

# Connecting to the Idaho Room Screen

**Turn on the projector** with either the remote or the panel next to the screen. Connect to the Library's Wi-Fi on your laptop using: **Community Library** and **no password**.

To connect, either ...

## Invite the Room

Invite the Idaho Room to your Zoom or Teams meeting by using the email address **rm\_idaho@comlib.org**. When you arrive, use the tablet on the wall at the entryway to find your scheduled meeting. Tap the meeting to join.

## Join with a Code

Use the tablet on the wall near the entrance and tap the **#Join with an ID** option. Choose either **"Teams"** or **"Zoom"** and then enter the meeting ID and passcode.

## Use Your Laptop

Checkout a **Meeting Room Kit** at the front desk and use the HDMI cable to connect your laptop to the HDMI port at the south end of the table (by the screen). This will carry video and audio from your laptop to the projector.

**To use the room's camera, mic, and speakers** for a Zoom or Teams meeting, connect your laptop with the USB cable provided in the Meeting Room Kit. (Connect to the white USB port next to the HDMI port.)

**You can check out a Windows laptop at the front desk.**



# Troubleshooting Idaho Room Screen

## **If your laptop only has a USB-C port ...**

There is an HDMI to USB-C adapter in the Meeting Room Kit that you can check out from the front desk.

## **If you can't see the remote participants ...**

Try unplugging the HDMI cable and re-plugging it into your laptop.

## **If you can't hear the remote participants ...**

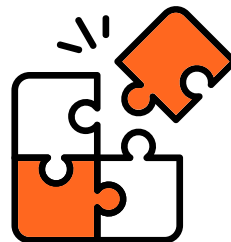
In your Teams or Zoom session, change the speaker to either the Crestron or Polycom option.

## **If the remote participants can't see you ...**

In your Teams or Zoom session, change the camera to the Polycom option. The USB cable must be connected.

## **If the remote participants can't hear you ...**

In your Teams or Zoom session, change the microphone to the Polycom option. The USB cable must be connected.



# Workshop #1

## Connecting to the Screen

### Items You Can Check Out from the Front Desk

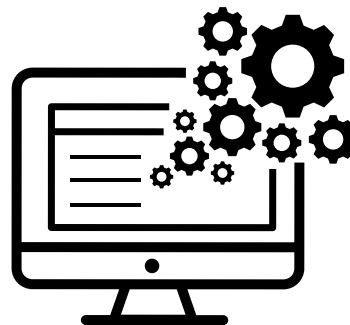
- HDMI cable
- USB cable
- HDMI to USB-C adapter
- Windows laptop

### Connect Your Laptop to the Screen

1. Use an HDMI cable (and adapter if needed).
2. Use the port on the wall to connect the screen to your laptop.
3. Use the remote to scroll the center menu down to the **Apps & Inputs** section.
  1. Select the **Computer** option.

### Use Free Wi-Fi at The Library

Use **Community Library** and no password.



# Workshops #2, #3, and #4

## Connecting to the Screen

### Items You Can Check Out from the Front Desk

- HDMI cable
- USB cable
- HDMI to USB-C adapter
- Windows laptop

### Connect Your Laptop to the Screen

1. Use an HDMI cable (and adapter if needed).
2. Use the port on the wall to connect the screen to your laptop.
3. If your laptop isn't displaying on the screen, unplug the cable from the wall and plug it back in.
4. **Note:** If the room has a camera, you can connect to it using a USB cable.

### Use Free Wi-Fi at The Library

Use **Community Library** and no password.

