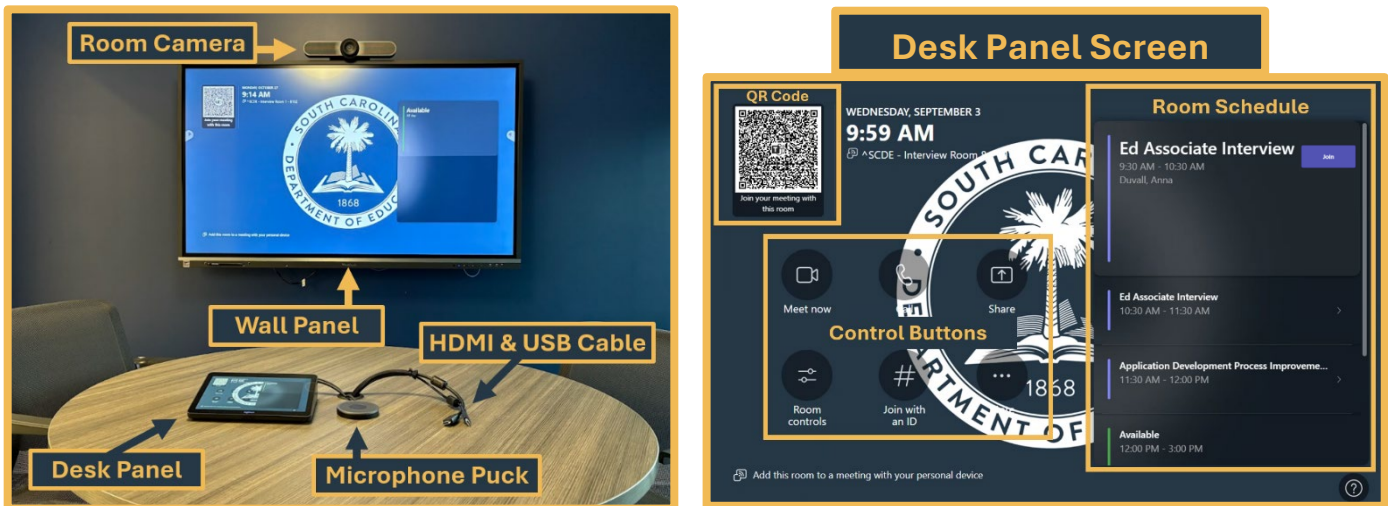


Screenshare or Draw Using the Wall Panel

Meeting Room Technology

Wall Panels in most meeting rooms are connected to a Desk Panel, Microphone Puck, Camera, and HDMI Cable. These ease the facilitation of in-person, virtual, and hybrid meetings.



Room Camera: Can stream visual footage of the room to virtual meeting attendees.

Wall Panel: For sharing a screen, whiteboard, or agency-approved app with in-person attendees.



Desk Panel: For joining or creating a Microsoft Teams meeting.

Microphone Puck: Tap to quickly enable or disable the room's microphone.


HDMI & USB Cable: Share your laptop screen with in-person attendees.

Drawing on the Wall Panel

To use the Wall Panel as a **Whiteboard**:

1. Press one of the two menu tabs on either side of the Wall Panel's screen.
2. Press the button shaped like a **home**. 
3. Press one of the two menu tabs on either side of the Wall Panel's screen.
4. Press the button shaped like a **cloud**. 

To **draw over** the screen's display feed:

1. Press one of the two menu tabs on either side of the Wall Panel's screen.
2. Press the button shaped like a **pencil**. 



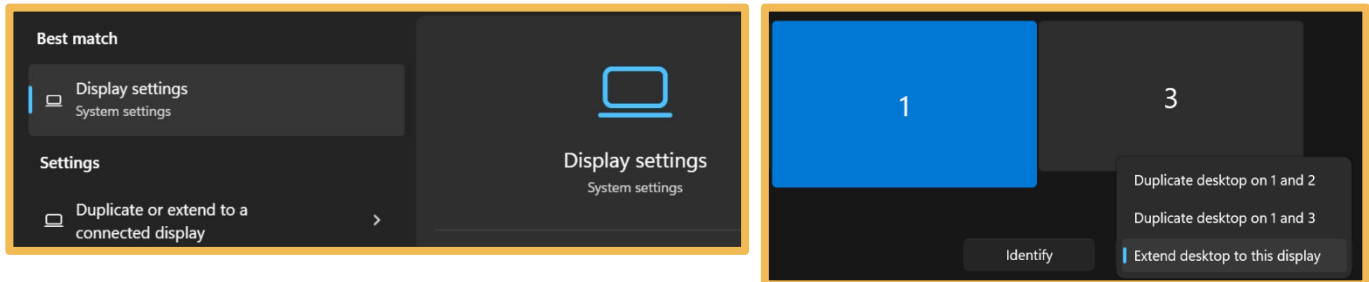
Share your Screen on the Wall Panel

- **HDMI Cable:** Great for quickly sharing a single device’s screen to people in the room.
- **Desk Panel:** Great for hybrid meetings or seamlessly streaming between multiple devices.
- **VCast:** A backup option that is helpful when encountering technical difficulties with the HDMI Cable or Desk Panel, but requires additional steps and the VCastSender app.

