

# North Rocks Large Meeting Room Guide

G01 Freshwater

G02 Noosa

G03 Glenelg

G04 Wineglass Bay



**UniOps**  
Capability. Technology. Experience.

## Contents

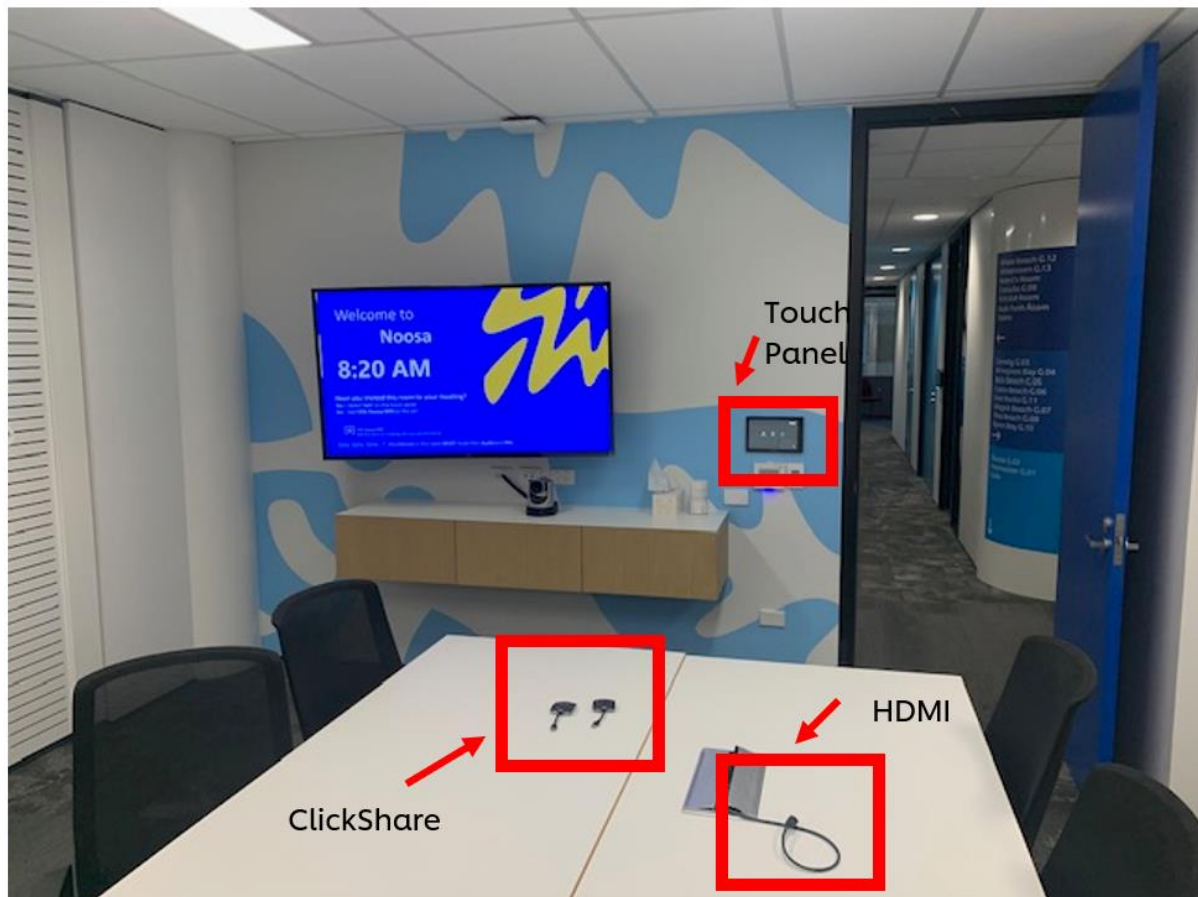
<i>Technology Available</i> .....	1
<i>I have a Unilever laptop and want to present my desktop</i> .....	3
<i>I have a Unilever laptop and am hosting a Teams Meeting</i> .....	3
<i>I am joining a Teams Meeting and do not need my laptop to present</i> .....	5
<i>I am a guest using a guest laptop and want to present in the room</i> .....	5
<i>I am an EA/Admin assistant and am hosting a multi room meeting</i> .....	6
<i>Connecting with Click Share</i> .....	9
<i>Presenting your desktop over MS Teams</i> .....	11
<i>TROUBLESHOOTING/FAQ</i> .....	13

---

## Technology Available

Technology available in these rooms:

- HDMI on the desks in the middle
- HDMI on the credenza in Room 1 for Town Hall mode presenting
- Click Share (both USB-A and USB-C) available at front of room
- Shure Ceiling Microphone Array in ceiling
- Wall mounted TV for displaying content
- Wall Mounted Touch Panel for In Room Teams Options
- Ceiling mounted speakers for audio out
- Projectors/screens in Rooms 1 and 3 (for activation in Town Hall mode)
- Cameras in rooms 1 and 3 for use in Town Hall modes





Ceiling Mounted Camera  
in Rooms G02 and G04



Ceiling Mounted Shure  
Microphone array to use in  
Teams Town Hall setups –  
located in all Rooms; G01  
through to G04

Handheld and Lapel  
Microphones for Town Hall  
mode



Projector and Screen setup  
in Town Hall Modes



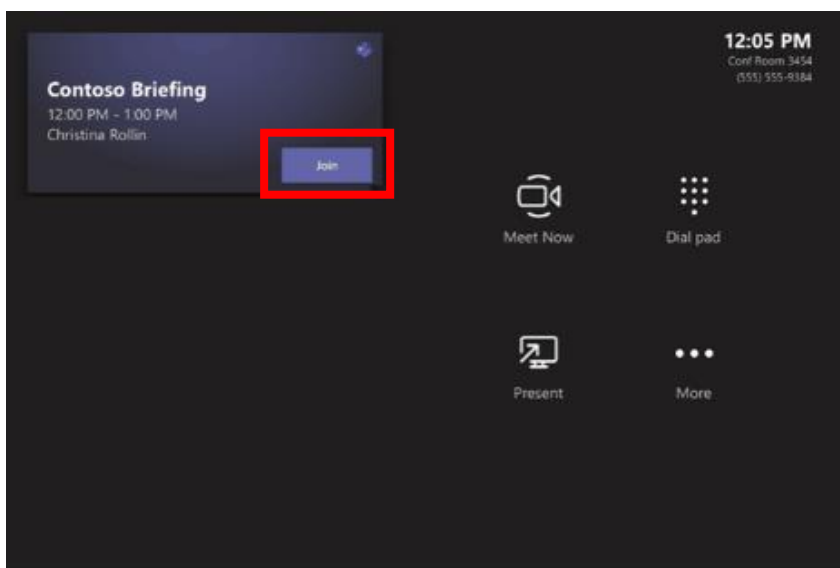
## I have a Unilever laptop and want to present my desktop

- 1.) Connect virtually with the room over Teams and present your desktop – [link here](#) or navigate to page 11 of this document

## I have a Unilever laptop and am hosting a Teams Meeting

- 1.) Firstly, you should have the room added to your calendar invite, you can invite the room in Outlook or Teams when setting up the meeting. Room name format is: **NRK-RoomName-MRS**

Once the room is added into the calendar invite, you should see the following screen on the in-room panel:

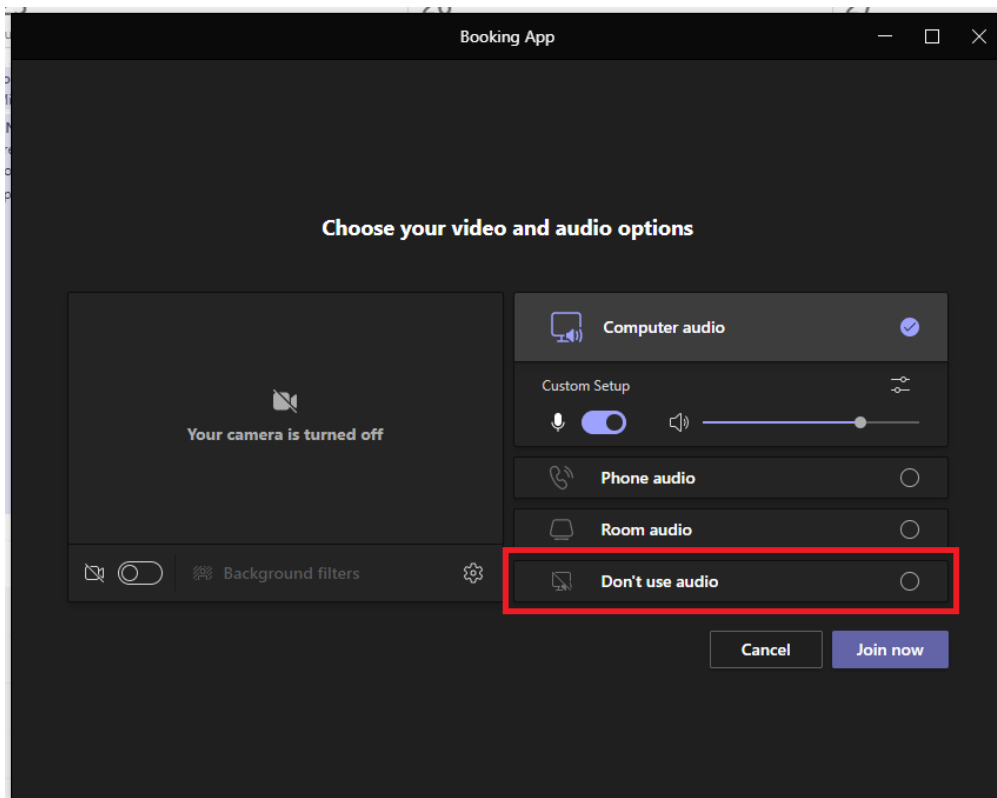


- 2.) To bring the room into the meeting tap 'Join'

