



ADM103j Equipment Guide

1. Tap the white table-top touch panel to wake up the room and turn on the displays.
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. AirPlay – wireless sharing for Apple/Mac devices: ensure you’re on ‘ubcsecure’ WiFi network, then share using Screen Mirroring from your device.
 - c. Miracast – wireless sharing for Windows devices: ensure you’re on ‘ubcsecure’ WiFi network, then hit Windows key + K to share.
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. 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** 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. **Laptop Call** (MS Teams or similar): Plug the HDMI *and* USB cables into your laptop and hit “Call from laptop” on the touch panel; in your MS Teams or similar app select “USB Video” as the camera, “USB Digital Audio” as mic, and “CS-KIT-1” as speakers.
7. At the end of your meeting, please turn the system off:

