

# AirMedia<sup>®</sup>

## **user guide**

Wireless presenting for internal Roche staff.

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## Connecting to AirMedia:

Sharing your screen using AirMedia means that everything on your screen is displayed in real time to meeting participants. Make sure that any sensitive information is closed.

1. Search for and open the AirMedia application in the programs menu of your laptop/computer.
2. Enter the room name and click **Connect**.
3. Enter the room code and click **Connect**.

## Privacy mode:

When sharing your screen via AirMedia, you can freeze your screen temporarily for privacy reasons. This provides a user with the opportunity to use their laptop without displaying what they are doing to meeting participants.

1. Click **Pause** to start Privacy mode.
2. Click **Pause** to end privacy mode.

## Switch to another presenter:

1. Click **Stop** to return to the AirMedia default screensaver.  
*This will allow for other meeting participants to see the details required to connect and present.*

## Disconnect from AirMedia:

Ensure that all attendees connected to AirMedia disconnect at the end of the meeting.

1. Click the **X** in the top right of the control bar pop-up to return the display screen to the AirMedia screensaver.  
*This will ensure that the next room occupants won't be able to see everything you do on your laptop once you have left the meeting room.*