



UNIVERGE BLUE® CONNECT ROOMS

User Guide



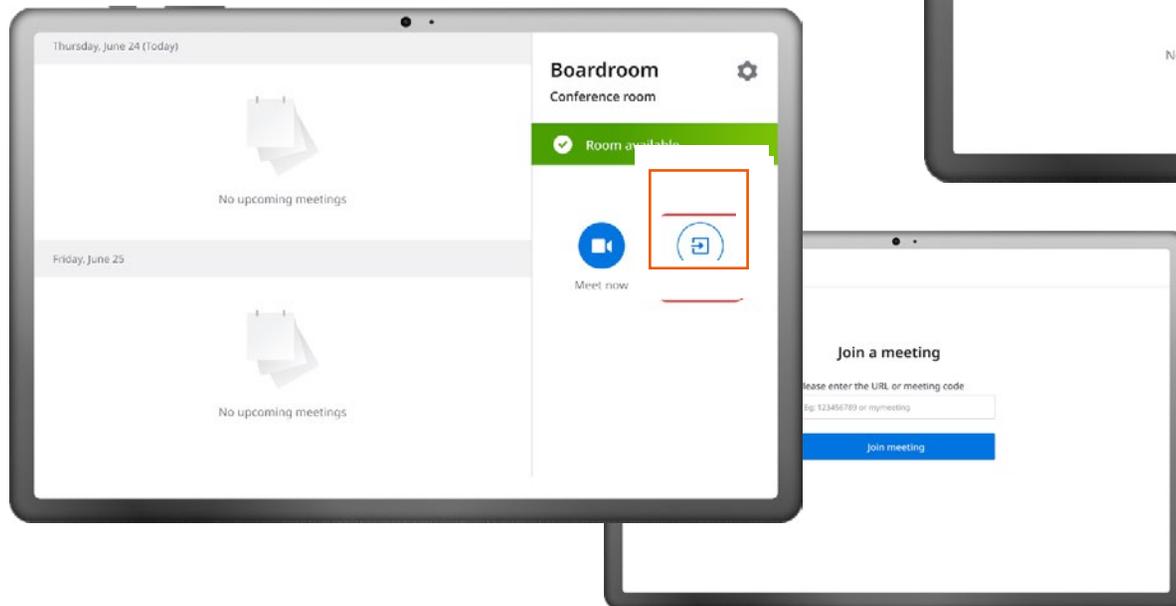
UNIVERGE BLUE CONNECT ROOMS USER GUIDE

START & JOIN MEETINGS

Welcome to UNIVERGE BLUE CONNECT ROOMS! This guide will help walk you through the main great features CONNECT ROOMS provides and how to use them. CONNECT ROOMS works with existing audio and video equipment and only requires a small PC and controller tablet, all of which are available off-the-shelf. Since CONNECT ROOMS is fully integrated with UNIVERGE BLUE CONNECT, it brings unrivaled simplicity for end-users and IT managers.

START A MEETING NOW

1. Tap the **Meet now** button in the Controller app on your tablet.
2. Type the meeting title or keep Welcome unchanged.
3. Select **Start new** meeting.



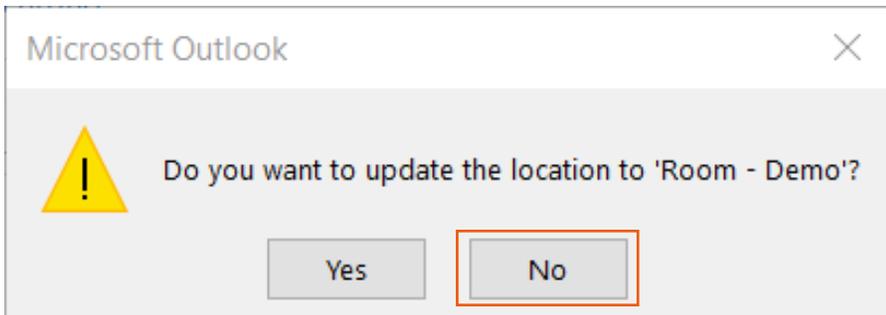
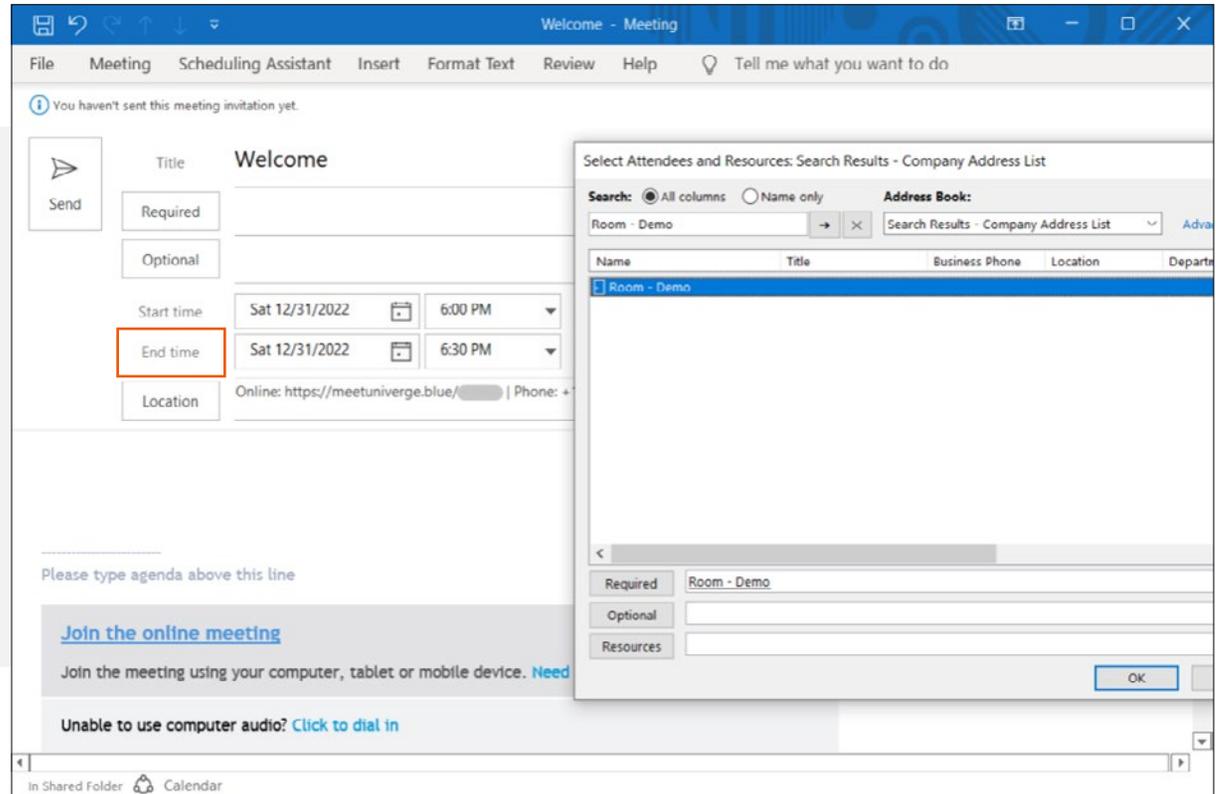
JOIN A RUNNING MEETING

Tap the **Join meeting** button and enter the meeting code or shortcut URL.

SCHEDULE MEETING

When a calendar is enabled in UNIVERGE BLUE CONTROL PANEL, you can schedule an event for the CONNECT ROOMS conference room.

1. Add your UNIVERGE BLUE MEET shortcut URL to the **Location field** by clicking the UNIVERGE BLUE MEET icon (Outlook® add-in), or manually.
2. Add the necessary CONNECT ROOMS **Resource Mailbox** as an attendee.

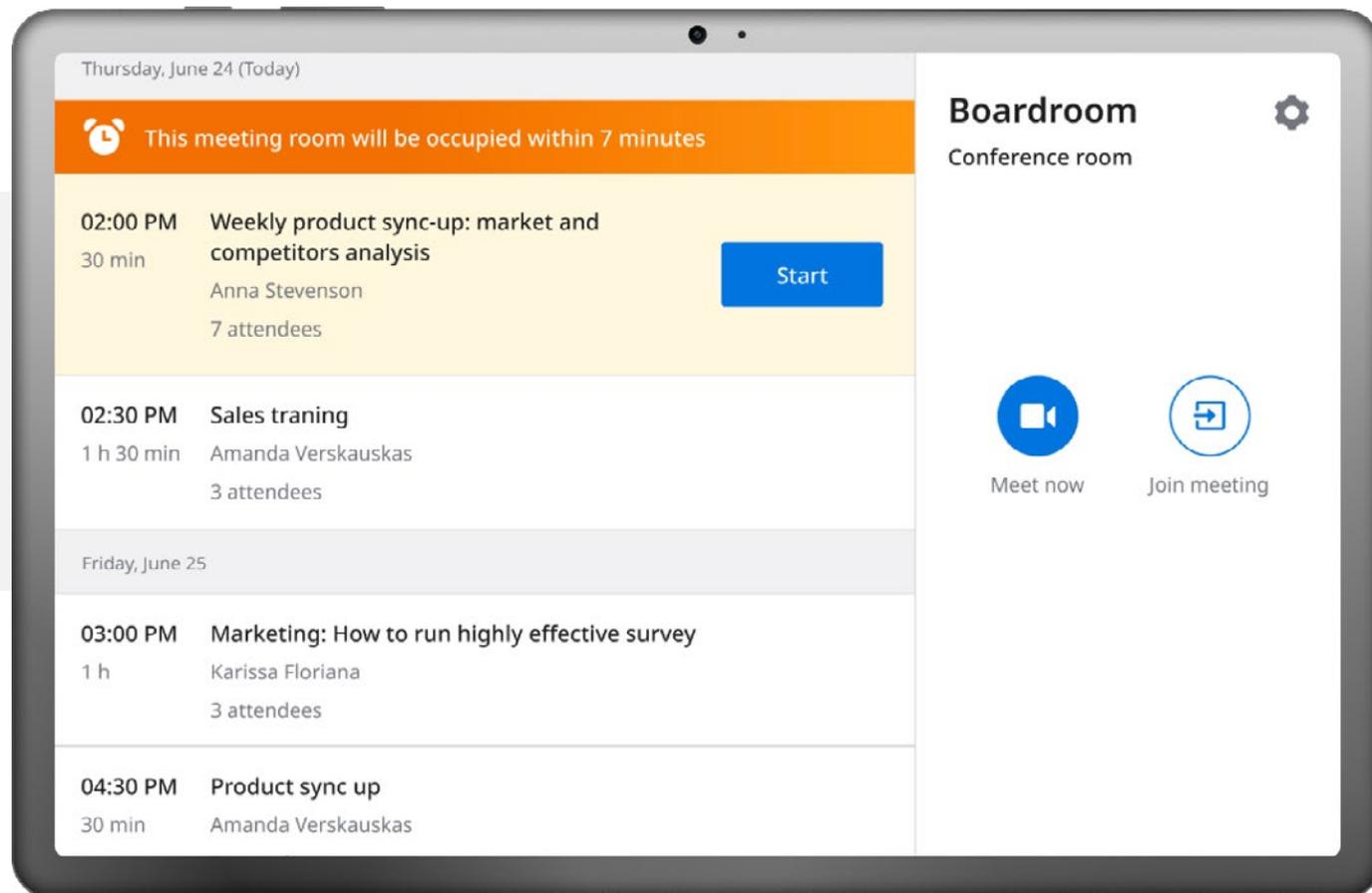


Please note: if Outlook asks you to update location link with Room info click **No**

(Location field must contain UNIVERGE BLUE MEET URL)

START/JOIN A SCHEDULED MEETING AS THE HOST IF THE CONNECT ROOMS CONFERENCE ROOM WAS INVITED

1. Find the meeting you want to start/join in the **Upcoming Events** section.
2. Tap **Start/Join** (the button becomes active 15 minutes before the meeting).

