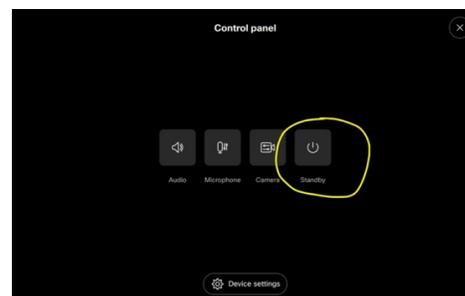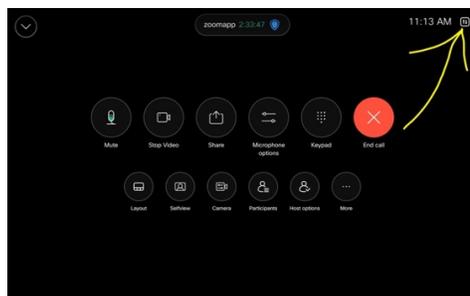# EME4289 Equipment Guide

1. Tap the white table-top touch panel to wake up the system and 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 '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 and tap "Join"
    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. 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.

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

To Connect MS Teams (or other) Call from a laptop using the Room Bar as a webcam/mic:
1. Connect the USB cable to your laptop; follow instructions that appear on control panel.
    a. If necessary, hit the 'Call from laptop' button on the room control touch panel.
2. In MS Teams, or whatever VC platform you're using, open your settings to select the Cisco Room Bar as the camera, microphone and speaker.
3. Control the meeting from your laptop as you normally would.

4. UBCO IT HelpDesk: 250.807.9000