## How to start a meeting ?

**Did you schedule the meeting?**

**OR**

**Is this a spontaneous meeting?**

THE ROOM IS AVAILABLE

Your meeting will display on the Kickle home screen.
Select it and you're ready to roll!

Tap the screen to wake it up. The whiteboard will launch.
You can now use the apps.

## What can you do on your screen ?
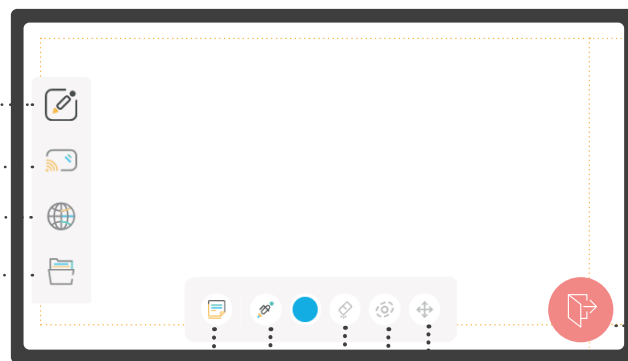
**Whiteboard**
take notes or use post-its

**Wireless display**
share content from
your computer

**Web browser**

**Open, save or send
a document.**

**Go to the next page
to learn more**

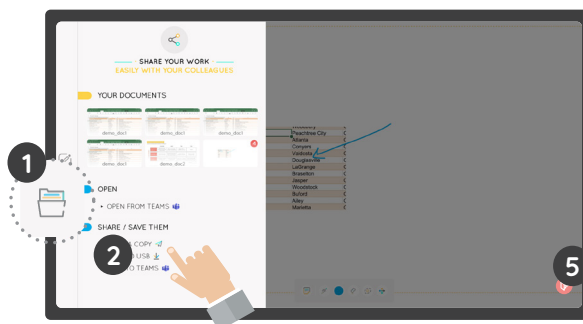**Close the meeting**

Create a post-it

Change annotation tools

Change the page,
move an item

Select an object

Erase

## How to end a meeting ?

**1** Click on the Documents icon .

**2** Select "Send by email",
"Save to USB key" or Teams.

**3** Select the pages you wish to keep.
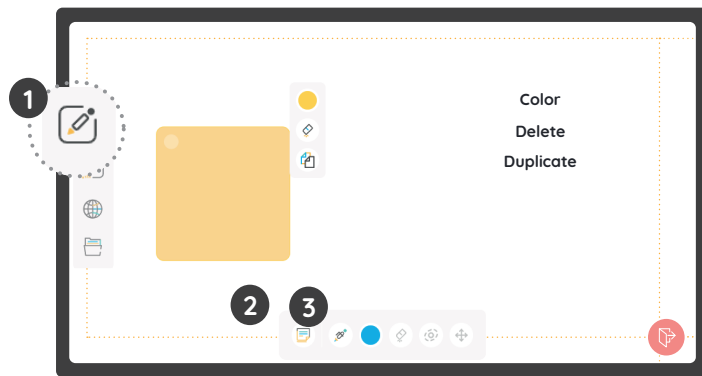
**4** Follow the instructions.

**5** Close the meeting.

SHARE YOUR WORK
EASILY WITH YOUR COLLEAGUES

YOUR DOCUMENTS

demo_doc1      demo_doc2

**1**

OPEN
• OPEN FROM TEAMS

SHARE / SAVE THEM
COPY
USB
O TEAMS

**2**

**5**

SHARE YOUR WORK
EASILY WITH YOUR COLLEAGUES

1. SELECT YOUR DOCUMENTS

**3**

2. SEND TO

demo@kickle.com den      Note      2020H

Try Kickle!

**4**

• EMAIL A COPY

kickle.

## Open a file from Teams

**1** Tap the Documents icon.

**2** Click on Open from Teams.

**3** Find your file in the dedicated channel and click on it.

**4** Your file will appear in the open documents. Click on it to open it in Kickle.
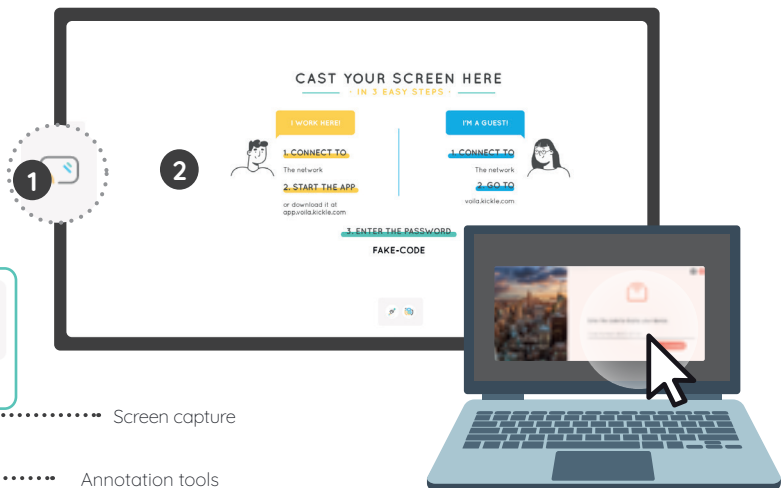


## Using post-its

**1** Click on the Canvas icon.

**2** Click on the Post-it tool. A new sticky note will appear.

**3** Select the Pencil tool and write on the post-it.

**Tip: Select the post-it to display its functions and to edit it.**



Color
Delete
Duplicate

## Display content

**1** Click on the Wireless Display icon.

**2** Follow the instructions.

And there you go! Your computer will now display on Kickle.

**Note: At any time, you can annotate the displayed content as well as import a screenshot to the white-board.**



CAST YOUR SCREEN HERE

Screen capture

Annotation tools

## kickle.