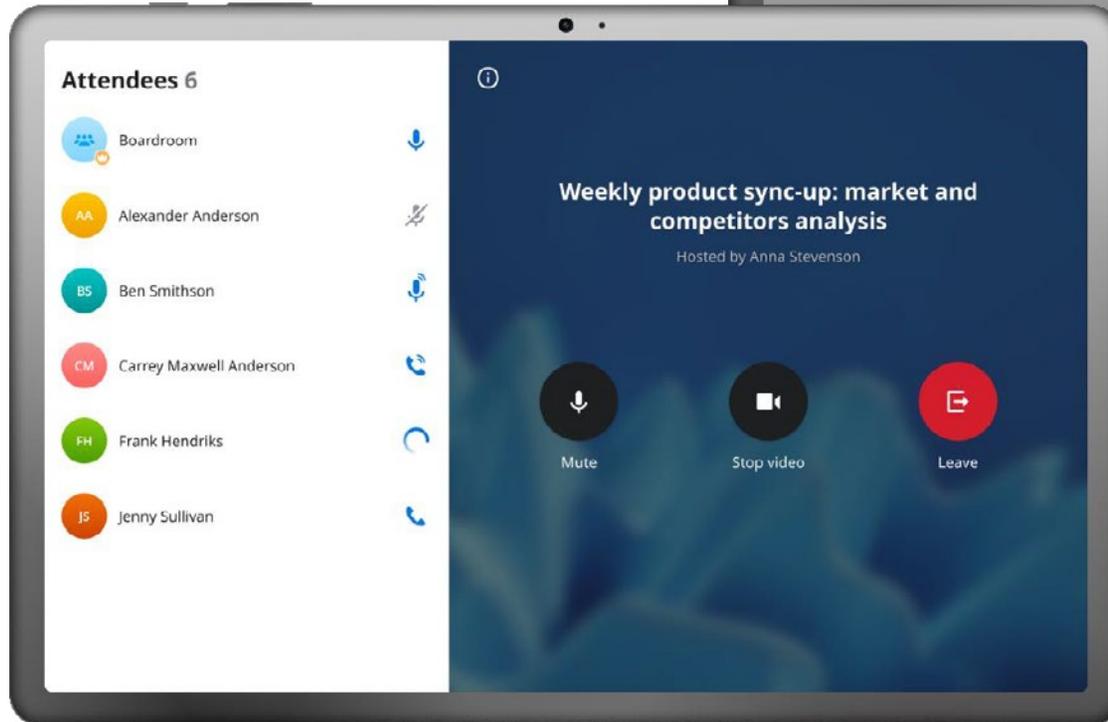
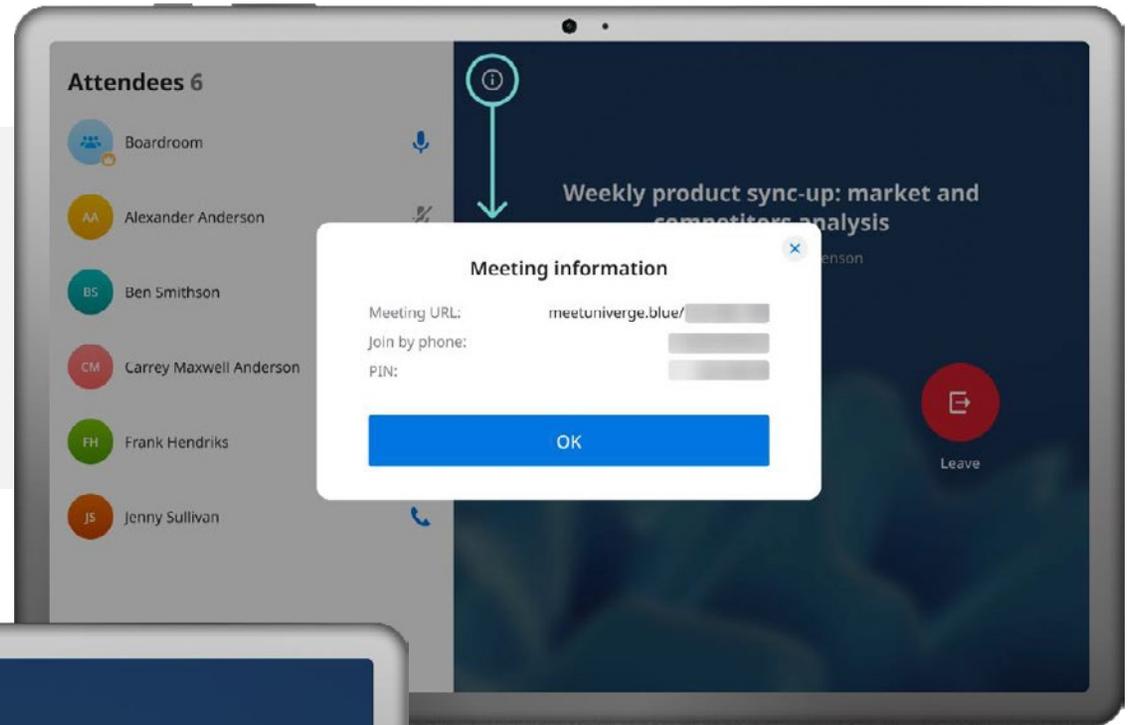


MANAGE YOUR MEETING

View Meeting Information

To view the **Meeting information**, tap the **Info** button in the upper left corner.

