



## UNC325A Equipment Guide

1. Tap the white table-top touch panel to wake up the room and turn on the display.
2. TO PRESENT CONTENT from your laptop, connect the Barco ClickShare puck to a USB port on your laptop.
  - a. You may need to turn on the ClickShare base station, on the front cabinet, by pushing its power button.
  - b. You may also need to hit the “Share” button on the white touch panel.
  - c. Follow the onscreen instructions to share your laptop content.
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 position 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 may need to 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:

