# EME3112 Equipment Guide

1. Tap the white table-top touch panel to wake up the room and turn on the displays.
    a. Alternately, use the grey Panasonic remote to turn on the displays.

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.
    a. If the system asks you for the Host Key, this is found on the host's profile page at https://ubc.zoom.ca (does not show up in the app). The host is whoever set up the Zoom Meeting in their account.

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:



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