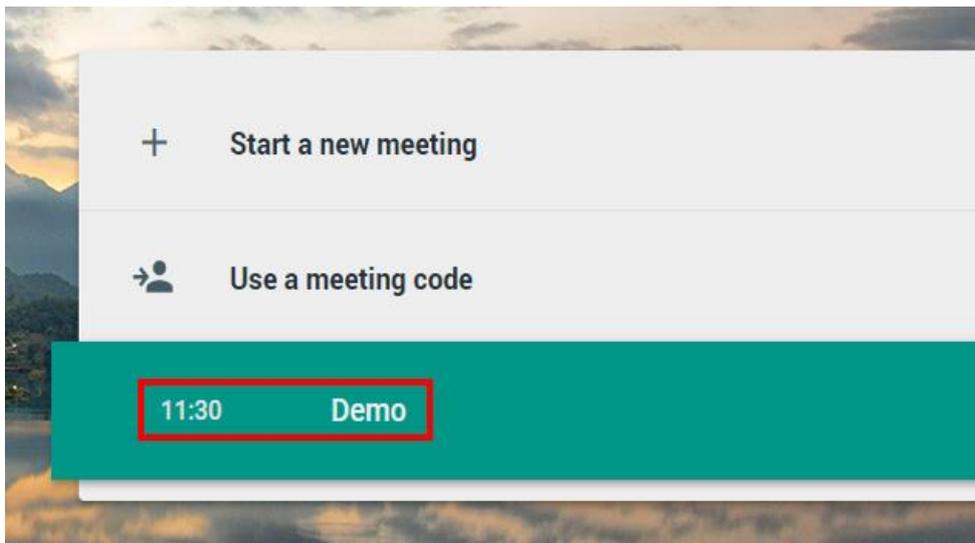


Chromebox for meetings Quick Reference Guide

Joining Meetings via a Chromebox:

1. Move the Speaker to the centre of where the meeting participants will be sitting, and angle the camera/monitor towards them.
2. Upcoming meetings booked in the room the Chromebox is situated in (linked to) should be displayed in the menu on the right of the initial screen, with the meeting names and times visible.



3. Use the directional buttons (up, down, left, right) to scroll up and down the meetings. Select the meeting you wish to join, and join by pressing the button in the centre of the directional buttons. The blue outline (shown above) shows what item on the screen you have selected.



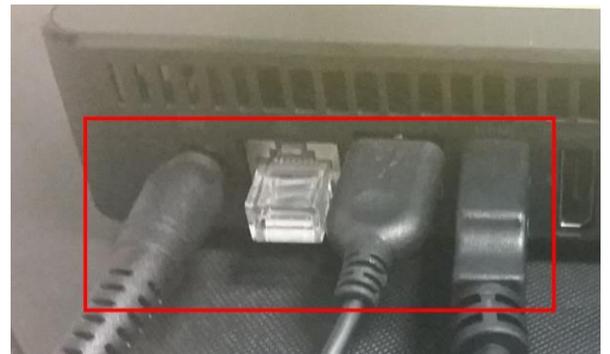
4. You will then join the Hangout you have selected.
5. Others can join the Hangout by finding the event in the calendar, left-clicking the event, and clicking on the 'Join Hangouts Meet'.

Things to check if you are experiencing problems:

1. Check that the remote USB dongle is plugged in.



2. Check that the speaker is plugged into a USB port and is on (white lights visible on speaker).
3. Also check that the speaker is not muted (lights on speaker will be red) and that it is in the centre where the participants will be situated.
4. Check that the camera is plugged into a USB port and is on (will show a blue light around the lens).



5. Check that a HDMI cable is plugged into the back of the Chromebox. It looks like this:



FAQs:

Q. Can I invite external Partners/people without a Google account?

1. You can send them the code at the end of the link for the Hangout (highlighted in red) e.g. <https://meet.google.com/ctr-arek-zsj>. This can be found in the calendar event under 'Join Hangouts Meet' and will be different for every Hangout created.
2. The external guest can then go to <https://meet.google.com/> and input this code by clicking 'Join using a meeting code' and entering the code.
3. The external guest may be prompted to enter a name.
4. The owner of the meeting will then be prompted to allow the external guest to join.
5. Once they click accept, the external guest will be put into the meeting.

Q. How can I show documents to those within the Hangout while using the Chromebox?

1. If you're attending a meeting using a Chromebox for meetings, you can present from a laptop.
2. When you join to present, only your computer's window or application is displayed in the meeting. No audio or other video is sent or received.
3. Go to <https://meet.google.com/>.
4. Select the scheduled meeting.
5. Click Present to meeting.
6. Select a window or application.
7. Select Share. This will allow anyone else on the call to see exactly what is on your screen.

Q. If the Chromebox is not working, where do I go to get support?

1. Call ICT Service Desk (01926-414141) and explain the issue, including what room the Chromebox is situated in.