



EME4245 Equipment Guide

1. Tap the white table-top touch panel to wake up the system and 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.
3. **TO CONNECT TO ZOOM:** Select the "Join Zoom" button on the touch panel; type in the Meeting ID and passcode and tap "Join"
 - a. If the system asks you for the Host Key, this is found on the host's profile page at <https://ubc.zoom.ca> (does not show up in the app). The host is whoever set up the Zoom Meeting in their account.
4. **CONTROL** the camera options by selecting the camera button on 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 "Room Bar HD Camera" as the camera, "Room Bar Digital Audio" as microphone, and "CS-ROOMBAR" as speakers.
7. At the end of your meeting, please turn the system off:

