



## EME2124 Equipment Guide

1. Tap the table-top touch panel to wake up the room and turn on the TV.
2. TO PRESENT CONTENT from your laptop, connect the HDMI cable to your device; it should show automatically. If not, hit the 'Share' button on the touch panel.
3. TO CONNECT TO ZOOM: Select the "Join Zoom" button on the touch panel; type in the Meeting ID and passcode.
4. Control the camera options by selecting the camera button on the touch panel.
5. Volume buttons (for incoming sound) and mute button (for outgoing sound) are on the bottom white frame of the touch panel.
6. To share content from your laptop in the meeting, follow instructions in step 2 above.
  - a. NOTE: After you select 'share', you must select 'share in call' to have your content be visible for everyone in the call.
7. At the end of your meeting, please turn the system off via the Standby button, which will also turn off the TV:

