

KOENIG & BAUER



Instruction

How to Google Meet

#ReadyForTomorrow

we're on it.

Aim of the document

With this document, we would like to help ensure that the onboarding meeting with our sales team runs smoothly.

If you share your screen with **Google Meet**, we can help you get started in the myKyana world right away.

Don't hesitate to ask your contact person at **Koenig & Bauer** if you encounter any problems or use the following email address.

digitalisation@koenig-bauer.com

We are here to help!

What are the requirements for a Google Meet meeting?

There are a few prerequisites that are necessary for a smooth meeting with **Google Meet**.

Google account:

You do not necessarily need a Google account.

- **With a Google account:** If you have a Google account, you can simply sign in at **meet.google.com** or access it via **Gmail/Google Calendar**. This gives you full access to all features and makes it easier to rejoin.
- **Without a Google account:** You must open the **link to the meeting** and enter your name and wait until the organiser admits you ('Request access').

Supported browsers:

You need a standard browser that supports Google Meet, such as Chrome, Edge, Firefox or Safari

Stable internet connection:

You will need a stable internet connection for the meeting.

Working camera and microphone:

Since we want to take the first steps into the world of **myKyana** together with you at the meeting, it would be helpful if we could talk to you via camera and audio.

Join the meeting: You have various options

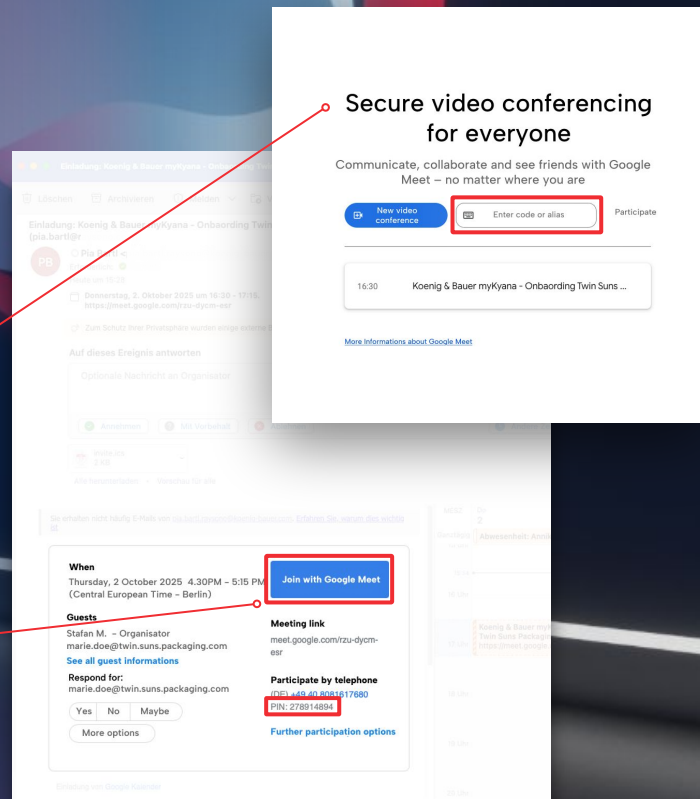
Your personal sales representative at **Koenig & Bauer** will arrange an appointment with you for the onboarding.

With a Google account you have several options for attending the meeting:

- Open the invitation in **Google Calendar** or **Gmail**
- Click on **Join with Google Meet**

Without a Google account:

- Alternatively: open **meet.google.com** and enter the **PIN code** which you received in the appointment invitation
- or click on **Join with Google Meet button** in your invitation mail



Before the meeting: Test camera & microphone

Before the meeting starts, you have the opportunity to adjust a few settings and test your camera and microphone:

Please check whether you can hear and see yourself.

