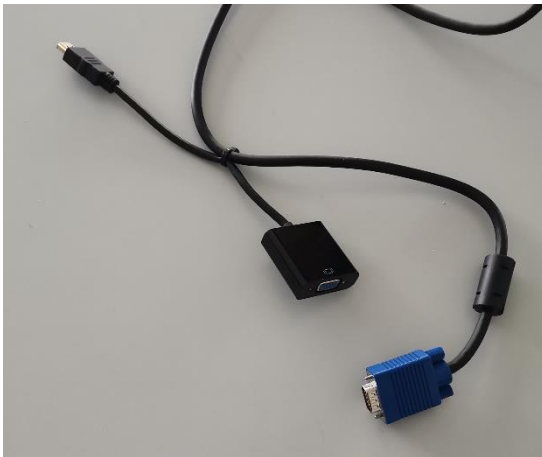# Using the video conferencing system with an external device

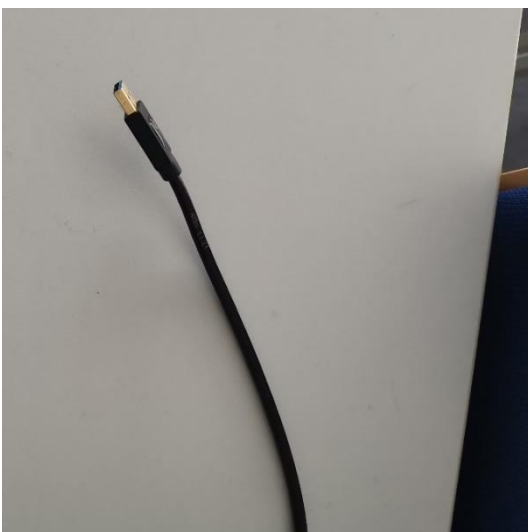1. Turn the Beamer on with the *On button*

2. Connect your external device with the *VGA*- *or* with the *HDMI*- Cable. If you want to connect your device with the HDMI Cable, first connect the HDMI-VGA adapter.
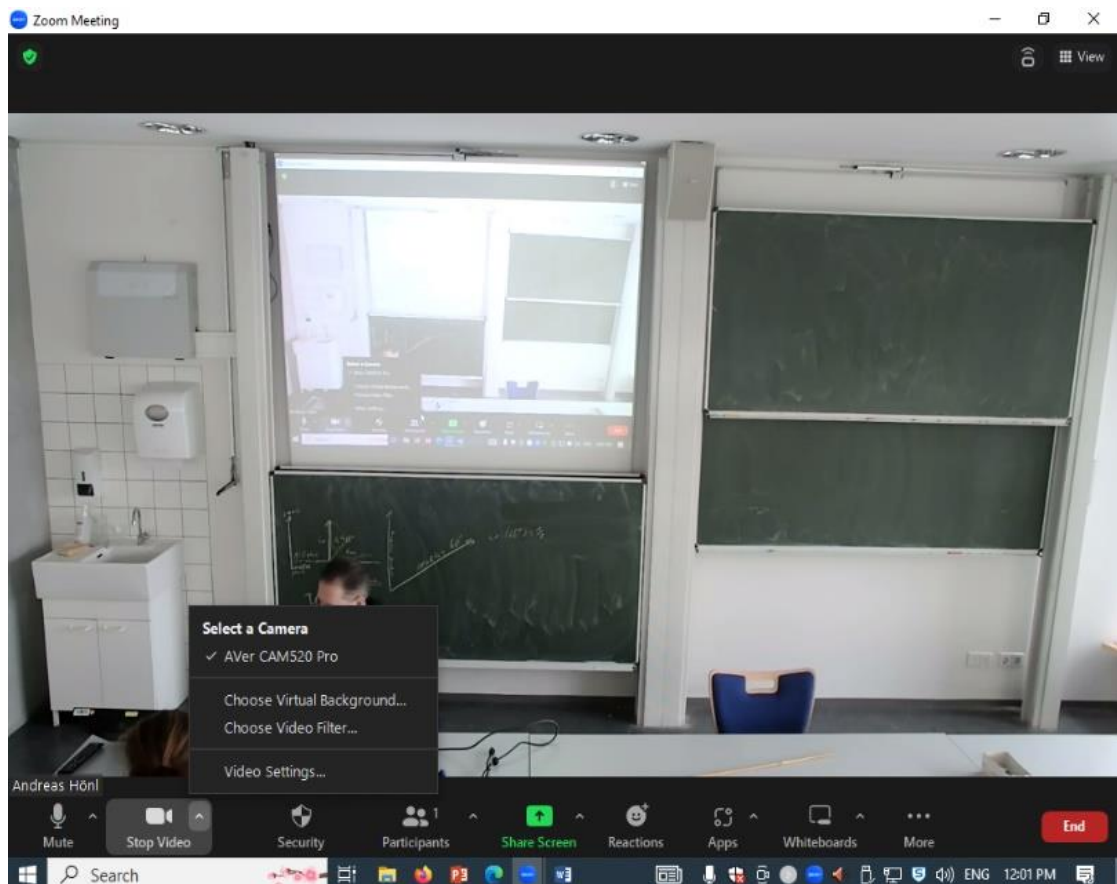

