



ART276 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. 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 JOIN ZOOM:** Select the “Join Zoom” button on the touch panel; type in the Meeting ID and passcode.
 - a. If you want this VC unit to be the host of the meeting, enter the Host Key as well. This is found on the host’s profile page at <https://ubc.zoom.ca> (it does not show up in the app). The host is whoever set up the Zoom Meeting in their account.
4. **TO SHARE CONTENT** in the Zoom meeting, follow the instructions in step #2 above.
5. **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.
6. At the end of your meeting, please turn the system & TV off via the Standby button:

