

Quick Start Operations Guide for B220

1 Starting the System

To start the room system, tap on the Splash Screen/Welcome Screen. The TV display will power up and wait for any input from the touchscreen.

Note: If you do not see the Splash Screen/Welcome Screen on the touchscreen, the display may already be on.



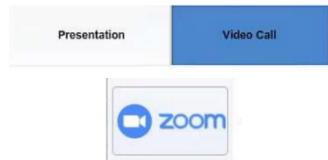
2a Display Laptop as Video Source

1. Connect the HDMI cable to the laptop.
2. Tap the **Laptop** button on the control panel. The laptop source should now appear on the TV display.



2b Display Zoom as Video Source

1. Tap on **Video Call > Zoom** to launch the Zoom control panel.
2. Tap on **New Meeting** to make a new meeting or **Join** to join an existing meeting.



2c Display Whiteboard as Video Source

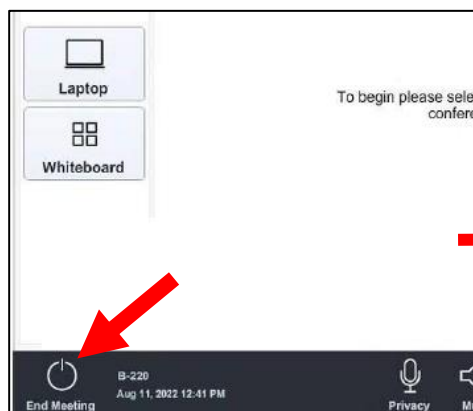
Tap the **Whiteboard** button on the touch screen. Then, tap the Whiteboard icon on the TV display.



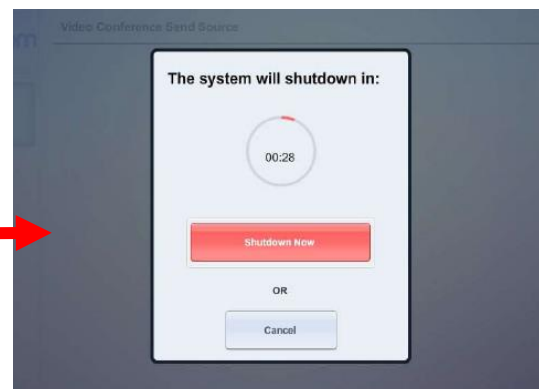
Note: Switching to any other input will close the whiteboard.

3 Shutting Down the System

To shut down the room system, tap on the End Meeting button. The TV display will power down and the touch screen will display a shutdown timer. Let the room automatically shut down or tap Shutdown Now to force it down.

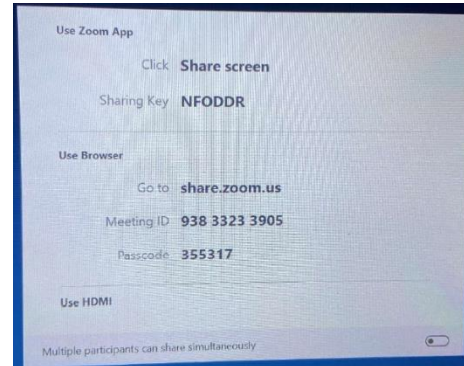
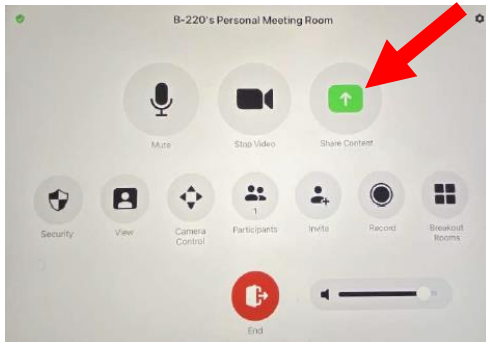


Then



Content Sharing on Zoom

To share content on Zoom, tap the **Share Content** button on the Zoom panel. This will open a screen with instructions on how to connect your device wirelessly via the Zoom app itself or through a web browser. **Note: The HDMI cable is only used for displaying a device on the TV display, NOT for sharing content in a Zoom meeting.** You must connect wirelessly to share content on Zoom.



Bring your own Device (BYOB)

If you want to make a Zoom call on your laptop and want to utilize the equipment in the room with it, connect the **USB cable** to your laptop. This will allow your laptop to use the camera and speakers in the room for that Zoom meeting. Please note that this will disable the TV display. Your laptop should automatically detect the devices and will start using them.

Troubleshooting

- **The Display is not turning on or showing anything!**
 - Make sure the system is not out of sync by turning the system off/on using the **End Meeting** button on the control panel.
 - If using the HDMI cable, ensure it is connected correctly to the personal device.
- **There is no sound!**
 - If using audio from laptop, make sure the laptop audio is not muted or lowered. Also make sure the laptop has the correct audio source.
 - If using audio in a Zoom call, make sure the audio is not muted or lowered on the Zoom control panel.
- **No one can hear me on Zoom!**
 - Ensure your Zoom microphone is not muted on the Zoom control panel. If the lights on the Tile Mic (above the table) is **RED**, then the mic is muted. If it is **BLUE** then it is unmuted.
 - If using audio in a Zoom call, make sure the audio is not muted or lowered on the Zoom control panel.
- **The Whiteboard is not displaying when I press the button on the touch screen!**
 - You may need to tap the Whiteboard icon on the Display itself to launch the Whiteboard.
- **I need training to use the room!**
 - Please contact us at SOD IT (contact information below) and we would be happy to schedule a time to go over on how to operate the room.