N.B. once the room has been added into the meeting and is visible as a participant, please ensure you follow the best practice to make it as clear as possible:

- Unless presenting, there is no need to have yourself added to the meeting
- If you are required to present your desktop in the meeting, ensure yourself and any other participants in the room have their microphones on mute and that your speakers on your laptop are also muted (you will be using the Meeting room's Speakers and Mic's)

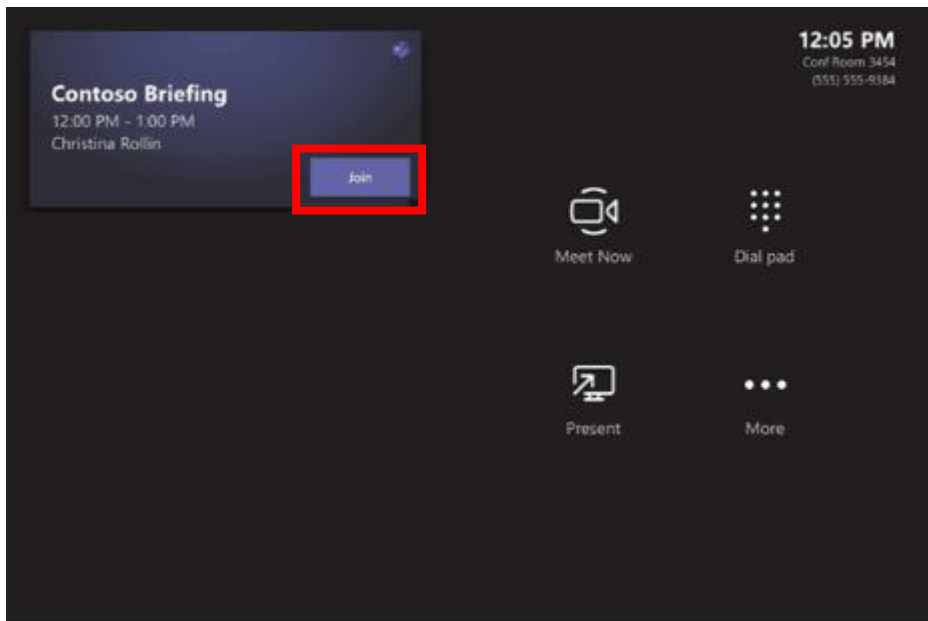
An easy way to mute your system audio and mic when joining a meeting is to select '**Don't use Audio**' when you first join:



3.) To share your desktop into the meeting, follow the instructions for **presenting your desktop from a Unilever device** above.

## I am joining a Teams Meeting and do not need my laptop to present

- 1.) To bring the room into the meeting, tap 'Join' on the room panel
- 2.) Watch the meeting on the designated TV or projector using the meeting room mic's and speakers



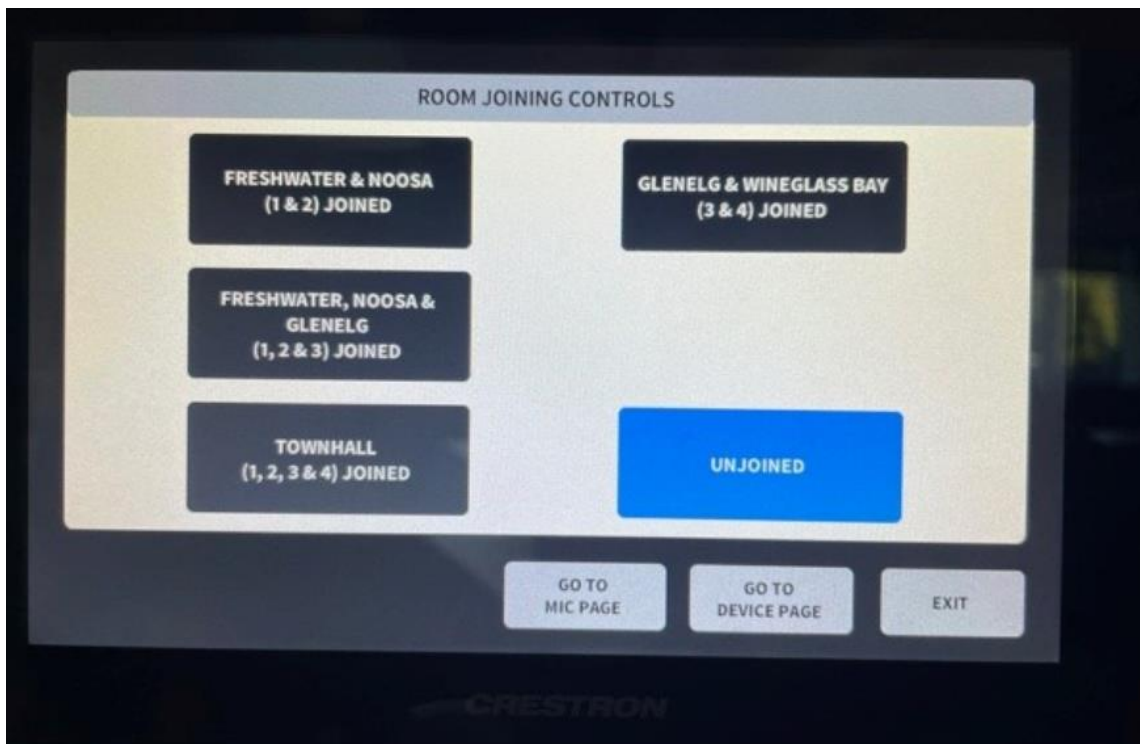
If you have not added the room to the meeting, extend the meeting invite to the room name (eg NRK-Freshwater-MRS) in Outlook or MS Teams

## I am a guest using a guest laptop and want to present in the room

- 1.) Plug the HDMI cable from the allocated desk into the HDMI port on your laptop, **or**
- 2.) Plug in the Click Share available at the front of the room / in the draw – [link here](#) for further instructions or navigate to page 9

## I am an EA/Admin assistant and am hosting a multi room meeting

- 1.) Firstly, you should have the room added to your calendar invite. If you are using the first 2 & 3 rooms, or all 4, please ensure you invite Freshwater. If you are using rooms G03 & G04, please ensure you invite Glenelg.
- 2.) On the Town Hall panel in room G01 select which room combination you wish to use; this will either be:
  - a. Freshwater & Nosa (1 & 2)
  - b. Freshwater, Noosa & Glenelg (1, 2 & 3)
  - c. Townhall (All 4 rooms)
  - d. Glenelg & Wineglass Bay (3 & 4)



There are specific use cases for each combination of rooms. Each combination will have a default, but can also be changed:

**G01 & G02** – The camera in use will be the rear facing camera showing the participants in the room and will use the cielling mics and speakers. The camera can be changed by going to the **device page** and selecting Camera 2. This camera will point towards the front of the room instead. (Please note you will need to re-enable video on the Teams Panel)



**G01, G02 & G03** – The camera in use will be the rear facing camera showing the participants in the room and will use the ceiling mics and speakers. The camera can be changed by going to the **device page** and selecting Camera 2. This camera will point towards the front of the room and selecting this will also switch from ceiling mics to the handheld or lapel mics, with the assumption that this setup will be for a Town Hall style event. (Please note you will need to re-enable video on the Teams Panel)

**Townhall / All 4 rooms** – The default camera in this mode is Townhall / Front facing, and the handheld / lapel mics will be activated.

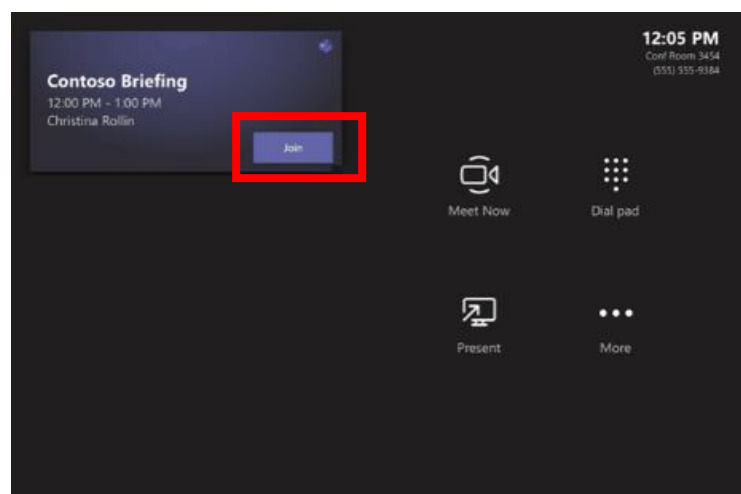
**G03 & G04** – The camera in use will be the rear facing camera showing the participants in the room and will use the ceiling mics and speakers. The camera can be changed by going to the settings page on the Teams Panel in Glenelg and selecting Presenter Cam. This camera will point towards the front of the room instead. (Please note you will need to re-enable video on the Teams Panel)

Please note, room joining options for rooms 03 and 04 are available from the Glenelg 03 Teams Panel, so that you don't need to disturb anyone in Freshwater

**Projectors** – There are 2 projectors, 1 in G01 and 1 in G03. These can be manually dropped down and hidden depending on your preference. In G01 use the Room Joining Panel and go to Device Page. In G03 use the Teams panel and go to Settings in the bottom right

**TV's** – The TVs in rooms G02, G03 and G04 can be turned on manually to mirror the main screen/projector. Use the Room Joining Panel and go to Device Page to turn them on and off individually

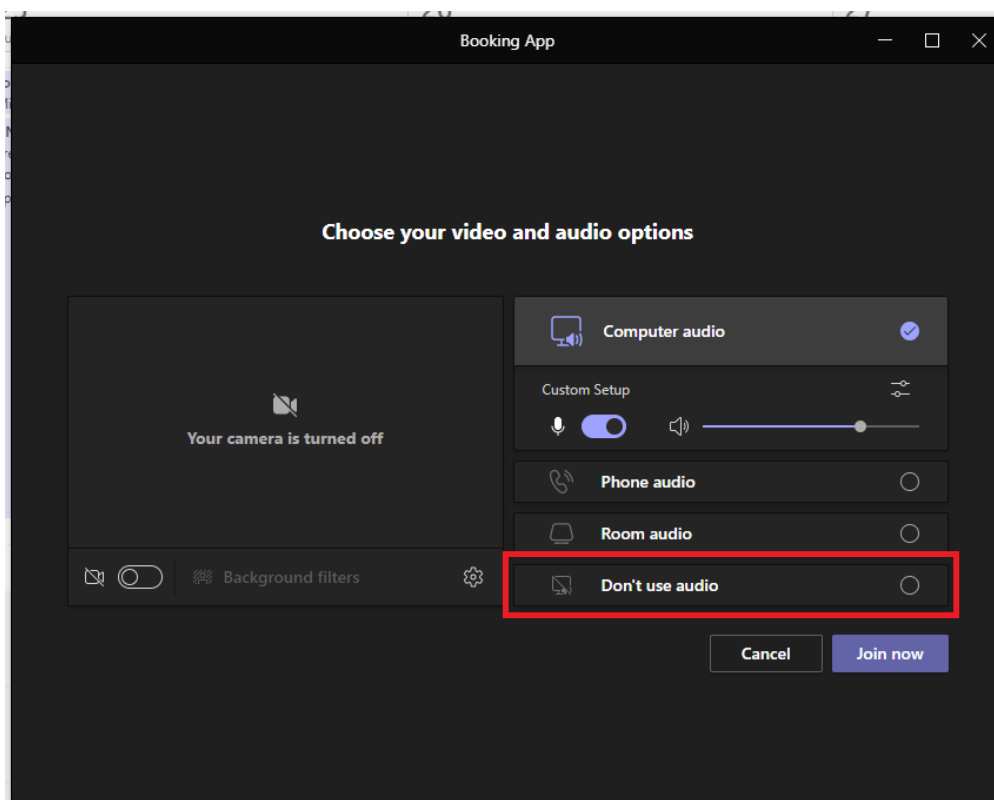
3.) On the Teams Panel, bring the room into your meeting by selecting **Join**



N.B. once the room has been added into the meeting and is visible as a participant, please ensure you follow the best practice to make it as clear as possible:

- Unless presenting, there is no need to have yourself added to the meeting
- If you are required to present your desktop in the meeting, ensure yourself and any other participants in the room have their microphones on mute and that your speakers on your laptop are also muted (you will be using the Meeting room's Speakers and Mic's)

An easy way to mute your system audio and mic when joining a meeting is to select '**Don't use Audio**' when you first join:



4.) To share your desktop into the meeting, follow the instructions for **presenting your desktop from a Unilever device** above.

## Connecting with Click Share

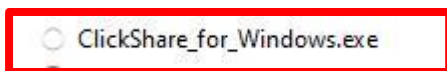
- You will be presented with the Unilever Encryption Request, please DO NOT select to encrypt; click the 'Do not encrypt this drive'



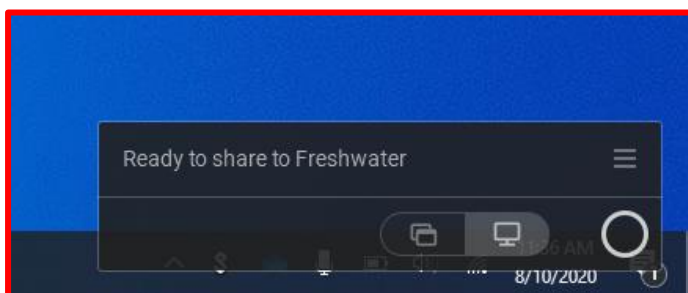
- Once it loads, navigate to File Explorer, and go to the drive named 'ClickShare (?)'



