

EasyConnect HD User Guide

v1.2

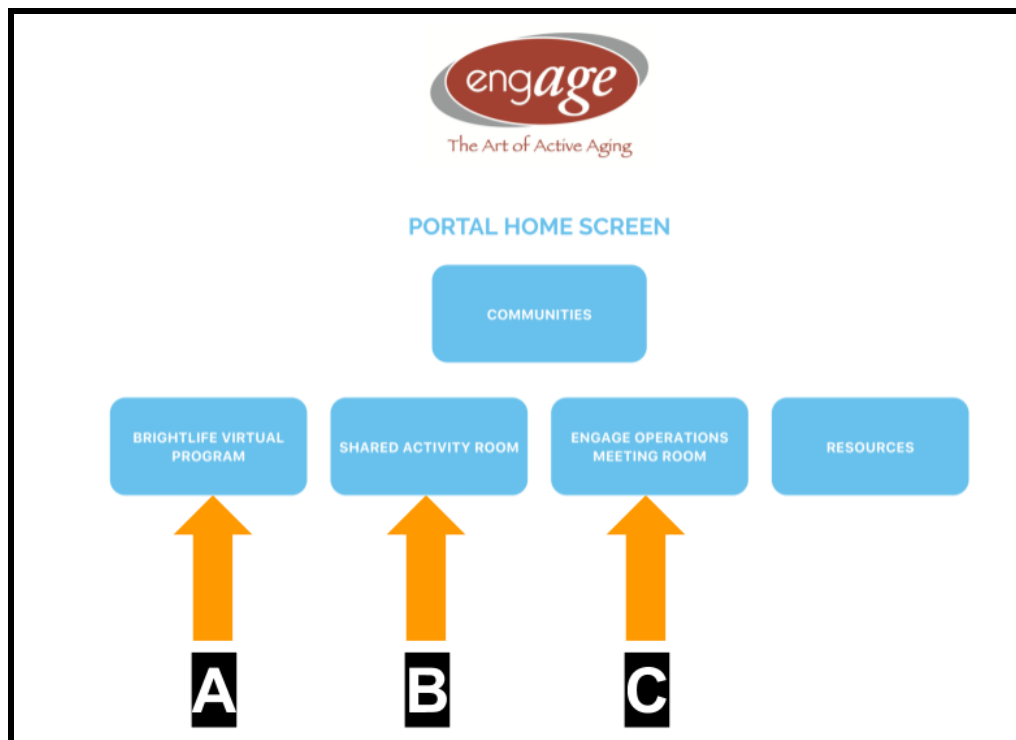
1) Turn on the TV and change the input to the correct HDMI so you see the Engage Portal on the screen.

2) Use the wireless keyboard with trackpad to move the cursor on the screen and click on the buttons.

A Click the BrightLife Virtual Program button to join the monthly scheduled programs that BrightLife provides.

B Click the Shared Activity Room button to connect with other Engage pilot communities and participate in shared activities.

C Click the Engage Operations Meeting Room button to join meetings using the EasyConnect HD system at the community OR your computer, smartphone, or tablet.



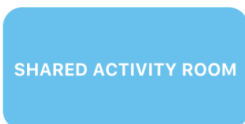
Inviting A Presenter To Connect With Your Community or Multiple Communities

- 1) Open a browser on your computer and go to the Portal website:
<http://engage.easyconnecthdportal.com>
 (bookmark the site for easy access in the future)
- 2) Click on the Meeting Info button to bring up the meeting room invitation.
- 3) Copy the meeting info and paste it into an email invitation to the participants.

A

Shared Activity Room

- Connect with other Engage pilot communities (any Engage pilot community that clicks the Shared Activity button will join the virtual meeting room)
- Invite a presenter to connect with multiple Engage pilot communities for a program

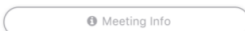


Engage Program Directors should copy this invitation and email to the person who will be doing the virtual presentation / activity. When it is time to connect, Program Directors will use the EasyConnect HD system at their community to click on the blue Shared Activity meeting button and the virtual presenter will join from their computer, smartphone, or tablet using the invitation info that was emailed to them.

B

My Activity Room

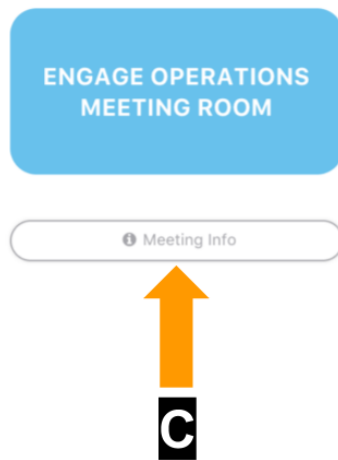
- Use this meeting room when you only want to connect **your** community with a presenter



Engage Program Directors should go to their community's page on the portal to copy the invitation for their My Activity Room and email to the person who will be doing the virtual presentation / activity. When it is time to connect, Program Directors will use the EasyConnect HD system at their community to click on the blue My Activity meeting button and the virtual presenter will join from their computer, smartphone, or tablet using the invitation info that was emailed to them.

C**Engage Operations Meeting Room (*We will be providing more info on this feature!)**

- This meeting room is designed for Engage team members to use for video conferencing meetings and virtual collaboration using any device.
 - Example connection scenario: Someone is at the Burbank office using their computer, Tim is in an airport using his iPhone, a few Program Managers are using their computers from home, another is using the EasyConnect HD system at a pilot community, and a few people are calling in to the audio portion by phone only.



The meeting organizer should copy this invitation and email to all participants. Engage team members can connect using a computer, smartphone, or tablet. Program Directors will also be able to join the meeting from an EasyConnect HD system at one of the pilot communities. Participants can also call into the meeting by phone to participate in the audio portion just like a conference call.

For technical assistance please call (414) 216-3366