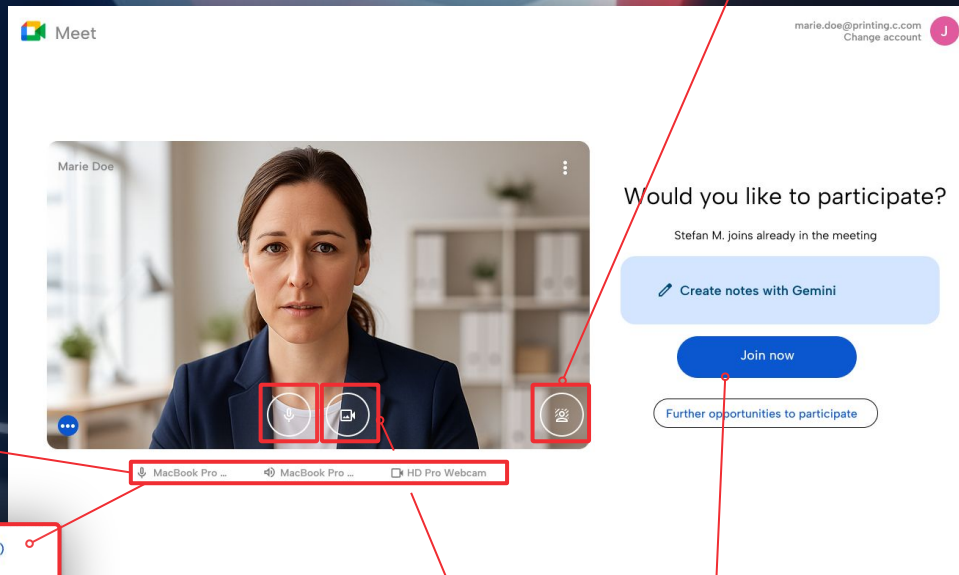
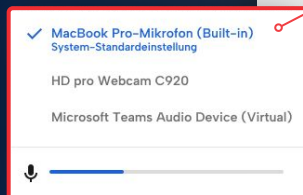
Therefore adjust the **microphone**, **loudspeaker** and **camera** icons beneath the window.

Here you can test it or choose a different output.

Select microphone, loudspeaker and camera to test

If you click on the icons, you can test and select which device you want to use to follow the meeting.

In this example, you can see that the microphone is working.



Set background

When you click this button, you can set effects and background images.

Switch off microphone and camera

By clicking on the icons, you can switch off the microphone and the camera.

Join now

Click the button to join the meeting.

During the Meeting

The **meeting window** itself offers many functions. Here are a few explanations:

Share your screen

With this feature, we can assist you with the individual steps of on-boarding when you share your screen with us.

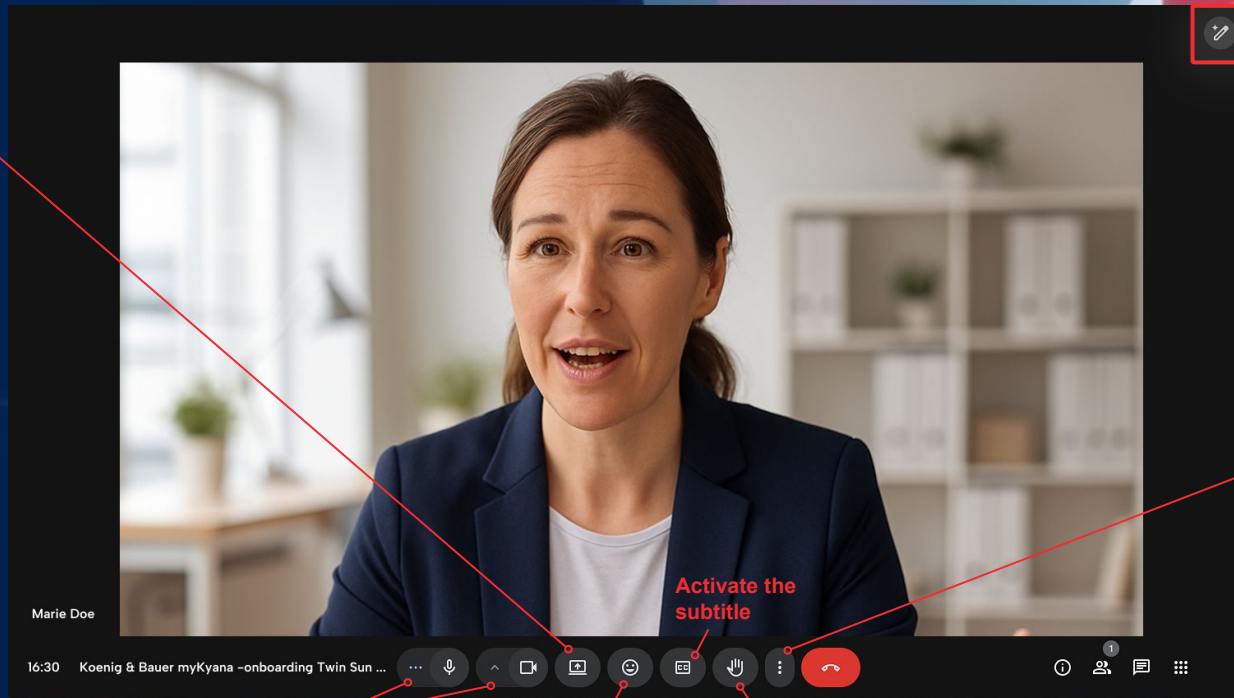
On the next page, we explain the details of sharing your screen.

