're in front of it, otherwise tap the screen to wake up the touch panel.
- If you can see your meeting and it doesn't let you join, make sure that it has been setup as a TEAMS meeting in Outlook.

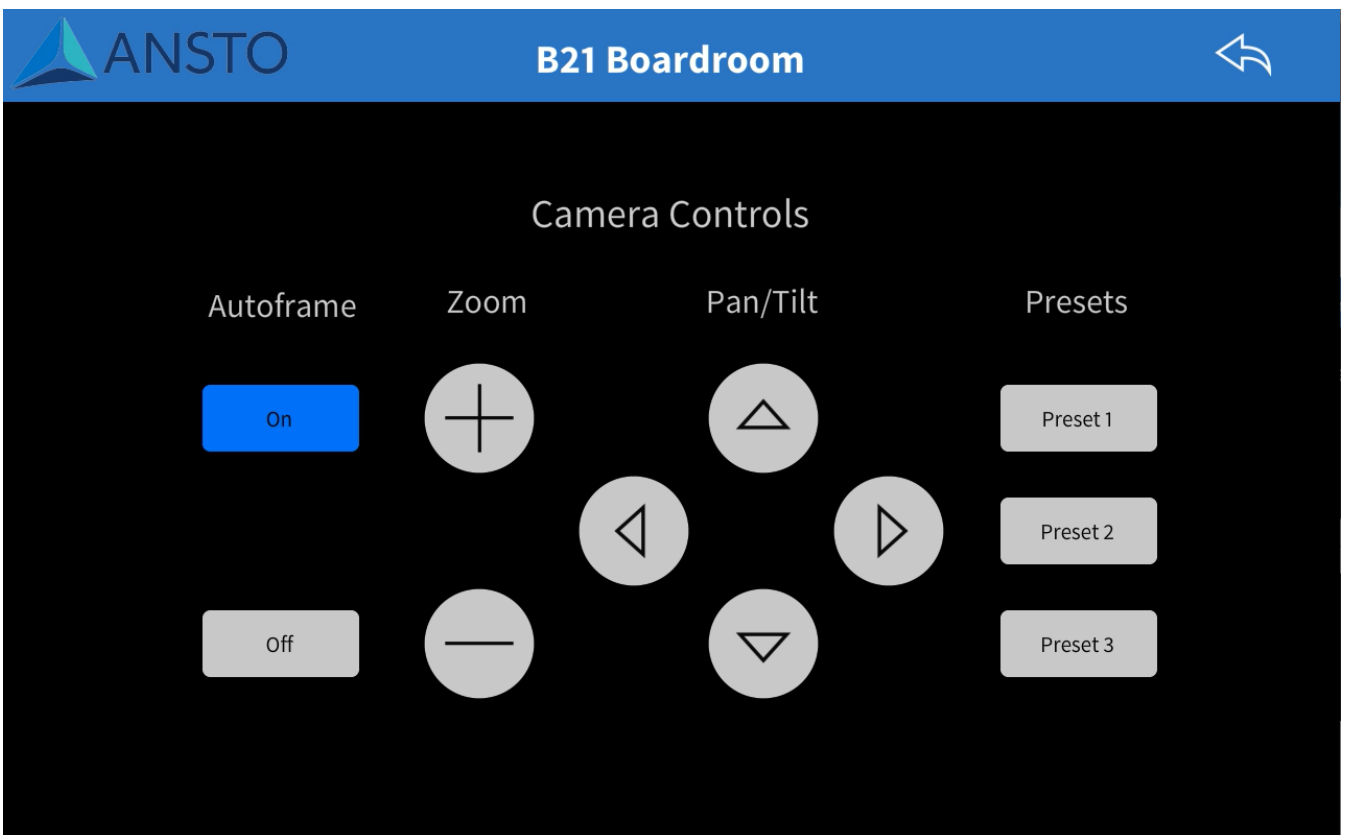
Clickshare

- The Clickshare is a wireless presenter, meaning you do not need to use any of the cables at the table to present the device's material.
- **KEEP IN MIND** that presenting videos via Clickshare is not recommended as the video will have poor quality. If you wish to present video, use the HDMI for better quality.
- A white LED circle light will flash when plugged in. Please allow 30 seconds to connect, where the white light will become solid when connected.
- When pressed, the light will turn red to indicate that your content is being presented.
- Clickshare's allow multiple display functionality (such as presenters view on Microsoft PowerPoint) on a laptop. If you are using an external device, you will need to download the Clickshare extension from the Clickshare website and run that.
- Clickshare's only work in their issued room, so please don't forget to leave them in their assigned room (label on back).

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Camera Controls

- When joining a meeting via the Touch Panel, you can control the camera and mic settings inside the meeting. This can be done by pressing the 3 dots and then pressing 'Room Controls'.
- By default, the camera is set to auto-framing, which encapsulates everyone in the room. This can be turned off inside the camera controls
- The zoom and camera angle can be adjusted manually also.
- If you wish to reset the camera to the whole table, you can select one of the presets.
- There is also a remote control with camera controls and room controls. These only work in their assigned room.



Please note:

Use of ANSTO meeting rooms is reserved for ANSTO staff, and their official invitees, only. All usage of ANSTO IT infrastructure and services may be monitored for technical or compliance purposes. ANSTO IT infrastructure and services are assets provided by ANSTO to enable users to conduct day-to-day operations in a safe, secure, sustainable manner. Non-compliance with this manual and other applicable policies and guides could lead to withdrawal of privileges, disciplinary action or dismissal. By using ANSTO infrastructure and services you agree to comply with these conditions. Should you disagree, immediately cease use of these services.

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