



## EME4116 Equipment Guide

1. Tap the table-top touch panel to wake up the room and turn on the TV.
2. **TO PRESENT CONTENT**, connect the HDMI cable to your laptop; 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.
4. **MICROPHONES** (optional desk mics): take mics off the charger base by the TV; click the silver button once until the mic light flashes green. Deploy as needed around the room.
5. **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.
6. **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'
7. **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 microphone, and "CS-CODECPLU" as speakers.
8. At the end of your meeting, please turn the system off via the Standby button, which will also turn off the TV:

