

Clevertouch & interactive screens | Easy | 2 min read

Starting a meeting in two minutes on an interactive screen

Please note: independent guidance. Vision Tech is not affiliated with the maker. Menus differ between models and software versions, so check the manual or on-screen help.

An interactive screen is a handy meeting tool, but only if it is ready when people walk in. This routine gets you from a dark screen to a working meeting quickly, even if you have never used it before.

Before the meeting, if you can

1. Switch the screen on at least five minutes beforehand, as it may need a moment to start.
2. Find your files and save them where you can reach them, such as cloud storage or a USB stick.
3. Check that the cable or wireless method you plan to use is ready.

The two-minute routine

1. Press the power button and wait for the home screen.
2. Decide how you will present: from your laptop with a cable, wirelessly, or using the screen's own apps.
3. If you are using a laptop, connect the HDMI cable and the USB touch cable, then choose the right source from the source menu if the picture does not appear by itself.
4. Open your slides or document.
5. Check the sound and volume.
6. Ask someone at the back if they can read the text.

Taking notes on the screen

Open the whiteboard or annotation tool and write actions as they come up. At the end, save the page and send it to the group.

If something goes wrong

- No picture: check the source menu and cable connections.
- No touch: check the USB cable.
- No sound: check volume on the screen and on your laptop.
- If you are stuck, switch to a plan B, such as sharing your laptop screen by another method or sending documents by email.

Tidy up afterwards

1. Save your notes.
2. Sign out of any accounts.
3. Disconnect cables and put them somewhere safe.
4. Switch off the screen if it will not be used again soon.

When to get more help

If the screen will not start, or the meeting room needs a more reliable setup, ask IT. Tell them which room and what you tried.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.