Videoconference Reference Guide

SCAN FOR A
DIGITAL COPY

Joining a meeting

⚠ Please ensure your room is booked before connecting.

1
To join a meeting tap the "Join" icon on the touchpanel.

2
Join Meeting
Meeting ID
Join

Enter your meeting ID, followed by "Join".

3
Please enter the meeting passcode

Cancel   OK

Lastly, Enter the meeting passcode and you'll be connected to your meeting.

Unmuting / Muting your microphone

1
Mute   Unmute

Tap the " 🎤 " on the touch panel to unmute your microphone. Tap again to Mute.

Start / Stop your Camera

1
Stop Video   Start Video

Tap the " 🎥 " on the touch panel to stop sharing your video. Tap again to Start .

Sharing Content (HDMI/USB-C Cable)

1
USB-C   OR   HDMI

Connect your laptop to the system using the provided HDMI cable and or USB-C adapter.

2
Share Content

Tap the "Share Content" icon on the touch panel.

3
Start Sharing

Then tap on "Start Sharing".

4
Stop Current Sharing

When you're done, tap on "Share Content" then "Stop Current Sharing".

Sharing Content (Wirelessly - Zoom App)

1
Share Content

Tap "Share Content" to display the sharing key and meeting details.

2
Start the Zoom App on your laptop.

3
Share screen

Click "Share screen".

4
Share screen
Share Screen
Enter sharing key or meeting ID
Share screen   Cancel

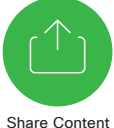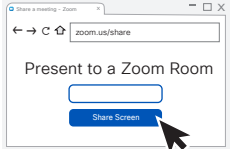Enter the sharing key or meeting ID.

5
Stop share

When you're done Click on "Stop share".

NEED HELP?   MedIT Service Desk | 1.877.266.0666 | medit.servicedesk@ubc.ca
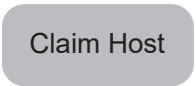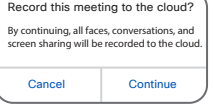
Sharing Content (Wirelessly - Web Browser)

1 Share Content

Tap "Share Content" to display the sharing key and meeting details.

2

Open your web browser.

3 share.zoom.us

Type "share.zoom.us" in your browser address bar.

4 Present to a Zoom Room — Share Screen

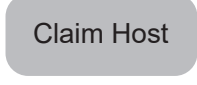Enter the meeting ID then click the "share screen" button.
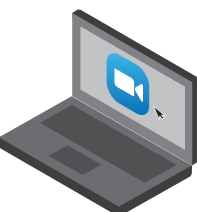
Recording your Videoconference

⚠ Only the meeting Host or Co-host has the ability to start the recording, to claim the host role press manage participants then "claim host"
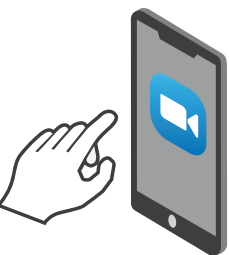
Option 1: Using In-Room Touch Panel

1 Manage Participants

Tap the "Manage Participants" icon on the touch panel.

2 Claim Host

In the participant window, tap on "Claim Host" then enter the Host Key.

3 Start Recording

Tap the "Start Recording" icon on the touch panel.

4 Record this meeting to the cloud?
By continuing, all faces, conversations, and screen sharing will be recorded to the cloud.
Cancel   Continue

Tap "Continue" to confirm the recording.

5 Stop Recording

When you're done, tap "Stop Recording".

Option 2: Using Desktop Zoom App

1

Start the Zoom App on your laptop.

2 Join

Click "Join" then enter your meeting ID followed by the passcode.

3 Participants

Skip to step 5 if you are already logged in as host. Click "Participants" to open the participant window pane.

4 Claim Host

In the participant window, click on "Claim Host" then enter the Host Key.

5 Record

Click the "Record" button and select "Cloud Recording".

Option 3: Using Mobile Zoom App

1

Start the Zoom App on your device.

2 Join

Tap "Join" then enter your meeting ID followed by the passcode.

3 More

Tap on the "More" icon.

4 Apple iOS
Enter Host Key to Claim Host Role
 Android OS
Claim Host Role... [KEY]

Skip to step 5 if you are already logged in as host.

Tap on "Enter Host Key..." or Tap on "Claim host Role".

5 Apple iOS
Record to the Cloud
 Android OS
Record ◎

Tap "More" then tap "Record to the Cloud" or "Record".