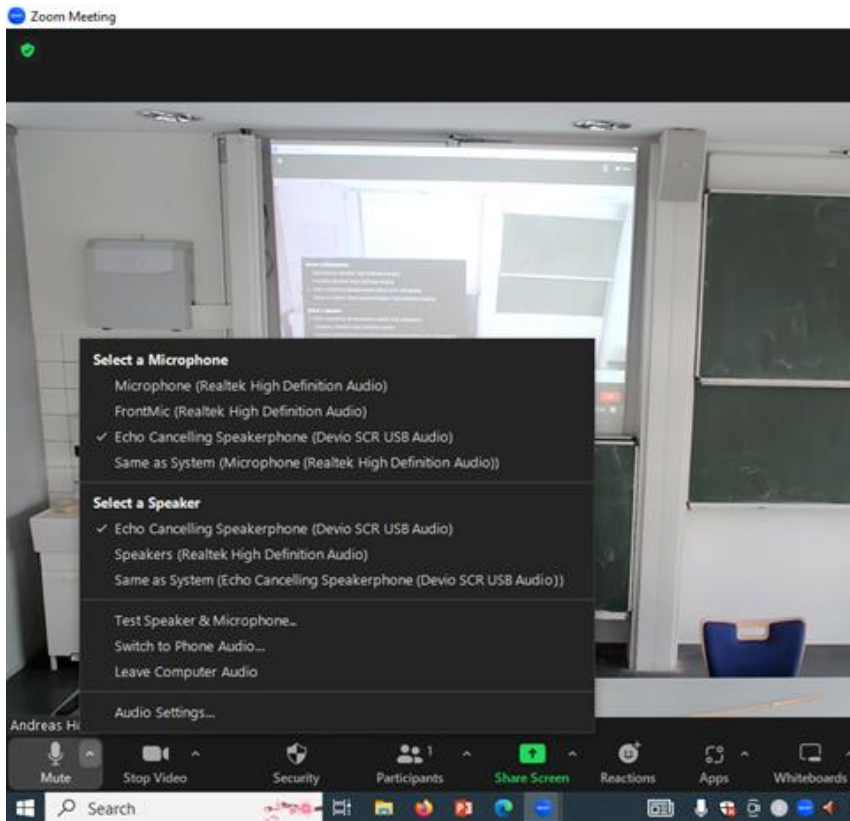3. Connect your *external device with* the *USB* cable (USB3.0)

4. Make sure that the LED in the control panel is set to "ext" green, you can toggle between "ext" and "int" with the Switch button.

5. Now **open Powepoint** and start your Powerpoint presentation **(F5).** Press the **windows key** and open Zoom, *sign in*, **join** a meeting and **share** your **screen**

