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"

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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.



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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



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