ADM006a Equipment Guide

1. Tap the white table-top touch panel to wake up the room and turn on the displays.

2. **TO PRESENT CONTENT:** hit the "Share Screen" button on the touch panel and choose from among the options shown:
   a. HDMI cable: connect the cable to your device and follow the instructions.
   b. AirPlay – wireless sharing for Apple/Mac devices: ensure you're on 'ubcsecure' WiFi network, then share using Screen Mirroring from your device.
   c. Miracast – wireless sharing for Windows devices: ensure you're on 'ubcsecure' WiFi network, then hit Windows key + K to share.

3. **TO JOIN ZOOM**: Select the "Join Zoom" button on the touch panel; type in the Meeting ID and passcode.
   a. If you want this VC unit to be the host of the meeting, enter the Host Key as well. This is found on the host's profile page at https://ubc.zoom.ca (it does not show up in the app). The host is whoever set up the Zoom Meeting in their account.

4. Volume buttons (for incoming sound) and mute button (for outgoing sound) are on the bottom white frame of the touch panel.

5. To share content in Zoom, follow step #2 above.

6. At the end of your meeting, please turn the system off:

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