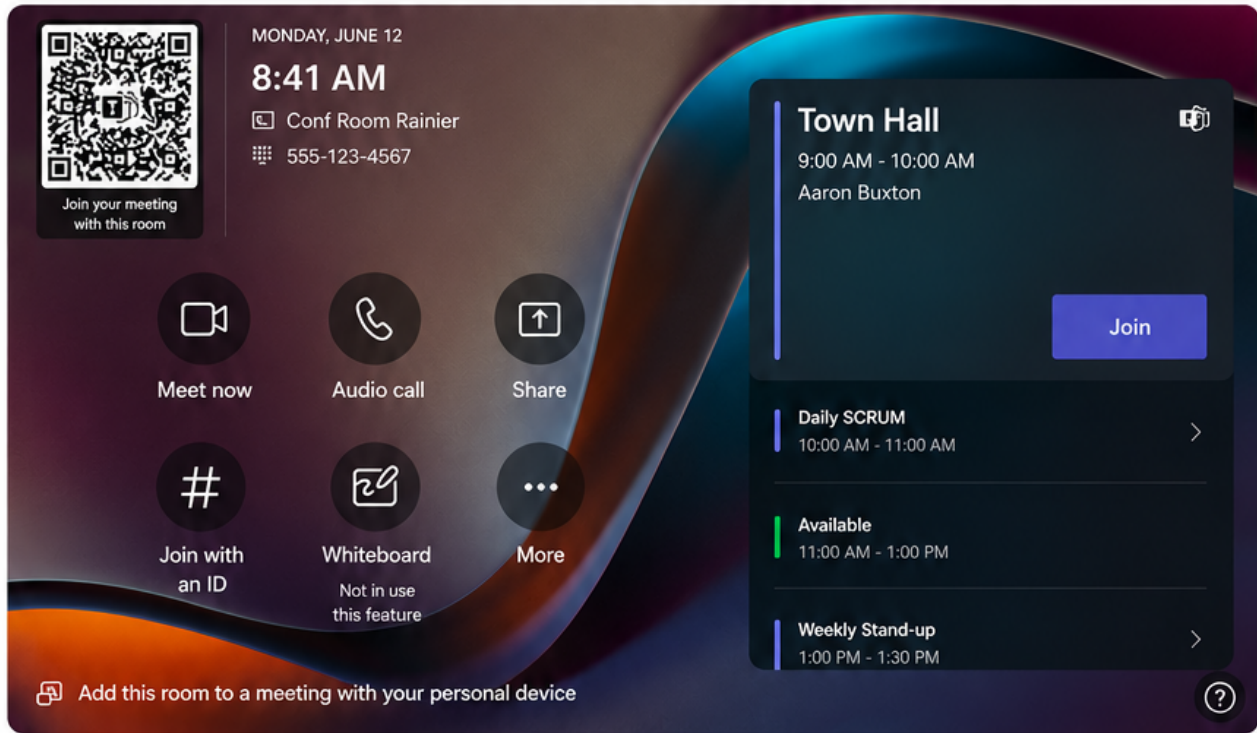


MEETING ROOM SYSTEM – SOP

HOW TO USE THE ROOM PANEL

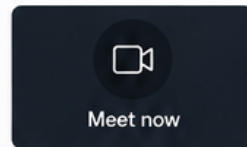


1



START A VIDEO CALL (MEET NOW)

- Tap "Meet now".
- Type the person's name or email ID.
- You can start a video meeting with anyone.

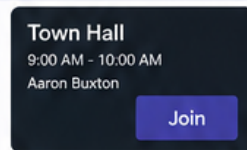


2



JOIN A SCHEDULED MEETING

- Check the meeting list on the right side of the screen.
- Select your meeting.
- Tap the "Join" button.

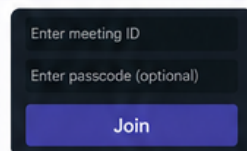


3



JOIN A MEETING WITH ID

- Tap "Join with an ID".
- Enter the Meeting ID and Passcode.
- Tap "Join" to connect.

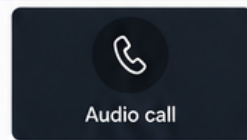


4



MAKE AN AUDIO CALL

- Tap "Audio call".
- Type the person's name or email ID.
- You can start an audio call with anyone.

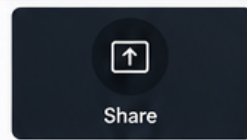


5



SHARE CONTENT

- Connect your laptop using an HDMI or USB-C cable.
- Tap the "Share" button on the screen.
- Your content will appear on the room display.

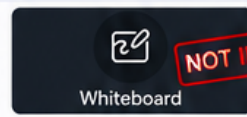


6



WHITEBOARD (NOT IN USE – THIS FEATURE)

- This feature is currently not available.

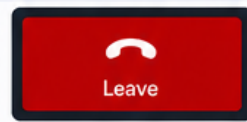


7



END MEETING

- Tap the "Leave" or "End Meeting" button.
- The meeting will end and the room will be available.

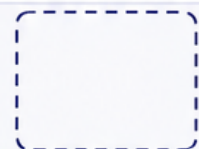


NEED HELP?

If you face any audio or video issues, please connect with the Global Audio Video Team.

VIDEO TUTORIAL

Scan the QR code to watch the video tutorial.



Thank you for using the meeting room system.

