



CCS322 Videoconference Equipment Guide

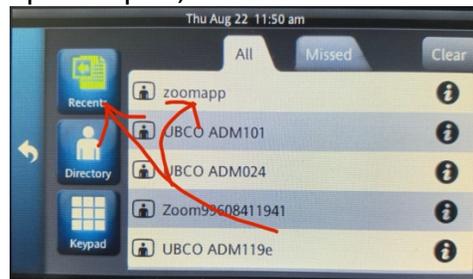
1. Use the grey remote to turn on the display.
2. TO PRESENT CONTENT from your laptop, connect the HDMI cable to your device; it should show automatically. If not, hit the Presentation button on the phone pod.



i.

3. TO CONNECT TO ZOOM:

- a. Hit the Call button on the phone pod, then under “Recents” tap “zoomapp”



i.

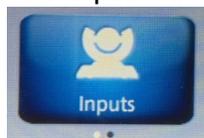
- ii. Alternately, select Keypad and call to IP address 65.39.152.160

- 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 keypad, then selecting ‘2’ from the menu onscreen to unmute mic.

5. Control the camera position by selecting Inputs and following the prompts.



i.

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