- Go into the main folder and double click on the file called 'ClickShare\_For\_Windows.exe'

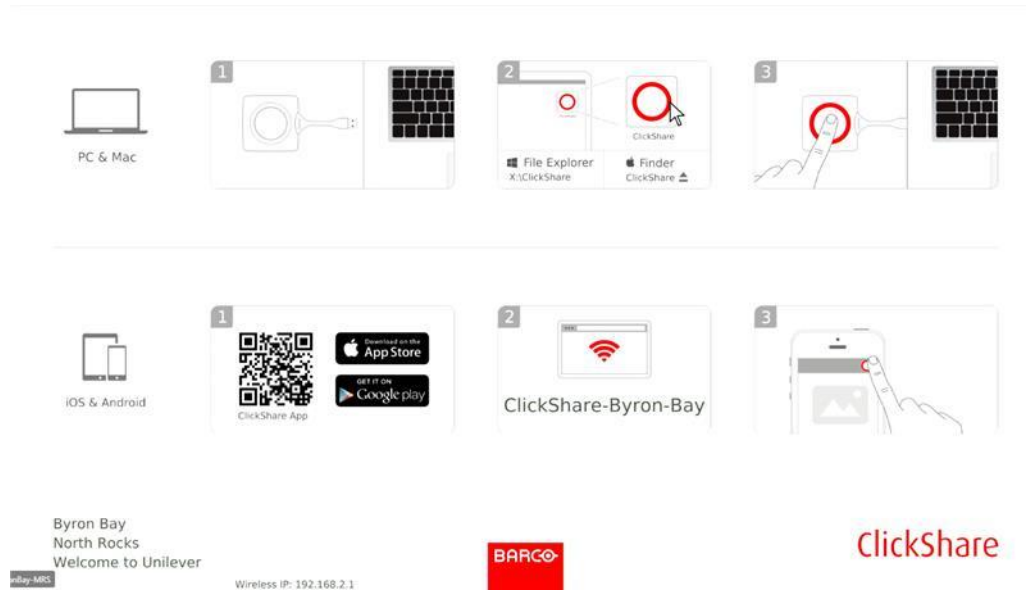


- After 2 minutes, this should install the required plugins.
- Then in the bottom right hand corner, you should be presented with a dialogue box that says 'Ready to present to <<ROOM NAME>>'



- Once the click share has been recognised, please press the button on the device, wait for about 10 seconds, and your desktop should be displayed on the room display.

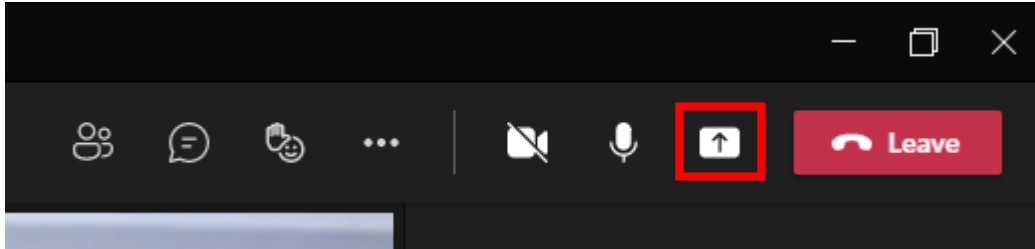
N.B. this shows the example of the ClickShare screen in the non-tech rooms for more information on the process.



---

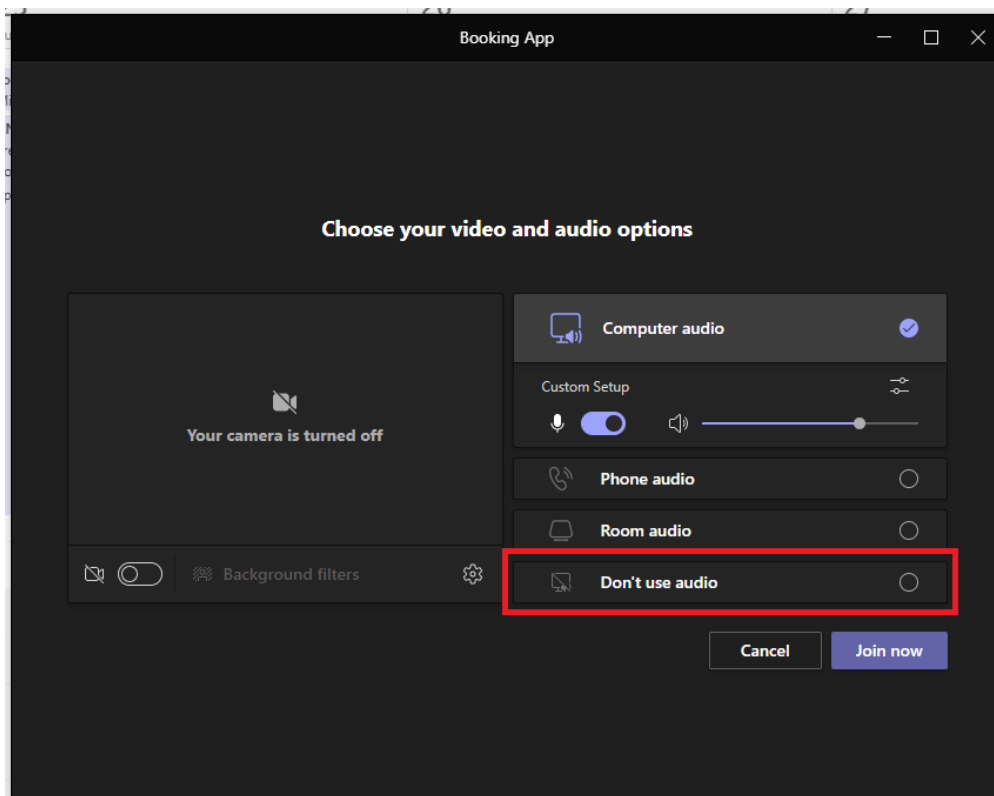
## Presenting your desktop over MS Teams

