Set up
Jamboard for Video Conferencing

Step ONE
Add the Jamboard as a Calendar resource

1 Open your Google Admin console.
2 Go to **Menu** ☰ -> **Directory** -> **Buildings and resources** -> **Manage resources**.
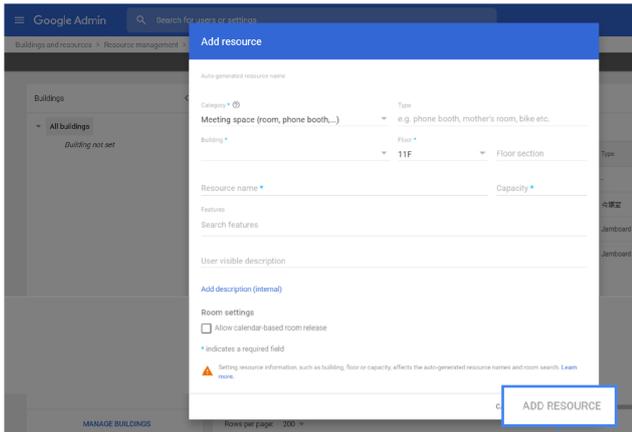
3 Click **Add** +
4 Fill out the information about the meeting room where you set up the Jamboard, such as the building, floor, and name.
5 Click **Add Resource**.

Step TWO
Turn on Meet for Jamboard and Calendar pairing

1 Open your Google Admin console.
2 Click **Menu** ☰ -> **Devices** -> **Jamboard**.
3 Select a **Jamboard**.
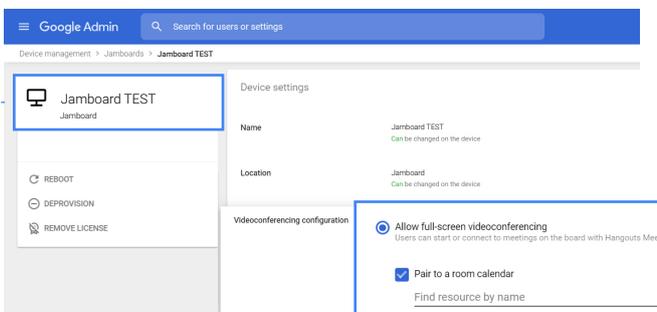
4 Click **Device settings** to expand the menu.
5 Click **Videoconferencing configuration**.
6 Click **Allow full-screen videoconferencing**.
7 Check **Pair to a room calendar**.
8 Enter the name of the resource from step ONE.
9 Click **Save**.

Step THREE
Send out an event invitation and book the Jamboard

1 Go to Google Calendar.
2 Click **Create+**.
3 Click **More options**.
4 Enter event details.
5 Click on the **Rooms** tab.
6 Enter the name of the Jamboard or room where the board is located.
7 The event will be displayed on Jamboard in the top-right corner 4 hours in advance.

Step FOUR
Join a video conference on the Jamboard

1 In the top-right corner, tap a scheduled event in the agenda or enter a meeting code.
2 If the event is not scheduled, click **Join or start a meeting**, and select **Go**.

Step FIVE
Present a computer screen or your jam frame

To present your computer screen

1 Join the same meeting on your computer.
2 In the bottom-right corner on your screen, select **Present now**.
3 Select **Your entire screen** or **A window**.
4 Select **Share**.
   If another participant presents the screen, it will automatically replace the existing one.

To present your jam frame on Jamboard

1 If the Jamboard is on the Meet screen, tap **Tap to draw** on the left.
2 On the right panel, tap **Tap to present this Jam**.

Jamboard × BenQ

Set up
Your Meeting Room

Small Room (2-4 people)

Jamboards are great standalone devices in huddle spaces. It is recommended that Jamboards are wall mounted in these types of smaller spaces. Mounting the Jamboard 1m above the floor is ideal.

Large Room (5 or more people)

Jamboard works well with peripherals in the large rooms. Here are supported Jamboard peripherals :

USB cameras :

Logitech® MeetUp ConferenceCam (preferred)

Logitech PTZ Pro

Logitech ConferenceCam Connect

Logitech ConferenceCam CC3000e

Logitech Webcam C930e

Huddly® GO

USB speaker-mic combos :

Hangouts Meet speaker-mic (preferred)

Logitech MeetUp Conference Cam (preferred)

Konftel® Ego

Jabra® Speak 410

Jabra 810

Before using a camera, speaker, or microphone during a video meeting, you'll need to connect the device to the board. You can't connect and switch peripherals during a meeting.

1 Connect the device's USB cable to the side or rear of the Jamboard.

2 On the Jamboard, select Menu ≡ -> Jamboard Settings.

3 Under Audio and Video, select the device you want to use for the camera or speakers.
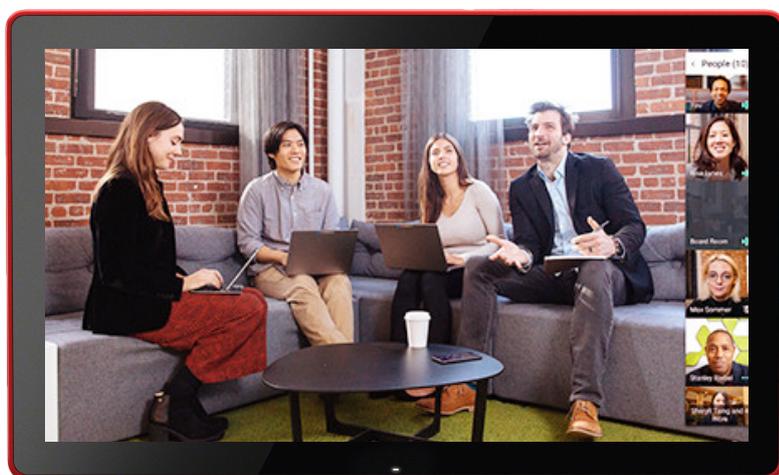
To learn more about Google Meeting Room Solution, scan the QR codes below.

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