6. Please **check** if the **microphone, camera** and **speaker** are set as shown in the pictures.
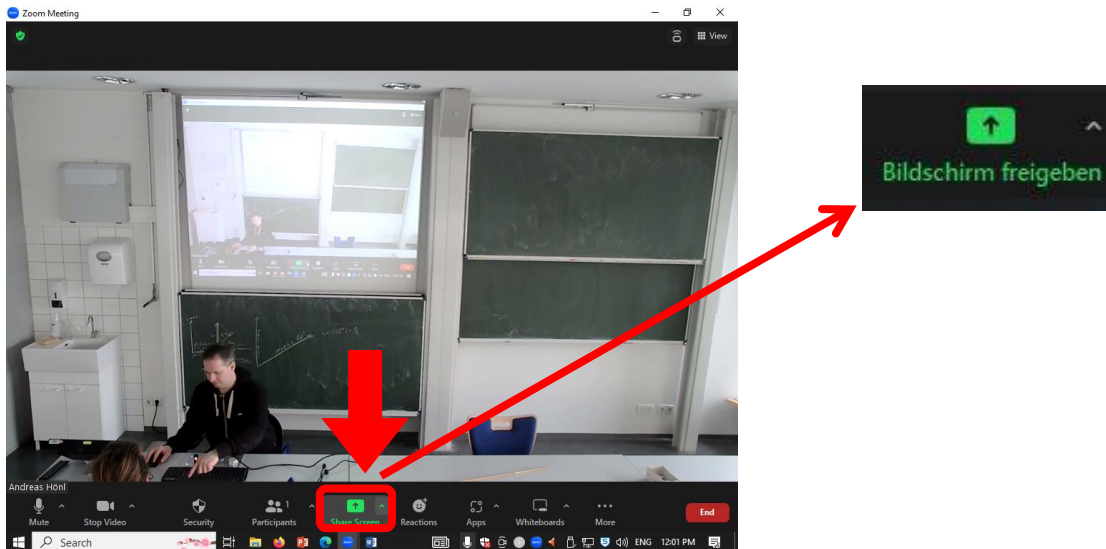
If the Camera and the Microphone **don´t appear in Zoom**, **click** the **USB-switch** and wait 10 seconds
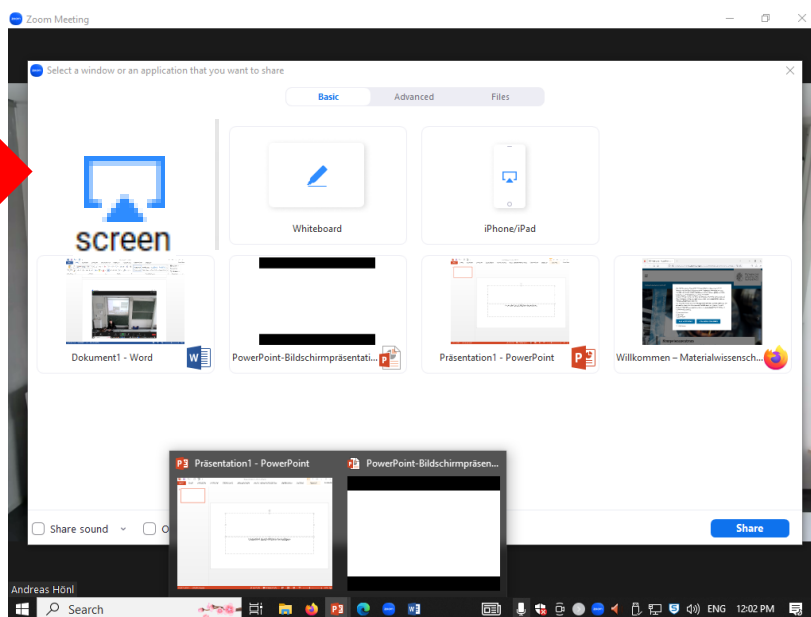
This is how you share your screen:

1. Click on *share screen*

2. Click on "**screen**"

3. After you shared your presentation you have to **click on** your **Powerpoint** presentation

Using the video conferencing system with a local PC

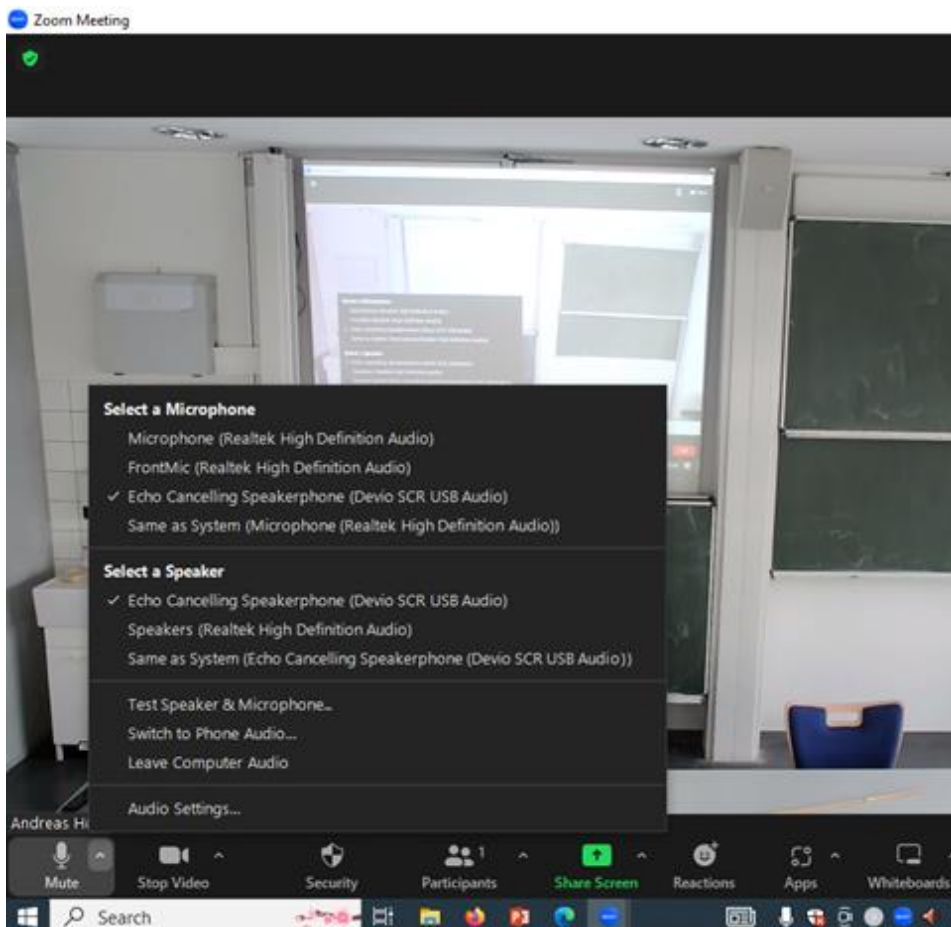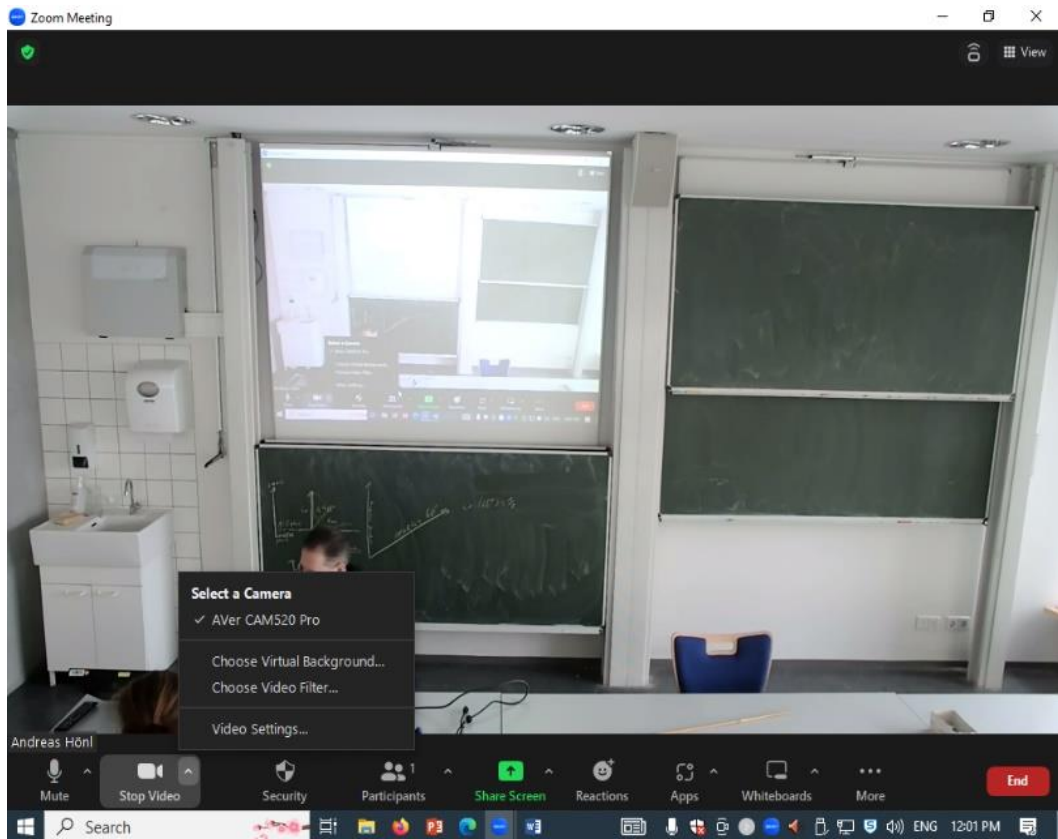1. **Turn** on **the** Beamer with the **On** button