- Meeting URL
- Meeting's phone number
- PIN



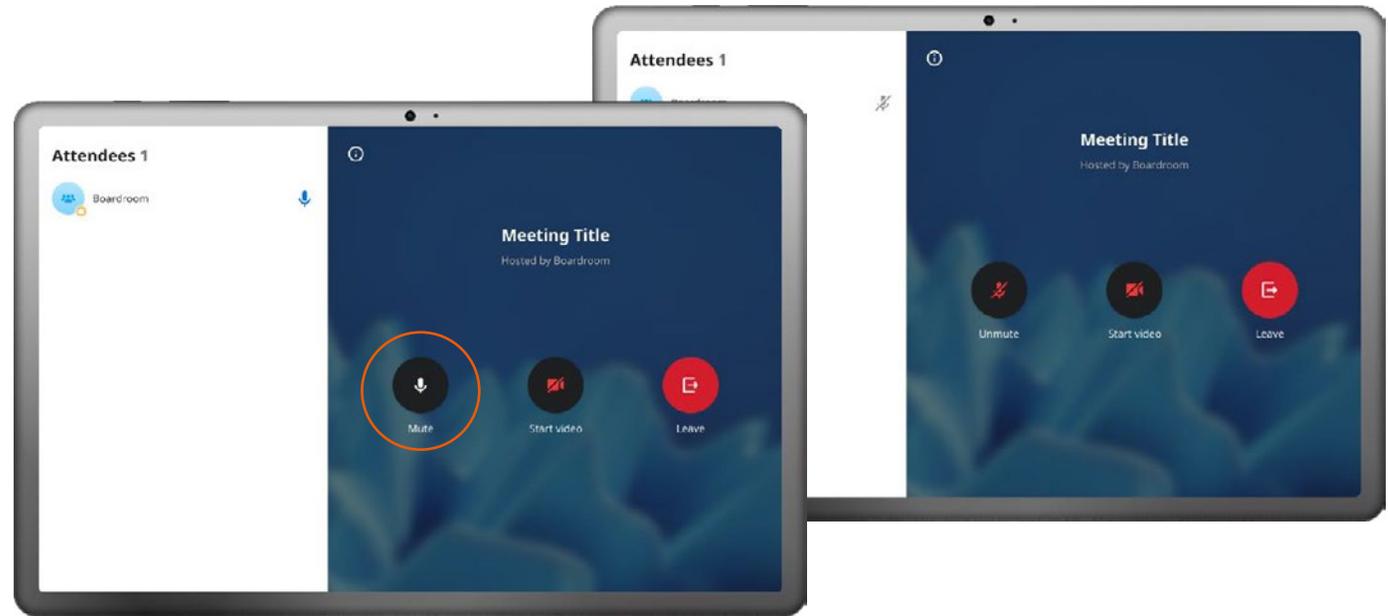
View Attendee List

The list of meeting attendees is located on the left of the screen.

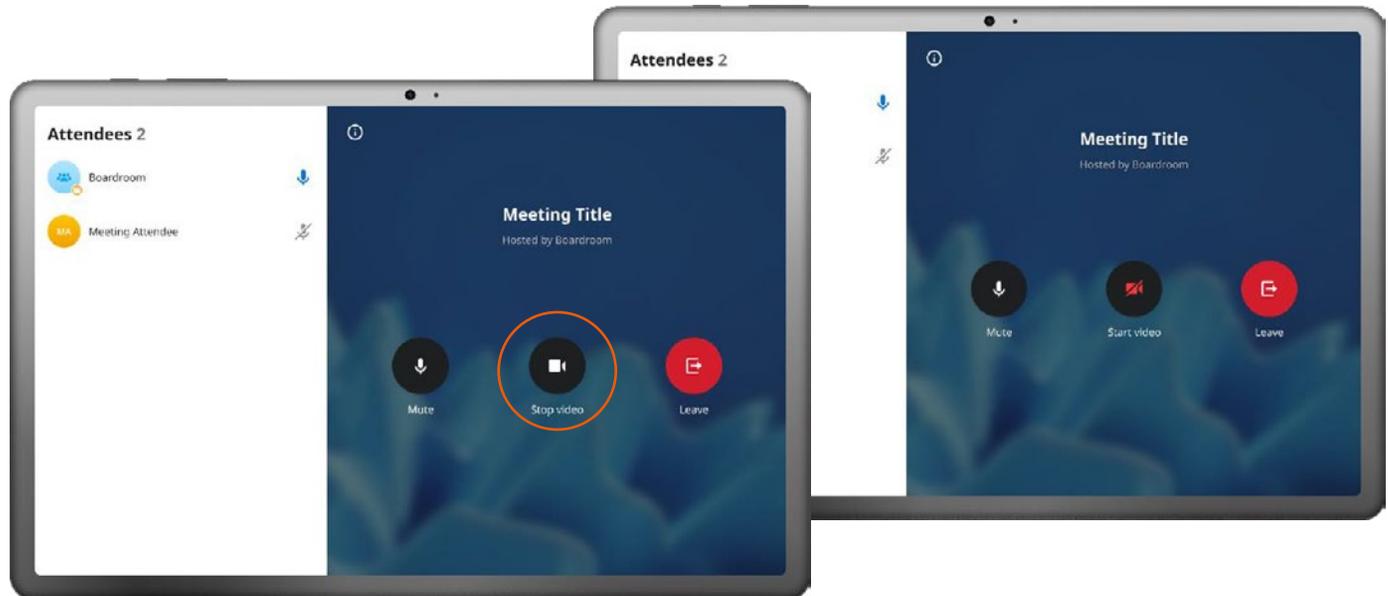
See who joined your meeting and how their audio is connected to the meeting.

MANAGE WEB CAMERA & MICROPHONE

To turn the microphone on/off, tap the **Unmute/Mute** button.



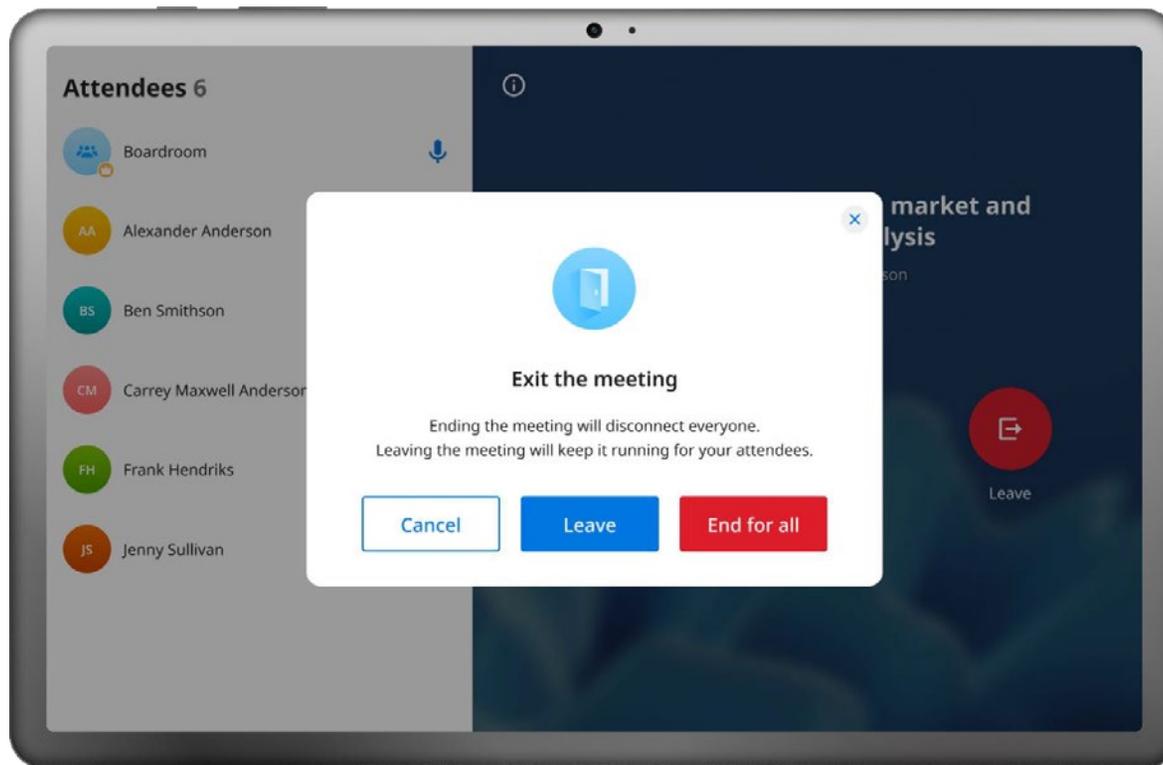
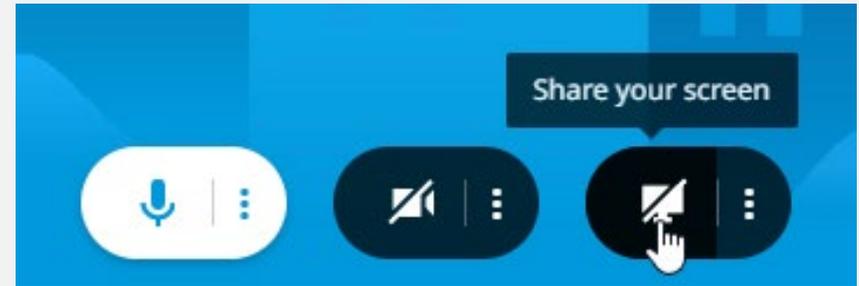
To turn the web camera on/off, tap the **Start video/Stop Video** button.



CONTENT SHARING

To share your content, you need to:

1. Join the meeting from your laptop
2. Mute your mic and lower your speaker volume to prevent echo
3. Share media from your laptop as you would in a normal meeting



ENJOY USING UNIVERGE BLUE CONNECT ROOMS!

LEAVE/END MEETING

To open the Leave/End menu, tap the **Leave** button.

Cancel – this option closes the Leave/End menu. The meeting remains active for the CONNECT ROOMS conference room and all participants.

Leave – this option disconnects the CONNECT ROOMS conference room from the meeting but leaves the meeting active for other attendees.

End for all – this option will end the current meeting for all participants. This button is only available for the meetings where CONNECT ROOMS conference room is the host (CONNECT ROOMS conference room started an instant meeting or was invited to a scheduled meeting).

 OVER
\$26 BILLION
REVENUE


75 MILLION
GLOBAL USERS


125+
COUNTRIES

 **#1**
SMB & ENTERPRISE
COMMS WORLDWIDE

GLOBAL 100
MOST SUSTAINABLE
COMPANIES IN THE WORLD
(CORPORATE KNIGHTS)



LEADER IN
BIOMETRICS



RECOGNIZED
AS A LEADER
BY FROST & SULLIVAN
IN ENTERPRISE
COMMUNICATIONS
TRANSFORMATION



TOP 100
GLOBAL INNOVATORS
(THOMSON REUTERS)



4,000+
CHANNEL
PARTNERS

107,000
TEAM MEMBERS
WORLDWIDE



About NEC Corporation – NEC Corporation is a leader in the integration of IT and network technologies that benefit businesses and people around the world. By providing a combination of products and solutions that cross utilize the company's experience and global resources, NEC's advanced technologies meet the complex and ever-changing needs of its customers. NEC brings more than 120 years of expertise in technological innovation to empower people, businesses and society.

NEC is a registered trademark of NEC Corporation. All Rights Reserved. Other product or service marks mentioned herein are the trademarks of their respective owners. Models may vary for each country, and due to continuous improvements this specification is subject to change without notice.

NEC

© Copyright 2022. All Rights Reserved.

For further information please contact NEC Corporation of America or:



Americas (US, Canada, Latin America)
NEC Corporation of America
www.necam.com

EMEA (Europe, Middle East, Africa)
NEC Enterprise Solutions
www.nec-enterprise.com

Australia
NEC Australia Pty Ltd
au.nec.com

Asia Pacific
NEC Asia Pacific
www.nec.com.sg

Corporate Headquarters (Japan)
NEC Corporation
www.nec.com