<u>ASC331 Videoconference Equipment Guide</u>

1. Use the grey remote to turn on the display.

2. TO PRESENT CONTENT from your laptop, connect the HDMI cable to your device; it should show automatically. If not, hit the green button on the black Lifesize remote.

3. TO CONNECT TO ZOOM:

    a. Use the black Lifesize remote to select the "Zoom app" from the recently dialled calls list in the centre of the screen.
        i. Alternately, select "Dial Call" and call to IP address 65.39.152.160

    b. Type in the Meeting ID and passcode when prompted.
        i. Your "Host Key", should you need it, can be found by signing in to your UBC Zoom account in a browser at https://ubc.zoom.us -> go to your "Profile" and scroll down to find the Host Key.
        ii. The Host Key cannot be found in your Zoom app, only at the website.

4. Note: you may need to un-mute the Zoom mic once your call has connected by selecting '1' on the remote, then selecting '2' from the menu onscreen to unmute mic.

5. Control the camera position by using the arrow buttons on the Lifesize remote.
    a. There is a zoom-in (+) or zoom-out (-) button as well

6. To share content from your laptop in the call, follow instructions in step 2 above.

7. At the end of your meeting, please turn the display off.

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