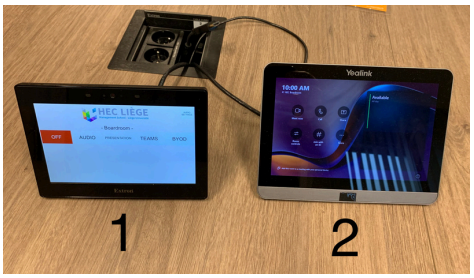
HEC LIÈGE
Management School - Liège Université

BOARDROOM

Scan me

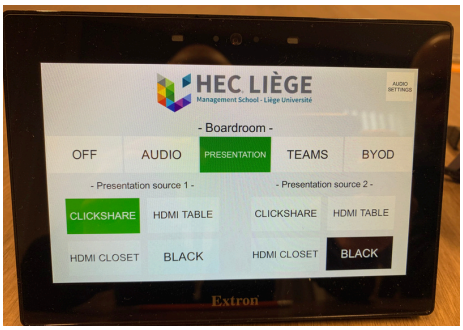
It is essential to have reserved the room in advance: locaux.hec@uliege.be



What do you want to do?

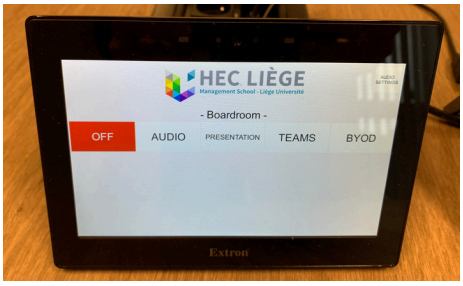
A local presentation (screen 1) ⟷ **A TEAMS meeting (screen 2)**

See reverse



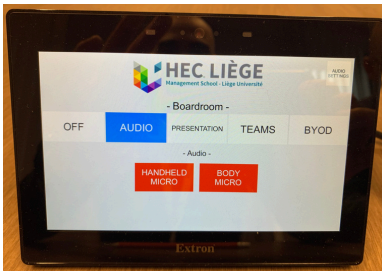
PRESENTATION : selection of the broadcast medium for local screen sharing.
- Choose clickshare or HDMI table (source 1)
- Black allows you to display a black screen

- Two sources can be broadcast simultaneously (if HDMI source 1 and Clickshare source 2)

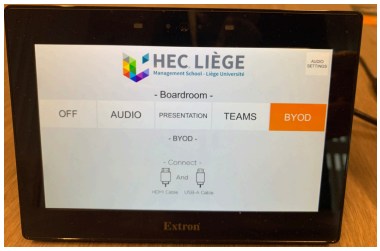


OFF: turn off the room (default home screen).

OPTIONS



AUDIO : hand-held microphone and tie switch on/off (they are available in the cabinet).
Red: off.
Green: on.
Only for voice amplification in the room



BYOD : Bring Your Own Device.
Use of the room's camera and microphone for a meeting meeting other than Teams, such as Zoom.
You need to connect the HDMI cable and the USB cable available to the boxes built into the table.

HELP?!

Audiovisual Support
Georges Koidakis - 0494 57 26 23

IT Support
DE - 04 272 73 78 or 04 232 73 54

TEAMS meeting (screen 2)

Before you start, select TEAMS on screen 1!

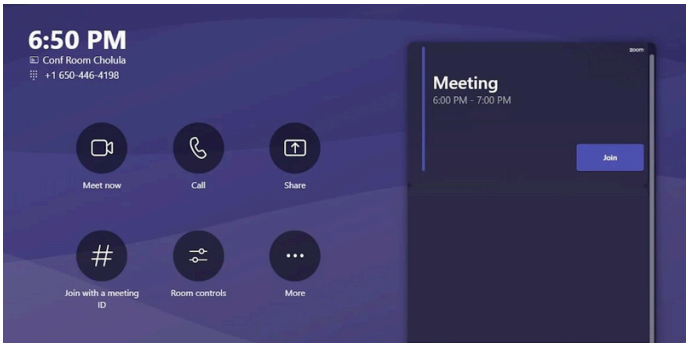
- You have created a Teams meeting in your Outlook calendar.

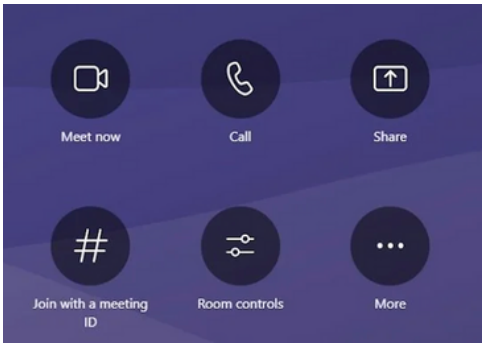
- Guest hec.boardroom@visio-uliege.be
- Send the invitation by email to the participants.

This meeting appears on the right-hand side of the screen. Simply click on ‘Join’ to join this meeting.

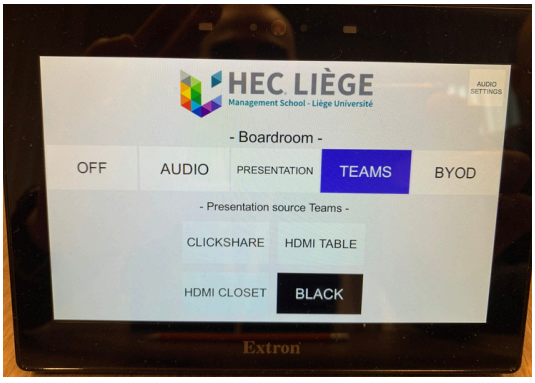
-You have not previously created a Teams meeting in your Outlook calendar.

1. You can start a meeting directly by clicking on Meet Now.
The Meeting ID and Passcode to be provided to remote participants will appear on the room's large screen.
2. You can join an existing meeting by clicking on ‘Join with ID’.



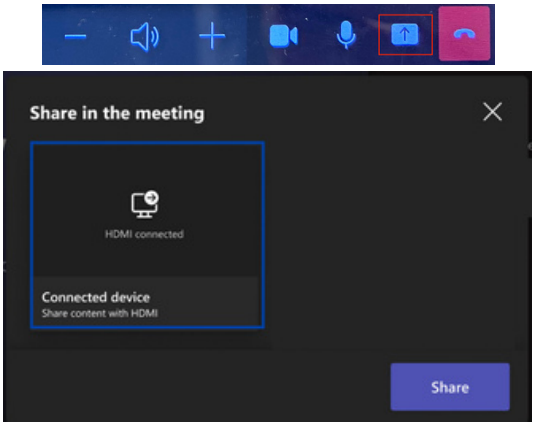


How do you share your screen?



SWITCHING BACK TO TEAMS ECRAN 1:
selecting the distribution method for screen sharing in a Teams meeting.

- Choose clickshare or HDMI table.
- Black lets you display a black screen .



Activate sharing on screen 2 via the control bar at the bottom of the screen

- Connect HDMI, and click on ‘Share’.