2. Turn **on** the **pc**

3. By pressing the "Switch" button on the VGA port, make sure that the LED in the control panel is set to **"int" green** (it may take up to 15 seconds after pressing the Switch button).

4. Now **open Powepoint** and **start** your Powerpoint **presentation** (**F5**). **Press** the **windows key** and **open Zoom, sign in** and **join** a meeting and **share your screen**

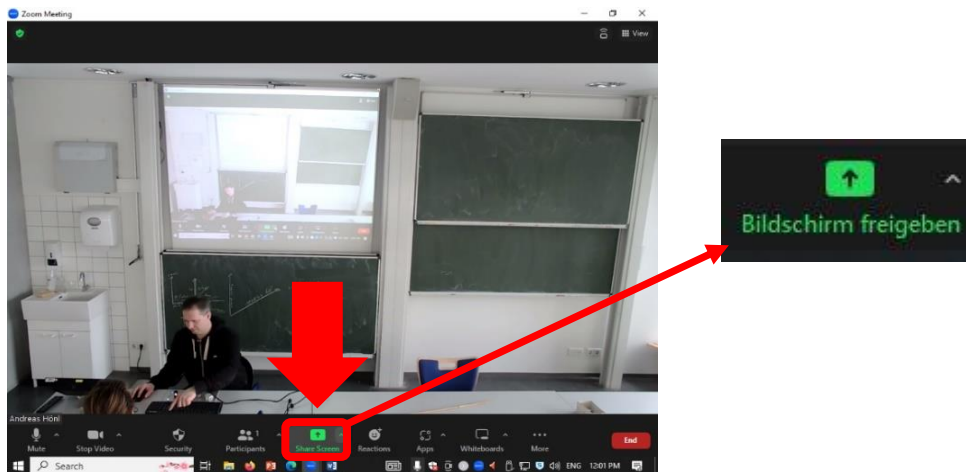**5.** Please check if the *microphone, camera* and *speaker* are set as shown in the picture.

6. If the Camera and the Microphone *don´t appear in Zoom*, *click* the *USB-switch* and wait 10seconds

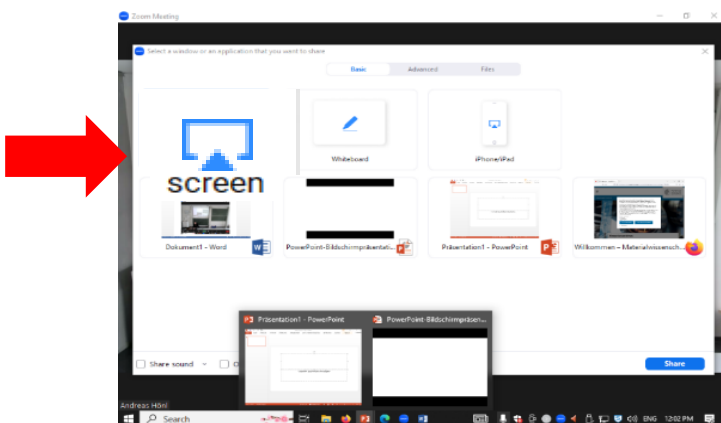## *This is how you share your screen:*

1. Klick on *share screen*

2. Click on "*screen*"

3. After you shared your presentation, *click on* your Powerpoint *presentation*