

Basic operating guide for the EasyConnect HD mobile cart system

If you are the one scheduling the meeting please follow the steps outlined on this page. If you are joining a meeting using the room system you can skip to Page 2.

1) Open a browser on your computer and go to the PSL Portal:

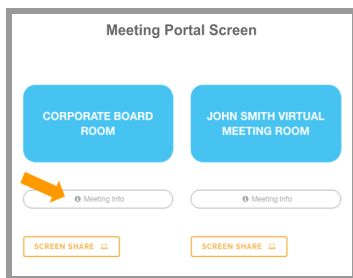
psl.easyconnecthdportal.com

2) Click the Communities button

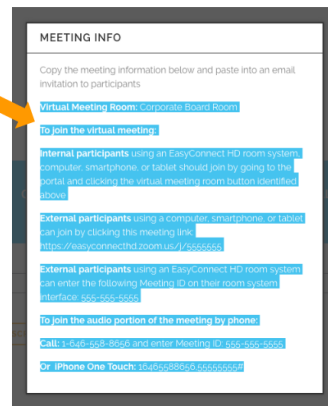
3) Click the button for your Community



4) Click the “Meeting Info” button below the meeting room that you wish to use and copy the entire invitation.



Copy all of the meeting information



5) Paste the meeting invite info into the Outlook invitation and send to participants

When it is time to join the meeting using the EasyConnect HD room system.

1) Plug the power cord into an outlet and turn on the TV. Whatever is on the tablet screen will show up on the TV screen.

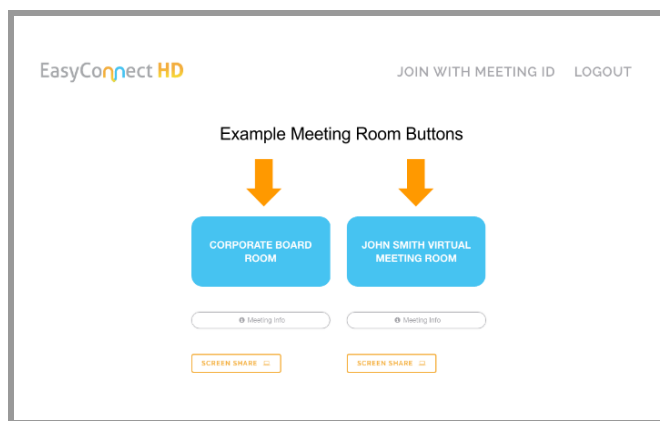
****If your community's mobile cart system has an HDMI switcher box****

Make sure the green light is illuminated for the correct screen you are using

- #1 for the TV
- #2 if you are connected to the projector
(you can press the button to switch between the two)

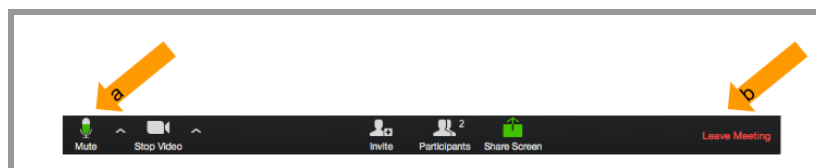


2) Navigate the Portal interface by touching the tablet screen to get to the meeting room button that you wish to join and touch that button



3) Once you are in the meeting you will have access to the In-Meeting Controls

- Click the Microphone icon to mute your microphone
- Click "End Meeting" or "Leave Meeting" to exit the meeting

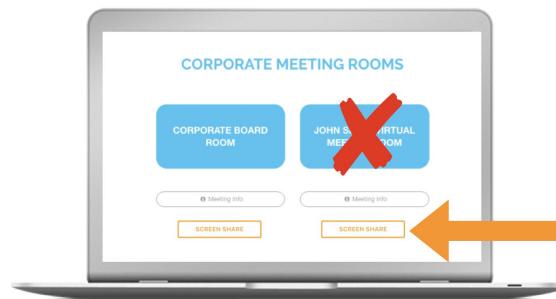


Wirelessly Share Your Laptop Screen While Using A Room System

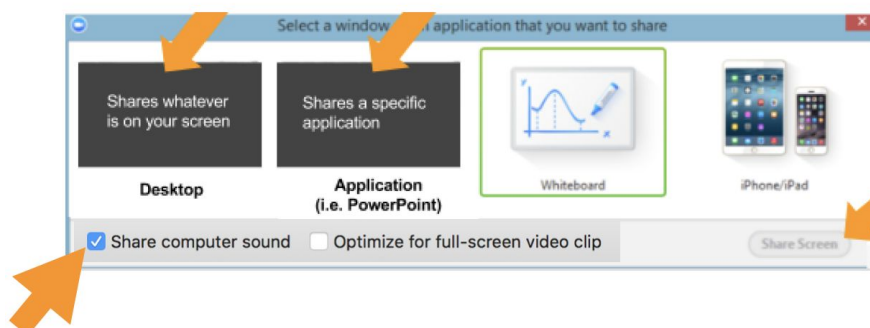
- 1) Touch the **blue** meeting room button on the mobile cart system tablet



- 2) Using your laptop, go to psl.easyconnecthdportal.com and click the **orange** Screen Share button that is under the meeting room button



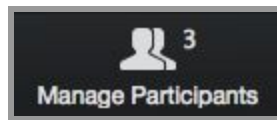
- 3) The Screen Share menu will appear on your laptop
 - a. You can share your Desktop or a specific application
 - b. Check the box to Share computer sound if you plan to share a video or audio clip



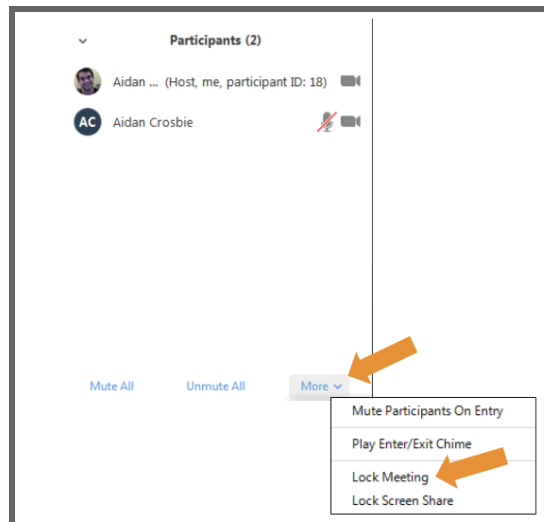
Locking A Meeting

This feature allows the meeting host to prevent additional participants from being able to join a meeting that is in progress. Once the participant has joined, the host can follow the steps below to lock the meeting.

1) While in a meeting touch the tablet screen on the mobile cart system to bring up the In-Meeting Controls and touch on the **Manage Participants** icon.



2) The Participants panel will open and you will touch the **More** button (see image below) which will allow you to select **Lock Meeting** from the menu.



3) You can Unlock the meeting by following the same steps above and selecting **Unlock Meeting** from the menu.

Please call (414) 216-3366 for assistance with the EasyConnect HD room system