- 1.) Join a Teams Meeting or dial a Meeting Room directly by calling the room name from Teams (e.g. NRK-Noosa-MRS), then click the 'Share' option designated by an Up arrow inside a square.



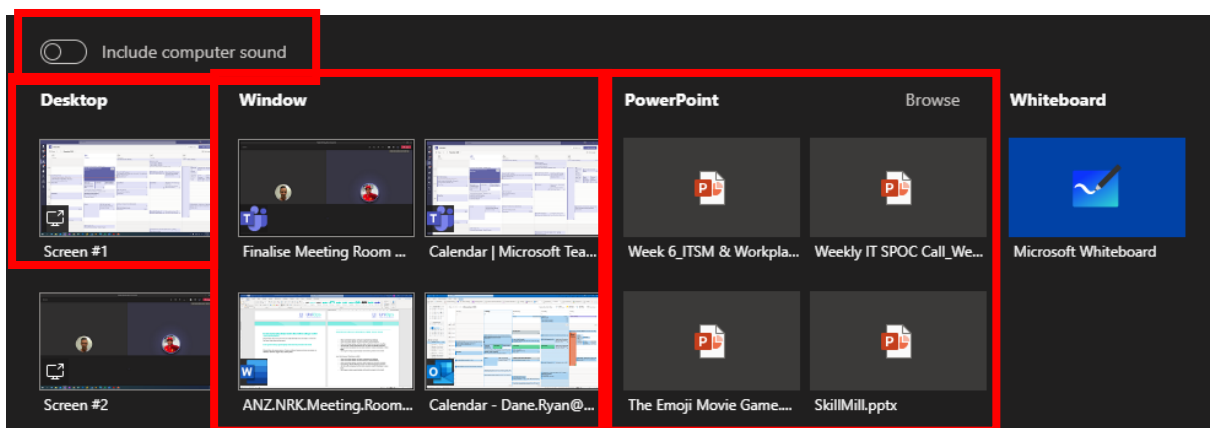
N.B. if you are in the meeting room you are calling, don't forget to mute your laptop Mic and turn the sound off (you will be using the meeting room Mic and Speakers)

The easiest way is while you are joining from your laptop:



2.) You will be presented with multiple options to share your screen. You can share either a full desktop (i.e. everything you see the participants will see), share an individual application window (i.e. you can navigate around and participants will not be able to see other than the chosen window) or upload a powerpoint presentation into the meeting for others to look through at your, or their own, pace.

N.B. if you are sharing a video and want to have the participants listen to the audio as well, please ensure you select the 'Include System Audio' option.



---

## TROUBLESHOOTING/FAQ

### **I am getting an echo in the room**

Normally this occurs when a Teams Meeting Room has been added to a meeting and one or more people in the room or connected to the Teams meeting remotely have either their microphones un-muted or laptop volume enabled. Please follow the steps below to ensure that you avoid receiving a looped audio experience resulting in an echo:

- Unless presenting, there is no need to have yourself added to the meeting. Please ensure all participants not needing to present are out of the meeting.
- If you are required to present your desktop in the meeting, ensure yourself and any other participants in the room have their microphones on mute and that your laptop audio speaker is also muted
- For the far end participants, its best to ensure that their microphones are muted until speaking; otherwise this may cause a looping of audio inside the meeting.
- Where possible, participants and presentors wanting to talk should use a Unilever approved headset to ensure the best fidelity as well as contain and audio loops.

