

North Rocks Small & Medium Meeting Room Guide



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Medium and Small Rooms (All-in-1 touch screen or Flat Panel on desk, ClickShare, HDMI, Teams Panel)

Technology available in these rooms:

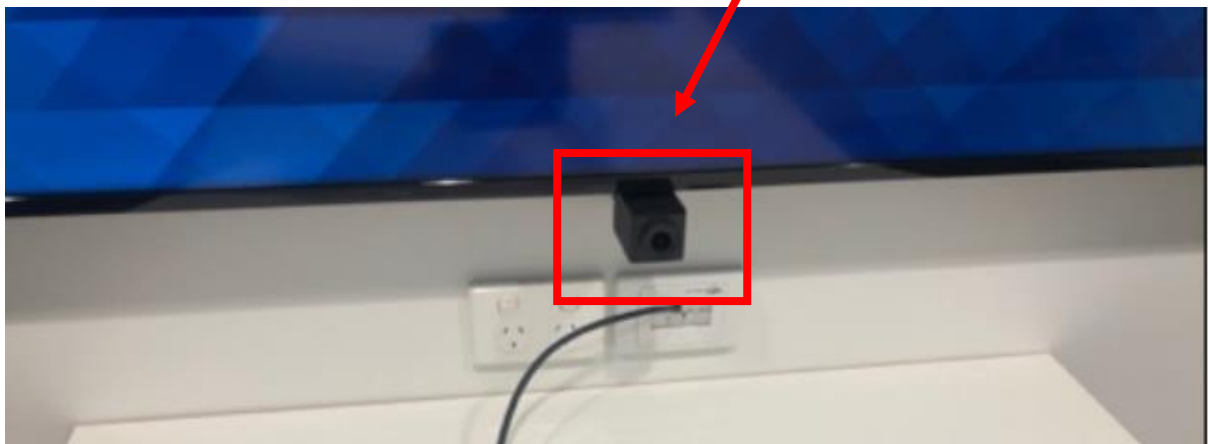
- HDMI on the desks in the middle
- Click Share (both USB-A and USB-C) available at front of room
- Wall mounted TV for displaying content
- Desk-based Touch Panel for In Room Teams Options
- Ceiling mounted speakers, soundbar or Touch Screen for audio out
- Camera located above/below TV screen

Example of the Medium Room Setup



Wall Mounted TV with a
undermounted Sound Bar
with in-built camera –
Medium Room Setup

Example of the Small Room Setup



Camera mounted under TV
with no additional Sound Bar
– Small Room setup – audio
to come from All-in-1 panel



Touch Panel

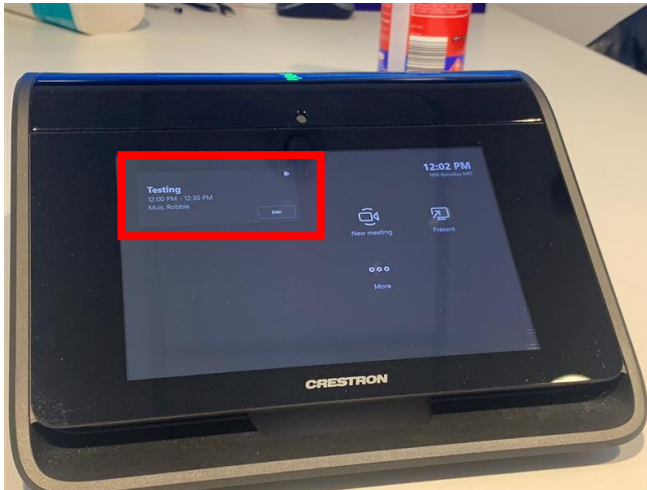
I have a Unilever laptop and want to present my desktop

- 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](#) or navigate to page 7 of this document
- 3.) Connect virtually with the room over Teams and present your desktop – [link here](#) or navigate to page 9 of this document

If your laptop does not have HDMI (as of October 2020, all Unilever issued devices have HDMI; this will be for future fit devices), please use the Click Share USB-C dongle or option 3 above.

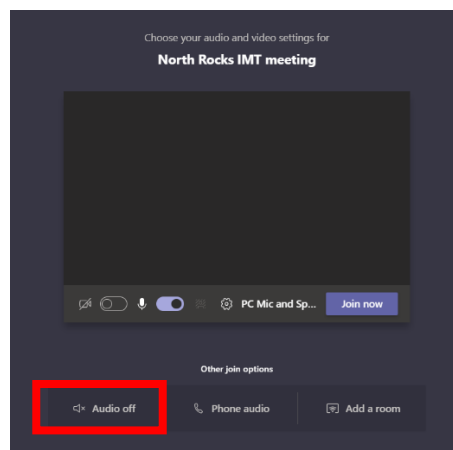
I have a Unilever laptop and am hosting a Teams Meeting

- 1.) Firstly, you should have the room added to your calendar invite. Failure to do so could cause problems with dual bookings or availability of the room.
- 2.) Follow the instructions for presenting your desktop from a Unilever device above. N.B. Once you have joined the meeting, if you plug in a HDMI or ClickShare device, this will automatically start presenting your desktop
- 3.) Once the room is added into calendar invite, you should see the following screen on the room panel:

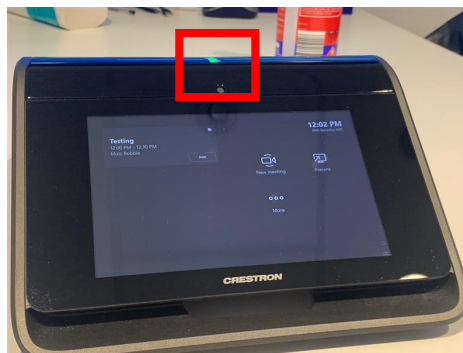
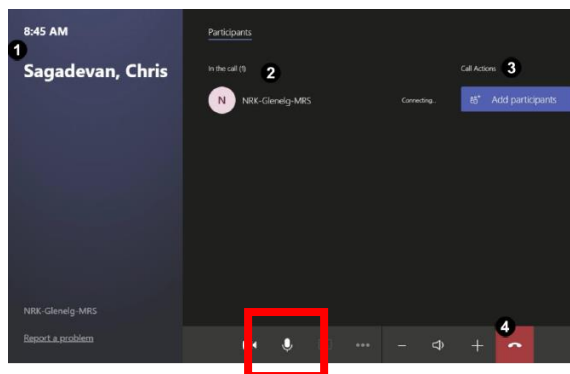


- 1.) To bring the room into the meeting tap 'Join'
- 2.) N.B. once the room has been added into the meeting and is visible as a participant, please ensure you follow the best practice to make it as clear as possible:
 - Unless presenting, there is no need to have yourself added to the meeting
 - If you are required to present your desktop, 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)
 - 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.

An easy way to mute your Laptop audio and mic when joining a meeting is to select 'Audio Off' as you are joining:

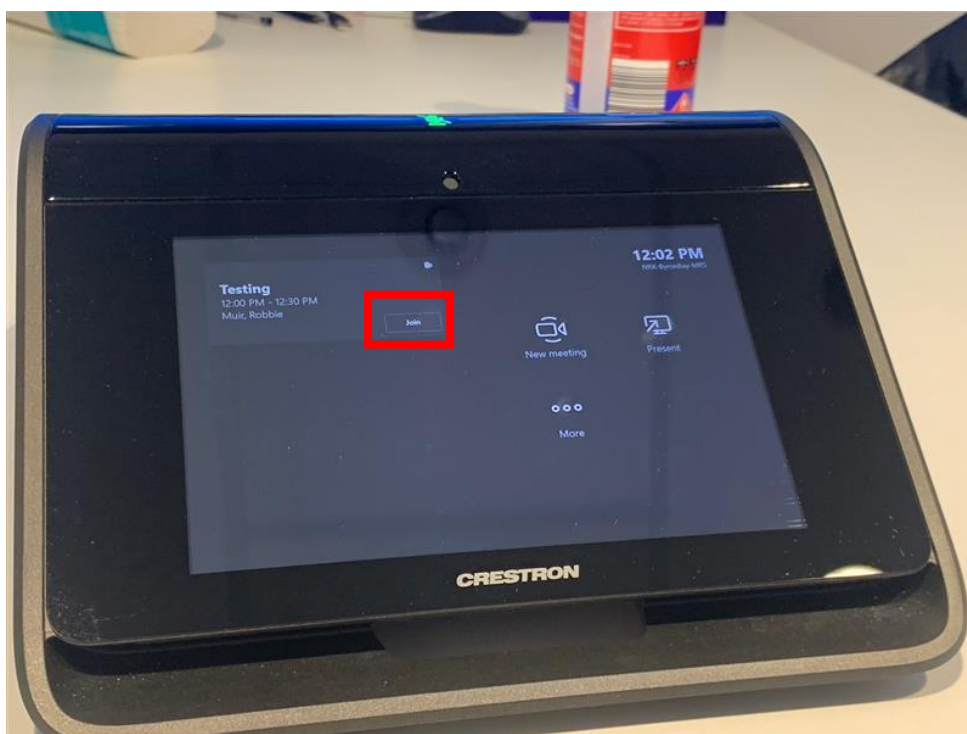


N.B. For muting the room Mic's in the medium rooms, you will need to do this from the touch panel display by pressing the mute button in the left-hand picture below. For the small rooms, you can mute by tapping the microphone button on the top of the all-in-1 panel as per the picture on the right.



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

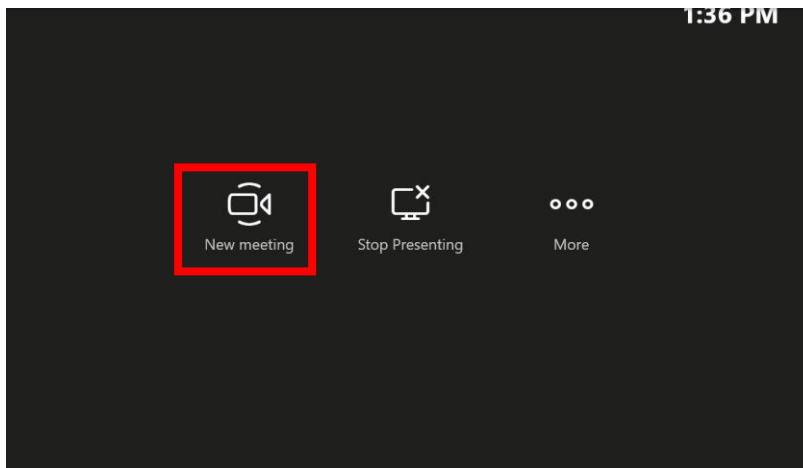
- 1.) To bring the room into the meeting, tap 'Join' on the room panel



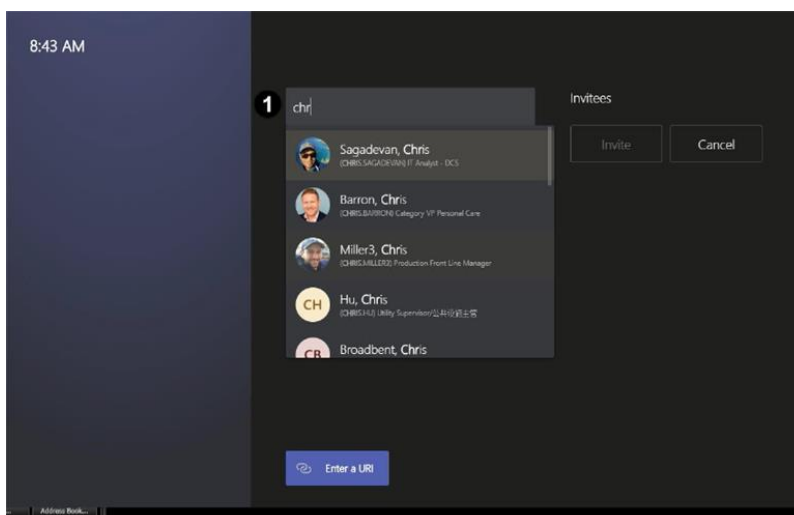
If you have not added the room to the meeting, extend the meeting invite to the room name (eg NRK-ByronBay-MRS) in Outlook or MS Teams