Notes with Gemini

At this point you can create notes with the help of Gemini

More Features:

Here you can find some other features, but they are not so important for getting started



Switch on and off the microphone or the camera

Reaction icons

Sign up to ask a question or leave a comment

Activate the subtitle

During the Meeting: share your screen

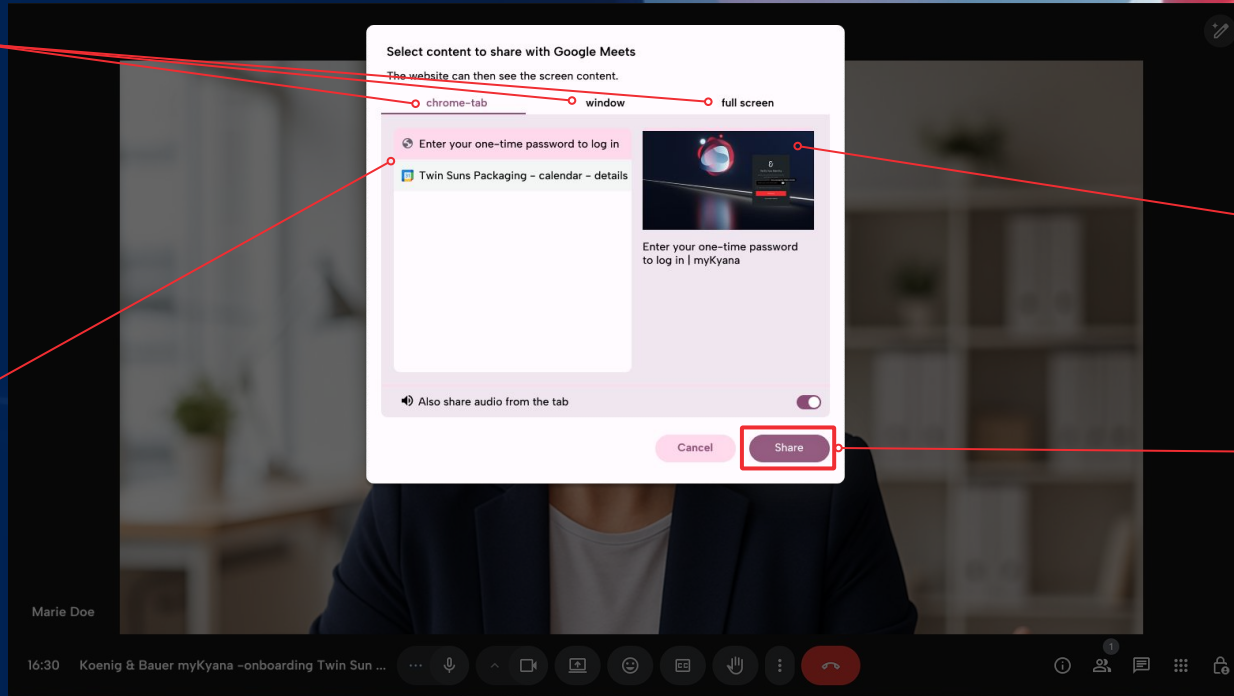
There are several options for sharing your screen.

You can share either a tab of your browser window, a window, or the entire screen.

Depending on your preference, click on the tab provided.

Here you can choose between your open Chrome tabs.

Simply click on the desired tab.



Preview:

Here you can see a preview of your shared content.

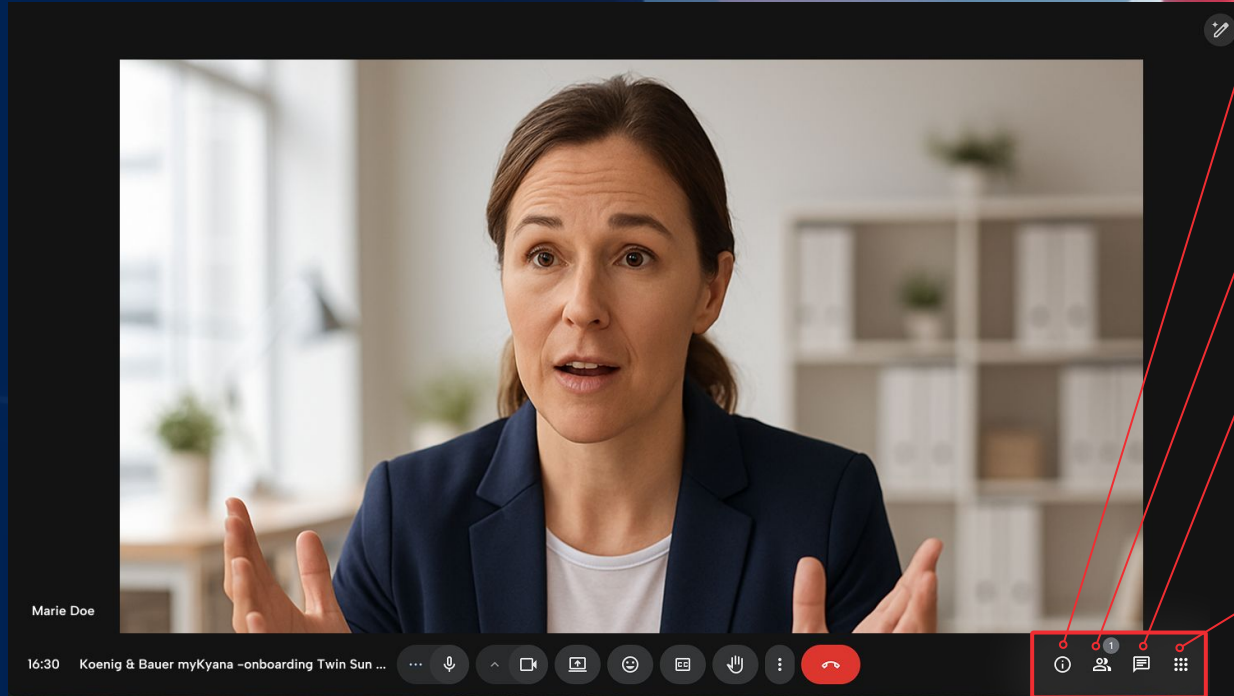
Clicking on the share button will share the selected window.

During the meeting: participants & meeting tools

Other important functions are located at the bottom right of the window.

Functions in general:

Depending on whether you are the initiator of the meeting or just a participant, you will be offered different functions.



Meeting details:

Here you will find participation information such as the **Meet Google link** and the **PIN** for the meeting.

Participants:

Here you can see all participants and add additional persons.

Messages in video calls:

When you click on the icon, a window opens on the right side, where you can leave messages and write to others.

Meeting tools

At this point, you will be offered additional Meeting tools.

We hope that our tips and how-to guide have helped you to have a successful onboarding appointment.

Enter your digital world with **myKyana!**

Don't hesitate to ask your contact person at **Koenig & Bauer** if you encounter any problems or use the following email address.

digitalisation@koenig-bauer.com

We are here to help!

KOENIG & BAUER



Koenig & Bauer Kyana GmbH

Friedrich-Koenig-Straße 4
97080 Würzburg

Follow our transformation journey

 Koenig & Bauer DIGITAL

digitalisation.koenig-bauer.com

we're on it.