



## ADM013 Equipment Guide

1. Tap the table-top touch panel to wake up the room and turn on the TV.
2. **TO PRESENT CONTENT:** hit the “Share Screen” button on the touch panel and choose from among the options shown:
  - a. HDMI cable: connect the cable to your device and follow the instructions.
  - b. Miracast – wireless sharing for Windows devices: ensure you’re on ‘ubcsecure’ WiFi network, then on your device, hit Windows key + K and follow the onscreen information.
3. **TO JOIN ZOOM:** Select the “Join Zoom” button on the touch panel; type in the Meeting ID and passcode. Host Key is usually not needed. If needed, it is found on the meeting organizer’s profile page at <https://ubc.zoom.ca> (it does not show up in the app).
4. **Control** the camera options by selecting the camera button on the touch panel. Volume buttons (for incoming sound) and mute button (for outgoing sound) are on the bottom white frame of the touch panel.
5. **To share content** in the Zoom meeting, follow the instructions in step #2 above.
6. **Laptop Call** (MS Teams or similar): Plug the HDMI and USB cables into your laptop; in your MS Teams or similar app select “CamLink 4K” as the camera, “USB Audio” as mic, and “Crestron” as speakers.
7. At the end of your meeting, please turn the system & TV off via the Standby button:

