



**Conference Room
Reservation
Technology**
Effective February 23, 2018

ClickShare:

Step 1:

1. To start using ClickShare take a Button and Insert the Button into a USB port of your laptop.

Step 2:

On your laptop, browse to the ClickShare drive and start the ClickShare application:
ClickShare_for_Windows or ClickShare_for Mac.

Step 3:

Wait till LED of the Button are static white, and then click the Button will be red. Click again to remove your screen from the display.

At the end of the meeting. Please place the Buttons back into the Tray.