I do not need my laptop but just want to dial a Unilever colleague or other Teams Meeting Room

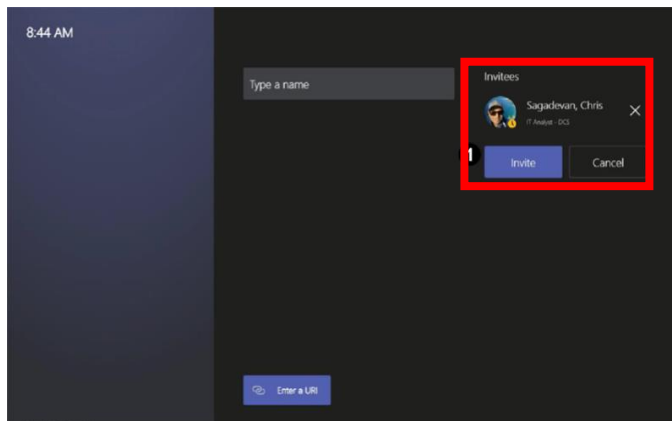
- 1.) Firstly, the assumption is the room is free and no meetings are scheduled in the room at this time
- 2.) Once this has been confirmed, go to the main panel, and select 'New Meeting'



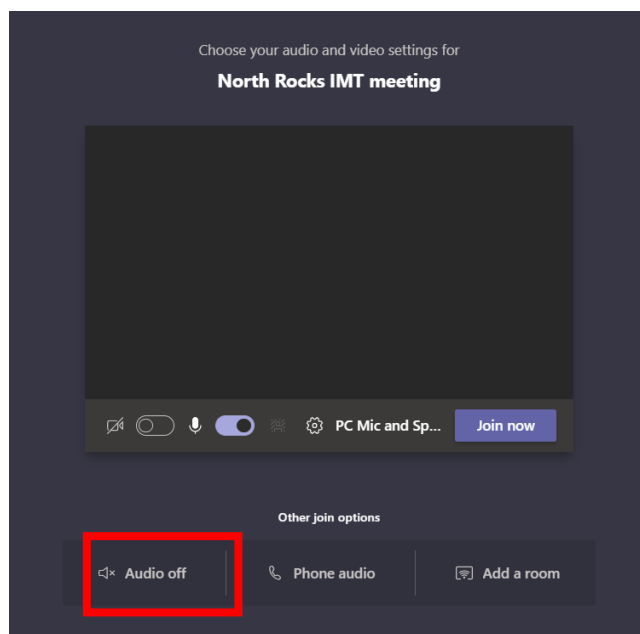
- 3.) Search for your colleague or the meeting room name. N.B. you will need to ensure if dialling another Teams Meeting Room that the room name starts with 'SITE-ROOM NAME-MRS' i.e. 'NRK-ByronBay-MRS'. General colleagues can be searched for via first or last names.



- 4.) Once the room / individual has been found, they will appear on the right-hand side of the panel and show their presence status. Select 'Invite' to bring them into the room.



Don't forget if your laptop and the meeting room are both in the Teams call, you will need to mute your Laptop Audio and Mic, or disable sound upon meeting entry:



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

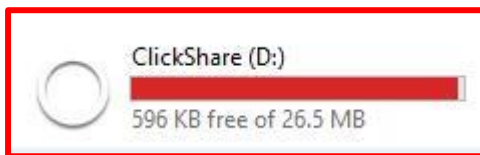
- 1.) Plug the HDMI cable from the allocated desk into the HDMI port on your laptop, or
- 2.) Plug in the Click Share available at the front of the room / in the draw – instructions on the next page

Connecting with Click Share

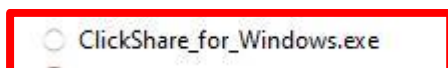
- You will be presented with the Unilever Encryption Request, please DO NOT select to encrypt; click the 'Do not encrypt this drive'



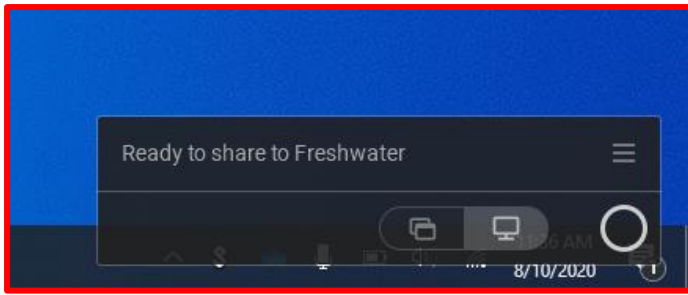
- Once it loads, navigate to File Explorer, and go to the drive named 'ClickShare (?)'



- 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.

Byron Bay
North Rocks
Welcome to Unilever

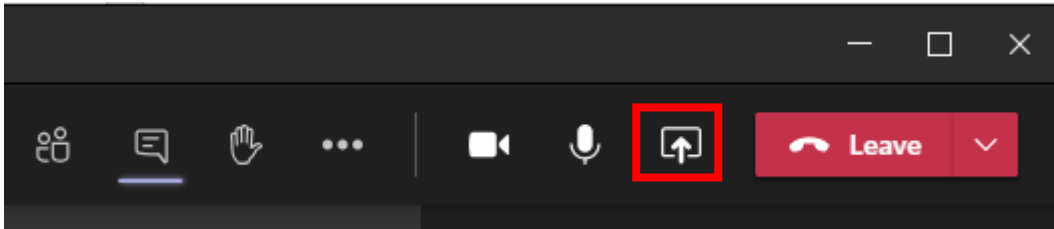
Wireless IP: 192.168.2.1

BARCO

ClickShare

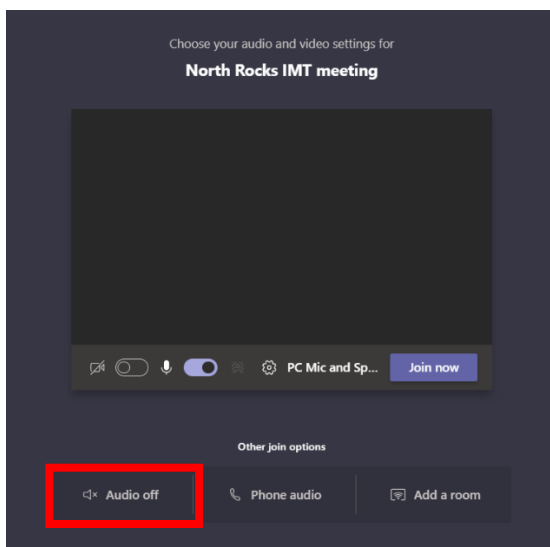
Presenting your desktop over MS Teams

- 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.



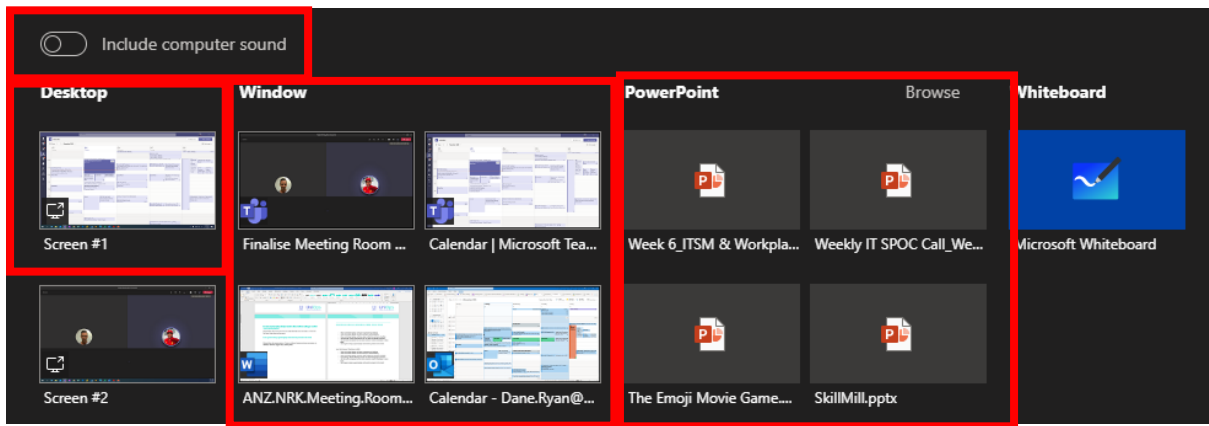
N.B. if you are in the meeting room you are calling, don't forget to mute your laptop Mic and turn the sound off (you will be using the meeting room Mic and Speakers)