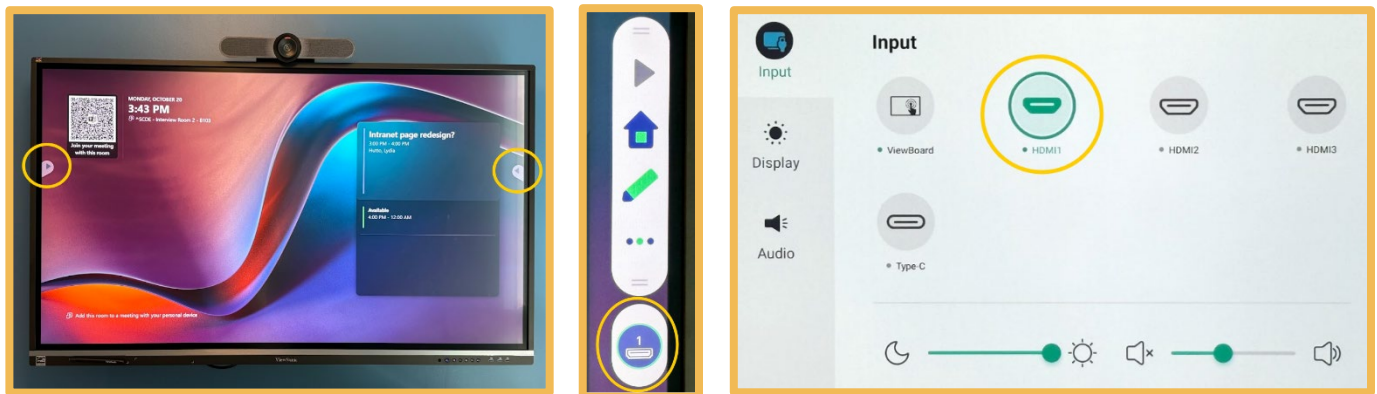
Share with the HDMI Cable

To share your device’s screen on the Wall Panel, it’s as easy as plugging in the HDMI Cable into your device!

- By default, the Wall Panel is set to **duplicate your device’s screen**.
- **To use the Wall Panel as a second screen**, go to “Display Settings” on your device and swap to the “Extend desktop to this display” option.



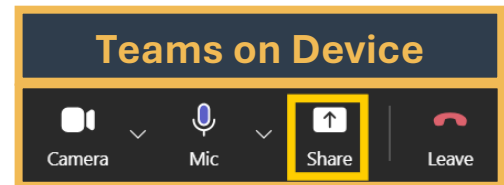
If your device screen does not appear on the Wall Panel when you connect with the HDMI Cable, try changing the Input to HDMI 1 on the Wall Panel.



Share with the Desk Panel

The Desk Panel has two methods for sharing a device screen on the Wall Panel.

- **If all attendees are in-person:**
 1. Press “**Share Screen**” on the Desk Panel’s Control Buttons.
 2. Follow the on-screen prompts from there to either remotely stream your screen through a Team’s Meeting or directly mirror your screen using a cable connection.
- **If some attendees are remote:**
 1. Press “**Meet Now**” on the Desk Panel’s Control Buttons to create a Teams Meeting.
 2. Press “**Invite Participants**” and invite BOTH yourself AND the remote attendees to the room’s Teams Meeting.
 3. On your device, join the room’s Teams Meeting using the invitation sent from the Desk Panel. We recommend **muting your device’s audio** to avoid feedback or echoing from the room’s built-in technology.
 4. You can now use Teams on your device to share your screen simultaneously on the Wall Panel and with remote attendees.



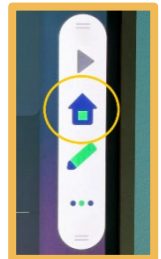
Share with VCast

VCast is an alternative, back-up method for streaming a device's screen to the Wall Panel. It is useful when encountering technical difficulties with other methods or when needing to share the screen of a device that cannot use an HDMI cable, such as a smartphone.

1. Press one of the two **menu tabs** on either side of the Wall Panel's screen.



2. Press the **“Home”** button from the list of options. It is shaped like a house.

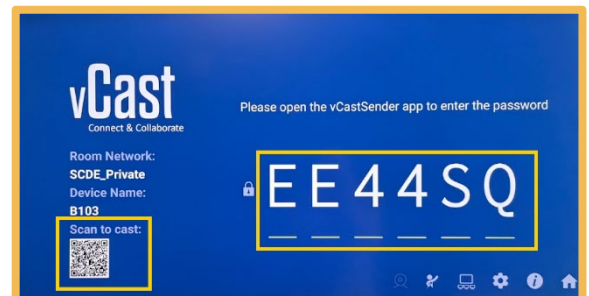


3. Select the **“VCast”** option on the screen.



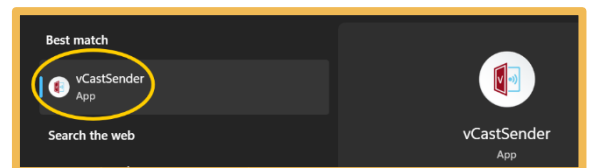
4. With VCast displayed on the screen, you have **two options for connecting**.

- a. Scan the QR Code with your device to open the VCastSender app and share your screen to the Wall Panel.



OR

- b. Open the VCastSender app on your device and enter the password displayed on the Wall Panel to share your screen.



If you need help, submit a ticket at [eSupport.ed.sc.gov](https://esupport.ed.sc.gov)