### **I Can't Hear Any Sound**

- Step 1 - Check volume bar on the touch panel, television, or all-in-1 unit
- Step 2 - Check Power to any of the devices in the above. Does the device that is supposed to emit sound have lights on? If Yes, then proceed to step 3.
- Step 3 - Check connections are securely in place. Try shutting system off and starting again. If still no sound, then proceed to step 4.
- Step 4 - Call the Meeting Room Coordinator

### **My Presentation is Not Displaying on the Screen**

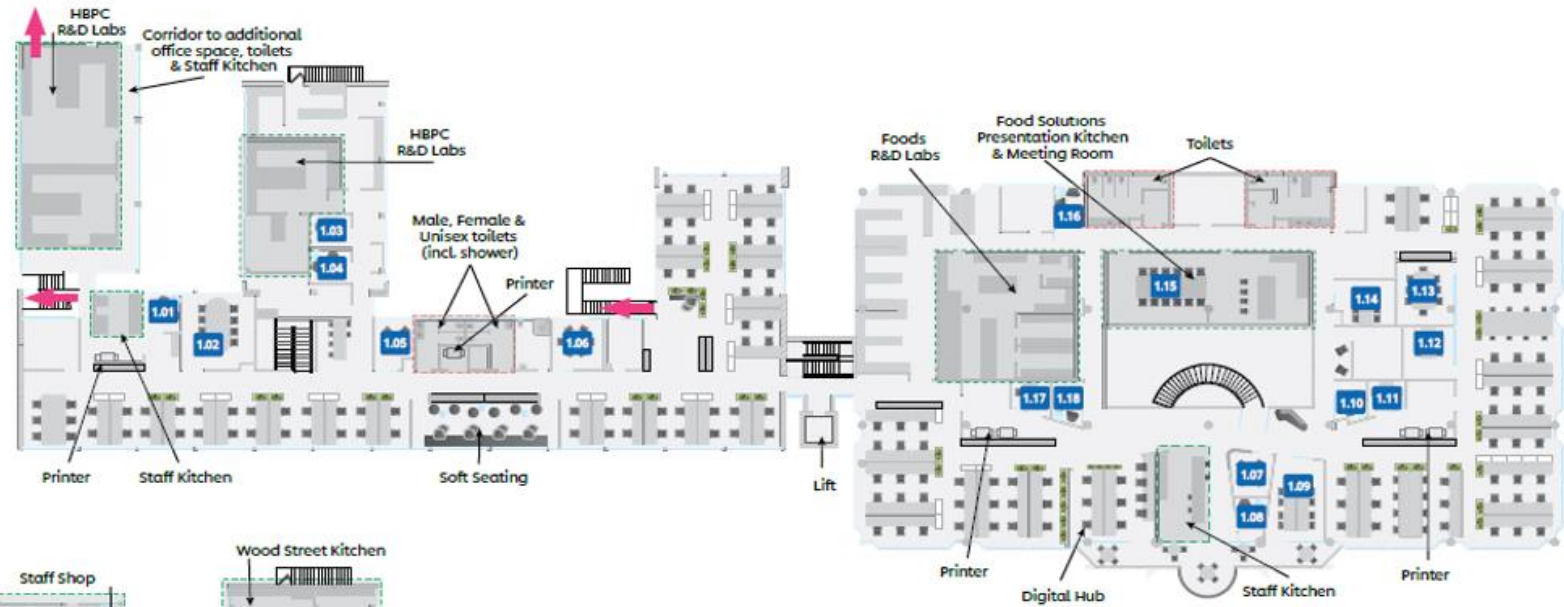
- Step 1 - Check that the source device has power and is outputting video. You can check this by removing any plugged-in cables (HDMI or Click Share dongle) and ensuring your presentation is displaying on your laptop. If it is not, please contact Una. If it is, please proceed to step 2.
- Step 2 - Check that display device has power. Can power lights be seen? If another source is selected, does that image appear?
- Step 3 - Check connections are securely in place. Try shutting system off and starting again. If still no image, then proceed to step 4.
- Step 4 - Call the Meeting Room Coordinator

# North Rocks Head Office Map

## First Floor

### Meeting Rooms:

- 1.01 Cottesloe
- 1.02 Diamond Head
- 1.03 Cullen Beach
- 1.04 Little Bay
- 1.05 Palm Cove
- 1.06 Shelly Beach
- 1.07 Apollo Bay
- 1.08 Clifton Beach
- 1.09 Avalon
- 1.10 Snapper Rock
- 1.11 Manly
- 1.12 Port Elliot
- 1.13 Avoca
- 1.14 Torquay
- 1.15 Narrabeen
- 1.16 Coogee
- 1.17 Murramarang
- 1.18 Wanda



## Ground Floor

### Meeting Rooms:

- G.01 Freshwater
- G.02 Noosa
- G.03 Glenelg
- G.04 Wineglass Bay
- G.05 Bells Beach
- G.06 Cable Beach
- G.07 Wagait Beach
- G.08 Piha Beach
- G.09 Cronulla
- G.10 Byron Bay
- G.11 Seal Rocks
- G.12 Whale Beach
- G.13 Whitehaven
- G.14 Turquoise Bay
- G.15 Henley Beach
- G.16 Brighton Beach
- G.17 Clarkes Beach



Fire Escapes = ➔

Additional meeting rooms available in factory: Ocean Beach, Werri Beach, Seven Mile