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

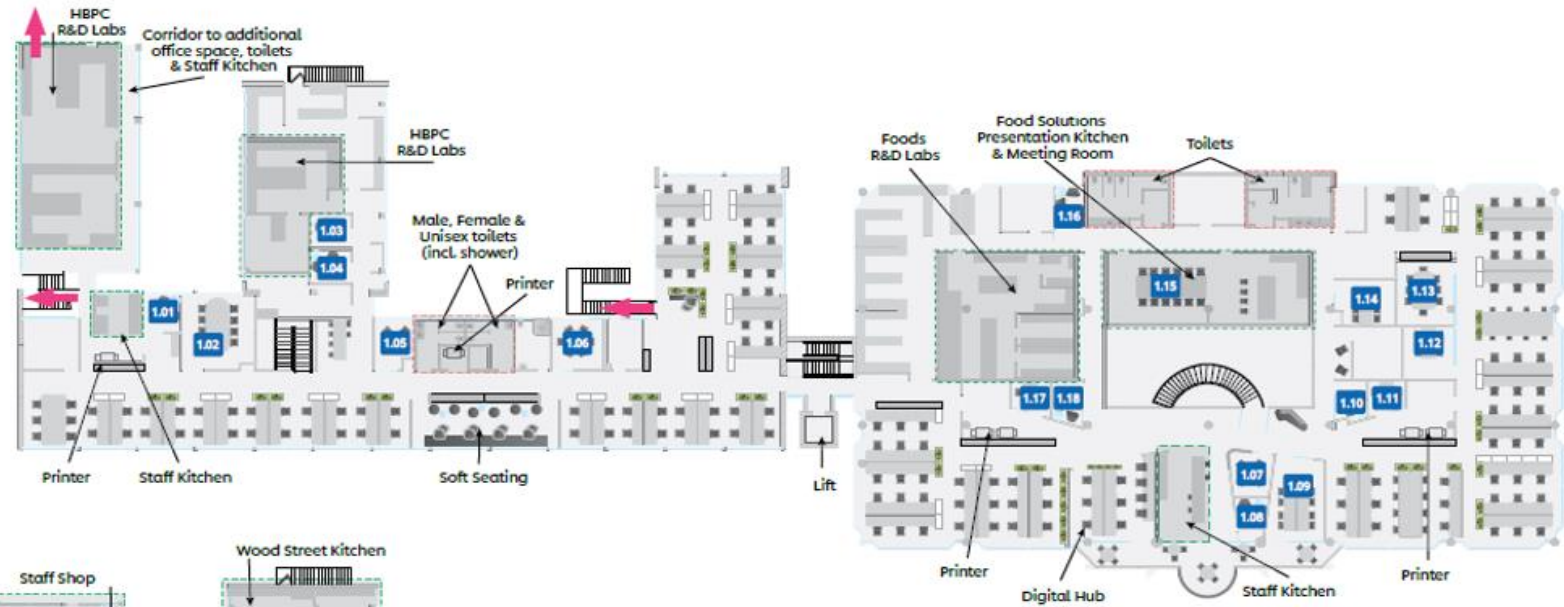
- Step 1 - Check that the source device has power and is outputting video. You can check this by removing any plugged-in cables (HDMI or Click Share dongle) and ensuring your presentation is displaying on your laptop. If it is not, please contact Una. If it is, please proceed to step 2.
- Step 2 - Check 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

