

Barco Click Share Wireless Connection Instructions

The BARCO sound bar is an integrated microphone, speaker and camera system which is connected directly into the HDTV mounted in the room. Users can utilize this system for Zoom or Teams video or audio conferences. There are two options to utilize this service:

Option 1: Using the provided laptop in the room (ex: Heritage room):

1. Log into the laptop with local account `.\visitor` and password (available from front office admin)
2. Connect the ClickShare USB dongle to a USB port if not already connected.
3. When the dongle stops flashing, press the button on the dongle to begin sharing your screen. The light on the dongle will turn to red.
4. To stop sharing your screen, click on the button on the dongle again.

Option 2: Connect your personal laptop to the BARCO system

1. Connect the ClickShare USB dongle to **your** laptop. The light on the dongle will flash white after the driver loads (this can take 1 to 2 minutes).
 - If the driver doesn't automatically load you will need to install it manually
 - If you're using a Windows device, Select Start then My PC, you will see another drive mounted (usually: D:/) called ClickShare
 - Launch ClickShare_for_Windows'.
 - If you're using a Mac, open 'Finder', go to the new mounted drive and launch 'ClickShare_for_Mac'.
2. When ClickShare is ready, the light on the dongle will stop flashing. To share your screen on the display, click the button on the dongle. The light on the dongle will change to red.
3. To stop sharing your screen, click the button on the dongle again.

Teams or Zoom Instructions:

1. Open Teams or Zoom and log in. **(Do not save your credentials on the visitor laptop)**
2. Open settings for the camera or/or mic and set the option to the Barco system:
 - a. The camera is called Room Cam
 - b. The mic/speaker is called Echo Cancelling Speaker Phone

The BARCO system has an integrated noise cancelling feature to ensure there is no feedback. The microphone is sufficient to pick up normal conversations anywhere in the room. In addition, the camera will self-adjust it's lens to whoever is speaking.