



CMO Conference Room

TV Instructions / AV

Please familiarize yourself with these changes prior to your meeting.

Presentations

1. Turn TV On



2. Press Home
3. Using the remote, navigate to Connected Devices.
4. Navigate to PC or "PC HDMI2".

OVER



City of La Porte

Established 1892

Information Technology

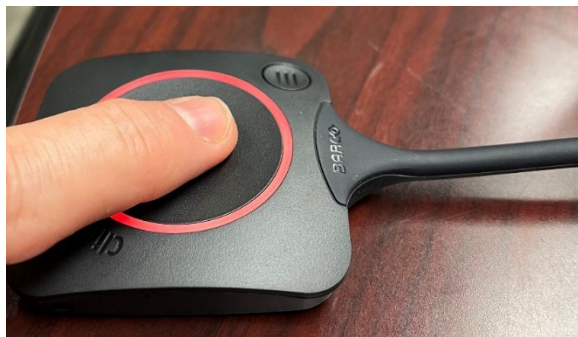
The City of La Porte is rich in history and built on community, delivering a safe and attractive environment for all walks of life.

5. Grab one of the ClickShare pucks and connect it to your computer using an available USB C port.



Wait until the circle turns white. Please note: A solid white circle indicates the device is ready. A blinking white circle means your laptop is configuring the application. Please wait until it stops blinking.

6. Press the button until it turns the color red.



7. You may now present wirelessly.

Please Note:

You can follow the same procedure using Teams or Zoom. There is a camera mounted on top of the TV that includes a camera, microphone, and speaker. You may need to adjust the settings in your Teams or Zoom application to switch the audio and camera sources.

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