



EME4143 Equipment Guide

1. Use the remote control to turn on the display.
2. **TO PRESENT CONTENT** from your laptop, connect the HDMI cable to your device; it should show automatically. If not, hit the 'Share' button on the touch panel and choose "View" under the HDMI choice.
 - a. Alternatively, you can share via AirMedia, using the same "View" option and the AirMedia app (download from UBCO Self Support Videos page)
 - 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 CONNECT TO ZOOM:** Select the "Join Zoom" button on the touch panel; type in the Meeting ID and passcode as prompted. 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 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 IN ZOOM,** 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 select "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 "Crestron" as speakers.
7. At the end of your meeting, please turn the system off:

