Barco ClickShare Windows Instructions Using the Pre-loaded Software Contained on the Device

1. Insert the ClickShare button into an open USB port on your laptop.
2. Once inserted, you will notice the flashing white light surrounding the button. This indicates the ClickShare button has been recognized by your laptop.
3. Depending on the version of windows you have installed, go to My Computer, Computer, or This PC on your laptop.
4. You should see the ClickShare button recognized as a removable storage device. Double click on the ClickShare icon.

![Image of removable storage device]

5. Double click on the ClickShare for Windows icon.

![Image of ClickShare for Windows]

6. You will see a small dialog box appear letting you know the ClickShare button is making connection to the base unit. It will disappear once the connection to the base unit is established.

![Image of connecting to base unit]

7. Once the ClickShare button is connected to the base unit, the flashing white ring on the button will turn solid white. Press the button to start sharing – it will then turn to a solid red indicating you are sharing your screen.